

To Search a Physical Science Database:

- 1) Go to the main college webpage at: <http://www.nmjc.edu>
- 2) There are (2) ways to access the library portal (website):
 - A) At the top of the college webpage, under the “Resources and Services” tab, scroll down to “Library” and click on it.
 - B) Or, on the main college webpage, scroll down toward the bottom right of the page until you see the large “Library” circle with a photograph of the Pannell Library and click on it.
- 3) After you have gained access to the library portal, you will see the main page with images/titles in large colorful blocks (or “tiles”). For Geology videos, click on the large “Films on Demand” tile and then type in “Geology” for a basic search. To combine terms, such as “Geology” and “Sediment”, click on “Advance Search”. Note: Most of the FOD videos have a transcript that students can read as the video plays. There is also a citation tool. (Ask your instructor which style they prefer, such as MLA, APA, etc.)
- 4) For academic journal articles (which are professional publications), click on the “Articles & Ebooks” box at the upper right of the main library page. Next, there are (8) databases under the “Physical Sciences & Mathematics” heading that contain such articles. Note: Ask your instructor(s) if they have particular databases they wish for you to use.
- 5) As an example of how to use a database, referring to the “Science” (Gale ONEFILE) database, this is how to search for an article:
 - A) For a basic search, pick a search topic, such as “geology” and type it into the search bar after you’ve clicked on the “Science” (Gale ONEFILE) database. When the page changes,

there are ways for you to control your search using the “Filter Your Results” tools. One very important filter would be the “Publication Tool” since science courses often limit research to articles five to ten years old or younger. To limit/control the date of the publication you are seeking, click on the “Publication Date” bar, then see the “Custom Date Range” bars with “To” and “From”. Use the small calendar symbols by each bar to set the month, day and year under “From” and “To”. Now, under the search term of “Geology”, you should see only articles that are in the date range you have set. (Always verify with your instructor the age of the articles you should research.)

B) Also, under “Filter Your Results”, you will see several boxes, with the first two being of strong importance, starting with “Full Text Documents”. This is usually checked automatically, but if you want a full article and not just an abstract, for any database you use, be sure the “Full Text Documents” is always checked.

C) The “Peer Reviewed Journals” box should be checked if your instructor(s) want only articles from a peer reviewed source. What is such a journal or article?

In academic/professional publishing, a peer reviewed article was deemed appropriate by a board of experts in the field that have high quality standards such as scholarly validity and rigor. Therefore, a peer reviewed article shares the best research practices in the profession.

6) For a more in-depth article search, by the topic search bar, Click on “Advance Search” to combine terms. For example, for an “Advance Search”, you will see more than one search box. In the first box, type a topic, such as “Geology”, but in

the next box, you can type something such as “Sediment” for a more specific search.

7) Most databases have additional tools that are very helpful. Look for symbols such as “Translate”, “Font Size” (to control the size of the type), a “Listen” or audio symbol that you can listen to the article being read to you, an email symbol (often the image of an envelope) that will allow you to email the article to yourself or someone else, and a printer symbol. Note: For emailing, it’s up to the database company as to if you receive the entire article or a link to it, but it’s usually a link.) ***There is often a “Cite” tab as well, providing proper MLA, APA, Chicago, etc., citation formatting for that article. Ask your instructor which type of citation style is required for the course.

Additionally, since these are intuitive searches, the database will make further article suggestions based on the topic. Important: Since databases are made by different companies, they will not look exactly the same but they will have similarities. Get to know each database. Also, some articles will only be in PDF format, which means they were originally print articles and might not have the same research tools as an HTML article, meaning it was only in electronic format. Ask your instructor what type of article they will accept (if there’s a choice – sometimes an article is only in PDF or HTML format.)

Should you need further research assistance, please contact the librarian at: lmuffley@nmjc.edu

Note: For this course, the instructor requires that students find their own articles, therefore refer to this library guide or contact

the librarian for general assistance, but the librarian will not forward or find a specific article.

Thank you.