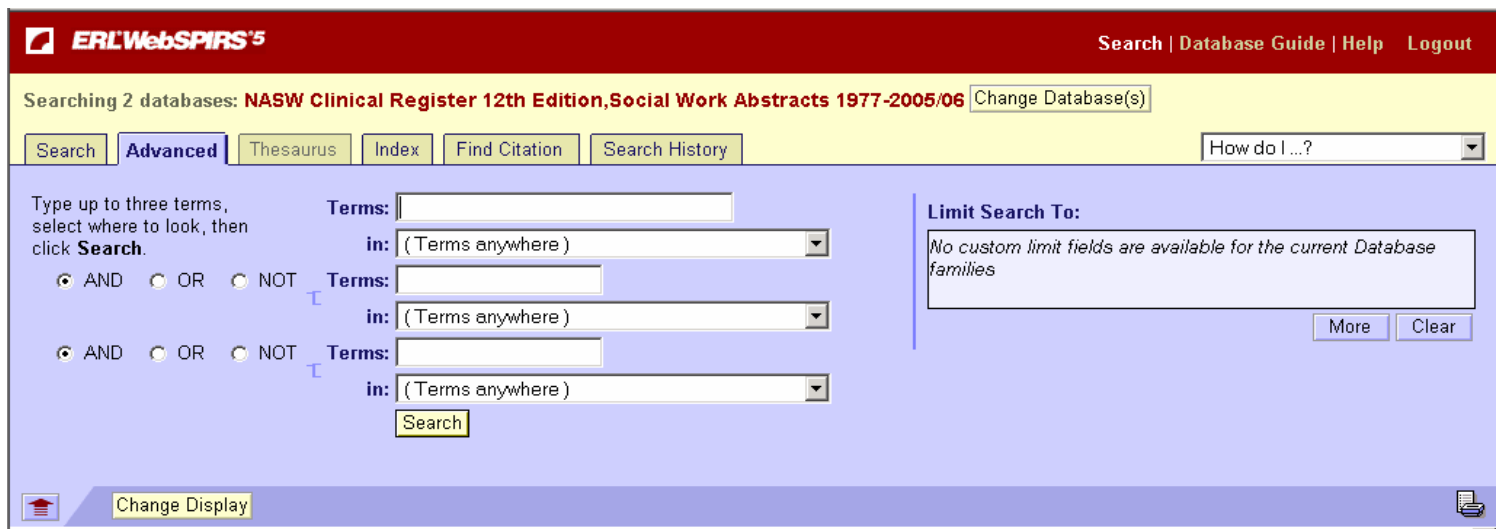


# Social Work Abstracts: A Guide to Searching the Database

The *Social Work Abstracts* database is an index to articles and documents covering all aspects of social work, human services and related fields. The database draws its citations from over 450 journals published from 1977 to the present. *Social Work Abstracts* is appropriate for research dealing with scholarly and professional perspectives in the field of social work.

## Searching in Social Work Abstracts:

Access *Social Work Abstracts* by going to the **Find Articles** tab on the Library’s web page and clicking on “Databases A-Z.” Type search terms into the **Terms** boxes and create a search string using **AND**, **OR**, or **NOT**. The **AND** button will limit results to records containing **ALL** of your search terms, while the **OR** button will expand your search to records containing **ANY** of your search terms. The **NOT** button will limit results to records containing one search term but not another. If you type more than one word into a **Terms** box, the words will be search as a phrase, e.g. “drug policy”. You can also set search limits by clicking the **More** button under the **Limit Search To:** box. This will give you ways to limit your search results including limiting by publication year. Then click **Search**.



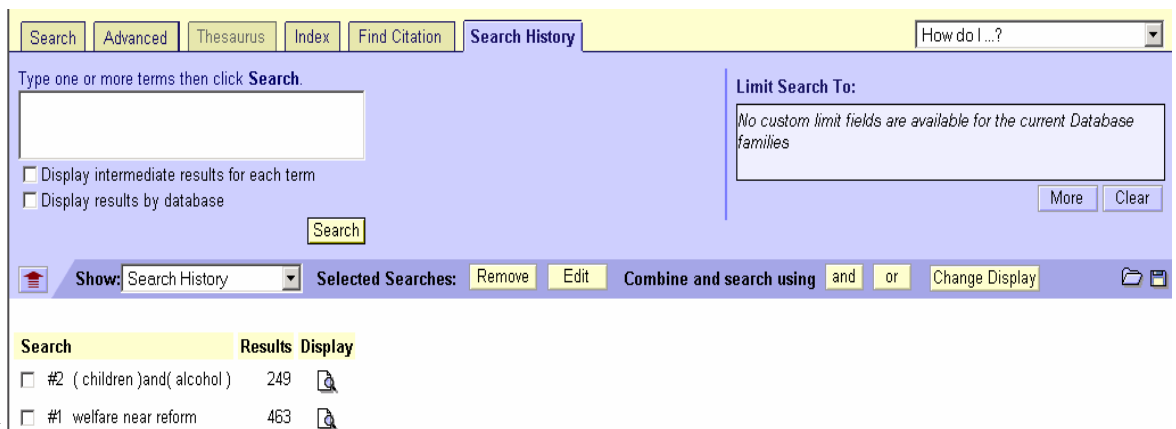
## Search History

Click the **Search History** tab at the top of the search window to display and combine previous searches.

\*To display the results of a previous search, click the icon in the display column.

\*To combine two or more previous searches, click the checkboxes next to the searches in the **Search** column and then click the **AND** or the **OR** button above the list.

\*After the searches are combined, a new search will be added at the top of the search list. To display the records of the combined search, click the icon in the display column next to the new search.



## Viewing Your Search Results:

Your search results will display with a list of records as shown below. You can check article availability, mark the item you may want to print or email, and find more complete information about the citation.

These buttons can be used to print, save or email your marked records (see the section below for more details).

The screenshot shows a search results window with a top navigation bar. The 'Show:' dropdown is set to 'All Results', and 'Records 1 to 10 of 55' are displayed. A 'Go To Record:' field shows '11'. On the right, there are buttons for 'Change Display', 'Clear Marked', and icons for printing, saving, and emailing. Below the navigation bar, two records are listed. Each record has a checkbox on the left, a record number, and a 'Links to Library Holdings:' section with a 'Check Article Availability' link. Below this are buttons for 'Complete Record' and 'Find Similar', and a note 'In Database: Social Work Abstracts 1977-2005/06.'. Record 2 details include: ACCESSION NUMBER: 48455, TITLE: Alcohol and other drug addictions among Native Americans: the movement toward tribal-centric treatment programs, AUTHOR: French-L-A; White-W-L, ADDRESS: Dept of Psychology, College of Juvenile Justice and Psychology, Prairie View A&M Univ, Prairie View, TX, SOURCE: Alcoholism-Treatment-Quarterly. 22(1): 81-91, 2004. Record 3 details include: ACCESSION NUMBER: 46204, TITLE: HIV/AIDS risk among delinquent youth: toward an understanding of risk, AUTHOR: Mericle-A-A.

Click in the square here to select or mark those records you wish to print out, save to a disk, or send to an email account. When you click on the box to the left of the record number a check mark will appear. If you change your mind, click on the marked box and the check mark will disappear. You can review your marked records by selecting **Marked Results** from the **Show:** drop-down menu.

Click here to **check article availability**. An automatic search of the university's electronic databases will be performed, which will locate the electronic full-text of the article if it is available. If the full-text is not available electronically, a link to *PITTCat* will be provided. You would then search *PITTCat* for the journal title to determine if the University owns a print copy of the article. Questions about getting the full-text of an article? Ask a librarian for help.

## Print, Save, or E-mail Search Results

*Social Work Abstracts* offers three output options for search results: printing, saving to a disk, or emailing the results to an email account. After you have marked the records you wish to keep, select the method you wish to use by clicking on the appropriate button on the right at the top of the result list window. A new window will appear which allows you to choose which records to print, save or email and how they will be displayed. Make your choices, and then click **Print**, **Save**, or **Send Mail**.

## More Searching Tips

You can use special operators to combine search terms and broaden or narrow your search.

**Truncation** is another way to broaden your search. Type a word root and immediately follow it with a \*. For example, *child\** finds records containing *child*, *child's*, *children*, *childhood*, *childlike*, etc.

Operator	Search Example	Finds Records Containing
AND	cloning and ethics	Finds records containing both cloning and ethics
OR	metaphor or simile	Finds records containing either metaphor or simile
NOT	chemistry not organic	Finds records containing chemistry but not organic. Use carefully because <b>not</b> eliminates records containing both terms
NEAR	welfare near reform	Finds records containing welfare and reform in same sentence
WITH	refugees with bosnia	Finds records containing refugees and Bosnia in the same field