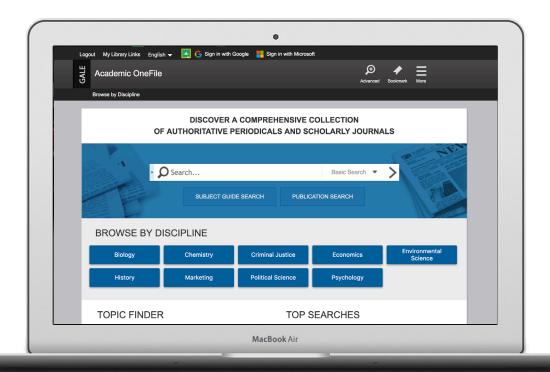
ACADEMIC ONEFILE

STREAMLINE RESEARCH AND DISCOVER SCHOLARLY SOURCES

Academic OneFile provides millions of articles from thousands of scholarly journals and other authoritative sources. With extensive coverage across academic disciplines you'll find accurate information and articles to support your studies. Discover peer-reviewed articles to inspire research and validate your findings with Academic OneFile's extensive collection of academic journals.



SCHOLARLY SOURCES

Search thousands of scholarly and peer-reviewed journals—the backbone of academic research.

BROWSE BY DISCIPLINE

Click for easy access to articles aligned to major topics of study. Select a discipline to browse narrower topics and pull articles.

CURRENT RESULTS

Access recent information to fuel thorough academic research on almost any subject. Periodicals are updated several times a day.



SEARCHING CONTENT

Basic Search

Searches across the entire resource and delivers results sorted by relevance

Basic Search is useful when you want to run a search for a narrow or precise topic, typically with multiple terms. Consider **Browse by Discipline** and **Subject Guide Search** when you have a broad topic to research.

Browse by Discipline

Allows you to browse by subject area and retrieve articles from selected journals supporting your discipline
This is a great way to start your research if you are unsure of which search terms to use, are unfamiliar with your subject area, or find other search paths overwhelming.

Advanced Search

Provides extensive options to customize your search and target relevant results

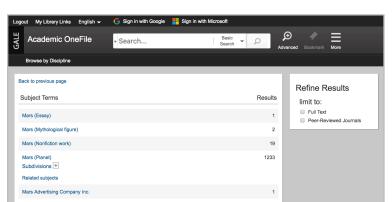
You can use Advanced Search to run complex searches for specific results, or to perform open searches for a broad view of available content. Some of the most popular features include:

- **Keyword:** Select this field to search "hot spots" of articles, including citations, subject headings, abstracts, and the beginning of each article. This is a good general option to start your search.
- Subject: Choose this field to increase specificity by using document tags to find results fully focused on your topic. Try subject if your basic search produces too many results.
- Publication Title: Use this field to find all articles or documents from a particular publication. It's useful for browsing recent issues of sources like Nature.
- Entire Document: Pick this field to search within the entire text of documents. This option performs a
 - broad search for any mention of your terms, and can be used to find articles that use very precise phrases or touch on specific concepts.
- Search Operators: Use these drop-downs to connect your search terms. AND ensures your results mention both terms. OR broadens your search to results mentioning either term. NOT excludes a term or phrase that you do not want to appear in results.
- **Limiting Options:** Narrow your results with options like peer-reviewed publications, full text documents, document type, and more. Many of these options are also available in the filter bar after you execute a search.

Subject Guide Search

Takes a guided approach to finding your topic
The subject guide search offers the ability to narrow a single topic by subdivisions, and to view narrower and broader related topics.

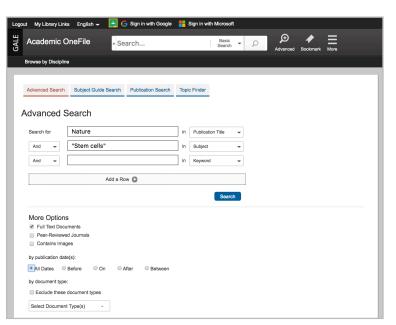
If you have a broad topic in mind, this search can help you identify targeted tags to find documents fully focused on the topic. You can also use this search to specify the appropriate context for words with varied meanings or to discern between people with the same name.



Publication Search

Verifies the availability of a publication within Academic OneFile

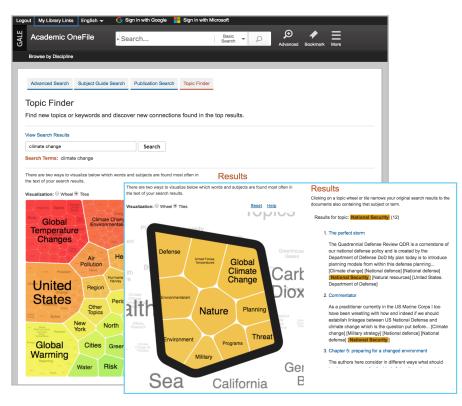
Use Publication Search to enter the title of a publication of interest. Click on any matching results to view coverage details, and link to articles from individual issues. You can also use "Create Journal Alert" to subscribe to automatic emails or receive RSS notification when a new issue is added to Academic OneFile.



Topic Finder

Generates a visual representation of your search results by topic and subtopic
Topic Finder organizes results based on the frequency of occurring terms, allowing you to hone in on targeted keywords, envision connections between topics, and create new research paths. Use Topic Finder if you're having trouble coming up with a research topic, when you have an idea for a topic and want to investigate related topics, or when you want to narrow your search results.

As you click around in the Topic Finder tiles, results on the right update dynamically, allowing for one-click access into relevant content. Simply click on an article to view it.

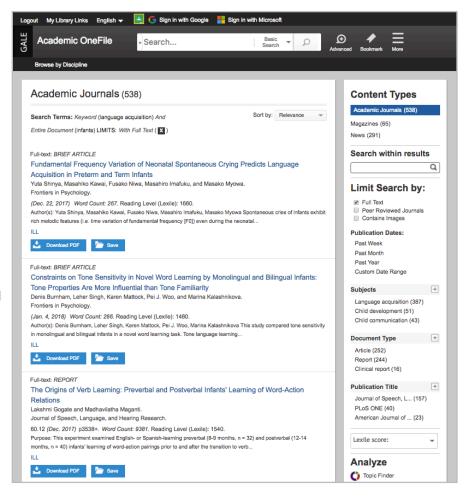


WORKING WITH RESULTS

Search Results

Organized by content type, with sorting and limiting options

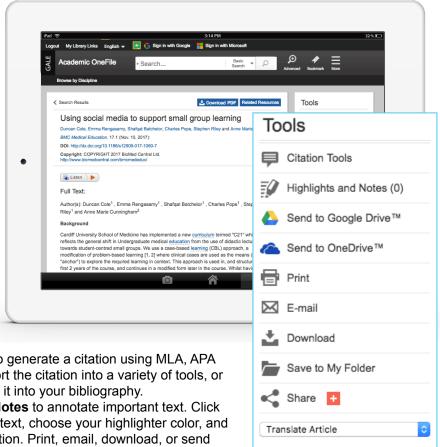
- Content Type: Depending on your search, you may click to view Academic Journals, Magazines, Books, News, Images, and Videos.
- Sort By: Use this drop-down to view articles with the highest relevance based on factors like the frequency and location of references to your search terms, or to view the newest or oldest articles.
- Search Within: Enter additional terms to quickly focus on results that mention those terms.
- Limiting Options: In one click, limit your search to full-text or peer-reviewed publications, or filter by publication date, subject, and more. Use these options to narrow your search when you have a large number of results.
- Topic Finder: Click to visually analyze your current results, hone your topic, and discover more search terms related to your topic.
- Create Search Alert: Set up an RSS feed or email notification when new articles matching your search are added to the resource, so that you can stay informed on your topic with minimal effort.



WORKING WITH DOCUMENTS

Tools

Manage content with document tools and features



- Click Citation Tools to generate a citation using MLA, APA or Chicago style. Export the citation into a variety of tools, or simply copy and paste it into your bibliography.
- Use **Highlights and Notes** to annotate important text. Click and drag to select the text, choose your highlighter color, and add notes to the selection. Print, email, download, or send the result to Google or Microsoft to retain your highlights and
 - notes with the result. You can also click the More button in the database banner, and select Highlights and Notes to access a summary. Once you leave the database, any content that you have saved is erased to protect your privacy.
- Send to Google Drive/OneDrive to export the result to your existing Google or Microsoft account, allowing you to access it indefinitely. An Academic OneFile folder is automatically created to make it easy to find your exported documents.
- Print, Email, or Download the document to keep a copy of the result, including any highlights and notes you've
- Use Save to My Folder to add the article to a temporary session folder available under the More button in the banner. Use this feature to gather several articles and then cite, print, e-mail, download, or send to Google Drive or OneDrive all at once. Once you leave the database, My Folder is erased to protect your privacy.
- Click the **Listen** tool to have the article read aloud to you. After clicking play, you can download the audio .mp3.
- Select **Translate** to view a machine translation of the document in the language of your choice.
- Use Related Subjects to find additional documents with similar subject terms. This quickly takes you to additional results to boost your understanding and enhance your research.
- View Related Resources—a handful of selected articles on similar topics—at the bottom of your article.
- Click **Bookmark** in the banner to create a link back to practically any page you choose. You can copy and paste the link anywhere you'd normally share a URL, making this tool a great way to share individual documents, searches, results in My Folder, and more.



If you require further assistance with Academic OneFile, please ask your librarian or visit gale.com/training.

