Medline is an electronic database which indexes articles in medical, dental and biomedical journals. Its coverage includes international literature on biomedicine, including the allied health fields and the biological and physical sciences, humanities, and information science as they relate to medicine and health care. Information is indexed from approximately 5,600 journals published world-wide.

The aim of this workbook is to help you to find references on Medline. After working through this sheet you should be able to:

- Sign on to Medline
- Search by keyword, subject, author and journal
- Display references in different formats
- Combine and limit searches
- Select and email references
- Find full-text journal articles
- Check availability of references
- Set up a Medline account to save searches

Always read these notes and the screen carefully as you work through the exercises.

Comments and queries: If you have any queries following the workshop, or any suggestions for how it could be improved please contact the Medical Sciences Liaison Team, ext. 87550, or e-mail medliaison@ncl.ac.uk
Exercise 1  Access Medline via the Ovid interface

1.1 To login to Medline

Go to the University Library homepage at:

http://www.ncl.ac.uk/library/

Click on Databases, e-journals, e-books in the Subject support box on the left hand side of the page

Choose Medline from the databases listed.

Choose accessing the database ‘on campus connection’.

Select the Medline database which covers 1996 to present, e.g. Medline (R) without Revisions 1996 to Week (latest date) 2018 by clicking on in the box to the left and click on OK.
Exercise 2  Searching Medline

This exercise shows you how to carry out a simple search on Medline and to look at the references you find.

Let’s take this question:

What information has been published about the gastrointestinal tract in the last few years?

2.1 Search

Click in the search box to begin.

Type gastrointestinal tract then click on Search.

Medline matches (maps) this term to its list of subject headings.

Click on Gastrointestinal Tract

Medline now shows you the tree structure of the subject index, with broader and narrower terms. We want articles on all aspects of the gastrointestinal tract so we want to include all the narrower terms in our search. Medline calls this exploding.

2.2 Exploding a search term

Ensure that there is a tick in the box next to Gastrointestinal Tract and also tick in the box to the right, under the Explode heading.

Now click on Continue.

Next you are offered a list of subheadings to add to, or qualify, your search.

You can add the ones you want by clicking in the appropriate boxes.

We want all references, so click the box next to Include All Subheadings, then Continue.

You are returned to the original search screen and the results of your first search appear in the Search History window.

Medline uses a shorthand in the Search History box to show you how you performed this search. The exp shows that you exploded the term, and the / at the end shows you included all subheadings.
2.3 Display the results of your search

We will look at the first few references:

Click on Display Results near the top of the page.

The first 100 references are displayed.

This is how the references are displayed:

Author(s). Title of article/editorial/letter. Journal title. Volume (Part):page no.s, Year, Month.

Scroll back up to the top of the page.
Exercise 3  Focusing your search term

You will sometimes want to narrow searches down to find articles in which your topic is a key element. Subject headings can be major or minor - **Focus** restricts your search to articles where your search terms are "major"

Let's try this question:

**What information has been published specifically on transducin?**

3.1  Search by phrase

Click in the search box and type **transducin** and then click on **Search**

This maps directly to the Subject Heading **Transducin**

Click on **Transducin**

Scroll down the page to where **Transducin** is highlighted.

You will see that there are no narrower terms in this subject tree so you do not need to explode the search. If there were narrower terms, they would be indented and listed underneath, or you would see a + symbol next to the heading.

Ensure that the box to the left of **Transducin** is selected, and click in the box under **Focus** to restrict our search to references where Transducin is the main focus of the article

Scroll up and click on **Continue**

Include All Subheadings in your search and **Continue**

You will be returned to the main search page.

The * in front of **Transducin** shows that you focused your search.
Exercise 4  Search by keyword

Sometimes subject searching does not work satisfactorily as Medline cannot ‘map’ your search to something useful. This is when a Keyword search should be used.

Let’s try this question:

What has been published recently on bungee jumping?

4.1 Keyword Search

Enter the term bungee jumping and Search

Medline is unable to map this to a useful Subject Heading.

Scroll down to the end of the list of subjects and you will see bungee jumping.mp. Search as Keyword

Click on the box next to this to perform a keyword search.

Click on Continue at the top of the screen.

Medline will now look for this term in the titles and abstracts of the references contained on the database.

You are returned to the Search History screen where you will see the results of your search.

4.2 Truncating a keyword

At the Main Search Page enter the term bungee jump$ and search for this as a keyword.

This search will find articles containing the term bungee jump, bungee jumper, bungee jumping etc.

Complete the search as you did in the exercise above.

How has this affected the results of your search?

This is called truncation, and the dollar sign ($) or the asterisk (*) are the truncation operators in Medline.
Exercise 5  Limiting your search

You may wish to limit your search to include factors other than subject, such as publication date, document type or publication language.

Let’s limit the range of the previous search to articles published since 2001 in English.

5.1 Limiting your search

Click on Limits underneath the search box.

Click on Additional Limits to see other options.

Your latest search is at the bottom of the search list. It is highlighted in a darker colour, indicating that this is the active search.

Click in the box next to English Language.

Change the publication years to 2001 to 2016.

Click on Limit A Search.

What effect has this had on your search results?
Exercise 6  Displaying references in different formats

This exercise shows you how to change the display format for the references you have found

6.1 Displaying references

Using the list of references found in your previous search, click on Display Results

We will look at them in more detail.

Choose one of the references which is shown to have an abstract.

Click on Complete Reference to the right of the article details.

The details of the reference are now displayed including an abstract or summary of the content of the article and all the keywords and subject headings used to index it.

You will see a Find@Newcastle icon to the right and this will automatically take you to the full-text of the article if the University Library subscribes to an electronic version. We will look at this in a later exercise.

Click on the Back to Search Results tab to return to the main search page.
Exercise 7  Combining Searches

In order to search, you will need to break the research question down into searchable elements.

Let’s look at this question:

Have any original articles been published on the cause of metabolic disease in premature babies?

There are several elements to this question and it is good practice to break it down into those elements before you begin your search. The table below shows how you might do that:

<table>
<thead>
<tr>
<th>Subject 1</th>
<th>Premature babies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject 2</td>
<td>Metabolic disease - cause</td>
</tr>
<tr>
<td>Publication type</td>
<td>Original articles (not reviews)</td>
</tr>
</tbody>
</table>

7.1 Subject searches

Search for your first subject, premature babies

Select the appropriate Subject Heading, and Explode if necessary

(Hint: use the Scope note ( ) to see if this term is used for your search words)

Now search for the second subject Metabolic disease, Explode if necessary

Stop at the list of Subheadings, you need to include the idea of ‘cause’ in your search, the subheading ‘Etiology’ would be a useful one to apply in this case.

Click in the box next to Etiology and Continue

The results of this search will appear in the Search History.
7.2 Combining searches

You need to combine your two searches together to find articles where both subjects appear.

Find your last two searches from the list and click in the boxes alongside each search.

Click on the appropriate combine button at the bottom of the box – And or Or to combine. You will need AND for this search.

7.3 Limit search to original articles

In order to locate original articles you will need to identify and eliminate the review articles from your search results.

Limit this search to review articles

Remove these review articles from the results of this search by typing in the search box, the set number of your penultimate search followed by not, followed by the number of your last search, e.g. 8 not 9, this will eliminate the review articles from your search results

Display the results to see if they are relevant to the question.
Exercise 8  Selecting and emailing records

Sometimes you will want to select references you are interested in and email them to yourself.

8.1 Display and mark records

Click to display the results of the last search. Tick the box to the left of the references you want to email. Click four references for the purposes of this exercise.

8.2 Emailing references

Click on Email in the toolbar at the top of the results.

In the To: box type in your email address.

Tick the box at the bottom of the screen to Include Search History.

Click on Send Email.

You will then receive an email confirmation message.

Scroll up to the top of the page.
Exercise 9  Searching by author and journal title

It is useful to know how to search for references by a known author (or joint author) or for articles in a known journal.

Let’s look at this question:

What articles has Prof MD Rawlins had published in the Lancet since 2005?

9.1 Search by author

Above the search box, click the Author button.

Enter Rawlins MD and click on Search

At the list of authors, select the one you want (it is the first, which is already ticked), and click the Search for selected terms box.

9.2 Search by journal

Click the Journal button above the search box.

Enter the journal title, Lancet and click Search

Tick in the box next to your title and click the Search for selected terms box.

9.3 Combine the searches

Combine the journal results with the previous search for the author MD Rawlins using AND.

Now limit the results of the search to 2005 to 2009

From the results, what is the title of Prof Rawlins’ 2005 paper?
Exercise 10  Locating documents

You will need to know how to discover whether the reference you require is held in Newcastle University Library in print and/or via electronic journal subscriptions.

10.1 Electronic journal collection

The following reference should appear in your search results of your previous search.

Aronson JK; Barnett DB; Breckenridge AM; Ferner RE; Jackson P; Maxwell SR; McInnes GT; Rawlins MD; Ritter JM; Routledge P; Walley TJ; Webb DJ; Williams D; Woods KL. The UK's NHS and pharma: need for more clinical Pharmacologists [Journal: Article] Lancet. Vol. 373(9671)(pp 1251-1252), 20029.

Click on the link for this reference

You will see from the next screen that this article is available in full text via KB+ JISC Collections Elsevier ScienceDirect Freedom Collection 2017-2021. Click on KB+ JISC Collections Elsevier ScienceDirect Freedom Collection 2017-2021 to go to the journal.

Click on the Download PDF link to view the full text article.

According to the last paragraph what do the authors urge Universities to do?

10.2 Saving full text articles

If you want to save the full text of an article you must do so when you have the full text document open on screen.

To save the reference you are looking at,

In Internet Explorer, click on the Save icon on the top-left.

In Google Chrome, click on the Download button at the top-right corner of the screen.

Close the pdf and other screens until you are back at the Library Search View Online screen.
Exercise 11  Creating, saving and re-running search strategies

11.1 Creating a personal account in Ovid

In order to save searches, you must first create yourself a personal account. If you do not have an account, follow the instructions below:

At the top right hand side of the page, click on My Account.

Click on Create account

Enter an account name, password and email address

Click on create.

Having an account enables you to create a search strategy, save it temporarily or permanently, and execute it at a later time.

Click on the Search tab at the top of the page.

11.2 Running and saving a search strategy

First, create your search strategy. You can create a quick search by looking for wandering in dementia.

Search for wander$ as a keyword.

Search for dementia as a subject heading and explode.

Combine the two searches.

Once you have your search results, click on Save All below the Search History.

At the next screen, click on the drop down menu under Permanent.
You can save your search temporarily (for 24 hours), permanently, or as an alert. Save this search as a temporary search, so it will disappear after 24 hours and will not clutter up your account.

In the **search name** field, enter a filename for your strategy.

In the **comments** field (this is optional) enter a description of your strategy. Comments may include up to eighty characters.

Click on **Save**.

You will now be returned to the main search page and a yellow confirmation box will appear at the top of the page.

### 11.3 To run a saved search

First, we want to clear the search screen so it seems as if we have just logged in and want to run a saved search. Click the first gray box in the top left of the search history to select all searches. Scroll to the bottom and click on **Remove**.

At the **Main search screen**, click on **View saved** near the top right of the page.

Your saved searches will appear. Click in the box next to the search you wish to re-run, and click on **RUN**

Your search will now be re-run and appears in the main search page.

NB. You can also edit and display the searches from the **Saved Search** page.
11.4 Saving the search as an alert

Why? You may wish the same search to be carried out on a regular basis and for you to be alerted to new additions to the Medline database. An alert will do this for you.

We are going to save our wandering in dementia search as an alert.

Click on Save All

Click on the drop down box labelled Permanent and select the type: AutoAlert (SDI).

Type wanderdementia in the Search Name field. The search will not run unless you type a name in this field.

A new set of options now appear. Look at these to note the different types of information you can ask Medline to send you in your alert.

In the Delivery Options section, change the Email Subject field to wandering in dementia alert. This will appear in the Subject field of any emails you receive.

In the Report Type section, choose Email includes records, a Results Display Link and a link to each record's Full Text or Complete Reference Display as this will take you directly to the full text article from your email if it is available.

Scroll down and click on Save.

The alert will now run once a week, and you will receive an email with the results.

You will now be back at the Search page.
11.5 Removing the alert

Click on the View saved button.

You are still logged in on your Personal Account, so you will go straight to a list of your saved searches.

Click in the tick box to the left of the searches you have created in this session, and click on Delete.

You will now be asked if you are sure you want to delete the searches. Click on Delete.

Click on log off in the top right-hand corner of the page.

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