1. Using ERIC to find journal articles, reports and conference papers

⇒ ERIC is an indexing and full text database specifically that allows you to find educational literature from over one million records of journal articles, research reports, curriculum and teaching guides, conference papers, and books.
⇒ The library won’t have every article you find, but you can request items by inter-library loan or visit another library to find them.
⇒ Use the link within the database to find out if the library has the full text.

Accessing ERIC

**STEP 1:**

Go to [Library search](https://libsearch.ncl.ac.uk) and search for Eric Click on the database title. Scroll down to find the ‘resource available at’ option and follow the links through to open the database.

ERIC takes you directly to the advanced search option.
STEP 2: In the search box enter **language delay** in the first box and **sign language** in the second, combining your search with **AND**.

Click on the **Select a field** menu next to the box – this shows you **where** you can search. Notice the different options but leave it selected to search all fields.

Click **Search**.

Notice the following features about your results – try these out if you like:

- Article titles are listed giving details of author, year and journal.
- Click on **Linked Full Text** or the article title to see an article summary
- Each article has a folder with the + in it next to it – this allows you to ‘mark’ a record and add it to a folder of favourites which can then be emailed/saved/exported.
- The link will tell you if Newcastle University has access to this article.

STEP 3: There are filters on the left-hand side which allow you to refine your results.

Refine your results to publications since 2010. Try refining your results by using the suggested subject headings. Make a note of any alternative terminology to describe your topic that you have not thought of.
You may also want to refine your results by resource type if you are looking for a particular type of publication, such as an academic journal article.

2. Controlled vocabulary searching in ERIC (EBSCO)

**STEP 1**

Make sure you clear your previous search using the green ‘clear button’ at the top of the page.

Next click on Thesaurus to begin a controlled-vocabulary search. Type in teacher training and click on Browse. ERIC matches (maps) this term to its thesaurus and in this case suggests Teacher Education.

Click on Teacher Education and ERIC will show you the tree structure of the thesaurus, with broader, narrower and related terms.

**STEP 2:**

Put a tick in the box to the left of Teacher Education and explode the term. This will look for Teacher Education and all its narrower terms as before. Click on ADD. You will see your search build up in the search box at the top of the screen.

In the browse box, type in self efficacy and click on Browse. Tick in the box to the left of self-efficacy, change the drop-down to AND then click on ADD. You will see the term added to your search box. Click on the green Search button to run the search.
TIP: Note the options to sort and refine your search on the left of the results screen. Click on Search History to view your separate searches within a session.

Search result sets can be combined with 'AND' 'OR' or 'NOT'. If you combine the results of two subject searches with:

- **AND** - you will get results that are about both subjects
- **OR** - you will get results that are about either subject (or both)
- **NOT** - you will get results that are about the first subject except for any that are also about the second subject

Combinations are made by either typing the combinations (e.g. S1 AND S2) or selecting the results sets then clicking the Search with AND or Search with OR buttons. NOT combinations must be typed (e.g. S1 NOT S2).

Remember to use the Clear button between searches.

### 3. Saving searches in ERIC

**STEP 1:** Your search history will be cleared when you close down your session. To save searches so you can rerun them, edit them and/or set alerts from them in future, you need to register for a personal account with **EBSCO Host**. You do this once to save searches/set alerts from any of the databases hosted on the EBSCO platform.

**STEP 2:** Click on **Sign in** and **Create a new account**. Follow the instructions on screen to set up an account and ensure that you log in to EBSCO Host when you next use the database.
STEP 3: From the Search History screen, select the search you wish to save and click on Save Searches/Alerts. Give the search/alert a name and include any additional information in the Description if needed.

Leave the default setting to save the search as Saved Search (Permanent) and click on Save. Click on Continue and you will be taken to your Folder. Next time you sign in to the database, click on Folder at the top of the screen to access your saved searches, alerts etc.

STEP 1: Return to your ERIC results. To export results from any of the EBSCO databases to EndNote you need to first add them to a folder. You’ll see a blue folder icon with a plus sign to the right of each result. Click on it and it will turn yellow, adding the result to a temporary folder (which you’ll see as a list on the right of the screen in a box saying “Folder has items”).

Do this for each individual result you wish to export. If you have whole pages of results you wish to export, use the Page Options button to increase the number of results per page, then the Share button and click on the link to add a whole page to your folder.

STEP 2: When all the results you need are added, go to Folder View (using the link in the right-hand box or by clicking on Folder at top of screen). From this page select all your results and click on Export in the right-hand menu. Leave the default setting (direct export in RIS format) and click on Save. When a message appears asking what you want to do with the file, Open it (not save) and your results will be automatically exported into your EndNote library.