CHILD ABUSE, CHILD WELFARE & ADOPTION: A GUIDE

Child Abuse, Child Welfare & Adoption indexes over 34,000 citations and abstracts from six databases. Professional journal articles, books, reports of federally funded grants, conference papers, state legislation, and multimedia materials are included, primarily from U. S. research and service programs. Produced by the National Clearinghouse on Child Abuse and Neglect Information, coverage is from 1965 to date. This is one of the databases that uses the BiblioLine search software.

Accessing Child Abuse, Child Welfare & Adoption
1. Click on “Child Abuse, Child Welfare & Adoption” from the alphabetical or subject list of online resources on the Library’s home page (http://www.lib.mnsu.edu) or choose from “Databases” in the QuickLinks list.
2. Click on “Quick Search” or “Advanced Search.”
   Note: “Quick Search” is the simplest type of search available. “Advanced Search” offers a wide range of search fields for more focus and versatility in searching.
3. To navigate within the database, use the symbols on the screen, not your browser’s Back and Forward buttons.

Searching With Quick Search
You may search for keywords/phrases, author, and publication year in the Quick Search mode.
1. To search for keywords and/or phrases, enter terms in the appropriate boxes.
   • Terms typed in the All box retrieve records containing all of the search terms. For a phrase in exact word order, use the underscore character between the words. (Example: foster care)
   • Terms typed in the Any search box retrieve records containing at least one of the terms.
2. To search for author, enter the name as shown. To search a specific database(s) within Child Abuse, Child Welfare and Adoption, click on Index and select the one(s) desired.
3. Search terms also may be selected by clicking on the Index or Thesaurus box on the search screen. Follow the directions given on these screens.
   Note: In Quick Search, if you have used more than one box, the search fields are connected by “and.”
4. After entering your terms, click on the search box to view the records or mark them for emailing, printing, or downloading.
5. For more information on constructing your search, see the Combining Terms, Truncation, Author, and Publication Year sections in this guide. Also consult the online help screens such as “QuickGuide” and “HowTo,” which are available as links on various screens.

Searching With Advanced Search
Advanced Search offers a wide range of search fields. Some of the fields available include Journal, Key Words/Phrase, Publication Year, Sponsor, and designation of a specific database within Child Abuse, Child Welfare & Adoption.
1. Type your terms in the box for the field(s) you wish to search, or click on the “I” or “T” to the left of the specific box and select terms or phrases from the index or thesaurus available. Follow the directions given on these screens.
2. For a phrase in Advanced Search, use ADJ1 for the exact word order.
   Example: child adj1 neglect
3. For additional information and help for each field, click on the " to the left of each box.
4. Click on the “Search and Display” button to view the records or mark them for emailing, printing, or downloading.
5. When you enter terms in more than one box, the boxes will be connected by “and.” This can be changed by clicking on the total count with combined fields button. Follow the directions given on the screen that appears.

Combining Terms
When typing in terms in one or more of the fields provided, words or phrases may be connected with search operators.
• Use AND between search terms to narrow the search to records containing both terms.
  Example: transracial and adoption
• Use OR between search terms to broaden the search to records containing either term.
  Example: psychological or emotional
• Use NOT between search terms to narrow the search to records containing the first term but not the second.
  Example: neglect not reviews
• If using AND and OR in the same search, put the OR terms in parentheses.
  Example: (search or reunion) and adoption
Truncation (Searching for Variations of a Word)

\Use * to replace one or more characters within or at the end of a search term.

Example: child* for children or childhood

Use ? To replace one character within or at the end of a search term.

Examples: wom?n for woman or women       abuse? for abuse, abused, or abuser

Note: All searches automatically include three types of variants (plurals, alternative spellings, and compound words).

Author Searching

1. Click on INDEX in Quick Search or on the I in the Advanced Search. Type in the author’s last name and first initial at the top of the index screen.
2. Click in the box next to each desired name. Then click on Add to Search Field and the green arrow return icon.

Publication Year Limiting

The following operators limit in the publication year field in the Advanced Search:

- > for records after a designated year.
- < for records before a designated year.
- >= for records after or in a designated year.
- <= for records before or in a designated year.
- to or thru between two years for inclusive publication dates. Example: 1990 to 1998.

Displaying Search Results

Search results are automatically displayed in the citation format.

1. To display the full record, click on the yellow view icon to the left of the desired item, use the change display format pull down menu at the top left of the screen, or click on full records at the top left of the screen.
2. Use the Page Up and Page Down or the arrow keys to move through the records.
3. Click on Next to move to the next record or set of records. Click on Previous to move to the previous record or set of records.

Selecting Records

Click on the email box next to each desired record in either full or citation formats to mark the record for later emailing, printing, or downloading. A check mark in the box indicates a record has been marked.

Emailing

1. After marking the records you wish to email, choose the desired mode (i.e., format) in the email box near the bottom of each page.
2. Type the email address in the Email to box on any of the pages of citations or records resulting from your search.
3. Click on Email Marked Records. (Note: only marked records will be emailed.)

Printing Records

1. To print from Quick Search, click on Print/Save All Records, or click on Print/Save/Marked Records. To choose the desired format or type of records to print, click on the Change Display drop down box and then on GO.
2. To print from Advanced Search, choose the desired format from the ChangePrint/Save Format drop down box. Then click on GO.
3. To begin printing from either mode, click on the Netscape Print button or select File → Print from the tool bar.
4. Click on Return to go back to search results.

Downloading Records

1. Insert a formatted disk into the disk drive.
2. Click on Print/Save Marked Records or choose the desired print format from the Change Print/Save Format drop down box. Click on Go.
3. Click on File and then on Save As.
4. Type the disk drive letter and the filename followed by the extension, .text in the file name box.
5. Click on OK to begin downloading. Click on Return to go back to search results.

Exiting

Click on Exit in the upper right corner and then on the green Exit button.

(04/01)