Beginning Your Research With The Gale Onefile databases

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Gale Academic Onefile is a general academic database which is included in many college and university library collections. Gale General Onefile is a general interest database that is used by many public libraries, high-schools and community colleges. These databases includes full-text articles for thousands of publications, along with full-text coverage of the New York Times from 1985 to present, and transcripts from national news services such as NPR, and the CBC.

To begin using the Gale Onefile databases, go to the Baldwinsville Public Library homepage at http://www.bville.lib.ny.us, and click on the *Research Sources* link in the left-hand navigation column (the brick colored column with the white text). On the Research Sources page scroll down and click on either *Gale Academic Onefile* or *Gale General Onefile*. If you are using one of the REF computers inside the Baldwinsville Public Library you will be automatically logged into these databases. If you are using a laptop connected to the library wifi, or you are using a computer outside the library, then you will need to log in using your library card and PIN number[1].

Some Tutorials To Get You Started

Beginning Research Tutorial
This tutorial from the Colorado State University libraries will help you to frame your thinking regarding how to begin the research paper process.
http://lib.colostate.edu/research/begin/begin.html

Boolean Search Terms
Another Colorado State University resource that's very well done. This shows how to use AND, OR and NOT in a search string.
http://lib.colostate.edu/tutorials/boolean.html

Academic Onefile Search Tips From Gale
The information covered in this document applies to both the Academic and General Onefile databases.
http://cengagesites.com/sites/790/AONE_tip_sheet_05022013.pdf

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1   If you do not have a PIN number associated with your library card please go to the Circulation or Reference desk and a library staff member can set a PIN for you.

A Brief Introduction to the OneFile Start Page

The OneFile start page has a few more fields than the Google page that most people are familiar with. Keyword search will check through the title, abstract and subject headings of an article for matches to any search terms you enter. An *abstract* is a condensed version of an article that's used for rapid searching by a database, and to provide the reader with a preview of that article. Subject headings are added to an article by database catalogers, to make the item easier to find. A *Subject* search searches through those subject-headings. *The Publication Title* search is used for looking up the titles of the publications, but not individual articles. An *Entire Document* search includes the full text of an article – rather than just the abstract – for matches to your search terms.

Also note the three check-boxes right below the search-box. Databases often include listings for articles, even when the full-text of the article isn't immediately available. This is especially true of older articles, where you may be able to get the citation for the piece, but will have to search through bound print copies of a journal, or microfilm to find the full text of the article. Clicking the *to documents with full text* button limits your search to only those articles that are currently available in full. The term *Peer-Reviewed* refers to publications where articles are reviewed by professionals in that field of study, to ensure that the materials are current, accurate and credible.   Checking the *to peer-reviewed publications* check-box will weed out newspapers, mass media publications (TIME, Newsweek, People, etc.) and 24-hour news-feeds (CNN, MSNBC, FOX News, etc.). The *to documents with images* check-box is best when checked along with the *peer-reviewed check-box*, because it allows you to retrieve articles that include charts and graphs, which is especially useful when you are retrieving articles that include statistical data.

Here is the result from a Publication Title search for "Applied Neurology"