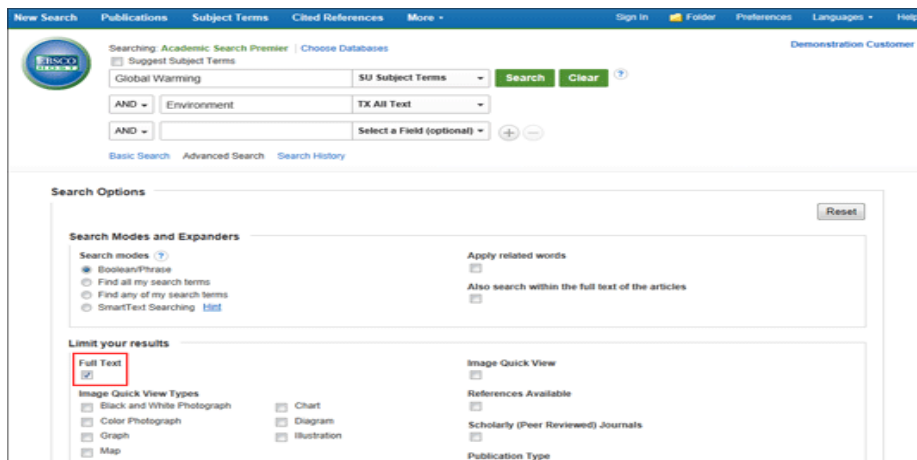# EBSCOhost Best Practices: Finding Key Articles Using 3-Tiered Search Boxes

Do you need to find key articles on your research topic? EBSCO*host* features several useful tools to assist you in finding the most relevant articles to your research topic.

Here are 8 steps you can follow to help ensure successful research when using EBSCO*host* databases:

Creating a Search

1. **Select the Advanced Search Screen** – Using Advanced Search screen allows you to refine your search by selecting a search field from the drop-down menu for each term you enter. Searchable fields include **Subject Term**, **Author**, **Title**, and **Journal Name**.
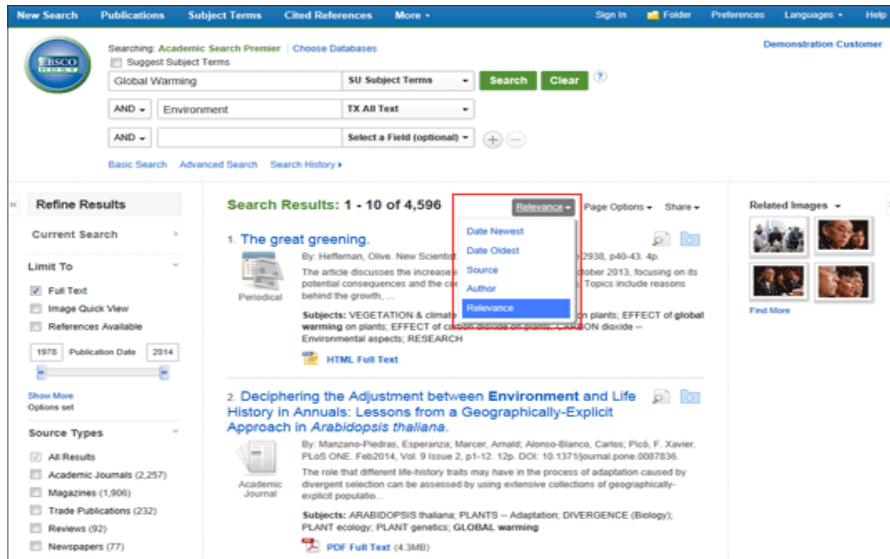

2. **Use Boolean operators** – Select **And**, **Or**, or **Not** from the drop-down menus next to the Find fields to combine your lines of search.
3. **Limit Your Search** – Be sure to check the **Full Text** limiter in the **Limit your results** area, to make sure you only get articles that contain the full text available from EBSCO*host*.

   If you would like, you can also limit your result list items to:

   • **Publication Type** – including Periodicals, Newspapers, or Books.
   • **Scholarly (Peer Reviewed) Journals** – include only articles from publications that have been reviewed and/or qualified by a selected panel of acknowledged experts in the field of study covered by the journal.
   • **Published Date From** – search for articles within a specified date range.
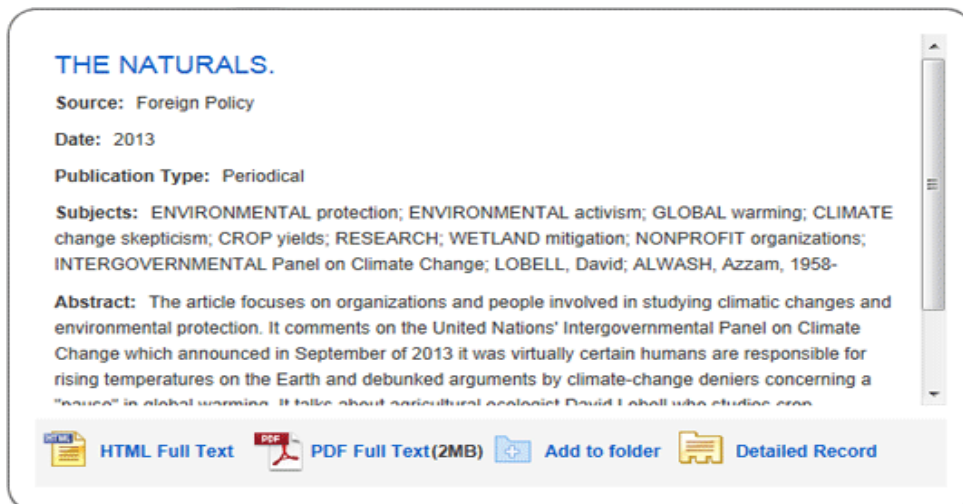
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The Result List

On the Result List, you can refine your results in several ways

4. **Refine Your Results** – Under **Limit To** in the left-hand column of the Result List, you can apply more limiters to your search. Click the **Show More** link to access all limiters, expanders, and search modes available to you.

5. **Re-sort the Result List** – Click the drop-down **Sort** menu to re-sort your result list by **Date** (Newest or Oldest), **Source**, **Author**, or **Relevance**.

6. **Limit Your Results again** – Still too many results appearing? Under the column on the left, narrow your results by Source Type, Subject term, Publication, or Geography.

Article Preview Hover

7. **Preview Article Information** – The article preview hover feature saves you time by allowing you to preview article detail information right from your result list.
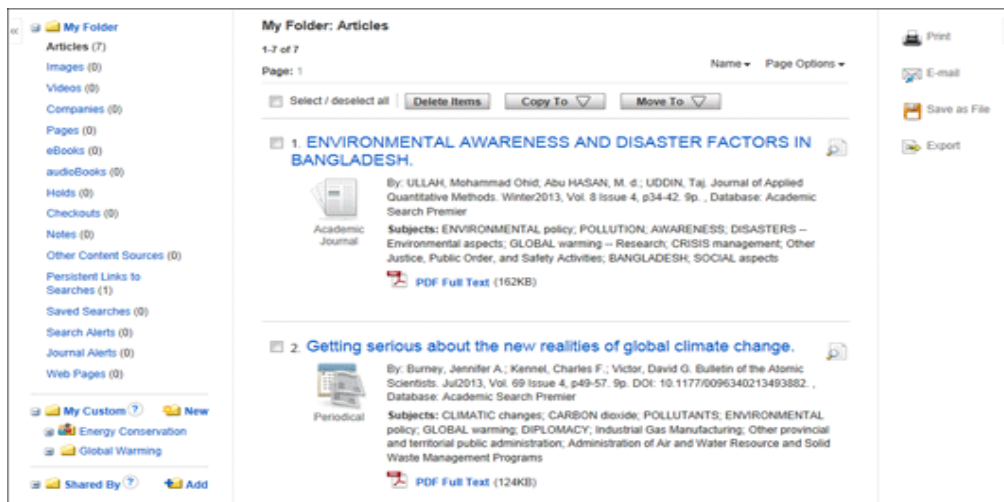
Simply hold your pointer over the hover icon at the end of an article's title to read a partial abstract, access full text, add the article to the folder, or access the full article details.

My EBSCO*host* Folder

8. **Save your articles** – The My EBSCO*host* folder lets you permanently store articles, images, and persistent links in your own personal folder.

   My EBSCO*host* also allows you to create custom folders, which offer you the ability to organize your research and also share it with other EBSCO*host* users.

Creating your own My EBSCO*host* folder is easy. Simply click the **Sign In** link at the top of the screen. Click **I'm a new user** and fill in your information to set up your own free personal folder.