

- Visit the Library's website at <http://myspot.mona.uwi.edu/library/>
- Click **Databases**
- Click **EbscoHost Research Databases**
- Click **EbscoHost Web**
- Tick **Academic Search Premier** and **EJS Journals** as they provide articles on many topics
- Tick any other databases that are relevant to your search e.g. **Business Source Premier** and **Regional Business News** for Social Science topics
- Click Continue
- Type your search term(s) in the box provided
- Tick **Full-text** if you want to view entire journal articles
- Tick **Scholarly (Peer-reviewed) Journals** to access academic journals (you may have to scroll down as there is often more than 1 box to tick).
- Click Search
- If a list of journal articles comes up, click **HTML, PDF Full Text or Text and Graphics** to view each one
- You can print, save or email these journal articles

To print, email or save multiple articles

- From your list of results, click the **Add folder** to the left of each items you want to print, email or save.
- Scroll to the top of the screen and look for the **Folder has items** link
- Click on it to print, email or save multiple articles
- A maximum of 50 articles can be printed, emailed or saved at a time

Using MyEbscoHost

- From your results list, click on the **Sign in to MyEbscoHost** link
- Click **I'm a new user**
- Follow the instructions for setting up an account
- Once this is done, you may log in at any time to view saved articles or add new ones
- Visit the Library's website at <http://myspot.mona.uwi.edu/library/>

- Click **Databases**
- Click **ProQuest**
- Type your search term(s) in the box provided
- You may click the down arrow at **Date range** to specify the search period
- Tick **Full text** if you want to view entire journal articles
- Tick **Scholarly (Peer-reviewed) Journals** to access academic journals
- If a list of journal articles comes up, click **HTML, PDF Full Text or Text and Graphics** to view each one
- You can print or email these journal articles
- If you want to search by journals click **Publication** then type the name of the article
- Click search
- You can you can print, e-mail or save

To e-mail multiple articles

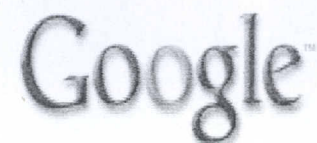
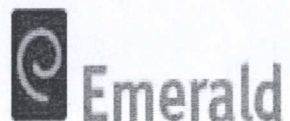
- From the list of results, tick (box on the right of each article) the ones that are of interest to you
- Look for **[# marked items]** at the top of your list of results. Click email and follow the instructions

To set up an alert

- Click the **Set Up Alert** button at the top of your list of results. Follow the instructions.



Before starting any search, make a list of all possible keywords/search terms/synonyms and related terms!



- Visit the Library's website at | <http://myspot.mona.uwi.edu/library/>
- Click **Databases**
- Click **Emerald Insight**
- Type your search term(s) in the box provided
- Click the down arrow at "**Search in**" to select the preferred search option
- Click **Go**
- You may print, save, e-mail and set up alerts

To print, save, e-mail multiple articles and set up alerts

- Click my profile
- You must first register with **Emerald**
- Select (**Click here to register**)
- Complete the application form

Finding a definition for your topic

Type define: your topic e.g. define: terrorism

Tips on better searching

1. Be brief

USE finance Jamaica

NOT articles about finance in Jamaica

2. Eliminate stop words e.g. where, the

3. Enclose phrases or names of individuals in quotation marks

"Marcus Garvey"

"MLA Citation Style"

Finding images

Visit www.images.google.com

Tutorial on using Google

Visit www.googleguide.com

Critically evaluate information you find on the Internet

Consider:

- Currency
- Accuracy
- Objectivity
- Author



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