Internet Database Service Version 6
QUICK REFERENCE CARD

CSA

www.csa.com

SEARCH HISTORY/ALERTS

Review Your Search History

- View the current searches you have just created.
- Mark strategies to be saved on a long-term basis.
- Combine strategies.
- List, run or combine previously saved strategies.

Saving Your Searches/Creating Alerts

When you save one or several search strategies, we ask for an:

- E-mail address, and
- A personal password that is of your choosing.

All strategies you save are assigned to that e-mail and password. You may save up to 50 searches.

To designate a strategy for a search alert, click on *Save as Alert*. You will automatically receive an e-mail with search results every time the database is updated.

To list strategies or alerts you have saved previously, you must:

- Click the *List Saved Searches* or *List Saved Alerts* button.
- Enter your e-mail and password.

After recalling a list of saved strategies, you can:

- Re-run the searches (e.g., in a different database).
- Combine strategies and click *Search Again*.
- Extend the expiration date (currently set at 6 months).
- Delete the strategies.
- Designate the strategy as an alert.

After recalling the list of saved alerts, you can:

- Modify the search strategy.
- Renew the alert.
- Delete the alert.

GETTING STARTED

Select Subject Area

Databases are grouped into subject areas.
- Select subject area.
- Select either Quick Search or Advanced Search mode.

To search databases from different subject areas, first choose **Alphabetical List**.

Often, direct access from your library's Web pages defaults to one subject or database, bypassing these choices.

Help

- Upper right corner of the screen — the index to *Help* pages is always available here.
- On-screen hints and mouse-overs — provide helpful guidance throughout.
- ℹ️ icons — click for specific information in context.

Search Tools

Special symbols can expand the scope of your search.

Use	To
*	**Truncate.** This expands a search term to include forms of a root word, e.g. patent* retrieves patent, patents, patentable, patented, etc.
*	**Find an unlimited number of characters within a word**, e.g. h*ophilia retrieves haemophilia and hemophilia, and behavi*r retrieves behaviour and behavior.
?	**Find alternative spellings.** The ? represents any single character; ?? represents two characters, and so on. Use within or at the end of a word, e.g. wom?n finds woman as well as women, and carbon fib?? finds records containing carbon fiber or carbon fibre.

Boolean operators help define the relationships between words or groups of words.

Use	To
AND	Narrow search and retrieve records containing **all** of the words it separates
OR	Broaden search and retrieve records containing **any** of the words it separates
no operator	Find words as a phrase, e.g. life stage transitions retrieves records containing the three words immediately adjacent to one another and in the same order.
NOT	Narrow search and retrieve records that do not contain the term following it.
( )	Group words or phrases when combining Boolean phrases and to show the order in which relationships should be considered, e.g. (mouse or mice) and (gene or pseudogene).
WITHIN "X"	Narrow a search by specifying a proximity relationship of fewer than "X" words between search terms.
NEAR	Narrow a search by specifying a proximity relationship of fewer than 10 words between search terms.

QUICK SEARCH

Use this for a simple initial search.

- Check the database(s) you want to search.
- Enter in the query box the words you want to find.
- Restrict your search to specific parts of a record using the drop-list to choose title, author, source (journal name), or keywords. For an unrestricted search choose 'anywhere'. *'Keywords' is a good choice for a subject search because it looks for your words in the title, abstract, identifiers and descriptor fields.*
- Select a radio button to indicate how you want to find your words. There are three options:
  - ❏ *Exact phrase*
  - ❏ *Any of the words* (equivalent to a Boolean OR)
  - ❏ *All of the words* (equivalent to a Boolean AND)
  If desired, limit search results to Latest Update, Journal Articles Only, English Only
- Indicate publication date range using the *From* and *To* drop-lists.
- Specify how the results should be ordered with the *Sort by* drop-list. There are two options:
  - ❏ Publication date *(so the most recent records appear at the top)*
  - ❏ Relevancy rank
- Select the display format for found records. There are five options:
  - ❏ Citation *(title, author, source)*
  - ❏ Citation and abstract
  - ❏ Full record – with references
  - ❏ Full record – without references
  - ❏ Custom fields
- Click the *Search* button.

ADVANCED SEARCH

Use this to construct more detailed, powerful searches.

In the right frame, under *Build your Search Strategy*, use drop-lists to specify:
- Fields in which words or a phrase should appear.
- Relationships using Boolean operators AND, OR and NOT. If desired, limit search results to Latest Update, Journal Articles Only, English Only
- Publication date range.
- Sort order. There are two options:
  - ❏ Publication date *(so the most recent records appear at the beginning)*
  - ❏ Relevancy rank
- Display format for found records. There are five options:
  - ❏ Citation *(title, author, source)*
  - ❏ Citation and abstract
  - ❏ Full record – with references
  - ❏ Full record – without references
  - ❏ Custom fields

*Users familiar with constructing nested Boolean searches and using field codes may opt to enter the complete strategy in the **Command-Line** search box. If you enter a search in both the **Build your Search Strategy** boxes and in the **Command-Line** box, only the **Command-Line** search is executed.*

When you have entered your strategy:
- Click the *Search* button *(If you want to change the search completely, click the **Clear** button.)*

See *Search Results* on the reverse for directions on reviewing results.

THESAURUS SEARCH

Use this to search controlled terms.

A thesaurus provides a standard language or set of terms with which to describe a topic. Use thesaurus terms to help retrieve the maximum number of relevant documents.

- Choose the *Thesaurus Search* option after selecting a database(s).
- Thesauri and term lists appear in a drop-list; available choice(s) are determined by the database(s) selected. Note: More than one thesaurus or term list may apply, but you can search only one at a time.
- Browse for terms via a thesaurus hierarchy, rotated index or alphabetical display. These display formats allow you to navigate the thesaurus alphabetically or through the hierarchical relationships between terms.
- Mark the box next to the terms you wish to search. Combine terms using OR or AND. Choose Explode to include all narrower terms in the thesaurus hierarchy.

When the Search button is clicked, the Descriptors field is then searched. Remember, because the terms are database specific, if you are searching multiple databases that use different thesauri, you may not retrieve records from all the databases.

Browsable Index Searching

Click on *Browse Indexes* to access an alphabetical listing of terms used in a specific field of a database. Browse this list to see, for example, various spellings of author names, what types of publications are covered by a particular database, or the names of journals indexed in a certain database. Mark the box next to the terms you wish to search.

SEARCH TIPS

Author Name The format of authors' names varies from database to database, and sometimes within a database. For example:

> Lastname, AB
> Lastname, A B
> Lastname, Firstname B
> Lastname, A Firstname

The best way to search for an author is to use the Browse Index feature:

- Click the *Browse Indexes* button
- Select *Author Index*
- Enter name or first part of a name in the *Find* box
- Click *Display*, which then shows spelling variations
- Mark the names of interest
- Click the *Search* button in the left margin

For co-authors, it is usually sufficient to use just the last names, e.g. **wilson and swanson**

Use ? and * to find multiple spellings, e.g. **sm?th*** retrieves smith, smyth, smythe, etc.

Acronyms Include in your criteria, the terms spelled in full as well, e.g. **pcr or (polymerase chain reaction)**

Source Journals Use the field code 'so=' or click the *Browse Indexes* button to discover if the database has a Journal Name index. If so, use this to find the journal name(s) and perform a search. Many records contain abbreviated versions of source journal titles. Consult our source journal lists for a complete reference to abbreviated titles: **http://www.csa.com/csa/HelpV6/CSA/ssrclist.shtml**

Subject Search Use the Keywords (KW=) field for a comprehensive search of all the fields that contain index terms such as Descriptors and Identifiers, as well as the Title and Abstract fields.

SUMMARY LIST OF FIELD CODES & NAMES
For a complete list see **http://www.csa.com/csa/HelpV6/CSA/fielded.shtml**

Keywords (KW=)	Classification (CL=)	Other Numbers (NU=)
Author (AU=)	Editor (ED=)	Original Title (OT=)
Title (TI=)	Environmental Regime	Patent Number (PN=)
Abstract (AB=)	(ER=)	Publisher (PB=)
Descriptors (DE=)	Identifiers (ID=)	Publication Type (PT=)
Source (SO=)	Input Center (ASFA)	Publication Year (PY=)
	(TR=)	Report Number (RP=)
Accession Number (AN=)	ISBN (IB=)	Subfile (SF=)
Agency (AG=)	ISSN (IS=)	Summary Language (SL=)
Author Affiliation (AF=)	Language (LA=)	Target Audience (TA=)
Corporate Author (CA=)	Material (ML=)	Update (UD=)
Conference (CF=)	Notes (NT=)	

SEARCH RESULTS

**Review results from a Quick Search
or Advanced Search.**

In the right frame, each database you selected is listed*, followed by an arrow and the number of records found in each. Below the list is the first group of records from the database that has a down arrow. To view records from a different database:
- Click the right arrow or the number of records.

To save, print, or e-mail up to 500 records (or as many as you'd like in batches of 500):
- Click the *Save/Print/E-mail Records* button

To check or mark individual records for saving, printing or e-mailing:
- Check the box at the top left of the desired record.
- Click the *Save/Print/E-mail Records* button

In the left frame, your search and previous parameters are still visible. Here you can:
- Modify or correct your search.
- Change the date range and display options.
- Click the *Search Again* button.
- Switch search mode.
- Proceed to the *Search History/Alerts* feature.

*In addition to databases you selected, IDS automatically searches the *Web Resources Related to Your Search* and *Recent References* databases, displaying results if applicable.

Document Acquisition Features

Document acquisition tools appear for each record. Applicable options* customized by your library are provided both on the results list and the full record.

Check Your Library
This feature allows you to search your local library holdings for the document.

Retrieve Electronic Fulltext
This feature allows you to connect to your local library's subscription to electronic fulltext journals. The Internet Database Service supports linking to electronic fulltext from the following publishers:

- AIAA Online Meeting Papers
- American Meteorological Society
- ATLAS: ATLA Serials
- BioOne
- EBSCOhost EJS (Enhanced version)
- E*Subscribe (EDRS)
- FirstSearch Electronic Collections Online (OCLC)
- Geological Society of America
- HighWire Press
- Ingenta
- Ingenta Select (formerly CatchWord)
- JSTOR
- Kluwer
- LINK (Springer)
- Marcel Dekker
- National Sea Grant Library
- Nature Publishing Group
- Project MUSE
- PsycARTICLES
- ScienceDirect
- ScienceDirect On-Site
- SwetsWise (formerly SwetsnetNavigator)
- *Also OpenURL enabled*

An InterLibrary Loan Request
This feature provides an e-mail form requesting the document via your library's ILL department.

Acquire Through Document Delivery
This feature provides links to commercial document delivery services.

*Note: Options vary depending upon subscriber preferences. To establish links, contact support@csa.com for set-up instructions.