

To get to the library databases:

1. Go to www.uiw.edu.
2. At the top right of the page, click "library."
3. Under "Search Collections," click "Databases."
4. Click "Subject List."
5. You can select a multi-purpose database, such as Academic Search Complete, or you can select a subject to bring up a list of databases that focus on that specific subject.
6. Enter keywords to search for relevant articles.

Choosing keywords

Keywords are words or short phrases that describe your paper topic. The database searches for your keywords in titles and texts of articles to find sources that might be relevant to your topic.

1. Finding the appropriate keywords is essential because sometimes one keyword will not elicit many relevant sources. If you search several combinations of keywords, you will be able to find more sources related to your topic. For example, if one of your keywords is **finance**, you may want to also search **financial**, **money**, or **finances**.
2. Narrowing your search may reduce the number of irrelevant sources. By including the word AND, the database will only find articles with all the keywords included. For example, you could search **monkeys AND intelligence** to avoid getting all the sources that include the word **monkeys**.
3. Searching an entire phrase can be helpful, but use caution. If you search **The Great Depression**, some databases may show you sources that include those words, but they may not be in that order. For example, the database may show you an article that includes the sentence "Teens may experience a great amount of depression after a break-up." To weed out those articles, put quotation marks around the phrase. Example: "**The Great Depression.**"

Determining if the source is relevant

Most articles contain an abstract. If the title seems to be relevant, take the time to read the abstract, which is usually no more than 500 words. The abstract will give you a summary of the information contained in the article. If the article still seems relevant after you read the abstract, then you can proceed to read the full article. This will help you spend your time reading articles that are relevant to your topic.

Saving the article for future reading

You should save all the articles you plan to use as sources for your paper. If a PDF icon is visible, you can download the PDF. If the PDF is not immediately available, there are other ways to retrieve the full article. You can click "check SFX for full text." In some cases, there is a link under the subtitle Full Text, which will direct you to a website where you can download the full article. If not, you can request the document through Interlibrary Loan. You sign in to Interlibrary Loan with your UIW ID and password. This service allows you to request sources not available at UIW. If the article is available through Interlibrary Loan, the school will email you a PDF in a few days.