CINAHL Complete

This guide has been created to help you use the CINAHL database to find evidence-based practice articles for your assignment in Public Health. CINAHL is a nursing and allied health database, so you will only find articles that are about nursing or allied health.

Locating & Accessing the Databases

The CSS Library homepage is located at:  http://libguides.css.edu/CSSLibrary

Click on the Articles tab to find all the databases available at the CSS Library.
Once on the Articles page, scroll down to the **Best Bets** area, which can be found in the center column. The librarians at CSS recommend that students begin their research with these databases. Be sure to read the description of each database to choose the best one for your research topic and your research needs. You will find **CINAHL Complete** here. To locate all the other databases that CSS subscribes to, be sure to click on the **Databases, A to Z** link, which is located above the Best Bets box. Then, click on the **All Subject** tab to list databases by your program of study.

Once you have identified which database you will begin with, click on the link to the database to access the database.

**Off-Campus Access for Databases**

All of the Library’s resources including the catalog and databases are available for off campus use. To access the databases from off campus, click on the name of the database title. You will be prompted for your network username and password, which is the same username and password you use to access Cor, your CSS email, or your Blackboard courses.

This is the login screen that will automatically pop up:
**Note:** If you have trouble logging in, please call the IT help desk (Toll free 1-877-723-5911).

**Searching the Database**

The database will open at the basic or main search screen. This basic search screen automatically defaults to the **basic keyword search**. Use this search to conduct fast and simple searches.

**Keywords**

Keywords are words or search terms that you choose to describe your topic or what you want to search for. Keyword searching is a good place to start; however, do not be surprised to get many results. The reason this happens is because the database will “look” at all the fields and sometimes the whole article for the terms you chose to search.
NOTE: Be sure to put one word or short phrase within the box. Do NOT put a sentence or a question.

Advanced Search Screen
The best option for looking for evidence based articles about your topic will be to conduct an advanced search. The Advance Search Screen is used for complex research topics. This feature allows you to refine your search more precisely, and it allows you to search by Author, Journal, Title, Subject, etc. Most of your searching will be done using this feature because it will allow you to combine different topics or concepts together more easily. You will also find many options to limit your search.

To use this feature, click on the Advanced Search link located below the search text box on the basic search screen.

Tips for searching with the Advanced Search feature:
- Create a list of possible search terms, including synonyms of your most important subjects or topics. Ex. food insecurity, hunger, food access; vulnerable populations, children, youth; public health; social justice
- Type one search term or phrase (keywords) into each search box.
- Click on the dropdown arrow at the end of the Select a Field (optional) box to search by title, author, subject heading, journal title, etc. To keep it as a general keyword, leave the Select a Field (optional) as it is.
- To string your terms together, click on the dropdown arrow at the end of the AND box. Choose AND, OR, NOT to broaden or narrow your search.
AND – narrows searches by combining terms. Citations must have all your terms to be included in the results list. This is an excellent search strategy when you want to combine different topics or concepts. Ex. Food insecurity AND Social justice

OR – broadens searches by searching for all terms separately. Citations will have either term. This is an excellent search strategy when you want to combine synonyms. Ex. Higher education OR College; Children OR Youth

NOT – narrows searches by excluding a portion of a large topic. Sources will have the first term but NOT the second term. This is an excellent search strategy to use when you want to eliminate a sub-topic from a larger topic area. Ex. Dog breeds NOT Poodles; Vulnerable populations NOT Children

After you put your search terms in the textboxes, scroll down the page to locate the limits. Set the limits you would like by either checking the check box next to them, clicking on one of the options, or inputting additional information (like the date). There are many options to choose from including Evidence Based Practice, Research Article, or Peer Reviewed. Also, within the Special Interest option, you can set the article type to different topics including Public Health. NOTE: be careful not to set too many limits at one time. If you do, you may end up with few or no results.
- Click **Search** to display the results list with sources that match your search terms and your limits.

**Results List**

Once you click **Search**, in the center of the page you will find the results list, which is a listing of sources that match your search terms and limits. On the left side of the screen, you will find the option to attach additional limits if you find that you have too many results.
Within each individual result, you will find one or more of the following:

- **Title of article** – clicking on the title of the article will bring you to the full record of the article that includes the abstract, the subject headings assigned to this article, and sometimes the doi number.

- **PDF Full Text** – fulltext of the article is available. The article opens in Adobe Acrobat Reader.

- **Linked Full Text** – links to the fulltext of an article from e-journals on the Internet.

- **Full Text Finder** – links to articles in other databases, like Science Direct or ProQuest.

- **InterLibrary Loan and/or Request** – only the citation and/or abstract is available. The fulltext of the article is not available in the CSS databases. Click on this link to request the item from another library. **NOTE**: You will need to have your CSS Library barcode and password. Your barcode number is on the back of your CSS ID and your password should be your last name.

- **Cited References** – lists all of the references used in this article.

- **Times Cited** – lists all sources that have cited this article.

- **Folder** – allows you to add articles you like to a temporary folder.

- **Pictures/Diagrams** – thumbnails of the pictures, graphs, diagrams available in the article

**Article Record**

As mentioned above, click on the article title in the Results list to open up the Article record. This will provide you with additional information about the article, including a full listing of the authors, subject headings, author-supplied keywords, abstract, and sometimes the DOI number.
Tools Within the Article Record

There are a variety of tools within the article record that you will find helpful. You will find them on the right side of the screen. Besides the ability to email, save, and print an article, additional tools that you will find helpful include:

- **Cite** – this feature will help you cite the source in APA format. Click on the Cite link and a box will appear above the article title. Scroll through the citation format options to find APA.

- **Permalink** – The permalink tool will provide you with a permanent URL to get back to the article. You will need this link for your discussion boards and other assignments. **NOTE:** The
web address in the address bar of your browser is a temporary URL. It times out, which means you will NOT be brought back to the article in the future. You need to use the permalink. To do this, click on the link for **Permalink** in the Tools area. A box will appear above the article title with the permalink. You can, then, copy and paste the URL wherever you like, but be aware that only those who are affiliated with CSS will have access to the article. To ensure this, when you click on the permalink, you will be prompted for your network username and password.

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**Asking for Help:**

Please do not hesitate to ask for help when you need it! We are here to help you! There are a number of ways you can request assistance with your research project. They include the following:

**Contacting the Distance Education Librarian:**

Julie Rustad  
Email: jrustad@css.edu  
Phone: (218) 723-6535  
Toll Free: (800) 447-5444 ext.6535  
Online Form: http://www2.css.edu/app/depts/library/reference.cfm  
One-on-One consultation: Via appointment. Consultations can be over the phone, in-person, or over the Internet – whatever is easiest for you!

**Contacting the Library:**

Email: library@css.edu  
Phone: (218) 723-6140  
Toll Free: (800) 447-5444 ext. 6140