**NMSU LIBRARY EBSCO SEARCH GUIDE:**

**FULL-TEXT ARTICLES AND INTERLIBRARY LOAN**

**EBSCO:**

1. Go to [www.nmsu.edu](http://www.nmsu.edu) and select “current students” on the left menu.
2. Scroll down to the section titled “library services” and select “Article Search”
3. Sign in using your my.nmsu account information.
4. Under “Article Indexes” select the first one listed, titled “E-Book Collection (EBSCO)”
5. You are now able to access all articles in the EBSCO database.

**EBSCO Search:**

1. Before searching be sure to sign up for an account by selecting “sign in”  
    and then selecting “create an account”. Once you have created an account you are ready to search and save.
2. To begin a generalized search of your topic, begin by selecting specific databases in which to search. Do this by clicking on the link at the top left part of the page that says “choose databases”
3. The recommended databases in which to search for social science articles include:
   1. psycINFO
   2. social work abstracts
   3. SocINDEX
   4. psycARTICLES
   5. ERIC
4. After selecting as many databases as you wish select “ok” and you will return to the search field. Here you can type in your topic and EBSCO will search for it in the specific databases you selected.
5. To further narrow your search it is highly recommended that you conduct an “Advanced Search”, in this search you can specify:
   1. Dates
   2. Languages
   3. Full-text available or abstract only
   4. Age groups involved
   5. Dissertations, articles or both
   6. Perhaps most importantly you can select to ensure that only peer-reviewed articles show up.

**EBSCO Usage tips:**

1. **Folders**- EBSCO allows you to place articles into folders on your EBSCO account so that you can save certain articles for different projects or papers you are working on. To do this:
   1. Find the article you want through a search
   2. Select “Add to folder” at the bottom of the article’s description.
   3. You will notice at the top of the page there is an icon labeled “Folder”, select this folder
   4. You can now access all of your items which you have placed in the folder.
2. **Bibliography**-
   1. If you would like to create a bibliography based on the articles in your folder select your “Folder” in the upper right side of the page,
   2. Select the articles you want to have in your bibliography and select “export” on the right side.
   3. Now select “Direct Export to EndNote Web”
   4. This will open a new window in EndNote.
      1. To use EndNote you will have to create an account in EndNote by going to <http://lib.nmsu.edu/article.shtml> and selecting “web of science” in the menu.
      2. Once you are at the web of science page select sign in at the top right and then select register. Once you have completed registration you have full access to EndNote.
   5. Select the upper right hand tab titled “Format” and then the sub-tab “Bibliography”
   6. Select “All References in library” for the References drop down menu, select “APA 6th” for the Bibliographic Style and then choose your text format.
   7. Select “preview and print” and make sure to turn off pop-up blockers, you will then see your bibliography and can edit or print it as is.
   8. ***ALWAYS double check the bibliography for accuracy!***

**Requesting Articles**

1. If the article you are requesting is not available online you can use the Inter-Library Loan service available by NMSU library. To do this:
   1. Click on the article you would like to access in EBSCO, look on the left hand side and select “check 360 Link for full text”.
   2. This will show whether or not there are other areas on the internet that might have the full text for your article, if there are not scroll down in the “360 Link” screen and select “Submit Interlibrary Loan Request”.
   3. If you do not already have an Interlibrary Loan Account you will need to create one. When creating this account, ***be sure to select “distance education” as your department or you will not be able to receive scanned articles from the NMSU library!***
   4. After selecting “submit interlibrary loan request” the ILL/DDS window will show up and should fill in all of the fields about the article automatically. Scroll down and select submit.
   5. In 2-5 school days your article will be sent to your NMSU email.

**Other Research Resources**

1. There are several other sites that can provide journal articles and other research materials. As an NMSU student, you have free access to most of them. These resources can be accessed by going to: <http://lib.nmsu.edu/article.shtml>.