

Database search tips for savvy online research!

General

- Most search screens have advance search options. Use them!
- Try alternative keywords (synonyms, different spelling)
- You can search within a document by pressing Ctrl-f/shamrock-f
- Use the manuals on the website of the Mediacentrum "Hulp met zoeken" by accessing the Intranet app bar: Mediacentrum or www.hsleiden.nl ->faciliteiten->Mediacentrum
- Install VPN-client on your laptop or pc to access the databases from home (install manual at "Toegang tot de databanken")

Google

- Use quotation marks " " when searching for an exact word match
- To use advance search click on the cogwheel icon at the right of the screen. You will find options such as PDF files or languages.
- Pay attention to the source of your information, i.e. url, extensions etc.

Google Scholar (search engine for scientific literature)

Scholar.google.nl or scholar.google.com

- Works like google but indicated how often the result (article or book) is quoted by others. This also indicates the relevance. Also similar articles and quoting according to APA.
- Advanced search by using the arrow in the search bar

WEBSITE MEDIACENTRUM:

Catalogue (Catalogus) Mediacentrum:

- Avoid giving to many search keys as this will limit your results
- The catalogue uses predictive text: if you type commerc it will search for commercie, commercial, commercieel etc.
- Select on type of result and/or type of words

Databases:

HBO-kennisbank:

HBO Kennisbank accesses the results of all Hogescholen research. In this way the HBO Kennisbank facilitates the exchange between the fields of research, education, industry, profession and society.

- Use descriptor field to search for fields and key words; much is open access
- Use filters if you need to narrow down your search results

Lexis-Nexis Academic: HS Leiden subscription: search in 5 Dutch daily newspapers.

- Select language 'Nederlands' in the menu top right of your screen. The standard setting is English
- One the left side of the screen you can select "Nieuws" ->kranten en tijdschriften (newspapers and journals)
- You can search all 5 newspapers or make a selection
- Select in search options Boolean operators (And, Or, Not etc.)
- Mind the publication date! The standard setting 'all available data'
- To extend your search key use the exclamation mark (!)

Ebsco-host (database for non-Dutch speakers)

- Always use ASP (Academic Search Premier), Business Source Elite, PsychInfo. Translate your search key into English. To find good search keys use "subject terms" in the blue field
- Select 'all text', 'abstract' etc. through drop down menu. The standard setting is on "select a field (optional)"
- Use quotation marks " " (exact term). The Asterix (*) can be used to extend your search key.
- To consult your search history select "search-history". Consulting multiple search histories is possible.
- Use filters or "limiters": full-text, year of publication, type of publication etc.
- If you click on a title you will find several tools on the right side of your screen. You can save your results to a folder (add to folder) for the duration of your search. If you want to save permanently you can create your own free Ebsco-account ('sign in', -> 'create new account'). You can email your article to yourself. At 'cite' you can also find how to reference literature according to the APA style.

Science Direct:

- Search in 'advanced'
- Use quotation marks " " for exact search keyword
- Use the filters Abstract/Title/Keyword
- Green icon behind a title indicates full text. White=for purchase (abstract). Orange=open access

Springerlink:

- Search by using fields and/or keywords
- Advanced search through cogwheel icon at the right of the search bar
- Articles in Dutch and English
- Partly full-text, partly abstract; if you wish to select only full-text articles for your search, uncheck "Include Preview-Only content"

Picarta:

- The Dutch Central Catalogue. Books and articles not present in the collection or databases of the Mediacentrum can be found here.
- Request for Picarta must be made at the Mediacentrum. Books are borrowed for 3 weeks, articles will be photocopied for 2 euros. The copies are yours.
- Both simple and advanced search possible. Advanced search offers more search filters
- The Asterix (*) can be used to extend your search key.
- Use quotation marks " " for exact search keyword

Tijdschriftenlijst/List of Journals:

- Contains all journals which can be accessed through one of the databases or the Mediacentrum
- If you know the name of the Journal when searching for an article, please access the Journal list first.
- You can search within the Journal list by pressing Ctrl-f/shamrock-f

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