Looking Up Articles in Academic Search Complete

MPC Library Homepage: [http://www.mpc.edu/library](http://www.mpc.edu/library)

To access the library databases go to [www.mpc.edu/library](http://www.mpc.edu/library) and once you are there, under “Quick Links” in the middle of the page, click on the link “Research Databases” and it will take you to the list of databases.

From the list of databases choose the first one listed called Academic Search Complete. This is our best database for scholarly articles from academic journals as well as articles from magazines. Once you click on the database it will take you to the search page for the database. If you are off campus it will first ask for your LoboApps/MPC Email login username and password. Please see the end of the handout for that screen shot. Once you login it will take you to the search page...if you are on campus you do not have to login with your library card number.
At the top of the page you see the boxes where you put your subject/search terms in. I put in the search terms 'Jazz' and 'race' as my search terms. For this database you should also check the ‘Full Text’ box that the lower arrow is pointing to. This will have nothing but full-text articles come up in your search results.

The lower arrow on the right is pointing to where the link would be for the actual full-text article. The article may be in HTML format, PDF format or both. The top arrow on the left is pointing to some of the limiters where you can narrow down your results. If you forget to click on the Full Text box at the beginning you can do so here too. If you want to limit your results down to just articles from scholarly journals you can do that here to by clicking the appropriate box.

Once you find an article that you like, make sure that you click on the full text link to the article and print it out. Make sure that you have all the information that you will need to do your citation for the article.
If you are off campus it will ask you for your MPC LoboApps/MPC Email login when you click on a database-just enter your user name and password and you will have access to the library databases from home. As long as you keep the browser open you do not have to keep logging in-you can go from database to database. This is what it looks like

If you have not created your LoboApps/MPC Email account yet we can help you do that here at the library if you’d like.

**Boolean Operators/Combination Searching:**

**Tool to help your searches in databases.**

- Use **quotation marks** to keep multi-worded search terms together. For example: “civil rights”, “Monterey Peninsula College”

- Use the word **AND** to link different search terms and to narrow your topic. For example: “civil rights” AND Constitution, Jazz and culture

- Use the word **OR** when you want to search either term For example: “weapons of mass destruction OR WMD, “death penalty” OR “capital punishment” AND Texas

- Use the word **NOT** when you want to exclude something from your search results. For example: sharks NOT hockey