eLibrary Guide:  
Using Academic Search Complete

Academic Search Complete is a multi-disciplinary database covering nearly every area of academic study. It includes more than 8,500 full-text journals, over 7,000 of which are peer-reviewed, plus abstracts from many more titles.

Getting Started

- Go to the Library Web site (http://www.bbk.ac.uk/lib) and click on the eLibrary tab
- Click on A-Z Databases and Online Resources and choose Academic Search Complete from the A-Z list
- Click on the Access Academic Search Complete link
- Enter your IT Services username and password at the authentication screen
- On the EBSCO Choose Databases screen choose Academic Search Complete

How To Search

You can choose either the default Basic Search screen or the Advanced Search screen which gives you more search options

1. The Basic Search screen

Searching on a single word or a phrase:
- Type your search word(s) (e.g. memory), or phrase (e.g. climate change), into the Search box and click on Search
- The retrieved references will be shown, with the most recent article first. You can change the order they are listed by clicking the arrow next to Relevance.
- The number of references found will be shown at the top.

Searching on a combination of words:
- You can search for two words or concepts to be found in the same document by joining them with And e.g. business and ethics
- You can search for references which contain either of two words or concepts by joining them with Or e.g. addiction or dependence. This is useful where two or more different words could be used to describe the same topic

2. The Advanced Search Screen

Click on the Advanced Search link.
- Type your search words or phrases into the Search boxes. You can join them together by using And (default) or click the drop-down menu for Or and Not
- To restrict your search terms to a particular part of the references e.g. just to be found in the title, click the drop-down menu for Select a Field and choose from the menu
- Click on Search

Refine Your Search

In the Basic or Advanced search screen, refine your search using the Limit Your Results section further down the page. You can choose various options here, including Publication Date, Publication Type, Peer Reviewed Journals, etc.

Displaying your results

The results are displayed in a brief format at first – click on the titles to see the full bibliographic record including abstract or hover the mouse over the magnifying glass icon 🕵️‍♂️

Continued over
Too many results?

Use the “Refine Results” column on the left hand side to choose specific types of publication or to narrow your search by subject area or geographical area, for example.

Links to Birkbeck Library journal holdings (print and electronic)

Academic Search Complete has links through to the full text of articles where we subscribe to the journal. There are no links through to books or book chapters - you will need to check our Library catalogue to see if we hold these. If you see this link [PDF Full Text] you can link directly to the article from Academic Search Complete. If this link isn’t available, click on [Find Full Text] and follow the instructions below:

- If the article is available electronically, you will see a screen that says “Content is available via the following links”. Click on the word Article to go straight to the article.
- If the full text is available, you can print it, save it or, in some cases, email it to yourself.
- If it is not available electronically, you will see “Sorry, no holdings were found for this journal”.
- Further down that screen you will see a section headed Search Birkbeck’s Print Journals. Use these links to search our Library catalogue and see if we hold that journal in print.
- The Other Links section enables you to see if the journal is available in another library.
- Close the Article Linker window to return to Academic Search Complete.

Saving, printing and emailing your results

- From your list of results, mark the records you want to save, print, email or export by clicking on next to each reference. When you have marked a record it will change to .
- To see the list of those you have marked, click on Folder at the top of the screen or on Go to Folder View on the left.

From your folder list you can:

Print your references: Select items to print and click on Print on the left hand Tools menu. Select the level of detail about each reference you need and the citation format you would like them printed in. Click on the button. A Print box will appear to allow you specify the printer. Click on OK to start printing.

Email your references: Select items to email and click on Email on the left hand menu. Select the level of detail about each reference you need and the citation format you would like them to be emailed in. Enter your email address, subject and any comments and click on Send.

Save your references: Select items to save and click on Save on the left hand menu. Select the level of detail about each reference you need and the citation format you would like them to be saved in. Then click on and follow the instructions on the next page.

Export your references to a bibliographic management package such as EndNote or Zotero. Select items to export and click on Export on the left hand menu. Choose your package from the list.

Where to get more help

- There is online help which you can access during your search by clicking on the Help link.
- There are links to guides, online tutorials and videos at http://www.bbk.ac.uk/lib/elib/databases/science/psyc.
- Ask at the Library Help Desk, email us on library-help@bbk.ac.uk or call the Help desk on 020 7631 6063.
**Academic Search Complete Search Tips**

**Finding different word endings and spellings - truncating words and Wildcard characters:**

You can truncate a word by using the * symbol e.g. **socialis***. This will now search on all the different endings of that word e.g. **socialist, socialism, socialise**, etc.

The wildcard symbol (?) substitutes for one character and can be useful for variant spellings. For example, the search **organisation** retrieves both **organization** and **organization**. The # symbol will substitute for one or no character e.g. **colouri** will pick up color and colour.

**Using “Near (N)” and “With (W)”**

Use N to search for words that occur near to each other but in any order. Put a number after the N to indicate how near you want your terms to be. For example **tax* N2 reform** will pick up tax reform, reform of taxation, etc.

**Using the Indexes**

Click on the **Indexes** link (under More) to see the list of indexes. A particularly useful index is the Author index which helps you pick up all instances of an author’s name. For example typing in the surname Golombok shows you that there are entries for Golombok, S; Golombok, Susan and Golombok, Susan E. You can select all of these by checking the boxes next to the entries.

**Using the Subject Terms**

Click on the **Subject Terms** link to browse a list of subject headings available in the database. This can help you find the right terms for your search. For example, typing **Film** into the Subject Terms shows you that Academic Search Complete uses the phrase **Motion Pictures** to index articles in this subject area.

Click on **Add** to enter a term from the thesaurus into your search

**Using the Hyperlinks**

In the full display, click on the blue hyperlinks within records to find more results. Examples are:

- Clicking on an **author name** within a record takes you to a list of all papers in Academic Search Complete by that author.
- Clicking on the **Source** hyperlink in a journal article record will take you a list of all articles in that journal.
- Clicking on the **Source** hyperlink in a book chapter record will take you to the record for that book and you then see details of all chapters
- Clicking on the blue **Cited references** link (if available) will display details of all the references cited in that article or chapter
- Clicking on **Times cited in this database** (if available) gives you a list of other papers that have cited that article

**Using the Cited Reference search**

Click on **Cited References** in the menu bar at the top and type in details of a paper that you know. Click on **Search**. On the next page, check the box(es) for the correct article(s) and click on **Find Citing Articles**. This will give you a list of articles indexed on Academic Search Complete that have cited the article you know.