MCKEE LIBRARY DATABASE TIP SHEET

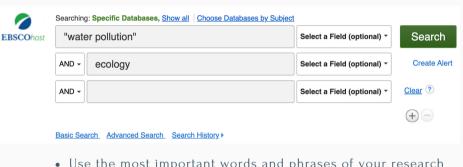
GreenFILE

Comprised of scholarly and general interest titles, as well as government documents and reports, GreenFILE offers a unique perspective on the positive and negative ways humans affect the ecology.

Conducting a Search



Enter your search terms in the boxes and click 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 tr
 - 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



You can focus your results using the "Select a Field (Optional)" drop-down menu.

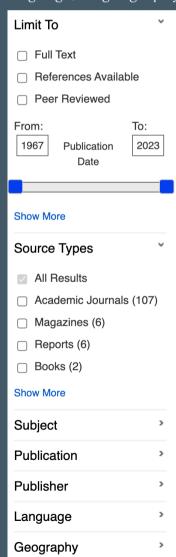




- Search in AB Abstract to locate your key terms in the articles summary paragraph.
- Search in SU Subject Terms to locate your terms in the controlled vocabulary.

Refine Results

Use the filters on the left side of your results to narrow by date, source type, subject area, language, or geography.





Explore the Item Record



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



- 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 subject terms 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.



To find the full text, click PDF Full Text, the HTML Full Text, or the Get Full-Text button on the left-side of the screen.









- Download the PDF and save to your computer or bibliographic management tool.
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Tools

- Save to Google Drive or OneDrive to access record in the future.
- Email yourself a link to the article and record information.
 Note: this does not email the article's full-text.
- Select cite to view the citation of the item in your chosen format. These citations should always be double-checked for accuracy.
- To save a link to the article, make sure to use the permalink option.



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Help finding sources and refining search results.



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In-person or online appointments with a writing tutor.

