

University Library

Australian Education Index / British Education Index / ERIC Helpsheet

AEI, BEI and ERIC are all accessed through **Dialog@site** interface.

Australian Education Index: Scope

Bibliographic data from 1979

Includes articles, conference papers and reports covering all aspects of Australian education.

British Education Index: Scope

Bibliographic data from 1975.

Over 300 UK-published periodicals indexed plus small number of international English language periodicals in the field of education and training.

Also included: The British Education Theses Index 1950-1990.

ERIC (Educational Resources Information Centre): Scope


Bibliographic data from 1966

US national education database. Contains over 700,000 citations covering research documents, articles and technical reports.

How to Access the Databases

- From the library website
- Go to **Online Databases** in **Quick Links**.
- Click on **Go** next to **List Databases Alphabetically**.
- Find **British Education Index, ERIC or Australian Education Index** (choose whichever one you would like to search)
- Enter your Athens username and password.

To start searching

- Click on the box next to **British Education Index, ERIC** or the **Australian Education Index**
- Click on the **advanced search** or **easy search** button
- It is possible to search more than one database simultaneously by clicking in the box next to the databases then clicking on the **easy search** button.
- Alternatively you can click on the box next to **Select All** and click on the **easy search** button.
- The  button navigates you back to the page where you can re-select your database.

Easy Search

- Enter your phrase in the **enter your search term(s)** box.
- You can choose to search in particular fields such as: title, author or source etc by using the drop down menus on the right.
- You can also combine search terms using AND, OR, NOT, ADJ, NEAR etc by using the drop down menu to the left.
- Limit your search by 'information added since' dates, document type, language of publication, publication year and publication type.*
- Click on the **search** button to run the search.

* The limit options may vary in different databases.

Thesaurus Mapping

- Enter your search term in the **enter your search term(s)** box.
- Click in the box next to **Thesaurus Mapping**
- Click on search (this brings up a list of alternative terms for your search query)
- This screen allows you to choose one or more alternative terms from the list and you can then combine those terms using AND, OR and XOR using the drop down menu on the left.
- You can then run a new search.

XOR

Dialog DataStar specifies that either word, but not both must be found in the document retrieved. For example, if you were looking for information about two different drugs, but did not want to find articles comparing them, you might choose to combine the drug names with XOR.

Exploding your Terms

- From your list of alternative terms, choose the search term you are interested in and click in the box marked **explode** opposite.
- Click on **search** and the database will then search for all the articles that contain the term you have chosen, as well as any narrower terms that branch off from the one you have chosen.
- To see which terms will be included in an exploded search, you can click on the term you want; this will then display the thesaurus in its hierarchical form.



Advanced Search

- You can carry out a mixture of both keyword and thesaurus searches in Advanced Search.
 - Advanced Search allows you to carry out your search in stages, and then use your search history to combine different sets of results together.
 - You can repeat those searches in other databases, and combine those sets of results together, removing any duplicate records.
1. Enter your phrase in the **enter your search term(s)** box.
 2. You can choose to search in particular fields such as: title, author or source etc by using the drop down menus on the right.
 3. Limit your search by 'information added since' dates, documents in English, documents with abstracts, documents available in full-text.
 4. Click on **search**.
 5. Click on [show titles](#) to view your list of results.

Special Search Terms

- Each database gives you the option at the bottom of the Advanced search screen to select special search terms – these include **Language of Publication, Publication**

Types, Publication Year and various **Thesaurus Headings**. These options are carried out as separate searches, which can then be combined with your search terms.


1. To use the special search, click on the  button next to the option that you want.
2. You will be presented with a list of further options – click on the one that you want (to choose more than one option, hold down the **Ctrl** key on your keyboard while you click)
3. Click on the  button
4. Your search will appear in the search history box.

Ranking

To help you pinpoint essential information relevant to your search, there is a search function called Rank. Rank analyzes statistical trends found in your search result by counting the occurrences of unique terms within a specific field.

Some fields that can be ranked are: descriptor terms, author, journal and company names, etc

How to Rank




- In Advanced search enter your search strategy as normal.
- If the selected database allows ranking, a  button will appear next to the show titles hyperlink.
- Click on the Rank button.
- On the Rank page enter a value representing the total number of documents that you want to have ranked, i.e., if you enter 500, this means documents 1-500 will be ranked.
- From the drop down box select the field in which you want to rank on.
- Then, select the maximum number of terms that should be displayed at one time.
- The total maximum number of documents that can be ranked at one time is 10,000.
- Click on **Rank**
- Your results will be ranked and displayed in descending order by total number of occurrences.

Saving a Search


Once you have carried out an advanced search, you may wish to save the search to run again at a later date or in a different database.



Note: You can only save in advanced search mode.

To save a search:

- On the Advanced search page, click on the  button.
- To save all the steps of your search; from within the search history box, click in the circle in the **Start** column and click in the circle in the **End** column (if you only want to save one line of your search, just click in the Start column for that line).
- Choose a **search category** using the drop down menu.
- You then have to choose a name for your search – pick something that clearly identifies your search and the database you ran it in originally.
- Click on the  button
- You will be returned to the search history screen, and will now have an extra button in the toolbar at the top of your screen - 

To run a saved search

- Login to the databases and choose the database you want to search
- Click on the  button




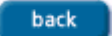
- If you have saved more than one search, they will be displayed in a list – click in the circle next to the one that you want to run
- You can display your search strategy for the search by clicking on the  button
- If you only want to find information added to the database since you last ran the search, enter a date (in yyymmdd format) in the **information added since** box
- Click on the  button
- Your search will be loaded into search history screen of the database.

Creating an Alert



Create Alert allows you to re-run searches automatically and have the results emailed to you in regular intervals.

Alerts are a good way of keeping up to date with the latest research on a selected topic. You can only create alerts from the Advanced Search mode.

To create an alert:

- Carry out your search in Advanced Search.
- On the search history page, click on the  button.
- Type an **email address** where you want the results delivered to, for multiple email addresses separate them with a comma.
- Type a **title** that will identify the alert (as several alerts can be set up under your user id)
- In the search history box select your search, which will become the alert, by clicking in the circle next to the search number.
- Choose how much information you want emailed to you in the **format** section.
- Click on the  button.
- Choose how often you want the alert to run (weekly, biweekly or monthly) from the **frequency** box, and enter an end date if you know you won't need information after a certain date.
- Choose whether you would like to put your alert into a folder.
- Click on  again.
- You will be taken to the **create alert** screen, with details of your alert(s) at the bottom of the page.
- Click on the  button to return to your searching/search history screen.

To delete an alert

- Click on the  button on the Advanced Search page or on the black alerts button on the top navigation bar.
- Scroll to the bottom of the screen to see a list of the alerts you have created under the heading **existing alerts**.
- Select the alert you would like to delete and click on the **Delete** button.
- The **create alert** page will reload, and you should see the your alert is no longer in the list.
- Click on the  button to return to your searching/search history page.

Truncation

Use truncation to find variations of words that begin with the same stem. You can also use it to find words that are sometimes pluralized and sometimes not.

The truncation symbol is \$

- i.e., if you type child\$ in the search box, this will find any articles containing the word child, children or childhood
- i.e., paediatric\$ will find paediatric, paediatrics, paediatrician, paediatricians

You can specify the number of letters after a word stem, by putting a number after the \$:

- i.e., paediatric\$1 will find only paediatric and paediatrics, not paediatrician

Marking Records/Displaying Results

Once you have completed your search you will get a list of results.

- The **Titles** screen will show the first 50 titles of your results.
- To see the next 50, click on the **next titles** button.
- If there are several titles that look interesting, click in the boxes next to each title that you want
- If you want to see all the titles, click in the **Select All** box at the top of the title list
- Scroll down the screen until you see the box with several **selecting, sorting** and **display** options at the bottom of the page.
- This box allows you to display varying amounts of information, depending on your needs.
- Once you have chosen your **selection format, display format, output format** and **sort by** options, click on the **display** button.
- The next screen titled **Document** will appear.
- Once the records are displayed, you can either print or save the results.
- To go back to your searching screen, click on the **search page** button at the top of the screen.

To Email

The email option at the bottom of the **Titles** page allows you send selected records to any email address that you specify. You can also email the search history – it will arrive as a separate email.

- Click on the **Email** button.
- Enter your email address.
- Type the title of the email.
- Click in the box next to **print search strategy** to email your search history as well
- Select from the search history box which search you want to send.
- Choose the format that the records will be sent in – full gives you the full bibliographic records, short gives you the title and source, medium includes an abstract.
- Specify which record numbers from your search you want to email, e.g., 1-20 (if you selected records from the titles page, those numbers of the records will appear here)
- Specify the email delivery format style you want and how the field names should be displayed.
- Click on the **email** button.
- A confirmation screen will then be displayed.
- Click **Yes** to continue and have the documents delivered via email
- You will be returned to the **Deliver Documents** screen – click on the **back** button to go back to your list of titles.

To Print

- Select the records that you want to print by clicking in the boxes next to each record – or select them all by clicking in the box next to **Select All** in the top section of the screen
- The printout will not include your search strategy (even if you tick the box)
- Click on the **print screen** button.
- You will get the print box from which you can choose your printer and the number of copies you want.

To Save

- Select the records that you want to save by clicking in the boxes next to each record – or select them all by clicking in the box next to **Select All** in the top section of the screen.
- Click on the **save** button



- You will get a file download box – click on **save**. You will then be able to choose where to save the file and what to call it – click on the **save** button.

Additional Advanced Search Features

Once you have carried out an advanced search, a row of buttons will appear at the top of your Advanced Search screen – these allow you to carry out additional advanced search options:



Help

- Click on **help** at the top of the screen to view an index of topics.
- Whenever you see help sign  click on it to receive advice on that particular aspect of the database.
- Click on  then **Online Help** for helpsheets and guides on how to use the database.
- Contact or visit the Information Desk on the ground floor of the library.
- Contact your Liaison Librarian:
- Karen Gravett k.gravett@surrey.ac.uk
- Tel: 01483 682872 or ext 2872