**TUTORIAL ERIC**

For simple search, it is possible to use Basic search. There are the following search options:

1. Proximity
2. Find all my search terms
3. Find any of my search terms
4. Smart text searching
5. Searches for terms in proximity to one another. For example, the search “*education research*” gets searched as “*education N5 research*, which means “*education*” and “*research*” separated by five words or less, in any order. If no terms are allowed between them, a search can be made with “*education N0 research”.* A record will be returned only if all the words searched are found within the same field, such as title, subject, or abstract. There is no proximity across fields or subfields. This mode also supports Boolean searching (AND, OR, NOT) when explicit Boolean operators are included between terms.

AND Each result contains all search terms.

NOT Results do not contain the specified terms.

OR Each result contains at least onesearch term.

For complex searches, it is possible to put search terms in parentheses. For example:

(*Kindergarten* OR *Elementary schools*) AND *reading*

A search is now underway for the combination of *kindergarten* OR *elementary* *schools* AND *reading*. If the parentheses were left out, the articles are also searched for on *kindergarten* or *elementary schools* in general without being linked to *reading*.

1. Automatically searches with Boolean “AND” between all search terms, for example, the search “*education research*” gets searched as *education AND research*.
2. Automatically searches with Boolean “OR” between all search terms, for example, the search “*education research*” gets searched as “*education*” *OR* “*research*”.
3. You can copy and paste large chunks of text into the search box, for example a paragraph or a page. SmartText Searching technology reduces the text entered to the most important search terms based on term frequency (TF) and inverse document frequency (IDF) calculations of the terms in the query and the databases searched and then creates a weighted Boolean query for search execution.

By default, the drop-down menu is set to “Select a field” if a search term is typed there, the title, abstract and descriptors fields are searched by default. If you want to search all fields, including author, journal title, in the text of the article, etc. choose “TX All Text”. Free search is useful if a particular term does not appear in the thesaurus.

By basic search there are the following advance limitation options:

Full text

Click to limit results to articles with full text. Approximately 40% of the articles are full-text.

Academic (Peer-reviewed) Journals

Limits search results to articles from peer-reviewed journals. Peer-reviewed journals are publications that include only those articles that have been reviewed and/or qualified by a selected panel of acknowledged experts in the field of study covered by the journal.

Journal name

Enter a journal/magazine name in this field to limit results to articles only from that title. For example: Higher education.

Published date

Use this option to search for articles within a specified date range. Create a range by using the drop-down lists to specify the months of the range and enter the last four digits of the year in the entry fields to specify the years of the range.

ERIC number

Each record in ERIC is given a unique accession number, it is possible to select on it.

Intended Audience

Select only those articles written for a particular audience. For example, policy makers, researchers or parents.

In addition to the limiting options mentioned in Basic search, Advanced search has additional limiting options.

IES funded

Select articles funded by Institute of Education Sciences (IES).

Journal or document

Ability to select between journal articles or other documents.

Education level

Ability to select articles written for a particular educational level, for example *Elementary education* or *Higher education*.

Publication type

Ability to search only for a particular type of publication. For example: dissertations, proceedings, reports, etc.

Document Type

Ability to search only for a particular type of document. For example: manuals, opinion pieces, etc. With the limiter “*Numerical/quantitative data*” it is possible to select articles with statistical/quantitative data on a certain topic.

Language

Find within the selected set only the articles written in a particular language.

What Works Clearinghouse (WWC) Reviewed

Ability to select items that meet evidence standards without reservations **(*Meets Evidence Standards without Reservations),* with reservations (*Meets Evidence Standards with Reservations)* or select that do not meet the evidence standards (*does not meet evidence standards)*. More information:** [Institute of Education Sciences](https://ies.ed.gov/ncee/wwc/handbooks#procedures)

Location Identifiers

Searches the Location Identifiers associated with a record. Almost half (48.5%) of the items come from the United States of America. The distribution among the other continents is as follows:

Africa 5%

Asia 16,2%

Europe 21,2%

Australia/New Zealand 5,9%

South-America 2,4%

Law, Policy and Program Identifiers

Ability to select articles pertaining to articles of U.S. law for example: Gun free schools act 1994 or Higher Education Act 2008.

Assessment and Survey Identifiers

With this limiter, specific studies are shown, for example: behavior problem checklist of students evaluation of educational quality.

Author

Searches author(s) last name followed by first name or initial.

Title

Searches words in the title of the article. To search by journal title, use the limiter: Journal Name.

Thesaurus

In the thesaurus, it is possible to browse through the keyword list. For each term (or keyword Descriptor DE), the scope note displays the meaning of the term.



Broader terms list the more general subject areas under which the keyword falls. Related terms list the related subject areas. Using explode, the narrower terms are also searched, so this always produces more hits. In the above example, the search would then use DE “*Self Destructive Behavior*” OR DE “*Addictive Behavior*” OR DE “*Suicide*” With add it is possible to search directly for the term(s) you are looking for. By placing a check mark in front of the boxes, it is possible to search with the related terms as well. At used for are references to the synonyms not chosen as official keywords.

Searches can be made with SU Descriptors [Word indexed] and DE Descriptors [Phrase indexed exact]. DE is used to search for the exact word combination and provides more accurate results.

In Indexes, it is possible to browse through differences indexes. For example, the author index or journal index.

If the search has produced a lot of hits, it is also possible to narrow them down afterwards. This can be done using “*refine your results*” in the left column. ERIC provides suggestions for narrowing down at “*source types*”, subject or publication.

When you click on the “*Find similar results*” button, ERIC will start searching for similar articles on the topic searched.

#### **Search History**

With Advanced search, it is possible to retrieve the search history. It is also possible to combine search sets. For example s1 and s2.

**Truncation**

You can use wildcard and truncation symbols to create searches with unknown characters, multiple spellings or various endings.

1. The asterisk **(\*)** matches multiple characters.
2. The hash sign **(#)** matches one optional character.
3. The question mark **(?)** matches exactly one character.
4. The asterisk (\*) wildcard, also known as thetruncation wildcard, is generally used to find word endings. Enter the root of a search term and replace the ending with the asterisk (\*). For example, type *edu\** to find the words *education, educational*, etc.

The asterisk can be used within words to find multiple characters. For example, a search for *hea\*one* will match words beginning with “*hea*” and ending with “*one*.” For example, *headphone, headstone, hearthstone*.

The asterisk wildcard is best used with at least three leading characters. When at least three characters are used before the asterisk, characters after the asterisk are included in the search.

The asterisk (\*) can be used between words to match any single word. For example, a search for *midsummer \* dream* will match the phrases *midsummer night’s dream* and *midsummer day’s dream*.

|  |  |
| --- | --- |
| **Search Term** | **Example Matches** |
| edu\* | Education, educator, educational, educationally |
| hea\*one | headphone headstone healthone hearthstone heartstone heatherstone . . . |
| midsummer \* dream | midsummer night’s dreammidsummer day’s dream |

1. To use the # wildcard, enter your search terms and place # where an alternate spelling might contain an extra character. For example, type *colo#r* to find all records

containing *color* or *colour*. Type *p#ediatric* to find all records with *pediatric* or *paediatric*.

1. To use the **?** wildcard, enter your search terms and replace the unknown character with a **?**. For example, type *ne?t* to find all records containing *neat, nest* or *next*.

Question marks *at the end* of words or character strings are not treated as wildcards. They are automatically removed from a query. For example, the question marks in the search terms below are ignored when searched:

|  |  |
| --- | --- |
| **Search term with trailing question mark** | **Interpretation** |
| Appendicitis: is surgery the best option? | Appendicitis is surgery the best option |
| Whose Justice? Which Rationality? | Whose Justice Which Rationality |
| z??? | z |

To use a question mark as a wildcard at the end of a word, you need to put a # before the ? character. The hash before the trailing question mark indicates that the question mark should be treated as a wildcard to find exactly one character at the end a word. For example, a search for *Monday#?* will match *Mondays* but NOT *Monday*.

**Combining Wildcards**

Wildcards can be combined in a search term. For example, the following searches are allowed.

|  |  |
| --- | --- |
| **Search Term** | **Example Matches** |
| colo#r\* | colorblind coloring colorings colorization colorize colorized colouring colourings colourisation colourization colourize colourized colourizing . . . |
| p#ediatric\* | pediatric pediatrics pediatrician pediatricians paediatric paediatrics paediatrician paediatricians . . . |

**Restrictions When Using Wildcards**

1. Wildcards are **not** allowed as the **first**character in a search term.
2. If there is only **one** leading character before a wildcard then, there must be at least **one additional** literal character within the **first four** characters.
	* **f#r\*** (allowed because two literal characters are within the first four characters)
	* **f??\*** (not allowed because only one leading character within the first four characters)
3. When using **a wildcard** in a search term, the plural or possessive forms and any synonyms for the word are **not** searched.
	* For example, when searching for **colo#r**, the plural words "**colors**" and "**colours**" are **not** searched.
4. When using **truncation**, alternate forms and synonyms are not searched.
	* For example, when searching for **pediatric\***, the alternate form **paediatric** is **not** searched. When searching for **tumor\***, the alternate term **neoplasm** is **not** searched.
5. Wildcards do **not** work with Chinese (中文), Japanese (日本語), and Korean (한국어) languages.
6. The use of the truncation wildcard character (\*) expands a term in a query up to a limit of 2000 terms.

**Help**

While searching, the help screen can be accessed by clicking on “*help*” at the top right. General help screens will then appear on the screen that apply to all databases offered through the EBSCO host. Specific information about ERIC can be found under the “*Choose Databases*” tab and then click on “*more information*” at ERIC.

Through *Ask-a -Librarian*, assistance may be requested by e-mail from an Information Specialist at The Hague University of Applied Sciences. This e-mail will be answered as soon as possible during library opening hours.

**Page Options or Preferences**

Can be used to determine how many records are presented per screen. There is also the possibility to set how the records are presented short or extended or to change the page layout. *With Image QuickView* you can choose whether you want to view thumbnails of the images in an article right from the Result List.

**Share**

Ability to add items to a folder. Set up an E-mail alert (more information: [Creating a Search Alert](https://connect.ebsco.com/s/article/Creating-a-Search-Alert-in-EBSCOhost-Tutorial?language=en_US)) or create a permalink from a search.

**Saving records**

It is possible to temporarily store the found records in a memory using “*add to folder*”. During the login time in ERIC these records are saved. With “*View folder*” the saved records can be called up at any time. Also from different searches. Articles can be mailed, downloaded or printed..

**Citing records**

At the article level, it is easily possible to use the CITE-function:



It is possible to cite according to the official popular citation formats: MLA, Harvard, APA, etc:



More information: [Citing Articles on EBSCOhost - Tutorial](https://connect.ebsco.com/s/article/Citing-Articles-on-EBSCOhost-Tutorial?language=en_US)

For citing a small number of articles, the Cite function is useful. For a large number, it is better to use the Export function to Refworks. The Export function is also listed with each article in the right-hand column under “*Tools*.”

For more information on Refworks and literature references, go to: [Refworks](https://www.dehaagsehogeschool.nl/studievoorzieningen/bibliotheek/onderzoek-doen/literatuurlijst-maken-refworks)

**My EBSCO-host**

Ability to request a free account to save articles, images and searches. It is also possible to share search results with other EBSCO users.