EBSCO Bibliographic Databases allow researchers to search for articles, essays, books and reviews. Many of these records have links to electronic copies of the full text articles.

1. **To access the EBSCO databases:**
   On the library’s databases page ([http://www.gordonconwell.edu/library/access-databases.cfm](http://www.gordonconwell.edu/library/access-databases.cfm)) select the appropriate EBSCOhost database (these databases have “EBSCOhost” after each title). Login to EZproxy with your GCTS student ID if prompted.

2. **Choosing databases:**
   On the EBSCOhost site, you can search multiple databases. To do so, click the “Choose Databases »” link, check off the checkboxes of the databases you wish to search, and click OK.
   a. **NOTE** When searching multiple databases at a time you will not be able to search the databases’ indices, hence you would not be able to choose from a list of Scripture verses if you are researching for an exegesis paper. To choose from a list of Scripture verses search only one database at a time (either ATLA, New Testament Abstracts [NTA] or Old Testament Abstracts [OTA]).
   b. Consult the list of databases for descriptions.
      i. For general theological or church related topics search ATLASerials or the Christian Periodical Index (CPI).
      ii. For exegetical research consult ATLASerials, NTA and/or OTA.
      iii. For psychology and counseling topics consult PsycINFO, PsycARTICLES, Family & Society Studies Worldwide (FSSW) as well as ATLA.
      iv. Take advantage of the focus of each database. For instance, if you are searching for material having to do with theology and psychology, look for psychology topics in ATLA and look for theology topics in PsycINFO, PsycARTICLES, or the Psychology & Behavioral Sciences Collection.
      v. Academic Search Complete is a general database that contains full text journals for a variety of academic disciplines. It will provide the broadest subject coverage. Full-text articles in ASC are incorporated into other database results for the most part.

3. **Search Hints:**
   a. Put phrases in quotes. For instance “Epistle of James” will find all places where the phrase “Epistle of James” occurs. If you do not type the quotes, you will find articles written by people named James with the word epistle in the title.
      i. In addition to using the Scripture index linked at the top of the page (see instructions below), you may want to use quotation marks to search for Scriptures in any field. Keep in mind that sometimes Scriptures are referenced using abbreviations, so it may be worth searching for both “1 cor 5” and “1 corinthians 5.” To be thorough, you may want to try Roman numerals for chapter and book numbers (e.g. “I Corinthians V”, “I Cor V”) +/- or various research languages.
   b. Use or/not to define relationships between search terms. “Jim or james” will find all records containing “Jim” or “James.” (By default there is an “and” between each word, so you do not have to type “and”.)
   c. Use parentheses to group words and phrases, and use “and/or/not” to define their relationship. For instance:
      (“epistle of james” or “letter of james”) and (“rhetorical criticism” or rhetoric)
   d. Use wildcard characters to search using word “roots.”
      i. A question mark (?) stands for any one character, so the search term “wom?n” will find: woman and women.
      ii. An asterisk (*) stands for any number of characters, so the search term “woman*” will find: woman, woman’s or womanly.
      iii. You can combine the ? and the * so that if you search for “wom?n*” you will find: woman, women, woman’s, women’s, womanly, womanist, etc.
   e. Use the “Default Fields” dropdown menu to the right of the “Find:” field to narrow your search to a particular field.
      i. For instance, you could put an author’s name such as “Spencer, Aida” and then define the field in the dropdown menu as “AU Author.”
ii. For instance, in the second or third "Find:" field type "English." In the dropdown "Default Fields" menu choose "LA Language." This will narrow your search to only those articles written in English.

iii. To learn how to make more complex searches, click the “Search Tips” link.

4. Working with results:
   a. Only those records that have an explicit link to a full text article have full text available.
   b. If you are accessing these articles from your own computer, you may save PDF’s or HTML documents to your hard drive for later use.
   c. You can create a personal EBSCOhost account that will allow you to save searches. Click the “Sign in” link at the top of the page. This login information is completely different from your GCTS login information, and it is not maintained by the library or seminary IT.
   d. You can also save a list of articles to a folder by clicking the “Add to Folder” link beneath each record. To view your list, you can then click the “Folder view” link in the right hand column. You may email, save or print this list for future use.
   e. You can export records for use in bibliographic software like Endnote or Zotero.
   f. You can email individual articles by looking at the individual record (click the hyperlinked article title) and then clicking the "Email” link in the top menu.
   g. Records listed as “Essays” are found in books, “Articles” and “Reviews” are in periodicals.
   h. Keep in mind - the Goddard Library DOES NOT own every journal or book listed in these databases.

5. Searching for articles on certain Scriptures in an EBSCO database (see also “Search Hints”):
   a. To search for specific Scriptures in the ATLA Religion Database:
      i. Go to the “Scriptures” button at the top of the page and select “ATLA Hierarchical Scripture Authority” if necessary.
      ii. To find all articles on a particular book of the Bible, click the appropriate link (click the “Next” link at the bottom of the list to advance through the books in canonical order. If you would like to search for more specific verse ranges, click “Expand” and then select the appropriate chapter or click “Expand” again and then select the appropriate verse.
   b. To search for specific Scriptures in databases other than ATLA (e.g. OTA, NTA, CPLI), click the link at the top of the page labeled “Scriptures” and select the appropriate database. This will bring up an index list of Scriptures in alphabetical (NOT canonical) order (hence, “Acts” is the first book on the list).
      i. In the “Browse for” field, type the name of the book of the Bible you wish to search for.
         1. For books such as 1 and 2 Chronicles, 1 and 2 Peter, etc., Type the name of the book, followed by a comma, a space, and then “1st, 2nd, or 3rd,” followed by a space and the chapter number. Example: Peter, 1st 2
         2. The entries in the index are in alphabetical and NOT canonical order. So, for instance, “Samuel, 1st 14” would come before “Samuel, 1st 2,” because chapter 14 would come alphabetically before chapter 2. This also applies to verse numbers, so that “Peter, 1st 1:15” would come before “Peter, 1st 1:2” because verse 15 alphabetically comes before verse 2.
      ii. Scroll through the list and check off the Scripture citations listed that apply to the passage you are studying. Do not click “Search” until you are finished scrolling through the list of Scriptures and have checked off all the ones you are interested in researching.
      iii. The verses you checked off are now listed at the top of the page in the first “Find:” field. You can click the “Search” button and browse your results.

6. Online video tutorials are available that cover advanced searching techniques for the ATLA Religion Database and other EBSCO databases: [http://www.gordonconwell.edu/library/EBSCOhost-Tutorial.cfm](http://www.gordonconwell.edu/library/EBSCOhost-Tutorial.cfm)