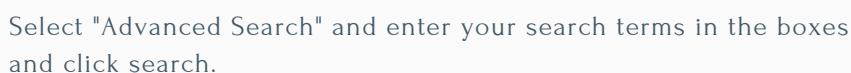


Gale General OneFile

Conducting a Search



- Use the most important words and phrases of your research topic as keywords.
- Put phrases in quotation marks.
- If your results aren't relevant, try different combinations of keywords, including synonyms and related phrases.
- If you are finding too many results, use more specific search terms. If you are not finding enough results, consider using more broad search terms.



Focus Your Results



- Search in Abstract to locate your key terms in the articles summary paragraph.
- Search in Subject to locate your terms in the controlled vocabulary.

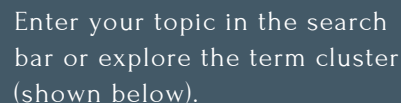
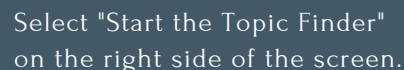


Refine Results

Use the filters on the right side of your results to narrow by date, subjects, title, or document type.

Topic Finder

Discover topics and results
related to your search.



Explore the Item Record



Click on the title of the item of interest to access additional information, images, full-text options, and tools.

The screenshot shows a detailed item record. At the top, it lists authors (Asie Fagerstrom and Donald A. Hanula), the date (Spring 2013), and the publisher (The Association for Behavior Analysis International). It also includes document type (Report), length (5,226 words), and a Lexile measure (1450L). The abstract discusses a simulated shopping experiment on credit card debt. Below the abstract, there are icons for saving to Google Drive, OneDrive, email, and downloading. A 'More Like This' section lists related articles, and a 'Related Subjects' section lists topics like college students, consumer behavior, and credit cards.

- View important information like authors, publisher, publication, and more on the items record.
- In many cases, the location of the authors is helpful in figuring out where the research took place.
- The abstract is the summary paragraph. Reading this will give you a good indication on the item's topic.
- Pay attention to the keywords used in the resources you find most helpful.
- Use the related subjects to locate additional materials on your topic. Clicking on the subject term link will begin a new search.
- Need additional sources? Explore a relevant item's bibliography to find additional materials on your topic.



Finding the Full Text



Click on the title of the item of interest.



Use the icons to save the full text to Google Drive, OneDrive, email it to yourself, or download by clicking on the appropriate icon.

The 'Library Links' section contains five icons: Google Drive, OneDrive, email, download, and print. Below these icons is a 'Find It' button.



- Download the PDF and save to your computer or bibliographic management tool.
- Full-text not available? We will get it for you for free through interlibrary loan. Click "Find It" to go to the interlibrary loan request page.

Tools

The 'Tools' bar includes five icons: Cite, Send To..., Download, Print, and Get Link.

- Select cite to view the citation of the item in your chosen format. These citations should always be double-checked for accuracy.
- Download and print the full text.
- To save a link to the article, make sure to use the "Get Link" permalink icon.

This section shows icons for translating the article, increasing and decreasing font size, changing display options (Aa), and a speaker icon for listening to the article.

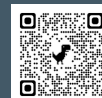
- Translate the article in another language
- Increase and decrease the font size.
- Change the display options by selecting "Aa".
- Select the speaker icon to listen to the article.

Get Help

The 'Get Help' section features four icons: a globe for the website (southern.edu/library), a speech bubble for text (423.381.8881), a telephone for call (423.236.2788), and an envelope for email (ask@southern.libanswers.com).

Research Coaching

Help finding sources and refining search results.



Writing Center Tutoring

In-person or online appointments with a writing tutor.

