

A Quickie Guide to Using Databases

There's lots of cool stuff you can do
with databases, but this will get you
started!

1. Go to the College home page, click the drop down menu Our ACM.
2. Click Library.

The screenshot shows the Allegany College of Maryland website in a Windows Internet Explorer browser. The address bar displays <http://www.allegany.edu/>. The website header includes the college name, locations (Cumberland, MD • Everett, PA • Somerset, PA), and navigation links like A-Z INDEX and CURRENT STUDENTS. A green navigation bar contains links for Our ACM, Future Students, Academics, ACM Costs, Financial Assistance, and Alumni & Friends. The 'Our ACM' dropdown menu is expanded, showing a list of links including About Us, President's Message, Accreditation, Mission, Vision, Guiding Principles, Foundations, Campuses, Library, Athletics, Publications, Campus Security, Staff/Faculty Directory, and Job Opportunities. A large red arrow points to the 'Library' link. Below the navigation bar, there is a banner image with the text 'Welcome To the Center for Continuing Education' and a photo of two women. A small 'apply now' button is visible. The footer section contains 'ACM News' with a list of recent articles and 'ACM Announcements' with a notice about registration.

ALLEGANY COLLEGE OF MARYLAND
Cumberland, MD • Everett, PA • Somerset, PA

A-Z INDEX CURRENT STUDENTS
Quicklinks: [dropdown]

Our ACM ▾ Future Students ▾ Academics ▾ ACM Costs ▾ Financial Assistance ▾ Alumni & Friends ▾

About Us
President's Message
Accreditation
Mission, Vision, Guiding Principles
Foundations
Campuses
Library
Athletics
Publications
Campus Security
Staff/Faculty Directory
Job Opportunities

apply now

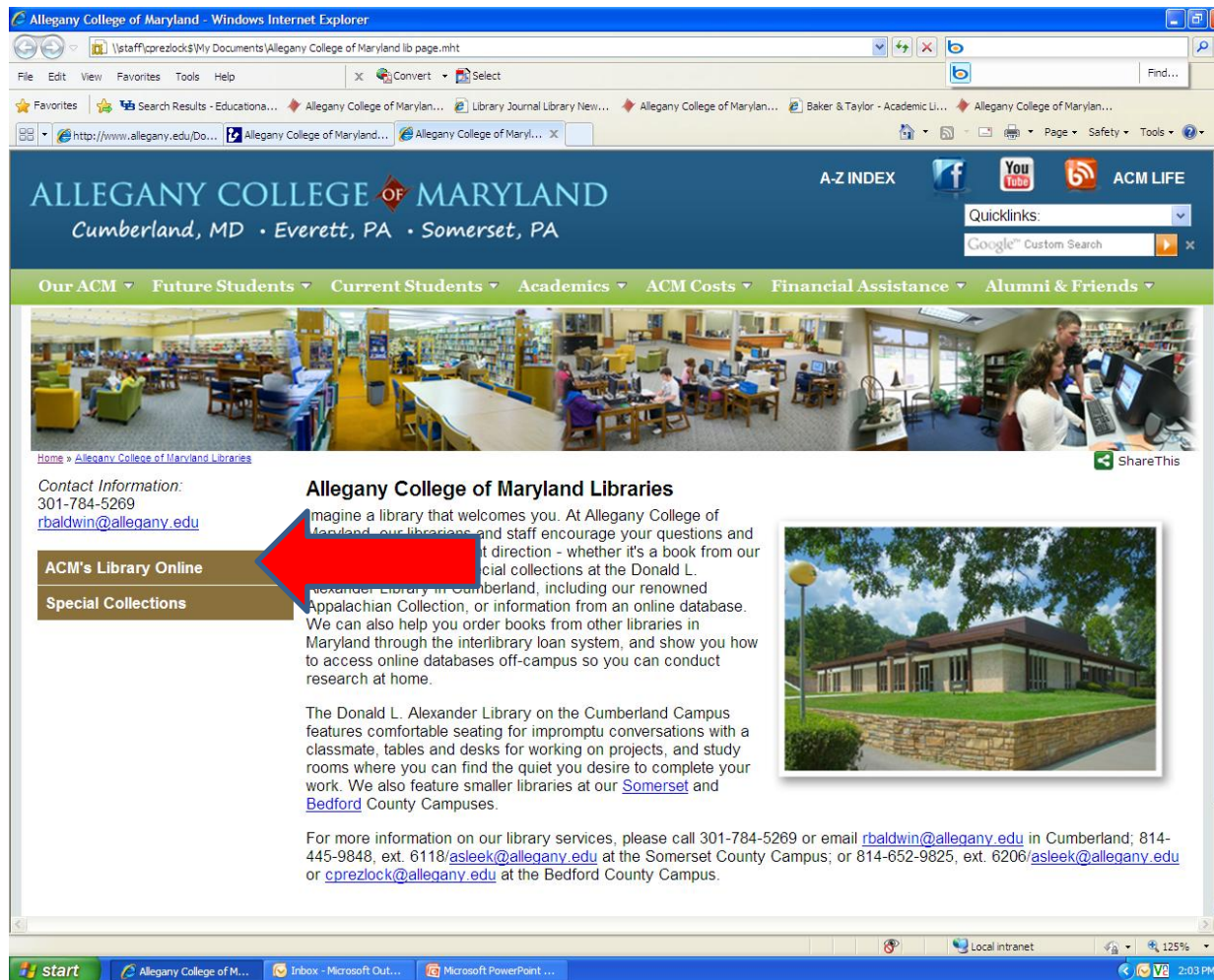
ACM News
ACM Events

- [ACM'S Fifth President Begins Work With Praise For College](#)
- [ACM Psychology Faculty Member Wins Top Teaching Award](#)
- [Lunch With The Arts Series Begins April 7 At Gateway Center](#)
- [Phi Theta Kappa Honor Society Chapter Initiates New Members](#)
- [Cumberland Campus to Host Annual Open House April 9](#)
- [Foundation Announces Scholarships to Eight Students](#)

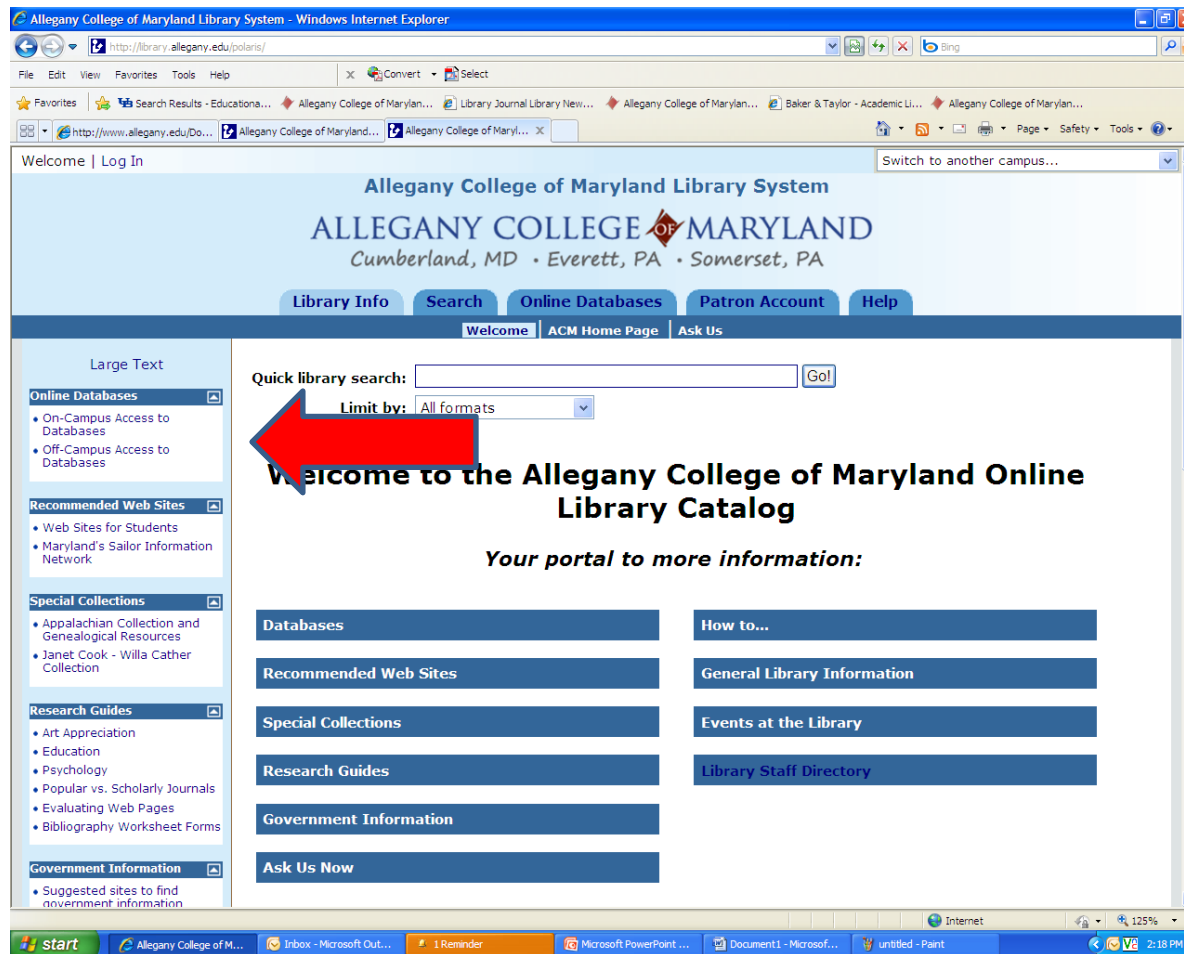
ACM Announcements
**CURRENT and FUTURE STUDENTS:
REGISTRATION DATE HAS BEEN DELAYED!**

Please note that **Registration will now begin on Tuesday, April 26, 2011!** Current students may register online beginning at 8 a.m. on the morning of

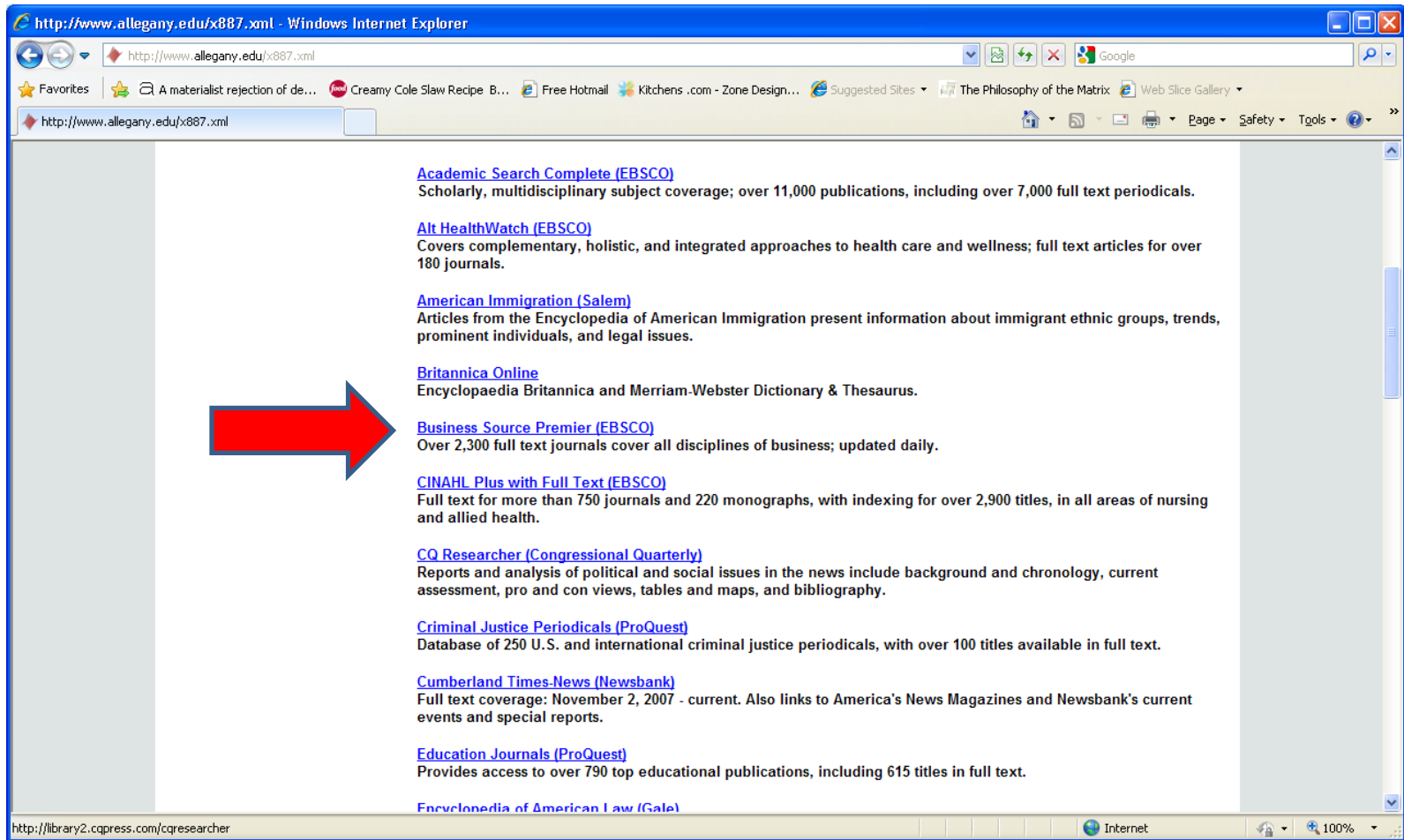
3. Click on ACM's Library Online.
4. You'll be directed to the ACM Polaris portal.



Once you reach the portal, choose On- or Off-Campus Access to Databases.
Note: If you are Off-Campus, you need to login with your ACM username and password (the same login you use for Blackboard and Self-Service).



5. This is a view of the on-campus list of databases. Each blue link represents a collection of documents in a specific database.
- Several of the larger databases are provided by EBSCO and ProQuest, but we also receive some from Gale and CQ, etc.
6. You might choose to search a few times under different databases.



For this demonstration, I chose Business Source Premier from EBSCO. Any of the EBSCO sites will look the same.

--To begin a search, type in the topic in as limited terms as you can.

--You might choose **Find all my search terms** in **Search Options**.

--You will likely want the full text articles, so check **Full Text**. Otherwise, you will see both full-text and abstract-only articles. The library can help you obtain the full text of abstract-only articles.

EBSCOhost: Basic Search - Windows Internet Explorer

http://web.ebscohost.com/ehost/search/basic?sid=bf4a1f53-82bd-4def-806e-0176bfd4e30a%40sessionmgr104&vid=1&hid=125

Searching: **Business Source Premier** [Choose Databases >](#)

Search **Clear** [?](#)

[Search Options](#) | [Basic Search](#) | [Advanced Search](#) | [Visual Search](#) | [Search History](#)

Search Options [Reset](#)

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 ☐

Limit your results

Full Text ☐

Scholarly (Peer Reviewed) Journals ☐

Publication

References Available ☐

Published Date from Month Year: to Month Year:

Publication Type All Academic Journal

Using the search term “reverse mortgages,” I have 576 hits. I know they are full-text articles. Also, under each article link, I can read “subject descriptors,” other words associated with the topic.

I will click on the title to read the abstract and the article.

The screenshot shows a Windows Internet Explorer browser window displaying the EBSCOhost search results for the term "reverse mortgages". The address bar shows the URL: [http://web.ebscohost.com/ehost/results?sid=bf4a1f53-82bd-4def-806e-0176bfd4e30a%40sessionmgr104&vid=125&bquery=\(reverse+AND+mortga](http://web.ebscohost.com/ehost/results?sid=bf4a1f53-82bd-4def-806e-0176bfd4e30a%40sessionmgr104&vid=125&bquery=(reverse+AND+mortga). The search bar contains the text "reverse mortgages" and the "Search" button is highlighted. The results section shows "576 Results for..." and a list of results. The first result is "The Effective Use of Reverse Mortgages in Retirement." by Rose, Clarence C., published in the *Journal of Financial Service Professionals*, Jul2009, Vol. 63 Issue 4, p67-74, 8p. The subjects listed are: MORTGAGE loans, Reverse; RETIREMENT income; RETIREMENT; TAX planning; FINANCIAL planning; MORTGAGE loans, Reverse -- Law & legislation; HOME equity conversion; PLANNING; HOME ownership; RETIREMENT -- Planning; BABY boom generation; Investment Advice; HOMEOWNERS. The database is Business Source Premier. The second result is "Reverse Mortgages." (cover story) by Hopson, James; Hopson, Patricia D.; Del Vecchio, Stephen, published in the *CPA Journal*, Sep2009, Vol. 79 Issue 9, p14-19, 6p. The subjects listed are: MORTGAGE loans, Reverse; MORTGAGE loans; LOANS; UNITED States; UNITED States. Dept. of Housing & Urban Development; Consumer Lending; Administration of Housing Programs; Administration of Urban Planning and Community and Rural Development; Other Community Housing Services. The database is Business Source Premier. A red arrow points to the "576 Results for..." text, and another red arrow points to the "Subject descriptors" section of the first result.

EBSCOhost: Result List: reverse mortgages - Windows Internet Explorer

http://web.ebscohost.com/ehost/results?sid=bf4a1f53-82bd-4def-806e-0176bfd4e30a%40sessionmgr104&vid=125&bquery=(reverse+AND+mortga

EBSCOhost: Result List: reverse mortgages

New Search | Publications | Company Profiles | Thesaurus | More

Sign In | Folder | Preferences | New Features! | Help | Exit

Searching: Business Source Premier | Choose Databases >

reverse mortgages

Search Clear

Basic Search | Advanced Search | Visual Search | Search History

Page: 1 2 3 4 5 Next

Relevance Sort | Page Options | Alert / Save / Share

576 Results for...

Refine your results

☒ Full Text

☐ References Available

☐ Scholarly (Peer Reviewed) Journals

1980 Publication Date 2011

Update

Show More > Options set

Source Types

☒ All Results

☐ Academic Journals

☐ Trade Publications

1. The Effective Use of Reverse Mortgages in Retirement.

By: Rose, Clarence C.. *Journal of Financial Service Professionals*, Jul2009, Vol. 63 Issue 4, p67-74, 8p

Subjects: MORTGAGE loans, Reverse; RETIREMENT income; RETIREMENT; TAX planning; FINANCIAL planning; MORTGAGE loans, Reverse -- Law & legislation; HOME equity conversion; PLANNING; HOME ownership; RETIREMENT -- Planning; BABY boom generation; Investment Advice; HOMEOWNERS

Database: Business Source Premier

Add to folder | Relevancy: | Cited References: (7)

PDF Full Text (685KB)

2. Reverse Mortgages.

(cover story) By: Hopson, James; Hopson, Patricia D.; Del Vecchio, Stephen. *CPA Journal*, Sep2009, Vol. 79 Issue 9, p14-19, 6p

Subjects: MORTGAGE loans, Reverse; MORTGAGE loans; LOANS; UNITED States; UNITED States. Dept. of Housing & Urban Development; Consumer Lending; Administration of Housing Programs; Administration of Urban Planning and Community and Rural Development; Other Community Housing Services

Database: Business Source Premier

Internet

Once you click the link, you will go to the page with the subject terms (for further research ideas), the abstract (a summary of the article), and links to open the full article. To the right, you see buttons to e-mail the article, print the article, add to a folder which you can access later. Also, you will see the **Cite** button. The next slide will present how to use the Cite button.

The screenshot shows a Windows Internet Explorer browser window displaying the EBSCOhost search results for 'reverse mortgages'. The browser's address bar shows the URL: <http://web.ebscohost.com/ehost/detail?vid=3&hid=125&sid=bf4a1f53-82bd-4def-806e-0176bfd4e30a%40sessionmgr104&bdata=JnNpdGU9ZWhtvc3QtbGZ2>. The search results page shows the title 'Reverse Mortgages. (cover story)' and the source 'CPA Journal; Sep2009, Vol. 79 Issue 9, p14-19, 6p'. The document type is 'Article'. The subject terms are '*MORTGAGE loans, Reverse', '*MORTGAGE loans', and '*LOANS'. The geographic terms are 'UNITED States'. The company/entity is 'UNITED States. Dept. of Housing & Urban Development'. The NAICS/Industry codes are 522291 Consumer Lending, 925110 Administration of Housing Programs, 925120 Administration of Urban Planning and Community and Rural Development, and 624229 Other Community Housing Services. The abstract states: 'The article focuses on the disadvantages and alternatives to reverse mortgages. The four factors which serve as a basis in the...'. On the left side, there are links for 'Detailed Record', 'HTML Full Text', and 'PDF Full Text (3MB)'. On the right side, there is a 'Tools' menu with options: 'Add to folder', 'Print', 'E-mail', 'Save', 'Cite', 'Export', 'Create Note', 'Permalink', 'Bookmark', and 'Listen'. A red arrow points from the text 'Click here for full article.' to the 'HTML Full Text' link. Another red arrow points from the text 'Cite this article' to the 'Cite' button in the 'Tools' menu.

EBSCOhost: Reverse Mortgages - Windows Internet Explorer

http://web.ebscohost.com/ehost/detail?vid=3&hid=125&sid=bf4a1f53-82bd-4def-806e-0176bfd4e30a%40sessionmgr104&bdata=JnNpdGU9ZWhtvc3QtbGZ2

EBSCOhost: Reverse Mortgages

New Search | Publications | Company Profiles | Thesaurus | More

Sign In | Folder | Preferences | New Features! | Help | Exit

Searching: Business Source Premier | Choose Databases >

reverse mortgages

Search Clear

Basic Search | Advanced Search | Visual Search | Search History

ALLEGANY COLLEGE OF MARYLAND

<< | Result List | Refine Search | 2 of 576 >>

Reverse Mortgages. (cover story)

Source: CPA Journal; Sep2009, Vol. 79 Issue 9, p14-19, 6p

Document Type: Article

Subject Terms: *MORTGAGE loans, Reverse
*MORTGAGE loans
*LOANS

Geographic Terms: UNITED States

Company/Entity: UNITED States. Dept. of Housing & Urban Development

NAICS/Industry 522291 Consumer Lending
Codes : 925110 Administration of Housing Programs
925120 Administration of Urban Planning and Community and Rural Development
624229 Other Community Housing Services

Abstract: The article focuses on the disadvantages and alternatives to reverse mortgages. The four factors which serve as a basis in the...

Detailed Record

HTML Full Text

PDF Full Text (3MB)

Find Similar Results using SmartText Searching.

Tools

Add to folder

Print

E-mail

Save

Cite

Export

Create Note

Permalink

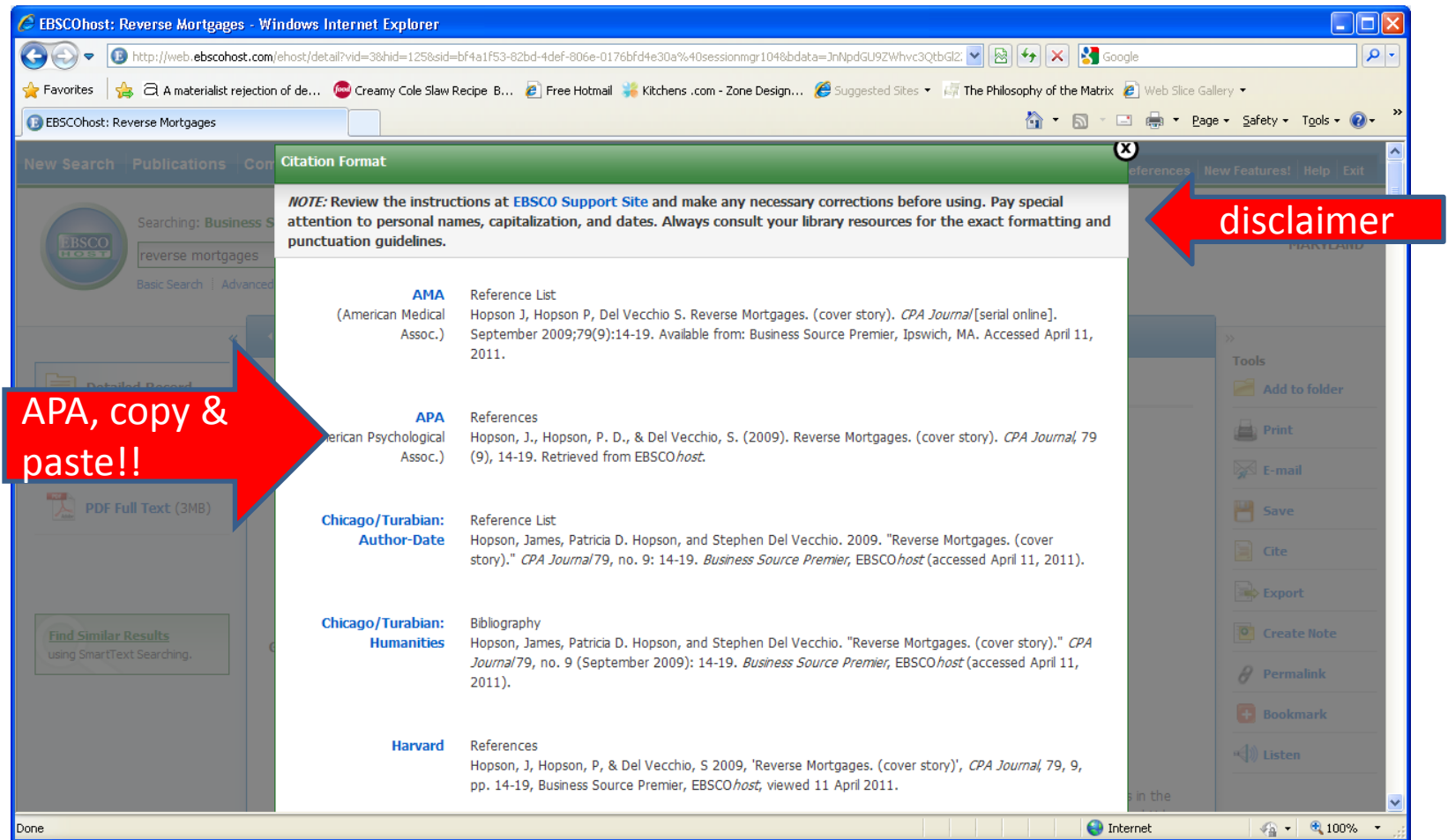
Bookmark

Listen

Click here for full article.

Cite this article

You can copy and paste the citation onto your Word Document. However, always check the accuracy. Note the disclaimer at the top of the webpage.



Perhaps there is a mistake in the APA citation, but you want to seek clarification. Click on the APA link (red arrow indicated on the previous slide), and the instructions for APA will appear.

For more help with different citation styles, click the link on the ACM Library Polaris portal page under How to...Cite your Sources.

The screenshot shows a Windows Internet Explorer browser window titled "EBSCO Help - Windows Internet Explorer". The address bar displays the URL: http://support.ebsco.com/help/?int=ehost&lang=en&feature_id=APA. The page content is titled "APA Style" and provides instructions for citing sources. On the left side, there is a search bar with the text "Enter keyword" and a "Search" button. Below the search bar, there are three sections: "Welcome", "Translation", and "Searching", each with a list of links. The main content area on the right is titled "APA Style" and contains the following text:

The main scholarly association for academic psychologists in the United States, the American Psychological Association (APA) has developed standardized methods for citing print and electronic sources used in research. Below are instructions according to the *Publication Manual of the American Psychological Association* (6th edition) and <http://www.apastyle.org/>.

Instructions

Alphabetize each entry in a works cited list by the first letter, ignoring the articles A, An, and The. Indent subsequent lines of entries one-half inch.

Names: Use initials for first and middle names.

Titles: For articles, chapters and books, capitalize only the first word of the title and subtitle and proper nouns. Fully capitalize periodical titles.

Dates: Publication dates use the order year, month day. The access date uses the order month day year. If no publication date is available, use "n.d." in place of date.

The following examples are citations from EBSCO databases. If you cannot find some of this information, cite what is available. Different styles may apply when citing print and other sources.

Journal Article

Pattern:

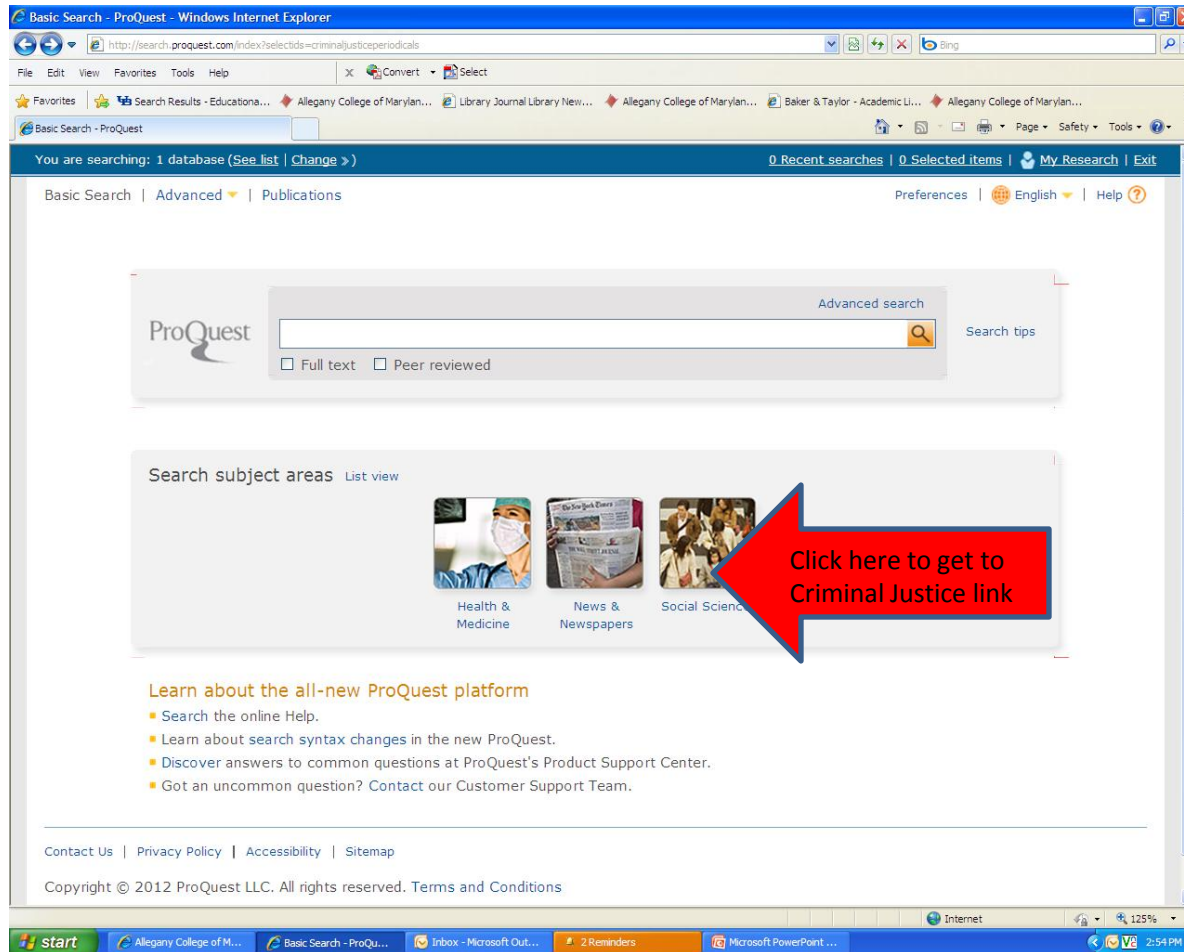
[Author last name], [First initial]. [Middle initial]. ([Publication year]). [Title of article]. [Title of journal], [Volume number] ([Issue number]), [Page number starts]-[ends]. [Document Object Identifier]

Example:

Silva, L. (2007). Epistemological and theoretical challenges for studying power and politics in information systems. *Information Systems Journal*, 17(2), 165-183. [Document Object Identifier]

The browser window also shows a "Print" button and a "Close" button in the top right corner. The status bar at the bottom indicates "Done" and "Internet".

Below is an example of a ProQuest database. I clicked on the Criminal Justice Periodicals link in Online Databases to access this. Next, I clicked on the Social Sciences box to find the Criminal Justice database link.



It has the same functions as the EBSCO sites, just a different look. Under **Basic Search**, I typed in “home invasion” and checked **Full text documents only**.



I see 1140 hits, and at the top of the page I see additional **Suggested Subjects** to search. For example, Police AND Burglary, etc.

The screenshot shows the ProQuest Criminal Justice search results page for the query "home invasion". The page displays 1140 results. A red arrow points to the "Suggested subjects" section, which includes "Police AND Robbery", "Police AND Crime", "Police AND Burglary", and "Police AND Criminal Justice". Another red arrow points to the "Full text" link for the first result, "Violent crime hits home: Home invasion robbery".

Search Results - ProQuest Criminal Justice - ProQuest - Windows Internet Explorer

http://search.proquest.com/criminaljusticeperiodicals/results/1353042729A3FF438ED/1/\$bqueryType\$3dbasic:criminaljusticeperiodicalsshell\$3b+sortType\$3dr

File Edit View Favorites Tools Help

Search Results - ProQuest Criminal Justice - ProQuest

You are searching: 1 database (See list | Change >)

1 Recent searches | 0 Selected items | My Research | Exit

< All databases | Social Sciences databases

ProQuest ProQuest Criminal Justice

Basic Search | Advanced | Figures & Tables | Publications | About

home invasion

☒ Full text ☐ Peer reviewed

1140 Results* Search within | Find related figures & tables

Create alert Create RSS feed Save search

Suggested subjects Hide

Police Police AND Robbery Police AND Crime Police AND Burglary Police AND Criminal Justice

0 Selected items [Clear]

Select 1-20 Brief view Detailed view

1 Violent crime hits home: Home invasion robbery

Hurley, James. FBI Law Enforcement Bulletin 64. 6 (Jun 1995): 9.

...of life in South Florida. Home invasion robbery (HIR) represents an especially ...crime now truly hits home. HOME INVASION ROBBERY (HIR) Within the criminal ...Attempts to introduce the concept of home invasion robbery.

Citation/Abstract Full text

2 First Alert offers home invasion commercials to its dealers

Entwistle, Martha. Security Systems News 11. 1 (Jan 2008): 35.

...left three family members dead, home invasion has been in the news (see related ...home invasion that dealers can use to promote their services. Home invasion ...Attempts to introduce the concept of home invasion robbery.

Citation/Abstract Full text Full text - PDF (140 KB)

3 Plano police seek information in home invasion, assault of woman

Crime Blog [Dallas Morning News - BLOG]Dallas: Newstex. (Aug 26, 2009)

...after she walked in on a burglar at her Plano home, police said. Here's what ...a suspect description. Plano Home Invasion Bulletin Credit: Scott

Citation/Abstract Full text

4 Dallas court documents in Oak Lawn home invasion robbery case

Crime Blog [Dallas Morning News - BLOG]Dallas: Newstex. (Nov 11, 2010)

...requesting a high bond for the home invasion robbery suspect. Two magistrates ... Court documents in case of home invasion robbery suspect Credit: Scott

Citation/Abstract Full text

Sort results by: Relevance Sort

Narrow results by

Source type Scholarly Journals (905) Trade Journals (198) Other Sources (30) Magazines (7) More options...

Publication title Document type Subject Classification Company/Organization Location

start Allegany College of M... Search Results - Pro... Inbox - Microsoft Out... 2 Reminders Microsoft PowerPoint... proquest crim just ho... 3:17 PM

At the top of the results list, I see icons to print, e-mail to myself, copy the link and to cite the article. Note that detailed information about the article, including document type, document id number, DOI, etc. appear at the very bottom. Scroll all the way down past the full-text. This is a different arrangement of information than the EBSCO databases.

The screenshot shows a Windows Internet Explorer browser window displaying the ProQuest Criminal Justice search results for the query 'home invasion'. The page includes a search bar, filters for 'Full text' and 'Peer reviewed', and a list of 1140 results. The first four results are visible, each with a preview and action buttons (Citation/Abstract, Full text, Full text - PDF). A red arrow points to the 'Actions buttons' on the right side of the results list.

Search Results - ProQuest Criminal Justice - ProQuest - Windows Internet Explorer

http://search.proquest.com/criminaljusticeperiodicals/results/1353042729A3FF438ED/1/\$bqueryType\$3dbasic:criminaljusticeperiodicalshell\$3b+sortType\$3di

File Edit View Favorites Tools Help X Convert Select

Search Results - ProQuest Criminal Justice - ProQuest

You are searching: 1 database (See list | Change >)

1 Recent searches | 0 Selected items | My Research | Exit

< All databases | Social Sciences databases

ProQuest ProQuest Criminal Justice

Basic Search | Advanced | Figures & Tables | Publications | About

home invasion

☒ Full text ☐ Peer reviewed

1140 Results* Search within | Find related figures & tables

Suggested subjects Hide

Police Police AND Robbery Police AND Crime Police AND Burglary Police AND Criminal investigations Police AND Violent crime

0 Selected items [Clear]

Select 1-20 Brief view | Detailed view

1 Violent crime hits home: Home invasion robbery

Hurley, James. FBI Law Enforcement Bulletin 64, 6 (Jun 1995): 9.

...of life in South Florida. Home invasion robbery (HIR) represents an especially ...crime now truly hits home. HOME INVASION ROBBERY Within the criminal ...Attempts to introduce the concept of home invasion robbery into the bureaucratic

Citation/Abstract Full text

2 First Alert offers home invasion commercials to its dealers

Entwistle, Martha. Security Systems News 11, 1 (Jan 2008): 35.

...left three family members dead, home invasion has been in the news (see related ...home invasion that dealers can use to promote their services. Home invasion

Citation/Abstract Full text Full text - PDF (140 KB)

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...after she walked in on a burglar at her Plano home, police said. Here's what ...a suspect description. Plano Home Invasion Bulletin Credit: Scott

Citation/Abstract Full text

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Crime Blog [Dallas Morning News - BLOG]Dallas: Newstex. (Nov 11, 2010)

...requesting a high bond for the home invasion robbery suspect. Two magistrates ... Court documents in case of home invasion robbery suspect Credit: Scott

Citation/Abstract Full text

Sort results by:

Relevance

Sort

Narrow results by

Source type

Scholarly Journals (905)

Trade Journals (198)

Other Sources (30)

Magazines (7)

More options...

Publication title

Document type

Subject

Classification

Company/Organization

Location

This is the view of the bottom of the ProQuest record which follows the full-text. It includes “Indexing details” useful later should you cite it. The ProQuest Document ID is similar to the EBSCO accession number. If a DOI were available for this article, it would appear here. The Document type is worth noting also: it will indicate if the article is a review of a movie or a book, an editorial, a basic article, etc.

The screenshot shows a web browser window with the title "WITH HOME INVASION CASE PENDING, CONN. WON'T END DEATH PENALTY - ProQuest Criminal Justice - Pr - Windows Internet Explorer". The address bar shows the URL: <http://search.proquest.com/criminaljusticeperiodicals/docview/873637718/fulltext/135306A3D932D39EAD7/9?accountid=44891>. The browser's Favorites bar shows several bookmarks, including "WITH HOME INVASION CASE PENDING, CONN. WON'T...". The main content area displays the "Indexing (details)" section, which lists various metadata fields and their values. A "Cite" button is located next to the "Indexing (details)" header. The fields include Title, Author, Publication title, Volume, Issue, Pages, Number of pages, Publication year, Publication date, Year, Section, Publisher, Place of publication, Country of publication, Journal subject, ISSN, Source type, Language of publication, Document type, ProQuest document ID, Document URL, Copyright, Last updated, and Database.

Indexing (details)	
Title	WITH HOME INVASION CASE PENDING, CONN. WON'T END DEATH PENALTY
Author	Anonymous
Publication title	Corrections Forum
Volume	20
Issue	3
Pages	12
Number of pages	1
Publication year	2011
Publication date	May/Jun 2011
Year	2011
Section	Corrections in the media
Publisher	Hicksville
Publisher	Criminal Justice Media, Inc.
Place of publication	Hicksville
Country of publication	United States
Journal subject	Criminology And Law Enforcement
ISSN	10729275
Source type	Trade Journals
Language of publication	English
Document type	News
ProQuest document ID	873637718
Document URL	http://search.proquest.com/docview/873637718?accountid=44891
Copyright	Copyright Criminal Justice Media, Inc. May/Jun 2011
Last updated	2011-06-25
Database	ProQuest Criminal Justice

Once I click on the **Cite this** link, I am directed to a screen where I can choose the documentation style (in the example below I chose APA style) and the appropriate citation will appear. I can copy and paste it in to my bibliography. Again, note the disclaimer at the bottom of the screen encouraging you to make sure you check that it is cited correctly. **Ultimately, it is the student's responsibility to make sure it is cited correctly.**

The screenshot shows a Windows Internet Explorer browser window displaying the ProQuest Criminal Justice database. The search results page is visible in the background, showing a search for "WITH HOME INVASION CASE PENDING, CONN. WON'T END DEATH PENALTY". A "Cite" dialog box is overlaid on the page, allowing the user to select a citation style. The "Citation style" dropdown is set to "APA 6th - American Psychological Association, 6th Edition". The dialog box displays the following citation text:

Copy and paste the citation into your document.

With home invasion case pending, conn. wont end death penalty. (2011). *Corrections Forum*, 20(3), 12-12. Retrieved from <http://search.proquest.com/docview/873637718?accountid=44891>

At the bottom of the dialog box, there is a link to "Consult RefWorks style guidelines to check the accuracy and completeness of your citation." and a "Done" button. The background page also shows a copyright notice: "Copyright Criminal Justice Media, Inc. May/June 2011".

Using the Databases

This was a basic look at the databases. Go to one of the campus libraries, or check in with your instructor if you have more detailed questions.

jgallion@allegany.edu

Librarian's e-mails:

Colleen Prezlock: cprezlock@allegany.edu

Andrea Sleek: asleek@allegany.edu