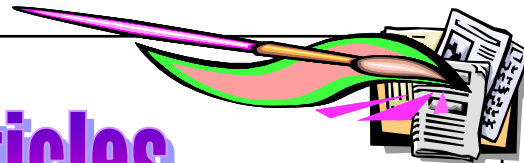


The Art of Finding Articles



George Mason University Libraries

What is a Database?

An electronic database is a searchable organized list of published information sources, providing access to article citations or full-text articles.

How do I Select and Access a Database?

Go to the George Mason University Libraries' homepage at (<http://library.gmu.edu>) then click on **Databases**.

There are several ways to select a database. If you are not sure, select one of the listed subject categories and you will be shown a list of databases relevant to your topic. If you know the name of the database select it from the **alphabetical list of databases** or search by title using the **search for a database** option.

How do I access Databases off campus?

Online databases subscribed to by the Mason Libraries are restricted for use by Mason staff, students and faculty only. If you are off-campus, you can use the EZ access system. To access a database click on the EZ icon that appears next to the database then type in your social security number. For more information go to (<http://infosparc.gmu.edu/lso/proxy.html>) or ask the reference staff for help.

How do I Search an Article Database?

When searching article databases you can type a simple keyword such as **cancer**, or use the Boolean operator **AND** to combine keywords and narrow your results (ex. cancer **AND** statistics). Each database has its own structure and search logic, therefore be sure to read the **Help** screens or ask the reference staff for assistance.

How do I get the article?

Make sure you copy or print the complete citation in order to find the print or electronic copy of the article. This is important because full-text articles are not always available in every database. A citation usually has the following elements;

- ☞ name of the author
- ☞ title of the article
- ☞ name of the journal,
- ☞ the volume number,
- ☞ the date of publication,
- ☞ and the page numbers of the article.

How do I find the Full-Text article?

From the Libraries' web page (<http://library.gmu.edu>), you can access 26,000 full-text electronic journal titles. To determine if a specific title is available electronically, click on **E-Journal Finder**, then enter in the title of the journal in the **SEARCH BY Journal Title** box. In some cases the article is not directly linked to. See reference staff for assistance.

Is the journal available at the Libraries?

If the article is not available full-text online, you need to know if the journal is owned by the **George Mason University Libraries** and where it is located. To find out this information, you must use the **Mason Library Catalog**.

1. Go to <http://library.gmu.edu>
2. Click on **Library Catalogs**,
3. Click on **George Mason University Library Catalog**
3. Highlight **Journal Title** in the **Find Results in:** box, then type in the name of the journal in the **Find:** box and click on **Search**.
4. Click on the name of the journal to view the bibliographic record and see if the Mason Libraries has the issue you are looking for.

Note: *Be sure to search for the title of the journal, not the title of the article or the author's name.*

What if the journal isn't available at Mason?

If the journal is not available at George Mason University Libraries the reference staff can advise you about other access methods including:

- ☞ Consortium Loan Service
- ☞ Interlibrary Loan
- ☞ InterCAMPUS Lending

Visit (<http://library.gmu.edu/requests/requests.html>) for more information and e-request forms.

For more information about requesting articles or help with searching article databases, please see a member of the reference staff for assistance.