Using Electronic Resources: PsycINFO

Workbook for the Department of Health Sciences
1 Database content

PsycINFO is the leading abstracting and indexing database for psychology and related disciplines. It currently indexes over 2,150 journals giving bibliographical references and abstracts. From 1987, some book chapters and books are also available. The earliest records date back to the early 1800s and the database is updated weekly. PsycINFO is provided via OvidSP.

2 Accessing PsycINFO

The Library’s main collection of bibliographic databases, including PsycINFO (Ovid SP), is available via the E-resources Guide.

From your Personal homepage, click on Library Catalogue.

Note: If you are not working on a University IT Services computer and your Personal homepage is not automatically displayed, navigate to it by clicking on Current students from the University of York homepage (www.york.ac.uk).

On the Library Catalogue page click on E-resources Guide.

The E-resources Guide will open in a new window.

Choose Health Sciences and Nursing from the Subject dropdown list.

Note: You can also access CINAHL Plus from the Health Sciences Subject Guide. Choose the Search the Literature tab.

Scan down the list of resources.

Click on PsycINFO (OvidSP).

The University of York IT Services login page will open in a new window. Enter your network username and password and agree to the terms and conditions.

Click on Login.

The list of databases available to you via the OvidSP service will be displayed. Scroll down the screen and click PsycINFO 2002 to [Latest Week]. (The Latest Week will depend on when you are using this workbook).
3  **Keyword searching in Advanced Search**

The **Search** page is now displayed. **Advanced Search** is the default search. If this is not already selected, click on the **Advanced Search** tab.

Searches can be conducted by searching for Keywords or by searching for Subject Headings. For this search, we will use **Keywords**.

Click on the checkbox (✓) next to **Map Term to Subject Heading** to remove the tick. By un-ticking this box we temporarily disable the **Map Term to Subject Headings** function. This will let us search by keyword instead.

Type **psychosocial interventions** in the search box and click on **Search**. This search will find all references where the term occurs somewhere within the record. A screen similar to the following will then be displayed:

The number of records in the database for your search is also displayed in the **Results Tools** menu under **Search Information**.

A record of your searches is displayed in the **Search History** along with the number of results.
4 Results display

The results of your most recent search will be displayed. Click on the **Complete Reference** link in the box at the right of a result to see all the available information about it.

Note that the records are divided into fields, for example, Title, Author, Source, etc.

Choose one of the records and display **Complete Reference**. Who is the first author of the record?

In what journal or other source is the item to be found?

The **Find It @ York** function is available within PsycINFO, allowing you to check if the Library has access to a full-text copy of an item.

For a record of your choice, click on **Find It @ York**.

If there is an electronic version, a link to its provider will be listed in the **View It** panel. You can also click on **Get It** to check against the Library’s print holdings.

Is this item available as an electronic journal article to members of the University?

Close window(s) opened by **Find It @ York** then click on **Search** to return to the Search screen.

5 Truncation

Both $ and * can be used as truncation symbols. For example, behav* will retrieve behaviour, behavioural, behavior, behavioral, etc.

Type **psychosocial intervention** in the search box. Click on **Search**.

How many results are there?
How does this compare to the number found in your previous search?

Remember you can view your previous searches in Search History.

6 Combining terms

You can combine terms within a search using a variety of operators.

**AND** both words must appear in the record (e.g. cbt and child*)

**OR** either word appears (e.g. teenage* or adolescen*)

**WITH** both words must appear in the same field (e.g. in title)

**ADJn** retrieves records that contain search terms within a specified number (n) of words of each other in any order (e.g. child adj3 abuse)

**NOT** records including the second term will be excluded (USE WITH CARE)

Type manic depression or bipolar disorder in the search box. This will find records containing either the term manic depression or the term bipolar disorder.

How many results are found for this search? .................................................................

7 Combining search sets

It is very important to be able to combine previous search sets together to produce more complex searches. In this example, the search on psychosocial interventions will be combined with the search on bipolar disorder or manic depression.

Look at your Search History. You should see a table similar to the following:

Click in the checkboxes next to the searches to be combined.
We want results which are about both psychosocial intervention and bipolar disorder or manic depression. Therefore we need to combine our search using the AND operator.

Click on **And**.

How many results are found for this search? 

Note: You can also reuse existing searches by typing the appropriate set numbers in the search box in the format 1 and 2. The set number is listed under # in the Search History table.

**8 Using subject headings through Keyword Mapping**

The database producers assign subject headings (or descriptors) to each record. These descriptors are listed in the *PsycINFO Subject Headings* field of each record. Using **Keyword Mapping** can improve your search results by matching your search to the terms used by the database.

Tick the **checkbox** next to **Map Term to Subject Heading** to **re-activate** this function (✓).

Type **bereavement** in the search box then click **Search**.

The Mapping Display screen provides a list of possible Subject Headings for a topic. In this example only one Subject Heading is suggested. If more than one Subject Heading is suggested it is possible to make a selection using the checkboxes. Note that it is also possible to search using “bereavement” as a keyword.

Click on **Continue** to conduct the search.

**9 Using Explode**

Subject Headings are arranged in hierarchies called trees. This feature can be used to improve the effectiveness of your searches.

Type in **depression** in the search box then click **Search**.

The Mapping Display suggests several Subject Headings, including Major Depression.

To view the position of the heading Major Depression in the tree structure, click on it. This displays the “Tree”. Scan down the list. You will see that Major Depression has a number of narrower terms e.g. Dysthymic disorder, postpartum depression.
Click on the **Explode** checkbox (the first checkbox to the right of the heading) for Major Depression. Click on **Continue**.

This will search for the term Major Depression, together with all the narrower terms.

You can now use your **Search History** to combine your search on depression with that for psychosocial intervention* using “and”. You may have to click the Expand toggle (▼) to see your earlier searches.

How many results are found for this search? 🛠️

10  Limiting your search

You can narrow your search by using limits. Click on **Limits** (below the search box) to restrict your search to, for example, the **Latest update**, the **English Language**, or items with **Abstracts**, etc.

Restrict your search to articles published from **2008** to **Current** by using the **Publication Year** selection. Click on **Search** to apply this limit to your last search.

How many results are found now? 🛠️

Note: A wider range of limits can be used by clicking on **Additional Limits**.

11  Author searching in Advanced Search

From the **Search** page, select **Author** (located above the search bar) within **Advanced Search**.

Type in **barrowclough c**, then click on **Search**.

The **Authors Index Display** lists the names that match or almost match what you have typed in. You can select from this list by clicking on the checkboxes next to the names. Sometimes an author’s name appears in more than one form. When you have finished your selection, click on **Search for selected terms**.

How many results are found? 🛠️
12 Selecting from your search results

You can select results which are of particular interest by clicking on the checkbox next to the record number from the display. Results can be deselected by clicking on the tick.

Display the results of one of the searches that you have already performed. Practice selecting and deselecting some items of interest.

When you print, save or email your results (see below) you can choose just the selected results, all of the current set or select a range of results (e.g. 1-20).

Click in the checkbox to select all of the current search set.

Type in a range, e.g. 1-20, to select a sequence of results from the current set.

13 Printing, Emailing and Exporting your search results

As well as being able to print out your results, you can email your results to yourself or someone else, or use the export option to save your results to a file or import them directly into EndNote.

Display the results you wish to print/email/export (use any of the search results produced up to now). Remember you can select results from your list or you can use the options at the top of the results section of the screen to specify which Results you wish to print/email/export.

Once you have selected the results you wish to print/email/export and clicked on your chosen option, a screen similar to the following will be displayed:

You can specify which parts of each result (i.e. Fields) you wish to print/save/email.

Check the box if you want to include a record of your search history. This is usually good practice.
Practice using one or more of the following:

To print your results, click \[\text{Print}\] , then select the fields you wish to print and click \text{Print Preview}. You can then print using your browsers’ print options.

To save your results to a file, click \[\text{Export}\] , then use the drop down menu to select the file format you wish to save the results as eg. Microsoft Word or PDF, then click on \[\text{Export Citation(s)}\]. Click on \text{Save}, you will need give the document a meaningful file name and identify a drive to save it in. Click on \text{Cancel} if you don’t want to do this now.

To export your results to EndNote, click \[\text{Export}\] . From the drop down menu select \text{EndNote}, then click on \[\text{Export Citation(s)}\].

To email your results, click on \[\text{Email}\] and enter the email address to be used.

14 Creating a personal account in OvidSP

Creating a Personal Account in OvidSP allows you to Save Searches and Search Alerts, group items of interest using the My Projects function and Annotate items.

To create a Personal Account click on \text{My Account}, on the top right of the screen. Click on the \text{Create a new Personal Account} link, enter your details into the online form and click on \text{Create}. You will now be logged into your personal account allowing you to access the additional functions available in OvidSP.

Click on the \text{Search} tab to return to the main Search page.

15 Using My Workspace, creating projects and saving searches

Once you have created a Personal Account in OvidSP you will be able to access the functions in the My Workspace tab. The My Workspace tab allows you to manage the information you have saved in your Personal Account. Under My Workspace, you can see links to My Projects and My Searches and Alerts.

\text{My Projects} allows you to organise your work into projects and folders. You can save your search results and other items into My

\text{My Searches & Alerts} allows you to re-run saved searches at a later date. You can also use \text{My Searches & Alerts} to specify an automatic re-running of your search as the database is updated – these results are then
Click on the **Search** tab to return to the main Search page. Practice using one of the following:

To add individual results into **My Projects**, display the search results from one of your previous searches and click on the + **My Projects** option of a result you wish to add. You can also add multiple results at a time by selecting results using the checkbox, and clicking on the **Add to My Projects** option at the top or bottom of the list.

To save your Search History click on **Save Search History**. This will save your search into the My Searches & Alerts section of My Workspace so that you can re-run the search at another time.

**16 Changing database**

It is possible to change which database you are searching via OvidSP. If you wish to change to using another database click **Change** on the Main Search page and select one of the other databases provided via OvidSP.

**17 Exiting from OvidSP**

When you have finished searching, click on **Logoff** from the Search page.