

British Education Index

What is the British Education Index?

The British Education Index is a bibliographic abstracting and indexing database. It provides information on research, policy and practice in education and training in the UK. Strengths include aspects of educational policy and administration, evaluation and assessment, technology and special educational needs. It covers all aspects of education from preschool to higher education. Sources include education and training journals, mostly published in the UK, plus conference papers and internet grey literature. Some international literature is included.

Accessing the British Education Index

The British Education Index is accessed via the **E-resources Guide**.

1. To open the E-resources Guide, go to: <http://subjectguides.york.ac.uk/e-resources>
2. When the E-resources guide has opened select the **B** tab from the A-Z list at the top of the screen. An alphabetical list of resources is then displayed.
3. Click on the **British Education Index (EBSCO)**. You may be asked to log in with your IT Services username and password. The resource will now open in a new window.
4. A list of databases available to you via the EBSCO service will be displayed. Select **British Education Index** and click on **Continue**.

Searching the British Education Index

The British Education Index has two search options: **Basic Search** and **Advanced Search**. We recommend that you use the **Advanced Search**.

The screenshot shows the EBSCO search interface with several annotations:

- Link concepts together with AND/OR/NOT**: Points to the dropdown menus for logical operators (AND, OR, NOT).
- The drop-down menus allow you to narrow your search field e.g. Author, Title, Subject Terms etc.**: Points to the "Select a Field (option...)" dropdown menus.
- Multiple search boxes allow you to build up your search. Use a separate box for each concept.**: Points to the multiple search input boxes.
- Use the *Limit your results* options to limit your search by date, publication, language etc.**: Points to the "Limit your results" section.

The interface includes a search bar with the query "coeducation* OR 'single sex'", a "Search" button, and a "Clear" button. Below the search bar are options for "Basic Search", "Advanced Search", and "Search History". The "Search Modes and Expanders" section includes "Search modes" (Boolean/Phrase, Find all my search terms, Find any of my search terms, SmartText Searching) and "Apply related words". The "Limit your results" section includes "Full Text", "Publication", "Scholarly (Peer Reviewed) Journals", and "Publication Date" (Month, Year).

As you type a list of predictive terms will appear, be aware that these are not related to the controlled language terms (thesaurus/subject) so may not be useful to you.



Viewing your search results

Your results will display as a list of references:

The screenshot shows a search results interface. On the left is a 'Refine Results' sidebar with a 'Current Search' box containing the Boolean phrase '(coeducation* OR *single sex*) AND school*' and a 'Limit To' section with checkboxes for 'Full Text', 'Scholarly (Peer Reviewed) Journals', and 'Cover Story'. The main area displays two search results. Each result includes a title, author information, a 'Subjects' line, and a 'Find it @ York' button. Callout boxes provide instructions: 'Shows you the number of items found.' points to the 'Search Results: 1 - 10 of 271' text; 'Select items by clicking on the folder icon.' points to the folder icon in the top right of each result; 'Preview the abstract by hovering over the magnifying glass icon.' points to the magnifying glass icon; 'Click on Find it @ York to check whether the full text of an article is available.' points to the 'Find it @ York' button; and 'You can refine the results in various ways e.g. limit by Full-Text or Scholarly (Peer Reviewed) Journals.' points to the 'Limit To' section.

Printing, saving and emailing your results

You can select references from your results list to print, email or save.

1. Click on the **Add to folder** button displayed to the right of each title to mark your selection.
2. The folder where your saved titles are stored is in the top right hand corner of the screen. Click on the icon to open it.
3. Select the references you are interested in then choose the from the following options:
 - To print your results, click on the printer icon
 - To email your results, click on the mail icon and enter the email address to be used.
 - To save your results, click on the save icon . In the File Download dialogue box, click the Save button. You will then need to give a filename and identify a drive to save to.
 - To Export your results directly to EndNote or EndNote Web, click on the export icon

Search tips

And combines search terms so that each search result contains all of the terms. For example, coeducation and school finds results that contain both terms.

Or combines search terms so that each search result contains at least one of the terms. For example, teenager or adolescent finds results that contain either term.

Wildcard (?): use an question mark to replace a single letter anywhere in a word, except the first character. Wildcards are particularly useful for finding variations in spelling, for example wom?n finds results that contain either woman or women.

Truncation (*): use an asterisk to truncate a word and find all the words made by adding letters to the end of it. For example, polic* finds results that contain the terms policy or policies or policed etc.

On screen help is available by clicking **Help** (in the top right hand corner of the screen).

