PsycINFO (via Ovid)

Ovid Technologies, Inc. provides access to a collection of health sciences databases through a single search interface. The Ovid suite of databases includes EMBASE, CINAHL, PsycINFO, Evidence-Based Medicine Reviews, and more. The PsycINFO® database contains citations and summaries of journal articles, book chapters, books, and technical reports, as well as citations to dissertations, all in the field of psychology and the psychological aspects of related disciplines, such as medicine, psychiatry, nursing, sociology, education, pharmacology, physiology, linguistics, anthropology, business, and law.

Journal coverage, spanning 1872-present, includes international material selected from more than 1,500 periodicals written in over 35 languages. Current chapter and book coverage includes worldwide English-language material published from 1987-present. Over 60,000 references are added annually through regular weekly updates. PsycINFO is produced and copyrighted (c) by the American Psychological Association.

Connecting (NYUMC Faculty, Staff, and Students)

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<th>via internet / Handy Resources</th>
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<td>Go to medcat.med.nyu.edu.</td>
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<td>Select Title Search.</td>
<td>Under E-Resources, select Biomedical Databases.</td>
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<td>Search for PsycINFO</td>
<td>Click on the PsycINFO (OVID) link in the list of results.</td>
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<td>Click on the Connect to: PsycINFO link in the catalog record.</td>
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If you are using this resource remotely, enter your NYU SOM/Medical Center ID and password when prompted.

Searching

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

Advanced mode subject searching will automatically map your terms to the controlled vocabulary used in this database, the online Thesaurus of Psychological Index Terms, if the “Map Term to Subject Heading” box is checked. It is recommended that you allow the system to perform this function as the use of the controlled vocabulary generally ensures more precise and relevant results.

Creating Search Sets:
1. Make sure that the “Map Term to Subject Heading” box is checked. Type in a word or phrase representing your concept. It is best to search for one subject concept at a time and then combine the subjects.

2. Click the SEARCH button, or press the <Enter> key on your keyboard. A “Mapping Display” screen will display indicating the terms that match your term(s). (The closest match will appear in bold with a check mark in the Select box. Clicking on the icon will provide a scope note with more information about a subject heading or subheading.)

3. Even if there is a match for your term in the subject heading list, you still 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. (Steps 4 and 5 do not apply to keywords.)

4. Keyword searching looks for your term in the Abstract and Title of the article. Keyword searching does not search the full text of the article.

5. Any term you select will automatically be exploded to include all narrower terms for that term. To select a term without exploding, clear the Autoexplode checkbox for that term.

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 located at the top of the screen. A **Subheading Display** screen will appear.

8. 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.” The default is to take all Subheadings if you do not select any.

9. Once you have made these selections, click the **Continue** button located 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. Use Boolean operators to combine search sets.

Ex. 1 AND 2 AND 3

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**
The author names are entered into the index as they appeared in the original document, in the format of last name followed by first and middle names or up to two initials. Follow the instructions below to perform an author search correctly.

- Select Author Search by clicking on the **Author** icon at the top of the screen.
- In the search box, enter the **Author**'s last name, a space, and first initial 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.
- There is no Author name authority file in PsycINFO, so it is necessary to select many variations of an author’s first name to be sure to get all the works written by that author, e.g. include initials and whole first names, along with nicknames. A person named “James C. Smith” may appear as “Smith James C,” “Smith J. Clinton,” “Smith J C” or “Smith J.”.
- When you have finished your selections, click the **Perform Search** button located at the top of the screen.

**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** icon at the top of the screen.
- 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.
- When you have finished your selections, click the **Perform Search** button located at the top of the screen.
Journal Search

Journal searching will allow you to determine if a particular journal is indexed in PsycINFO. 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** icon at the top of the screen.
- In the search box, enter the first few letters, or the full title of the journal. You cannot search for journal title abbreviations.
- Click the **Perform Search** button. A **Journal Index Display** screen will appear.
- Select 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.

Fields Search

Field searching allows you to specify exactly where in a bibliographic record the database searches for your term(s). Used strategically, this technique can help increase the relevance of items retrieved as the term(s) will have been searched in places where they are likely to have the most meaning or the particular meaning that you intend. Field searching can also help you limit searches by applying non-topic related criteria, such as institutional affiliation for authors.

- Select the **More Fields** icon under the Search History Search Box. A Search Fields/Indexes screen will display.
- Type your term in the search box at the top of the screen captioned “Enter word or phrase.”
- Select the field(s) to search by clicking in the search box beside each field. Click the **Perform Search** button. OR
- To select terms from the Index, click the Display Index(es) button at the top or bottom of the Search Fields/Indexes screen.
- Select the term variations to search by clicking in the search box beside each one. Click the **Perform Search** button.

Applying Limits

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

**Basic limits** are listed on the search screen below the search box. These include limiting by Publication Year range, Ovid Full-text articles only, records with Abstracts, Human subjects, English Language, PsycARTICLES Journals, and Latest Update. The list of full-text journals included in PsycARTICLES is available at [http://www.apa.org/psycarticles/covlist.html](http://www.apa.org/psycarticles/covlist.html). Select as many limits as are appropriate by clicking in the checkbox next to each of your choices.

**Additional limits** are available by clicking on the **More Limits** icon at the top of the search screen. These include the basic limits above, but also include limiting by gender, publication types such as books, human age groups, Classification Codes, population groups, and intended audience.

- Select limits using the checkboxes or pull-down menus.
- To select more than one option in a pull-down menu, hold down the <CTRL> key on your keyboard and click on each of your choices.
- When you have finished selecting limits, click the **Limit Search** button at the top or bottom of the screen.

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 **NYU** 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 **SELECT FIELDS** 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 **CONTINUE »** 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 **SELECT FIELDS** 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 PsycINFO will allow you to print, save, and email documents.

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 Select Fields 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 Select Fields 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 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 PsycINFO 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.