

From Citation to Full Text: Finding Journal Articles at APU

So you have a list of journal articles that you need --- maybe from a syllabus or a bibliography in a book. How do you look for these at APU? And if APU doesn't have them, can you get them some other way? This handout will help you obtain the journal articles that you need.

Step One: Look up the journal title in Periodical Finder

Periodical Finder is an online tool available through the APU Libraries website (<http://apu.edu/library/>). This tool makes it possible for you to find out whether or not a particular journal is available in full-text in any of the APU Library databases. Periodical Finder also considers the APU Library print journal collection (i.e. what's on the shelves) as "full-text." Look up your journal title(s) by using the following steps:

- Type in the entire title (or just the first few words if you leave it on "Title begins with"), and click on "Search."



These search boxes are only available if you are on-campus at APU. If you are at home, you will need to use the alphabetical list to find your journal.

Step Two: Check your journal article citation for the year of publication, and compare it with the list of databases in Periodical Finder.

1 record retrieved for the search: **Title begins with "christian century"**

Christian century (1902) (0009-5281)

in [Print/Microform titles for Azusa Pacific](#)

from 01/01/1994 to present in [Wilson Select Plus](#) and [Wilson OmniFile: Full Text Mega Edition](#)

from 01/05/1994 to present in [Academic Search Elite](#) and [MAS Ultra - School Edition](#)

from 01/06/1988 to 02/21/2006 in [ProQuest Religion](#) and [ProQuest Research Library](#)

from 1965 to 2005 in [ATLA Religion Database with ATLASerials](#)

Note that the different databases have different journal coverage (compare ATLA Religion Database coverage with Wilson Select Plus coverage).

Step Three: View the article online or find the print copy in one of the APU Libraries

If you would like to **view the journal online**, click on any of the links besides “Print/Microform titles for Azusa Pacific.” This will take you into the database. Depending on the database, you will need to determine what to do next:

- *Wilson Select Plus* – enter a few words from the article title in the first search box, select “Title” from the drop-down menu immediately to the right, enter the journal title in the second search box, select “Source” from the drop-down menu immediately to the right, and click “Search.”
- *Wilson Omnifile* – you are taken into the WilsonWeb Journal Directory; click on the link for the issue of interest, and scroll through the articles to find the one you want.
- *Academic Search Elite* – you are taken into the journal record in the database; click on the link for the year of interest, click on the link for the issue of interest, and either scroll through the results to find the article or enter the author’s last name in the second search box (do not change anything in the first search box!), select “Author” from the drop-down menu immediately to the right, and click “Search.”
- *MAS Ultra* – follow the instructions for Academic Search Elite.
- *ProQuest Religion* – you are taken into a list of issues available in ProQuest Religion; click on the link for the issue of interest, and scroll through the articles to find the one you want.
- *ProQuest Research Library* – follow the instructions for ProQuest Religion.
- *ATLA Religion Database* – you are taken into a results list for every single article indexed for the journal; to find your particular article, try entering the last name of the article author in the second search box (do not change anything in the first search box!), select “Author” from the drop-down menu immediately to the right, and click “Search.” If this still gives you too many results, enter one unique word from the article title in the third search box, select “Title” from the drop-down menu immediately to the right, and click “Search.”

If the only option is “**Print/Microform titles for Azusa Pacific**,” then this means the article is in a print journal on the shelf (or possibly on microfilm), and that you will need to check APOLIS (the online catalog for items in our APU Libraries) and see if APU owns the particular issue you need.

Uniform title	<u>Christian century (Chicago, Ill. : 1902)</u>
Title	The Christian century.
Publication info.	Chicago : Christian Century Co., [1902-
<i>Identity</i>	Microfilm
<i>Location</i>	Theology Serials
<i>Holdings</i>	1952- 2004
<u>Latest Received:</u>	January 11, 2005 - December 27, 2005 v.122
<i>Location</i>	Theology Serials
<i>Holdings</i>	1932- incomplete; to present; Current issue(s) on display
<u>Latest Received:</u>	July 11, 2006 v.123 no.14

Note that in the APOLIS record, you will find the location (Theology Serials – in the Theology Library), as well as all the issues the library owns (look in the “Holdings” portion of the record).

If you found the article online, you should be able to **print** it. If it is in **PDF** format, it will take longer to load, but will look exactly like the print journal article. If it is in **HTML** format, it takes less time to load, you can cut and paste from it, but it will be unformatted (meaning, it will be just text without any graphics). And of course, if the article is in one of APU Libraries’ print journals, you will need to go to the library that owns it and either read it there, or make a photocopy.

If APU Libraries don’t have it online or in print...

If you can’t find your article online or in-print using the above tools and search methods, you may still obtain it through interlibrary loan. Interlibrary loan is a service provided by APU Libraries that enables you to request articles and books that aren’t owned by APU Libraries. This service does cost money (\$2.00 per request) and requires planning ahead (plan 7-10 business days ahead of when you actually need the article/book). For more information and for a link to the online request form, go to this part of the library website:

<http://apu.edu/library/services/ill/services/>

Search tips

- If you don’t find an article by title, look for it by author, and vice versa --- this will help you find items in bibliographies that have typos
- Keep your searches simple --- enter just the last name of the author, or just one unique word from the article title
- Make use of field searching --- if you can “tell” the database to look only in the “author” portion of the record, this will be much more precise than leaving it on the default search
- If you get stuck, contact a librarian for help