

EMBASE (via Ovid): Introduction to Searching

The Excerpta Medica (EMBASE) database is a major biomedical and pharmaceutical database indexing over 3,500 international journals in the following fields: drug research, pharmacology, pharmaceuticals, toxicology, clinical and experimental human medicine, health policy and management, public, occupational, and environmental health, drug dependence and abuse, psychiatry, forensic medicine, and biomedical engineering/instrumentation. There is selective coverage for nursing, dentistry, veterinary medicine, psychology, and alternative medicine. The database covers the period 1980 to the present and is updated weekly.

Connecting (NYUMC Faculty, Staff, and Students)

via Internet / Handy Resources	via E-Resources
<ul style="list-style-type: none"> Go to medcat.med.nyu.edu. Select Title Search. Search for EMBASE. Click on the Connect to: EMBASE link in the catalog record. 	<ul style="list-style-type: none"> Go to library.med.nyu.edu. Under E-Resources, select Biomedical Databases. Click on the Embase (OVID) link in the list of results.
Remote Access If you are using this resource remotely, enter your NYU SOM/Medical Center ID and password when prompted.	


Searching



The default search screen for EMBASE, and all Ovid databases available via Ehrman Medical Library, is the keyword/subject search in **Advanced Search** mode. Advanced searching allows you to exercise more control over search strategies and offers a level of increased functionality for manipulating searches.

Advanced keyword searching also defaults to the **“Map Term to Subject Heading”** feature. This feature matches keywords to terms in the controlled vocabulary, the **EMTREE Thesaurus**, used to describe citations in EMBASE in a standardized way. It is recommended that you allow the system to perform this function as the use of controlled vocabulary generally ensures more precise and relevant results by providing a consistent way to retrieve information that may use different terminology for the same concept. EMTREE terms are also arranged hierarchically which allows you to move easily and logically to more general or more specific EMTREE terms to use in your search strategy.

Creating Search Sets:

1. Make sure that the “Map Term to Subject Heading” box is checked. Type in a word or phrase representing your primary concept.
2. Click the **SEARCH** button, or press the <Enter> key on your keyboard. A **“Mapping Display”** screen will display indicating the EMTREE terms that match your term(s). By clicking on the EMTREE term, which is a hypertext link, you will be directed to the **“Tree”** which displays the full list of EMBASE vocabulary.
3. Select the **Scope** note or click on the  icon in order to verify the interpretation of a term, when it came into use, determine previous indexing, and other cross-references.
4. Even if there is a match for your term in the subject headings, you have the option of searching your term as a keyword. To include this option, click the last checkbox in the list of matches beside *search as Keyword*. (**NOTE:** Steps 5 through 8 do not apply to keywords.)
5. Select the **Explode** box if you wish to retrieve citations using the selected term and all of its more specific terms.
6. Select the **Focus** box if you wish to limit your search to those documents in which your subject heading is considered the major point or focus of the article.
7. Once you have made these decisions, click the **CONTINUE >>** button at the top of the screen. A **Subheading Display** screen will appear.


- Subheadings allow you to refine your search by focusing on a particular aspect of your term. Select appropriate subheadings by clicking in the checkbox beside each one, OR click the checkbox beside **"Include All Subheadings."**
- Once you have made these decisions, click the **CONTINUE >>** button at the top of the screen. The database will execute the search and return you to the main search screen.

Repeat the above steps until you have created a search set for each of your concepts. You can then combine the sets to create your complete search strategy.

Combining Search Sets:

The database will assign a number to each of your searches. In the search box on the main search screen, use Boolean operators to combine search sets for your final strategy. **Ex.** 1 AND 2 AND (3 OR 4)

OR

- Select the  **Combine Searches** option.
- Select the searches you wish to combine using the check boxes in the **Select** column.
- Choose the appropriate Boolean operator from the available drop down menu at the top of the screen.
- Click the **CONTINUE >>** button to perform the search.

Other Search Types:

Ovid also allows you to perform special types of searches for very specific pieces of information. To perform one of these types of searches click on the corresponding icon at the top of the search screen. Search sets created using these types of searches can be combined from the Main Search Screen. Use Boolean operators to combine search sets.



Author Search

Author searching relies on a specific format for entering author names. Follow the instructions below to perform the search correctly.

- Select Author Search by clicking on the **Author** search icon.
- In the search box, enter the author's last name, a space, and first initial(s) if known.
- Click the **SEARCH** button. An **Authors Index Display** screen will appear.
- Select the form(s) of the name that you wish to search by clicking in the check box to the left of each selection.
- When you have finished your selections, click the **PERFORM SEARCH >>** button located at the top of the screen.

Note: As there are sometimes variations in how an author's name is indexed, it is recommended that you include the name with the first initial only and also the name with the first and middle initial e.g., Smith A OR Smith AB. This will ensure the most comprehensive retrieval.



Title Search

Title searching will search for words or phrases **ONLY** in the title field of the bibliographic record. Although it is not as comprehensive as a solid keyword or subject search strategy, a search for important words in document titles can help you retrieve a few good records on a topic. These can then be examined for important subject headings to use in a more comprehensive search.

- Select Title Search by clicking on the **Title** search icon.
- In the search box, enter the word(s) or phrase(s) that you wish to search. You may use Boolean operators to combine multiple concepts.
- Click the **SEARCH** button located beside the search box.

Journal Search

Journal searching will allow you to determine if a particular journal is indexed in EMBASE. Once you have located a journal, you can display the results to browse the contents of the available issues online. Journal sets can also be combined with other search types to find articles about a particular topic, or by a particular author in a specific journal.


- Select a journal search by clicking on the **Journal** search icon.
- In the search box, enter the first few letters, or the full title of the journal. **NOTE:** You cannot search for journal title abbreviations.
- Click the **Perform Search** button. A **Journal Index Display** screen will appear.
- Select the title(s) that you wish to search by clicking in the check box to the left of each selection.
- When you have finished your selections, click the **PERFORM SEARCH >>** button located at the top of the screen.

Applying Limits

You can apply additional criteria to your search to further increase the specificity of results, limit the number of items retrieved, focus on a particular publication type, or search within a predefined group of publications.

Basic limits are listed on the search screen below the search box. Select as many limits as are appropriate by clicking in the checkbox beside each of your choices.

Full Text = FT available by Library subscription	Abstracts = articles w/abstracts	Human = human study subjects
English Language = article is in English	Latest Update = records most recently added to the database	
Publication Year = four digit year (yyyy) of article publication, or a range of years		

To access **all available database limits**, click on the  **More Limits** icon located above the basic limits displayed on the main search screen. Select desired limits either using the available checkboxes, or by clicking on options in the scrollable lists. To make multiple selections in the same list, hold down the <CTRL> key on your computer keyboard and click on each desired option using your mouse.

Saving Searches/Search Alerts

Ovid will allow you to save search strategies for future reference, or to set them up to run at regular intervals and notify you of any new results. This feature requires you to create a personal login and password to access saved searches again in the future.





To **save a search or create an AutoAlert**, select the  **Save Search/Alert** option located at the bottom of your search history.

- Log in using your personal login and password.
- Give the search a name.
- (Optional) Add a comment to the search.
- Select a **Search Type: Temporary** (5040 hours = 210 days) for short term projects; **Permanent** to store a search indefinitely; **AutoAlert (SDI)** to run a search on a regular basis and have the results emailed to you. If you select the AutoAlert feature, use the options available on the resulting screen to specify the format and frequency of results.
- Click the **SAVE** button to store your search or AutoAlert.


To access saved searches or AutoAlerts

- From the main search screen, select the **Saved Searches/Alerts** option in the upper right corner of the main search screen under the Logoff button.
- Use the available check boxes to select a search.
- Click the **RUN** button to execute a search. Click the **DELETE** button to remove a search permanently. Select the **COPY** button to create a copy of a search.


Other options available from the Saved Searches screen include:

-  - renaming a search
-  - editing a search
-  - displaying a search strategy
-  - emailing yourself a quick link to re-run a search strategy




Displaying


The first page of results will display automatically at the bottom of the search screen. You can also click on  **DISPLAY** to display the first page of results without the search screen. The default display is ten items per screen in a brief citation format. To select items, click in the checkbox to the left of each citation.



To display an individual record click on the [Abstract](#), [Complete Reference](#), or [Ovid Full Text](#) links located to the right of each citation. (Not all formats will be available for each record.)

The  button will link to full-text options available through NYU Libraries.



To customize the display for all records use the  **Customize Display** option.


- In the **Display Fields** section, select one of preformatted options, or click on the  button to select the particular field you want to display.
- In the **Record Format** section choose the desired display format. (The default record format is the Ovid format which includes full field names. Field names in other formats will display as a two-letter code.)
- In the **Page Size** section, specify the number of records to be displayed per page. (The default display is 10 records per page.)
- Click the  button at the top of the Customize Display screen to redisplay results with your selections.
- To return to the default display format, click the  **Reset Display** button at the top of the results list.

To display selected results use the  **Results Manager** option.

- Select the particular items that you wish to display, or select one of the options in the **Results** column of the Results Manager.
- Specify the fields to display by choosing one of the options in the **Fields** column of the Results Manager, or click the  button to select the particular fields you want to display.
- Choose one of the options from the **Result Format** column of the Results Manager. You may also choose to include your search history.
- You may choose to sort the results using the pull-down menus in the **Sort Keys** section of the Results Manager.
- Once you have specified all of your display criteria, click on  **DISPLAY** in the far right column of the Results Manager.

Navigating





Navigation buttons will vary depending on the screen displayed. Generally, **Next Result**  and **Previous Result**  will display throughout the database on any results screen. They will generally be located at the top and bottom of each screen. You can also use the Forward and Back buttons in your Internet browser.


To return to the main search screen from any point in the database, look for  **Main Search Page** at the top or bottom of the page.




Exporting Documents

Ovid EMBASE will allow you to **print**, **save**, and **email** citations. Citations can also be **exported** directly to bibliographic management software programs such as EndNote and RefWorks.

To **Print, Email, or Save citations**, use the  **Results Manager** at the bottom of each results screen.


- Select the particular items that you wish to export, or select one of the options in the **Results** column of the Results Manager.
- Specify the fields to export by choosing one of the options in the **Fields** column of the Results Manager, or click the  button to select the particular fields you want to export.
- Choose one of the options from the **Result Format** column of the Results Manager. You may also choose to include your search history.
- You may choose to sort the results using the pull-down menus in the **Sort Keys** section of the Results Manager.
- Once you have specified all of your display criteria, click  **PRINT PREVIEW**,  **EMAIL**, or  **SAVE** in the far right column of the Results Manager. If you select, the Email or Save option, additional screens will display asking you to enter additional information such as your email address or a file name. Follow the instructions on these screens to complete the process.


To **export citations to bibliographic software management program (EndNote/RefWorks)**, use the  **Results Manager** at the bottom of each results screen.

- Select the particular items that you wish to export, or select one of the options in the **Results** column of the Results Manager.
- Specify the fields to export by choosing one of the options in the **Fields** column of the Results Manager, or click the  button to select the particular fields you want to export.
- Select the **Direct Export** option in the **Result Format** column of the Results Manager.
- Select the  **SAVE** option.
- Select the appropriate bibliographic software management program (EndNote or RefWorks). Click the  button.
- Follow the instructions from EndNote or RefWorks to complete the export.

For more information on using EndNote or RefWorks, see the Library's EndNote and RefWorks handouts. Library handouts are available online at <http://library.med.nyu.edu/library/instruction/handouts/index.html>.


Help

Context sensitive help is available by clicking on the  **Help** button located at the top of every screen.

For email assistance with a particular search, click on the  **Ask A Librarian** link at the top of every screen.

For general assistance with database searching, stop by the Library Information Desk, or contact the Library at (212) 263-8483 or library@library.med.nyu.edu.

Disconnecting

When you have finished searching EMBASE, click  **LOGOFF** in the row of icons at the top of the screen. Failing to logoff Ovid properly could allow your searches and results to be viewed by others, or during peak use periods could keep someone else from having access to the database.