

Quick Tips for  
Library Research

# GRAND CANYON UNIVERSITY FLEMING LIBRARY



We are here to help!  
Contact us.

Phone 800.800.9776  
ext. 6396641 or  
602.639.6641

Email [library@gcu.edu](mailto:library@gcu.edu)



Chat Hours  
9am-4pm MST  
Monday - Friday

## Library Hours

**Monday - Thursday**  
7:00AM to 10:00PM

**Friday**  
7:00AM to 5:00PM

**Saturday**  
9:00AM to 6:00PM

**Sunday**  
1:00PM to 10:00PM  
*All hours are MST*

All database platforms can be accessed from the GCU Library home page, found here <http://library.gcu.edu>

Access to the databases requires the use of a GCU login/password.

To begin in the following databases:

1. Login to the GCU Library.
2. Click "Find Journal Articles"
3. Click on "Show All" under **Browse Databases by Title**

### *EBSCOhost*

- 1) Choose any EBSCOhost based database (e.g. Academic Search Complete, Education Research Complete, Business Source Complete.)
- 2) Use the search function to locate the desired article within the database.
- 3) From the populated list of results, select the article you wish to view by *clicking on the title of that article.*
  - a) Please note, you can view the article/abstract itself by clicking on 'PDF Full Text' or 'HTML Full Text' or 'Abstract.' However, from here, you will not be able to access the persistent link. Please click on the article title instead.
- 4) The Persistent Link option is located on the right side of the page, under the Tools section. Click on "Permalink" and a link will be displayed just above the article title.
- 5) Copy and paste the persistent link into your Word document, email, etc.

### *Emerald*

- 1) Choose "Emerald Management"
- 2) Use the search function to locate the desired article within the database.
- 3) From the populated list of results, select the article you wish to view by *clicking on the abstract of that article.*
- 4) The Persistent Link is associated with the DOI section of the article record, and will look like this: **DOI: [10.1108/03090561111107203](http://dx.doi.org/10.1108/03090561111107203)** (Permanent URL).
- 5) To copy the link, right click on the hyperlinked number and choose "Copy Shortcut" or "Copy Link"  
(<http://dx.doi.org.library.gcu.edu:2048/10.1108/03090561111107203>)
- 6) Paste the persistent link into your Word document, email, etc.

### ***Films on Demand Master Academic Collection***

- 1) Choose "Films on Demand Master Academic Collection"
- 2) Use the search function to locate the desired film within the collection.
- 3) From the populated list of results, select the film you wish by *clicking on the title of the film*.
- 4) The Persistent Link will be located below the embedded video player, below the video description.
- 5) The link will either be for the segment or the full title, found in the Title URL or Segment URL box.
- 6) Copy and paste the persistent link:  
<http://library.gcu.edu:2048/login?url=http://digital.films.com/PortalPlaylists.aspx?aid=12129&xtid=38812>

### ***Gale Virtual Reference***

- 1) Choose "Gale Virtual Reference"
- 2) Use the search function to locate the desired article within the database.
- 3) From the populated list of results, select the article you wish to view by *clicking on the title of that article*.
- 4) The Persistent Link will be located near the bottom of the page, under the title "Document URL" and will look like this:  
<http://go.galegroup.com.library.gcu.edu:2048/ps/i.do?&id=GALE%7CCX3074300240&v=2.1&u=canyonuniv&it=r&p=GVRL&sw=w>
- 5) Copy and paste the persistent link into your Word document, email, etc.

### ***Issues & Controversies***

- 1) Choose "Issues & Controversies"
- 2) Use the keyword search function to locate the desired article within the database.
- 3) From the populated list of results, select the article you wish to view by *clicking on the title of that article*.
- 4) The Persistent Link will be located at the bottom of the page, under the title "Record URL" and will look like this: <http://www.2facts.com/article/i0601580>
- 5) The 'Record URL', as seen in the form above, will not be accessible to our off campus student body until we add our library EZ Proxy to the beginning of the link.
  - a) The Library's EZ Proxy is as follows: <http://library.gcu.edu:2048/login?url=>
- 6) Copy and paste the library's EZ Proxy in front of the article URL to create the persistent link:  
<http://library.gcu.edu:2048/login?url=http://www.2facts.com/article/i0601580>

### ***JSTOR***

- 1) Choose "JSTOR Arts and Sciences III Collection"
- 2) Use the keyword search function to locate the desired article within the database.
- 3) From the populated list of results, select the article you wish to view by *clicking on the title of that article*.
- 4) Once at the screen of the full text article, you will see a small box with six options at the top right hand side of the screen. From these options, please select "Export citation."
- 5) You are then taken to the export screen, where you will see the citation to the article title that was just selected. Underneath the title, you will see the "Stable URL" for this document. The stable URL should look as follows: <http://www.jstor.org/stable/773861>
- 6) The 'Stable URL', as seen in the form above, will not be accessible to our off campus student body until the library's EZ Proxy is added to the beginning of the link.
  - a) The Library's EZ Proxy is as follows: <http://library.gcu.edu:2048/login?url=>
- 7) Copy and paste the library's EZ Proxy in front of the Stable URL to create the persistent link:  
<http://library.gcu.edu:2048/login?url=http://www.jstor.org/stable/773861>

## GCU Library

### How to Find Us

On ground - Fleming  
Library, Building 23

### Online

- library.gcu.edu
- www.gcu.edu/  
Current-  
Students
  
- Inside your  
online classroom

### What's New at the Library?

twitter.com/gculibrary

and

www.facebook.com/  
GrandCanyonLibrary

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Find Your Purpose

### ***LexisNexis***

- 1) Choose "LexisNexis"
- 2) Choose whichever search function that seems appropriate to locate the desired article within the database. There are multiple search options, so consider what information you have to base your search on.
- 3) From the populated list of results, select the article you wish to view by *clicking on the title of that article*.
- 4) After locating the article in question, open up another tab/window and go to the following website: [http://www.amdev.net/lna\\_article\\_link.php](http://www.amdev.net/lna_article_link.php)
- 5) Type in the publication name for the article you selected.
  - a) *Ex:* New York Times, USA Today, and so.
  - b) Once you have entered the full name of the publication, select "submit." This will populate the CSI field with a numerical identifier associated with the publication name.
- 6) At the next screen, fill in as much information as possible with regards to Author, Title, Date, etc. This information can be located in the original screen, with the desired article. Select "submit" when all available information has been entered.
- 7) An "Article Link" will then be provided based on the information entered in step 8. It should look like this:  
[http://www.lexisnexis.com/us/lnacademic/api/version1/sr?shr=t&csi=6742&sr=HLEAD\(Arizona+Beaten+Without+Its+Star\)+AND+DATE+IS+March+12+1995](http://www.lexisnexis.com/us/lnacademic/api/version1/sr?shr=t&csi=6742&sr=HLEAD(Arizona+Beaten+Without+Its+Star)+AND+DATE+IS+March+12+1995)
- 8) The 'Article Link', as seen in the form above, will not be accessible to our off campus student body until we add our library EZ Proxy to the beginning of the link.
  - a) The Library's EZ Proxy is as follows:  
<http://library.gcu.edu:2048/login?url=>
- 9) Copy and paste the library's EZ Proxy in front of the Stable URL to create the persistent link:  
[http://library.gcu.edu:2048/login?url=http://www.lexisnexis.com/us/lnacademic/api/version1/sr?shr=t&csi=6742&sr=HLEAD\(Arizona+Beaten+Without+Its+Star\)+AND+DATE+IS+March+12+1995](http://library.gcu.edu:2048/login?url=http://www.lexisnexis.com/us/lnacademic/api/version1/sr?shr=t&csi=6742&sr=HLEAD(Arizona+Beaten+Without+Its+Star)+AND+DATE+IS+March+12+1995)

### ***ProQuest***

- 1) Choose any ProQuest based database. (e.g. ProQuest Religion, ABI/Inform Complete etc)
- 2) Use the advanced search function to locate the desired article within the database.
- 3) From the populated list of results, select the article you wish to view by clicking on the *Citation/Abstract* link for that article.
- 4) Next you should see the "Citation/Abstract" screen. Below the abstract summary is the Indexing (details) section.
- 5) Look for Document URL, near the bottom of the list and copy and paste into your Word document, email, etc.

### ***ScienceDirect***

- 1) Choose "ScienceDirect"
- 2) Use the quick search function to locate the desired article within the database. You can also search by journal title and so on.
- 3) From the populated list of results, select the article you wish to view by *clicking on the title of that article*.
  - a) \*Please note, in the populated list of results from your search, you will see either a small white or green 'paper icon' next to the number in the list. Green represents articles that we have Full Text access to. White icons are abstract only.
- 4) The following screen will display the full record of the article. Just above the article title, you will see a DOI number. It should look something like this: [doi:10.1016/S0959-3780\(00\)00009-1](https://doi.org/10.1016/S0959-3780(00)00009-1)
- 5) To copy the link, right click on the hyperlinked number and choose "Copy Shortcut" or "Copy Link". (<http://dx.doi.org.library.gcu.edu:2048/10.1016/j.injury.2010.03.032>)
- 6) Paste the persistent link into your Word document, email, etc.

### ***Wilson OmniFile***

- 1) Choose "Wilson OmniFile Select"
- 2) Use the search function to locate the desired article within the database.
- 3) From the populated list of results, select the article you wish to view by *clicking on the title of that article*.
- 4) The next screen is the "Record View" page, with full citation. At the bottom of the citation, before you come to the actual article, you will see a section titled "Persistent URL."
- 5) In most cases, there will be an option to choose between using the PDF persistent link and the HTML persistent link. Both options provide the article in full text and it is just a matter of preference as to which you select.
- 6) After choosing which document type you wish to view the article in, click on the appropriate URL link to access the persistent link.
- 7) A pop-up box will appear with the persistent link, which just needs to be copied and pasted into your Word document, email, etc.

### **To Retrieve an Article By DOI Number:**

- 1) Copy the DOI of the document you want to open.
  - a) The correct format for citing a DOI is as follows: doi:10.1016/j.physletb.2003.10.071
- 2) Open the following DOI site in your browser: <http://dx.doi.org.library.gcu.edu:2048>
- 3) Enter the entire DOI citation in the text box provided, and then click **Go**.

For other information and assistance, please contact us. Call us at 602.639.6641 or Toll Free 800.800.9776 ext. 6396641, send an email to [library@gcu.edu](mailto:library@gcu.edu), chat live with a Librarian at our web site, <http://library.gcu.edu>, or visit us in the Library.  
We are here for you!