

# Taylor & Francis Online

A multidisciplinary database providing full-text access to quality, peer-reviewed journals published by Taylor & Francis, Routledge and Psychology Press.

This database is available on and off campus and may be accessed from Databases in the <u>Electronic Library</u> at: <a href="http://www.ljmu.ac.uk/library/e-library">http://www.ljmu.ac.uk/library/e-library</a>

- Go to Discover, if prompted, Sign in with your LJMU <u>username@ljmu.ac.uk</u> and password
- Select the **Databases** option
- Type the name of the database in the search box
- Select the title and then the online link in the **View Online** box

## Searching

The database automatically defaults to the browse screen with a simple search box. We recommend that you use the Advanced Search option, this allows you to perform more complex searches.



### Search Tips

#### **Boolean Operators**

Boolean search operators: **AND**, **OR** and **NOT**, link your keywords together and enable you to search more effectively:

 The term AND, will narrow a search to only find records which contain all search terms, for example: football AND injuries

- The term **OR**, will widen a search to find records containing any of your alternative search terms, but not necessarily all, for example: nutrition **OR** diet
- The term **NOT**, excludes part of a topic or specific terms from a search, for example: coaching **NOT** football

#### Exact word or phrases

You can search for an exact word or phrase of two or more words by surrounding it with quotation marks. For example, if you type "outdoor education" in quotation marks this ensures that the database only retrieves records where these words appear together as a phrase.

#### Truncation

An asterisk is a truncation symbol that can be used after the first few characters of a word to include all varying endings of that word in a search, for example:

hormon\* will find hormone, hormones, hormonal

#### Wildcards

The wildcard symbol ? can be used within a word where a different spelling may be used, for example:

organi?ation will find organisation and organization

#### **Alternative Search Terms**

If you are struggling to find information on a given topic – try changing your search terms to include alternative keywords, for example: food could also be diet or nutrition

#### **Search Limits**

You can limit your searches by **Content Type** or **Publication Year** using the refinement options on the search results page. This will help you to find the most relevant research quickly and easily, filtering out any results which are not fully focused on your search topic.

Search Expanders can be used to broaden your search to locate terms not only in the citation and abstract but also within the full text of the article. Simply tick the search you want to apply and perform your search.

# **Displaying Results**

Results are displayed in batches of 10, which you can change to display up to 50 and the filters appear on the side. You can sort the results in order of relevance or publication date.

The results show the title of the article title, author, journal title and online publication date. The

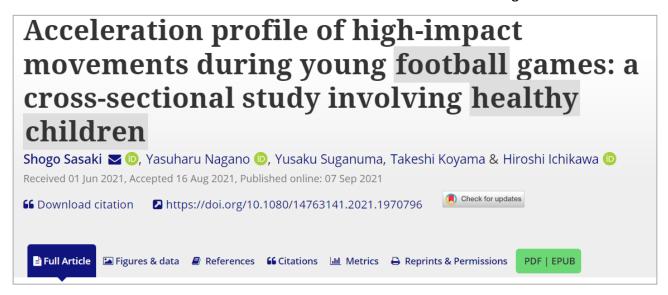
green tick indicates that LJMU has full text access (paid subscription), a yellow tick indicates is "open access" (made freely available by the publisher).





Selecting the title of an article provides a summary or abstract. Your search terms will be highlighted in light grey and the author's keywords are also displayed.

You can either read the article on the screen or download the full article using the PDF link.



You can download multiple PDFs from the results list using the tick box next to each item then select the **Download PDFs** link, you will need to register for a personal account to do this.

### **Printing and Exporting**

To print or download a PDF use the options in the PDF toolbar.

To export EndNote or an alternative bibliographical tool **tick the button** next title in the result list. Then select **Download citation** do not ticking this box as this will select all the records in the search. Select the **format** option, for example: to export to EndNote Online choose RIS then select **Download citation**.

### **Additional Features**

You need to register/ create an account in the database via the **Log in** option to save a search. Once you have an account and have logged into it, select the **Save this search** button. This will also create a **Search Alert**, the database will rerun you search and notify you by email if any new articles are published.

To access your saved searches or manage your alerts select **Your Account** then **Account Setting** and choose **Saved searches** from the left side menu.

You also have the option to export a search by selecting the **Export search results** button, this will create a CVS file, which you can then open and resave an excel workbook.

## **Further Help**

Further guidance is available from your Academic Engagement Librarian.

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