



Wichita State University Libraries

Social Work Abstracts

The **Social Work Abstracts** database is produced by the National Association of Social Workers, Inc. It contains records from social work and related journals on topics such as homelessness, AIDS, child and family welfare, aging, substance abuse, legislation, community organization, and more. Covers the years 1977 to the present.

Getting Started

Social Work Abstracts is available to you from both on-campus and off-campus computers. To use the database from home or off-campus, you must have an Internet connection and be a currently enrolled WSU student. For instructions on how to access *Social Work Abstracts* and many other databases, see the guide entitled **Accessing Library Databases through the WSU Libraries Homepage**.

Using the Initial Search Screen

The screenshot shows the ERLWebSPIRS search interface. At the top, there is a navigation bar with 'Search | SDI | Database Guide | Help | Logout'. Below this is a search bar with a dropdown menu for 'How do I...?'. The main search area has a text input field containing 'homeless* and child*' and a 'Search' button. To the right, there are options for 'No search limits set', 'Find Terms: Anywhere', and a checkbox for 'Publication Year greater than 1997'. A 'Return to list of Library databases' link is located in the top right corner. Five numbered callouts point to specific elements: 1. Select a search mode (points to the 'Search' button), 2. Choose a search type (points to the 'Find Terms' dropdown), 3. Limit the search (points to the 'Change' button), 4. Type keywords here (points to the search input field), and 5. Start the search (points to the 'Search' button).

1. Select a Search Mode

- **Search** (basic or simple search) allows you to type in the keywords you want the computer to match.
- **Advanced** allows you to search for words in a combination of different parts of the database. For example, you could look for both an author's name and a subject (descriptor) at the same time.

2. Choose a Search Type

Click on the drop-down arrow for options:

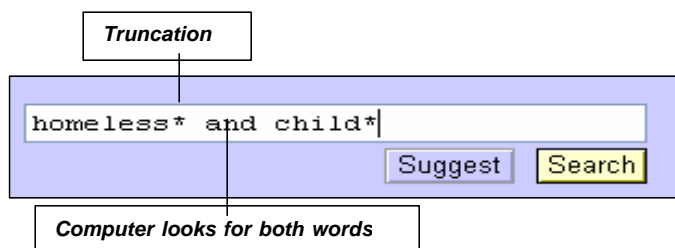
- **Anywhere** allows you to do a *keyword* or *free text* search, which looks through **all** the words in the database to try to match your keyword(s).
- **in Subject** allows you to search **descriptors** (also called *subject headings*) only. *Descriptors* are standardized subject words which provide additional descriptive information for each item in the database.
- **in Title** looks only through the titles of articles or reports for your keyword(s).
- **in Author** searches only through authors' names to find your keywords.

3. Limit (or Narrow) Your Search Results (Optional)

Initially, you will be searching the database for the years 1977 to the present. Click on the **Change** button before entering search terms if you want to limit your search results to a specific range of years. The **Publication Year** limit allows you to search for only the years you choose. You can also use the limit option on the initial search screen to limit your search to materials published after 1997.

4. Type in your Keywords

Type your search words (*keywords*) into the box. You may use single words (**alcoholism**), phrases (**single parents**), or combine keywords using *boolean operators* (**social workers and stress**), as explained below.



- **Boolean Operators (and, or, not):** Use to link or combine keywords. **And** finds records that have **both** your first **and** second keywords (*stress and anger*), and will narrow your search results. **Or** finds records that contain **either** your first keyword **or** your second keyword, **or** both (*adolescents or teenagers*), and will broaden your search. **Not** excludes the second keyword from your search (*violence not domestic*).
- **Truncation:** Use the asterisk (*) as the **truncation** symbol to search for all words starting with the same root. For example, **homeless*** will find **homeless** and **homelessness**, and **child*** will find **child**, **children**, and **childhood**.

5. Start the Search

Click on the **Search** button to launch your search.

Additional Searching Techniques

Using the *Index* Button

This option allows you to scroll through an alphabetical list of words that appear in specific segments (or fields) of the database. The most useful field to search is the **descriptor** (or *subject*) field. Searching the descriptor index can help you identify additional descriptors you might want to search.

- Click on the **Index** tab near the top of the screen
- Select **DESCRIPTORS (DE)** from the drop-down list in the **Index to search:** box
- Type your subject into the **Term:** box, and click on **Go to Term**
- Click in the box to the left of each descriptor you want to search
- Click on **Search Marked**

The screenshot shows the 'Index' tab selected. The 'Index to search:' dropdown is set to 'DESCRIPTORS (DE)'. The 'Term:' field contains 'drug abuse'. The 'Go To Term' button is highlighted. Below the search area, a table lists descriptors with their corresponding number of records. The 'Search Marked' button is visible at the bottom right.

| Term: | Number of Records |
|--|-------------------|
| <input checked="" type="checkbox"/> DRUG-ABUSE | 260 |
| <input type="checkbox"/> DRUG-ABUSE-PREVENTION-PROGRAM | 1 |
| <input type="checkbox"/> DRUG-ABUSE-PROGRAMS | 27 |
| <input type="checkbox"/> DRUG-ABUSERS | 3 |
| <input checked="" type="checkbox"/> DRUG-ADDICTION | 59 |
| <input checked="" type="checkbox"/> DRUG-ADDICTS | 87 |

Annotations include: 'Type subject here' pointing to the Term field; 'Drop-down list' pointing to the Index to search dropdown; 'Click here to search' pointing to the Go To Term button; 'Mark Descriptors to search' pointing to the checkboxes in the table; 'Number of records with this descriptor' pointing to the record counts; and 'Click here to search marked descriptors' pointing to the Search Marked button.

Using Search History

Search History allows you to review all of the searches you have performed during your search session. This is handy because you may forget which keywords you have already tried. After you have run at least one search, you can access your search history by clicking on the **Search History** tab near the top of the initial search screen.

On the *Search History* screen, you can also combine previous searches to create new search sets. Simply 1) click in the boxes to the left of the search sets you want to combine, and the 2) click on **Combine and search using [and]**. This new search will be run automatically, and your results will be displayed on the search history screen just above your most recent search listing. Click on the **Display** icon to view the search results.

You may also create an **SDI** (Selective Dissemination of Information) on the *Search History* screen to help you stay current on a topic. An SDI lets you save a search and have it rerun automatically when databases are updated. The search results are e-mailed to you.

The screenshot shows the 'Search History' tab selected. A search history table is displayed with columns for Search, Results, Display, and Create SDI. Two searches are listed: '#2 adolescent* or teenage*' with 3804 results and '#1 homeless*' with 568 results. The 'and' button is highlighted under 'Combine and search using'. The 'Display' icon for the first search is highlighted.

| Search | Results | Display | Create SDI |
|--|---------|---------|------------|
| <input checked="" type="checkbox"/> #2 adolescent* or teenage* | 3804 | | |
| <input checked="" type="checkbox"/> #1 homeless* | 568 | | |

Annotations include: '1. Check the boxes to indicate which searches you want to combine' pointing to the checkboxes; '2. Click here to run the new search' pointing to the 'and' button; '3. Click here to view the results of this search again' pointing to the Display icon; and 'Create an SDI for this search' pointing to the Create SDI icon.

Viewing the Search Results Screen

The results of your search will be displayed after you click on the **Search** button. The number of items or **records** that match your search request will be indicated on the middle left-hand side of the screen. To review your search results, simply scroll through the items listed on the lower part of the screen. Each record contains a description of one publication—typically a journal article. Click on the red up/down arrow icon to have your results displayed on a full-screen rather than a half-screen.

The screenshot shows a search interface with a search bar containing "homeless* and child*", a "Search" button, and a "Change Display" button. The search results show "Records 1 to 10 of 193" and a list of results. The first result is titled "Relative contribution of familial factors to comorbidity among homeless veterans." Callouts point to the "Change Display" button, the search bar, the "Records 1 to 10 of 193" text, the "Change Display" button, the "First record in your search results list" text, and the "Full text articles only" link.

Toggle to a full-screen

Number of records matching your search request

Change how search results are displayed

First record in your search results list

Click here to display (show) full-text articles only

Changing the Way Search Results are Displayed

Click on the **Change Display** button to design how you want your search results to be displayed. This option is available on both the initial search screen and the search results screen. You can change your display options at any time during your search. Display options include:

- **After Searching, Display:** choose whether to see your search **Results** immediately, or whether to see a **Search History** of all of your searches prior to viewing results.
- **Results Display Options:** choose how many records to **Display** at a time (**from 1-100**).
- **Fields to Display:** select which fields (such as author, title, publication year) you want to see in your search results display. You may leave the settings as they are (default), or add or delete fields as you wish.
- **Results Sort Order:** Having your search results sorted in **Descending** order by **Publication Year -- PY** places the **newest items at the top** of your search results list.

Note: When using the **Sort** feature, always set the number of records to be considered to **200** by using the drop-down menu at **Only if fewer than [100] records** in case you have a larger number of search results to sort. Also, be sure to change **Do not sort** to **Sort**.

To display **only** the **articles that are available in full-text**, 1) click on the drop-down arrow in the box labeled **Show**; and 2) click on **Full text articles only**. Your search results will be sorted so that only those that include links to articles available in full-text will remain. The link will look similar to this: **Full Text:** [Catchword](#). **The number of full-text articles is limited at this time.** To return to the display of **all** the results in your search, 1) click on the drop-down arrow again, and 2) select **All Results**.

Sample Record

The record provides you with the **citation** for the item. The citation includes information such as *author name(s)*, *article title*, *journal title*, *volume and issue numbers*, *page numbers*, and *date of publication*. Also included are an abstract or summary of the item, and a list of the descriptors which have been added to the record. To mark records for printing, saving or e-mailing, click in the box near each item's *record number*. Use the buttons on the right-hand side of the screen to **Print**, **Save**, or **E-mail** the marked records.

The screenshot shows a library record interface. At the top, there is a 'Change Display' button and a dropdown menu for 'Social Work Abstracts 1977-2002/12'. Below this, a 'Show:' dropdown is set to 'Full text articles only', and it indicates 'Records 1 to 6 of 6 from 568'. There are navigation arrows and a 'Go To Record:' field. A 'Clear Marked' button is also present. The main record information includes a checked box with the number '4', followed by the title: 'TITLE: The social construction of street children: configuration and implications.' Below the title are fields for 'AUTHOR: de Moura-S.L', 'SOURCE: The-British-Journal-of-Social-Work. 32(3): 353-367, Apr. 2002.', 'PUBLICATION YEAR: 2002', and 'ISSN: 0045-3102'. An 'ABSTRACT:' section follows, with a link 'Click here to see the full text of the article' pointing to the full text. Below the abstract are 'DESCRIPTORS: Children-; Homeless-; Constructionism-'. A 'Full Text: EBSCO Online' link is provided. At the bottom, there are links for 'Search Library Catalog', 'Request from ILL (if not in Library holdings)', and 'Complete Record'. A 'Buttons for printing, saving or e-mailing' box is located on the right side of the record.

Callouts in the image include:

- 'Click here to mark' pointing to the checkbox with the number 4.
- 'Citation' pointing to the title, author, source, and publication year information.
- 'Buttons for printing, saving or e-mailing' pointing to the icons on the right.
- 'Indicates full-text of article is available' pointing to the 'Full Text: EBSCO Online' link.
- 'Click here to see the full text of the article' pointing to the link within the abstract.
- 'Click here to see if Library subscribes' pointing to the 'Search Library Catalog' link.
- 'Initiate an Interlibrary Loan request' pointing to the 'Request from ILL' link.

Locating Articles in the Library

To find out if the library subscribes to journals you need, click on the **Search Library Catalog** link in the record, when available. If this link is not available (frequently, it is not), go to the library's catalog at <http://libcat.wichita.edu>. Do a **Journal Title** search on the title of each journal you want to locate.

The screenshot shows the search interface for Wichita State University Libraries. At the top, it says 'Database Name: Wichita State University Libraries'. There are three tabs: 'Basic Search', 'Guided Search', and 'Course Reserve'. The 'Search For:' field contains 'social work research'. Below this is a 'Quick Limits (Optional-See instructions below):' section with a list of options: 'None', 'Musical Sound Recording', 'Musical Score', 'Videorecording', 'Government Documents', and 'Special Collections and University Archives'. To the right, the 'Search by:' dropdown menu is open, showing options: 'Title', 'Journal Title', 'Author', 'Subject Heading', 'Call Number', 'Advanced Keyword (Boolean)', 'Relevance Keyword', and 'Author/Uniform Title'. The 'Journal Title' option is selected. At the bottom, there is a '30 records per page' dropdown, 'Search' and 'Reset' buttons, and a 'Set More Limits' button.

Callouts in the image include:

- 'Type title of journal here' pointing to the 'Search For:' text box.
- 'Click on Journal Title to select type of search' pointing to the 'Journal Title' option in the 'Search by:' dropdown.

Journal Title Record from the WSU Libraries Online Catalog

Notice the **Call Number** information on the lower half of the screen. **Recent issues** are located in the Reserve Room on the first floor of the library. Issues listed under **Volumes Held** (older, bound issues) are shelved on the third, second, or lower level (basement) floors, according to the first letter of the call number after *per*. Use the **Location** guide on the screen. For example, the call number below (*per* **HV 1 .A223**) would be shelved on the third floor of the Library because the letter **H** falls within the **A – L** range.

Title: Social work research.

Published: Washington, DC : National Association of Social Workers, c1994-

Description: v. ; 26 cm.
Quarterly
Vol. 18, no. 1 (Mar. 1994)-

Subject Headings: [Social service--Research--Periodicals.](#)
[Family social work--Periodicals.](#)

Database: Wichita State University Libraries Catalog

Location: Ablah(A-L on Floor3)(M-QE on Floor2)(QH-Z on LowerLevel) — **Stack Guide**

Call Number: [per HV1 .A223](#) — **Call Number**

Recent Issues: v. 26, no. 2 (2002 June) — **Issues Shelved in Reserve Room**
v. 26, no. 1 (2002 Mar.)

Volumes Held: v.18 (1994)-v.25 (2001) — **Bound Volumes Shelved in Stacks**

Status: Returned - v.22-23 1998-99 04/23/2002
Returned - v.20-21 1996-97 04/22/2002 — **Issues or volumes that are currently, or have recently been, checked out and/or returned**

Locating Articles Not Owned by the WSU Libraries

If you need an article from a journal that is not available in the WSU Library, you may request that a copy be obtained for you through the Library's Interlibrary Loan (ILL) service. This is a free service for WSU students and faculty. To submit an electronic request for an article, use the link provided in the *Social Work Abstracts* record, or go to the Interlibrary Loan Department's homepage at <http://library.wichita.edu/ill>. Select either the [Books](#) or the [Periodicals](#) request form. Requests typically take 7-14 days to fill.