

Lake Forest College PsycINFO Guide

● How do I get to PsycINFO?

- Go to lfc.edu/library
- Select the "Articles/Databases" tab
- Click "Popular databases" and then click "PsycINFO."
- If you are off-campus: Enter your user name and password, or use the VPN

● Searching: How do I find articles on my topic?

Enter a word or very short phrase in one or more boxes.

I didn't get enough results (fewer than 30).

- Use fewer search terms with no more than one term per box.
- Search a relevant Subject term from one of the retrieved articles.
- Truncate your term. For example, type child* to search child, children, or childhood.
- Above the search box, check "Suggest Subject Terms" to see related terms in the PsycINFO thesaurus. Select terms and click "Add" to use search terms appropriate to psychology.
- In a relevant article, look at its Cited References (older articles) or its Times Cited in this Database (newer articles).

I got too many results (hundreds or even thousands).

- Use more terms or more specific terms.
- Select one or more of the recommended Subject terms from the column on the left.
- Use limits: On the left, under the date slider, click "Show More" to see the limits.
Some recommended limits: English, All Journals, Empirical Study, Publication Year.

My results do not seem to focus on my topic.

- Above the search box, check "Suggest Subject Terms" and enter a search term to see related terms in the Thesaurus.
- Contact a reference librarian or your professor.

I'm trying to find a specific article.

- Enter the title in a search box if you have the title, or enter author, year, and journal in the appropriate fields.

Search History features:

- Below the search boxes, click Search History.
- Below "Search History/Alerts," you can click Print Search History.
- To hide the Search History, click Search History again

● Get full text of your PsycINFO articles

- Some articles will have a links to  [HTML Full Text](#) or  [PDF Full Text](#) or  [Linked Full Text](#)
- For all others, click:  [Check Lake Forest College](#) to determine whether the article is in print at the College, or is in another database or website, or to request the article.
 - If, after clicking Find It/Check Lake Forest College, the only link is to *Request item via Interlibrary Loan (ILLiad)*: Click "More Options" and then "Look for a free copy on Google Scholar."
 - If no links in Google Scholar (usually on the right) go to full text: Click the Google Scholar "More" icon  to see the "Check Lake Forest College" link, and now click the link to *Request item via Interlibrary Loan (ILLiad)*.

● Cite your articles in APA style

- *A Pocket Style Manual* (the "Hacker guide") is on reserve in the library; the *Publication Manual of the American Psychological Association* is on the Ready Reference shelf in the library.
- *Examples of References Commonly Used at HGSE [Harvard Graduate School of Education] – Using APA Style*: www.gse.harvard.edu/sites/default/files/library/documents/apa_gutman_examples.pdf
- See the example of a journal reference directly below:

De Veirman, M., Cauberghe, V., & Hudders, L. (2017). Marketing through Instagram influencers: The impact of number of followers and product divergence on brand attitude. *International Journal of Advertising*, 36, 798–828. <https://doi.org/10.1080/02650487.2017.1348035>

● Correcting APA style journal references found in PsycINFO at Lake Forest College

1. Click the title of an article in PsycINFO.
 2. On the right side of the page, click the Cite icon. 
 3. Under Citation Format, scroll down to APA style, and copy the reference.
 4. Paste the reference into your References page.
 5. For journal articles, delete the issue number in parentheses.
- If necessary, change the formatting to Times New Roman font, size 12 font, double spacing, and hanging indent.

Create hanging indents

Place your cursor anywhere in the reference, or select all of them, and:

→ In Microsoft Word* (*not* in Google Docs, Wordpad, or Word Online):

Ctrl+ T (on a PC) or Cmd+ T (on a Mac)

→ In Word Online:

Page Layout > Paragraph  > Indentation > Special > Hanging

→ In Google Docs:

Format > Align & Indent > Indentation options > Special > Hanging > Apply

- Some articles (especially older ones) may need more corrections.
Use the PDF of the article to verify author names, capitalization, etc.

● Get help finding and citing articles

- Call (847-735-5074) or come to the Library Reference Desk: M 9-5 & 7-10; Tu—Th 9-5; F 9-3; most Sundays 1-5 & 6-9
- Ask a Librarian at lfc.edu/library/ask
- For detailed information about PsycINFO including expert search strategies:
 - In PsycINFO, in the top blue menu, on the far right, click Help.
 - In the new popup window, scroll to the bottom and, on the left, under Database Help, click PsycINFO.

* Download Microsoft Office for free:

1. Log into your web mail at mail.lakeforest.edu
2. At the top left, click on Office 365
3. At the top right, click Install Office