HOW TO FIND JOURNAL ARTICLES

TIPS & TECHNIQUES

Web versions of this and other Tips & Techniques Guides are available at http://www.marymount.edu/lls/tips/index.html

The following steps will help you find a journal article. The citation may be from a bibliography or online database search.

I. Starting From a Database

Articles may be found by searching an online database. Databases are searchable by Keyword, Author, or Title. Users may perform a Basic or Advanced search. A number of databases offer search limits by Date and Full text. Enter a Keyword or Phrase in the text field. NOTE: Screen shots and search examples are from the database PsycINFO.

Click on Search to run the search. The system will return all the articles matching the search query.

1. To view the full text of the article, click on either the HTML Full Text or PDF Full Text link. Every database has its own symbols for full text articles and you will need to review the icons to see which is the full text icon.

2. If the full text of an article is not available in a database, click on Find It (NOTE: This external link feature may have different names, and this option may not be available in all databases) to see if Marymount provides electronic access to the journal in another database.

II. Full Text Availability Electronically Elsewhere

1. If Marymount provides electronic access to the journal in another database click on the Search button to connect to the database with the full text availability. You usually will be connected directly to the article.
### III. Full Text Not Available Electronically

1. If a journal is not available electronically from the **Find It** link, click on the **Search** button link next to the “ALADIN Catalog” link to see if Marymount owns the hard copy of the journal. **NOTE:** Not all databases will have a Find It, so you may need to go to the catalog in ALADIN and search by Journal Title to see if MU owns the title in hard copy.

   ![Click on the Search button next to the Search for Holdings in ALADIN Catalog link to see if MU subscribes to the journal.](image1)

   **Click on the Search button next to the “ALADIN Catalog” link to see if Marymount owns the hard copy of the journal.**

2. Scroll down the list to check if Marymount owns the title.

   ![Click on the title link to open the catalog record for the journal.](image2)

   **Click on the title link to open the catalog record for the journal.**

   ![Look for MU Marymount on the left hand side of the screen.](image3)

   **Look for MU Marymount on the left hand side of the screen.**

   ![Review the screen to check the date range owned by Marymount.](image4)

   **Review the screen to check the date range owned by Marymount.**

   ![Behavior Therapy. Availability](image5)

   **Behavior Therapy.**

   **Availability**

   **Status:** No status available
   **Location:** MU: MARYMOUNT Periodicals LOWER LEVEL
   **Call Number:** No call number available
   **Number of Items:** No information available
   **Recent Issues:** v. 38, no. 2 (2007 June), v. 38, no. 1 (2007 Mar.)
   **Older Issues:** v. 18(1968)-v. 37 (2006)

   ![Users may need to check more than one record. Older journals may not be available in hard copy but may be available in Microfiche or Microfilm.](image6)

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   ![Most journals and microforms are available on the Lower Level of the library. Ballston students may request that copies of articles be sent electronically through the Consortium Loan Service (CLS).](image7)

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IV. Consortium Loan Service (CLS) and Interlibrary Loans (ILLs)

Journals not owned by Marymount or that cannot be accessed electronically may be requested through the Consortium Loan Service (CLS). Please see a Librarian or Reference Associate for further instructions on submitting a CLS request. You may also refer to the handout Tips and Techniques: Consortium Loan Service (CLS) at http://www.marymount.edu/lls/tips/cls.pdf on the Library & Learning Services web site.

If a journal is not available within the Washington Research Library Consortium (WRLC) click on the Search button link next to the ILLiad link to request an article through Interlibrary Loan (ILL).

1. Enter your Marymount ID and last name. The Marymount ID is an alpha-numeric code. It is made up of your three initials (use zero if you have no middle initial) and the last five digits of your student ID number. Click on the GO button.

2. Check the information: article title and author, volume, issue, page numbers, year, and click Submit Information.

At the next screen the system will provide a confirmation of your request. Click on Exit ILLiad System.

V. Starting from a Citation

If you have a citation or want to browse journals electronically, users may use the MU e-Journals search to determine if full text articles from a journal are available electronically.
Click on the More Options. Type name of journal in the Journal Title box and select the Exact radio button. Enter the citation information and click on Search. The next screen will list the database(s) that has the full text of the journal. Click on Search to connect to the article.

If Marymount does not subscribe to an electronic version of a journal, the title will not be displayed in the e-journals list.

1. If the journal name is not listed in the e-journals list, you will need to search the ALADIN Catalog to see if Marymount owns the hard copy of the journal.

2. If Marymount does not subscribe to the journal or does not own the issue, volume, or years you need, you can submit a Consortium Loan Service (CLS) request. Please see a Librarian or Reference Associate for further instructions on submitting a CLS request. Or refer to the handout Tips and Techniques: Consortium Loan Service (CLS) at http://www.marymount.edu/lls/tips/cls.pdf on the Library & Learning Services web site.

3. If the journal is not available at a consortium school, you can submit an Interlibrary Loan (ILL) request. The interactive Interlibrary Loan form is available at http://w2k-vmmu1.wrlc2k.wrlc.org/illiad/logon.html. Or you can ask for a paper copy of the form at the Reference Desk.

For further information, stop by the reference desk, call (703) 284-1649, e-mail library@marymount.edu or IM: AskMULibrary (via AOL, Google Talk, Meebo, MSN or Yahoo!).

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