

## Search Tips and Special Features

To search by author's name, enter the **name** in the *Author* field. Multiple authors must be separated by 'and' or 'or.'

To remove search criteria from the *Search For* and *Author* field, click the **Clear** button.

To begin the search for article(s), click the **Find Articles** button. A list of articles matching the search criteria with links to the journals, issues and articles available on EJS displays. For more search options, including access to searches already used during your current session, click the **more options** link. The *find articles: criteria* page displays with basic and guided search options, as well as a *find articles by citation* selection.

## Further Help

Please contact a member of LIS staff if you need any help using E-Resources.

We are very happy to spend time helping you with your information searching needs.

You can make an appointment to see a Learning Advisor for your subject area, below is a link to the staff contact page of the LIS web site:

<http://www.ucsm.ac.uk/lis/libinfo/contacts/facultyliaison/index.php>

# LIS

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## Learning and Information Services



### Getting Started with E-Resources

## EJS (Electronic Journals Service)

This leaflet will help you to start using EJS.

EJSI is an electronic database which contains journal articles and other documents relating to a wide range of subject disciplines.

### IMPORTANT:

- **EJS provides full-text journal articles**
- You will need your ATHENS passwords to access EJS from off campus.
- Please check your college email for your ATHENS passwords.
- Please contact a member of LIS staff if you can't access your ATHENS passwords.

This guide is available in other formats on request.

### Step 1

Go to the Library and Information Services Website:

<http://www.ucsm.ac.uk/lis>

### Step 2

Click on the link to *eResources* (on the left of the page).

### Step 3

Scroll down the page and click on the link to EJS.

### Step 4

If you are off campus select ATHENS login at the top of the EJS home page.

### Step 5

Enter your keywords or phrases in to the *Find Articles by Text* search box.

Choose whether you want your keywords to appear in the article's *title*, title and abstract or *title, abstract and full text*.

Experiment with these options and try to think of other words you could use as alternatives to your first keywords.

Press find articles when ready.



### Step 6

You will now see a list of results.

Click on the *Open in new window* link of any article that you would like to read in full text.



### Step 7

You will now be able to view the full text and all the citation details that you will need for your referencing, including the journal title, the date of publication, the page numbers, etc.

You can save or print this document by using the PDF save and print buttons at the top of the document.

