A Quick PsychInfo Guide

- Go to the Westmont webpage and choose Library
- Under *Full Text Journals*, choose *PsychInfo*
  - You can either choose *PsychInfo* or *Psych Articles*. *Psych Articles* will ONLY search for full text articles!
- Once you choose *PsychInfo*, you will be taken to the ProQuest search page
- The ProQuest search page will have three different tabs to choose from: *Basic*, *Advanced*, and *Marked List*

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Skills: Search/Tag; Set/Remove; Next/Previous; Search/Filter; Share/Print; Send to Email; Related Searches
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- The Basic and Advanced tabs are two ways to search
- The Marked List tab keeps a record of the articles you have selected to keep
- Using the Advanced tab, you can search on multiple levels

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Advanced Search
Title: Search All. Document: Exact Title, Article Title, Subject, Journal Title, Author
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- Next to the main search box is a drop down menu with different search categories
- There are six main search categories: *Citation and Abstract*, *Abstract*, *Article Title*, *Author*, *Journal Title*, and *Subject*
- There are also Expert Search fields (created specifically by PsychInfo). To search for keywords, use the *Identifier (keyword)*, *Major Index Term*, and *Index Term* categories
  - The *Major Index Term* category will limit your search. The *Identifier (keyword)* category will expand your search.
- Be more specific by using the *And/Or* options

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AND
OR
```

- When you type a phrase into the main search box, PsychInfo will search on that exact phrase (e.g., if the phrase is two words such as *Operant Conditioning*, PsychInfo will search specifically for “Operant Conditioning”). If you prefer to search for both words anywhere in the article but you don’t necessarily want them to be together, use the AND function. If you prefer to only search for one or the other (*Operant OR Conditioning*), use the OR function.
- You can add multiple search rows by selecting *Add a row*
- Choose a date range

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Date range: Last 3 years
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- Specify your own date range by choosing *Custom Date Range*
- When you finish limiting your search, select the *Search* button to begin
- A new page will open up with the results of your search
- You can select the articles that interest you by clicking on the left hand box next to the article title. A check mark will appear and the entire article will be highlighted.
- Once you’ve selected all the articles that interest you, you can view your selections under the *Marked List* tab
- From here, you can print your selections, email them to yourself, or export them.
- You can also search on the articles and check for their availability.

**Check for an article’s availability**

- Choose *Check for availability* under the article title.
- Select the article’s title.
- Click on the *Journal* link.
- If you click on the *Journal* link, you will be taken directly to the Westmont database. If you click on either the article’s title or the *Check for availability* link, you will be taken to the article’s reference page. From there, you must choose *Check for full text via Journal Linker*.
- If you open the article’s reference page, you can print or email the article’s citation, abstract, and references.

**After clicking on the *Journal* link or the *Check for full text* link, you will be taken directly to the Westmont Library’s database.** If the journal is in the database, there will be a link for the journal.

- If you click on the search option available (e.g., EBSCOHost or PsychArticles), it will bring you to a new search page. From here, you can search for the article by looking under the year it was published, what section of the journal it was published in, etc.

*Journal of community psychology* (0090-4392)
from 01/01/1985 to 6 months ago in **EBSCOhost Academic**

- If the Westmont Library database comes back with no journal listed, there is no full text available. In order to obtain the article, you will have to submit an inter-library loan.

**To submit an inter-library loan, go to the Westmont homepage and choose Library**

- On the left hand side of the page, under where it says “Go to Roger” and “Reserves,” choose the option: *WILL (InterLibrary Loan)*
- Instructions will appear regarding your WILL. Read them and then select *Continue*.
- A form will appear that allows you to fill in your contact information and select whether you are searching for a book or periodical.
- Before selecting *Continue*, you must specify that you have checked Westmont’s Library Catalog. You can do so through the links *Check Book Catalog/Check Periodicals*.
- Once you have selected *Continue*, a book or periodical request form will appear. Fill in the necessary information and then submit your request.