

## **Student Directions for Signing in to Databases**

1. Go to main Belhaven website ([www.belhaven.edu](http://www.belhaven.edu))
2. At the top, hover over “Academic”
3. Scroll down and click on “Library”
4. On left of screen, scroll down to “Library”
5. Click on “Databases”
6. Once you click on a database, you’ll be asked to sign in with your student ID and password.

There are lots of choices in alphabetical order, but good general starting places are Academic Search Premier, Full Text Finder, and JSTOR. Your instructor may want you to use a specific database.

## **Reminders about using sources:**

1. Only full-text articles can be used and cited. Make sure you have access to the full article. Abstracts cannot be cited because they are summaries.
2. In general, research articles should be fairly current. Ask your instructor, but most instructors will want you to use articles written in the last five to ten years depending on the topic.
3. Narrow your search as much as possible so you’re not searching through hundreds (or thousands) of articles. The goal is quality, not quantity.
4. Be realistic. You probably won’t find an article title that perfectly matches your topic or thesis. You will have to open up articles that look somewhat promising and scan them for useful information. There’s no quick and easy way to do research. Quick tip: Scan the articles’ bolded headings, and look for numbers (statistics, percentages, etc...).
5. Use the tools to the right of the article. You can email articles to yourself, put them in a folder, find the citation information, etc... Get in the habit of emailing articles to your Belhaven email so they’re all in one place.
6. Know that peer-reviewed, scholarly articles can be difficult reading. Remember, you don’t have to understand everything in the entire article; you just have to be able to identify pieces of information that can add weight and evidence to your writing.