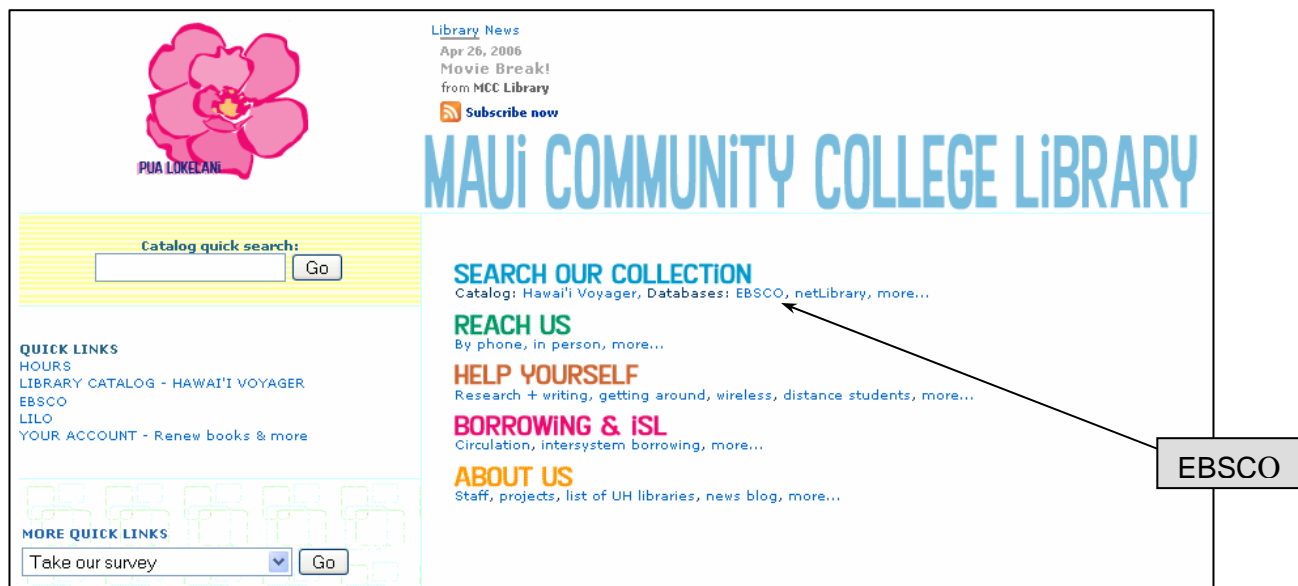


# Retrieving Magazine Articles from EBSCO

Maui Community College Library

## 1. Accessing EBSCO's MasterFile Premier Database

- a. From any Internet-accessible computer (on or off campus), go to the MCC Library Homepage at: [www.maui.hawaii.edu/library/](http://www.maui.hawaii.edu/library/)



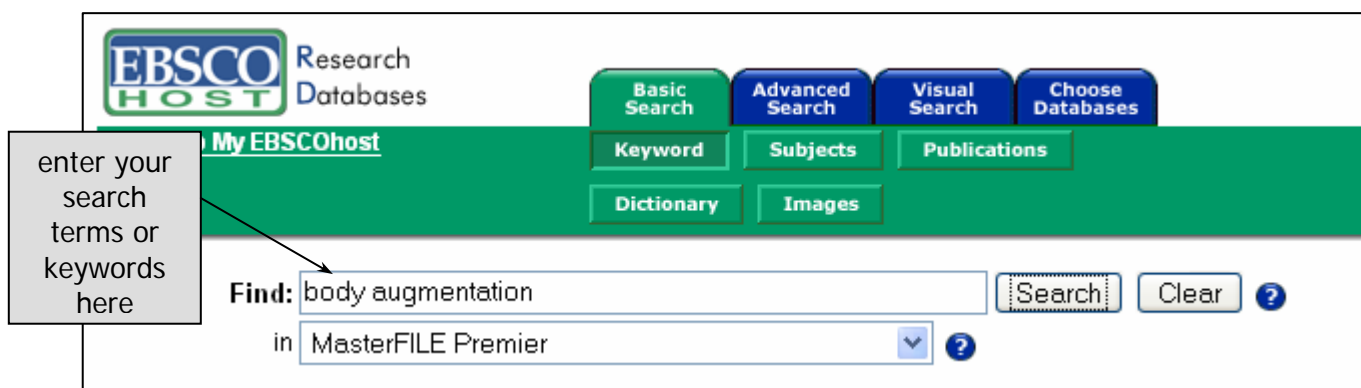
- b. Under the **SEARCH OUR COLLECTION** heading, click **EBSCO**. The alphabetical listing of all EBSCO databases appears.

If you are accessing EBSCO outside of the MCC campus, you will be asked to enter your barcode number (the number on the front of your Student ID) and your last name.

- c. Scroll down the list of EBSCO databases until you see **MasterFILE Premier**. Click on the title of this database to access it.

## 2. Performing a Search

To perform a search, **enter your search terms** (a keyword or phrase) in the Find field and click **Search**. EBSCO will search for articles containing ALL of your keywords.



**TIP:** More keywords = narrower/more-specific search.

### 3. Result List Features

- a. By default, the Result List displays the search results (or "hits") according to **Relevance**. To re-sort the results based on date (the most recent articles first) rather than relevance, select **Date** from the **Sort by** drop-down option at the top, right of the screen.

The screenshot shows the EBSCO search results page for the query "body augmentation". At the top, there is a search bar with the query "body augmentation" and a "Search" button. Below the search bar, there are options to "Add this search to folder" and "Display link to this search". The search results are displayed in a table with 5 rows. Each row contains a numbered list item, the article title, author, journal, volume, issue, and page information, and a "Full Text" link. A yellow sidebar on the left lists "Narrow Results by Subject" with various categories like "SURGERY, Plastic", "AUGMENTATION mammoplasty", etc. A "Sort by" dropdown menu is located at the top right, currently set to "Relevance".

- b. To **Narrow** your search results (retrieve fewer and more specific results), click on one of the subjects in the yellow column.
- c. To review a magazine article of interest, **click on the article title** from the Results List. Click one of the **full-text** options to review the entire article. **Print** and **email** options are available from the full-text page of each article.

### 4. EBSCO Citations

The screenshot shows the "E-mail Manager" interface. It has a "Back" button and an "Articles" tab. The "Number of items to be e-mailed: 1" is displayed. There are input fields for "E-mail Address:", "Subject:", and "Comments:". A "Send" button is at the bottom. On the right, there is a section "Include when sending:" with a checked box for "PDF as separate attachment (when available)". Below this, there are three radio buttons: "Standard Field Format", "Citation Format", and "Customized Field Format". The "Citation Format" radio button is selected, and a dropdown menu is open showing "Detailed Citation and Abstract" and "APA (American Psychological Assoc.)".

Select the Citation Format button and then select a specific citation format from the drop-down menu (usually APA or MLA).

When using the **E-mail Manager** in EBSCO, you have the option to have the article sent to you via email with its citation included. To activate this email feature, select the **Citation Format** button, and then select a specific citation format from the corresponding drop-down menu. (Most instructors at MCC require citations in either APA or MLA style. If you are unsure which style to use, ask your instructor.)