

## Guide to Academic Search Complete



### **Features**

- Peer-reviewed articles on a wide variety of subjects
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#### 1. *Basic Search – Entering Keywords*

- a. Enter **specific terms** into search box
- b. Use **exact phrases** by searching with quotations (ex. “universal healthcare”)

#### 2. *Limiting Search Results (for too many results)*

- a. Select the **Full-Text** box to retrieve only full articles, not just brief abstracts
- b. Related words and phrases may be added into the search
- c. If you are only searching for recent articles you may choose to limit the date range of publication
- d. Select the **Peer-Reviewed** box to retrieve only scholarly publications

#### 3. *Sorting Search Results*

- a. You may sort your results by **date** of publication or **relevance** to keywords
- b. Results may be narrowed by publication type (i.e., academic journals)
- c. Similar subjects are displayed in the left-side menu
- d. Click the link below each title to search **Credo Reference** online books for more information on your topic

#### 4. *Viewing Articles*

- a. Click on the title underlined in blue to view the article
- b. If available in full-text, you may choose to read the article in HTML or PDF format

#### 5. *Printing, Saving, and Citing Articles*

- a. Click the graphic tabs at the top to **print**, **save**, or **e-mail** an article
- b. Click the **Cite this Article** tab to view publication information in MLA format – Be sure to double-check the citation for your instructor’s requirements.

**If you need assistance please ask a librarian: (770) 531-6379 or [bhedrick@laniertech.edu](mailto:bhedrick@laniertech.edu)**