Getting Started

Start from the library homepage: https://sfcc.spokane.edu/For-Our-Students/Libraries/About-Us

From the homepage:

1. Click the box labeled, "Student Tools" and select Library.
   a) Click the box titled, "Start Your Research"
   b) **SCROLL DOWN** and select, "Research Databases"
   c) Under the "Popular Databases" section click **ACADEMIC SEARCH COMPLETE**

Academic Search Complete

ASC is a comprehensive scholarly database with more than 7,000, full-text, peer-reviewed journals. It also contains magazine articles, trade publications, news items and multimedia resources.

Starting Your Research

When you click the link for ASC it will open on a search page. At the top will be a search box to enter **keywords** related to your research topic.

Below the search box are several ways you can limit your search before you begin. **Full text** is already selected for you. You can limit results to **Scholarly (Peer Reviewed Articles)**, by the title of a specific publication, between a range of dates, and other options. If you are not sure how you want to limit your results at first, you will find these and other limiters on the list of results (see the Refine Results section.)
Evaluating Results

Your search results will appear as a list of articles from different source types, such as magazines, academic journals, news, and so on.

Search Result

3. Rethinking Paradise: Toni Morrison and Utopia at the Millennium.
   
   Subjects: PARADISE (Book); MORRISON, Toni, 1931; UTOPIAS in literature; AMERICAN fiction -- African American authors -- History & criticism; WOMEN'S space; AMERICAN fiction -- Women authors -- History & criticism

Title

Each search result starts with the title of the article appearing in blue at the top. Clicking the title takes you to the detailed record of the article, which includes information about the article and tools for saving and sharing it.

Publication Information

The paragraph below the title begins with information about the author (or authors) of the article, the publication it appeared in, page numbers, date of publication, and other relevant information.

Abstract

After the publication information comes the abstract. The abstract summarizes the content of the article. For scholarly articles, the abstract often explains the research question, methods, and conclusion.

Subjects

Below the abstract is a list of subjects the article is relevant to.
Helpful Icons

Next to each search result will be an icon indicating what kind of article it is. The most common types are periodical (magazine or trade/professional journal article), academic journal (scholarly journal article), or news (newspaper article).

![Academic Journal, Periodical, News icons]

If full text is available, an icon will show you if it is in HTML or PDF. Both contain the same text. The PDF preserves the layout design of the article in its printed format. The HTML displays the article as a web page.

![HTML Full Text, PDF Full Text (859KB)]

Refine Results

To the left of your search results is a column of options to refine your results. You can limit results by Full Text, Reference Available, and Scholarly (Peer Reviewed) Journals.

To change the date range of articles, use the Publication Date slider, or enter a year in one of the boxes.

![Publication Date slider]

You can focus your results using the list of related Subjects. Note that next to each subject option is a number in parentheses. That indicates the number of available articles related to that subject and your keywords. When you click it, the page will reload to display only those articles.

Search Tips

1. Put quotes around phrases to indicate you want the words searched in that order, for example: "gender identity"

2. Use truncation (*) to get multiple endings of a root word, for example: teen* = teen, teens, teenagers
3. Use the term OR to combine synonyms to broaden a search, for example: teen* OR “young adult”

4. For articles not available in full-text, you can request a copy by making an interlibrary loan (ILL) request.

Go to the interlibrary loan webpage:
https://sfcc.spokane.edu/For-Our-Students/Libraries/Use-the-Libraries/Request-Materials

Sign-in with your Bigfoot username and password, enter the article information, and if possible, the article will be emailed to you (free of charge) within 1-5 days.

Saving Your Research

Click on the article title to see the following options on the right side of the screen, in the Tools menu. This includes the very handy Cite and E-mail tools.

Email the article to yourself with a citation in the style you need. Be sure to fill out the Subject and Comments field to include information about the article so it’s easy to find among all your other email.

**Remember to proofread the citation.** Premade citations are very useful, but they will sometimes contain errors.

Get Help from SFCC Librarians

Call a Librarian

- SFCC Library Research Desk: 509-533-3834

Chat or Email a Librarian

- Chat with a Librarian: https://bit.ly/2CqDRnZ
- Email: ReferenceDesk.SFCC@sfcc.spokane.edu