




The Online Library

Quick Start Guide- Academic Search Complete



Academic Search Complete is the world's most valuable and comprehensive scholarly, multi-disciplinary full-text database, with nearly 9000 full-text journals, including more than 7,700 peer-reviewed journals. In addition to full text, this database offers indexing and abstracts for more than 13,600 journals.

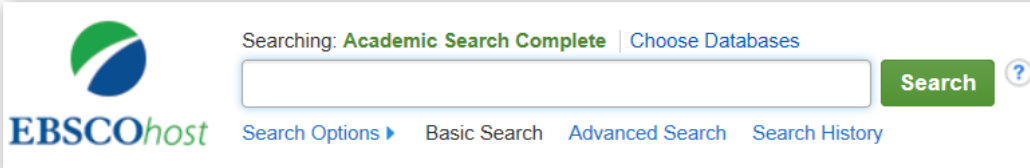
This guide is intended to help you start searching the database and to save, print or email articles you find.

You can get further help by clicking on this icon  while you are in the database.

Searching

There are **Basic** and **Advanced** search options. Take a few moments to have a look at these different screens, and see which works best for you and the research you are doing.

Basic Search



The screenshot shows the EBSCOhost search interface. On the left is the EBSCOhost logo. To its right, it says 'Searching: Academic Search Complete' with a link to 'Choose Databases'. Below this is a large search input box. To the right of the input box is a green 'Search' button with a help icon (a blue circle with a white question mark). Below the search box, there are links for 'Search Options', 'Basic Search', 'Advanced Search', and 'Search History'.

Locating a journal article- if you know the title of the article and author you can enter these details in the basic search box to retrieve the full text. Alternatively, Enter your search keywords into the basic search box. Under the search box, search options are given to allow you to make improvements to your search.



Search Options

Search Options

Reset

1 Search Modes and Expanders

Search modes ?

☒ Boolean/Phrase

☐ Find all my search terms

☐ Find any of my search terms

☐ SmartText Searching [Hint](#)

Apply related words ☐

Also search within the full text of the articles ☐

Apply equivalent subjects ☐

2 Limit your results

Full Text ☐

Scholarly (Peer Reviewed) Journals ☐

Publication

Number of Pages

References Available ☐

Published Date -

Publication Type
Periodical
Newspaper
Book

Image Quick View ☐

Image Quick View Types

☐ Black and White Photograph ☐ Chart

☐ Color Photograph ☐ Diagram

☐ Graph ☐ Illustration

☐ Map

Search

1. Search modes and expanders

- **Boolean/Phrase** – Supports the use of AND, OR and NOT and also allows you to use quotation marks for an exact phrase.
- **Find all my search terms** – adds AND to all search terms entered (e.g. web AND accessibility)
- **Find any of my search terms** – adds OR to all search terms entered (e.g. web OR accessibility)
- **SmartText Searching** - Copy and paste chunks of text (up to 5000 characters including spaces) to search for results.
- **Apply related words** - includes synonyms (words with the same or a similar meaning) and plurals of search terms.
- **Also search within the full text of the articles** - select this to look for your terms in the whole article not just the abstract and citation.
- **Apply equivalent subjects** - Make your search more precise by matching your search terms to known subject keywords.



2. Limit your results

Make your search more precise by placing limits on it. Some of the most useful options are:

- **Full Text** - If you only want to view items where the full text is available
- **Scholarly (Peer reviewed) Journals** - Limits to journals reviewed and/or qualified by a selected panel of acknowledged experts in the field of study covered by the journal.
- **Publication** - to only show results from a specific publication title.
- **Published Date** - Use this option to search for articles within a specified date range.
- **Publication Type** - Select whether the results come from journals, newspapers, books etc.

The **Advanced Search** feature contains additional search limiters such as by Document Type and Language.

Select the  icon within the database for further help with searching.

Browsing

Select '**Publications**' from the top menu to view an alphabetical list of the all the titles within the database. The entry for each journal contains information about whether the full text is available, and whether this is in PDF and/or HTML format.



Or you can **search the list of publications**

Publications

Browsing: Academic Search Complete -- Publications

☐ Alphabetical ☒ By Subject & Description ☐ Match Any Words

- **Alphabetical** – This search type finds journals beginning with the letters entered. Results are displayed in alphabetical order.
- **By Subject & Description** – This search type allows users to simultaneously search the subject, description and title fields of a journal.
- **Match Any Words** – This search type finds publications containing one or more of your terms.



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Printing, saving and emailing your results

From your results list click on the title of the article you wish to print.
The full text of the article below is available in 2 different formats (please note that not all articles in the database are available in both formats).
Select on **HTML Full Text** or **PDF Full text** to open the file.

Result List | Refine Search | 23 of 40

FROM THE STOREROOM TO THE BOARDROOM.

Authors: Larkin, Howard

Source: H&HN: Hospitals & Health Networks, Oct2004, Vol. 78 Issue 10, p64-68. 4p. 3 Color Photographs.

Document Type: Article

Subject Terms: *HOSPITALS -- Risk management
*MEDICAL personnel -- Malpractice
*MEDICAL errors -- Prevention
*MEDICAL technology
*RISK managers

NAICS/Industry: 423450 Medical, Dental, and Hospital Equipment and Supplies Merchant Wholesalers
Codes: 339113 Surgical Appliance and Supplies Manufacturing
339112 Surgical and Medical Instrument Manufacturing

Abstract: Discusses the role of risk management in preventing health care malpractice. Reasons behind the decision of hospitals to add medical technologies; Importance of adopting the operational, financial and strategic implications of risk management strategies; Responsibilities of risk managers.

Full Text Word Count: 1883

ISSN: 1068-8838

Accession Number: 14860097

Tools

- Add to folder
- Print
- E-mail
- Save
- Cite
- Export
- Create Note
- Permalink
- Share
- Listen
- Translate

HTML Full Text

Save-select 'Save' from the right hand menu

Print- select 'Print' from the right hand menu

PDF Full Text

Save- Open the PFF and click on the Save icon

Print- Open the PDF and click the Print icon



The Tools menu on the right hand side of the page

- **Add to folder-** saves the citation of the article so you can export it to reference management software
- **Print-** Print's citation information and the full text HTML where available. To print PDF's see above
- **E-mail-** send the article by email. If there is a PDF this can be attached to the email.



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Help and Support

If you need any help whilst using Academic Search Complete click on the question mark icon.

Or please contact the Online library Enquiry Service:

By **Telephone**: +44 (0)20 7862 8478 (between 09.00 and 17.00 GMT)

By **email** at: OnlineLibrary@shl.lon.ac.uk

By submitting the **Enquiries Form** at:

<http://onlinelibrary.london.ac.uk/about/contact-us?>