Quick Guide to Using Ebsco Eresources

What are Ebsco Eresources?

The University subscribes to collections, sometimes referred to as 'eresources' or 'databases', supplied by the company Ebsco. These collections contain journal articles and other types of scholarly content.

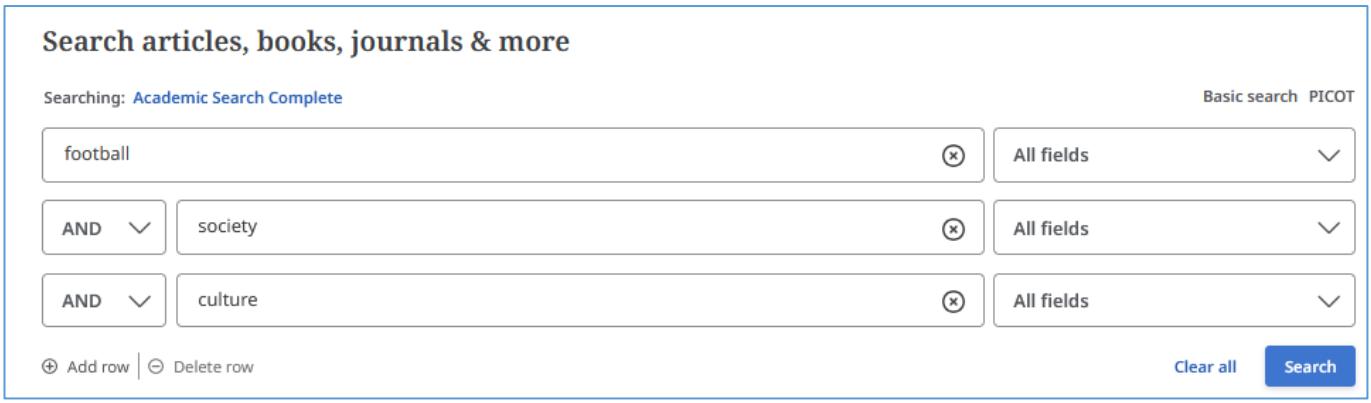
The tips in this guide apply to the following Ebsco databases which all share the same search interface:

- Academic Search Complete – multidisciplinary journals
- Business Source Complete – business related journals

How to search using keywords

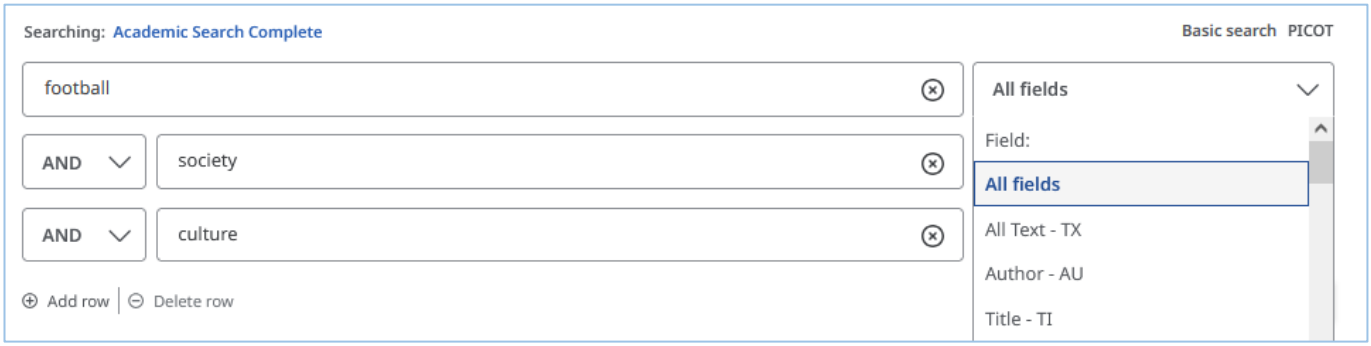
Enter your keywords in the search boxes provided. Try to think of strong descriptive words that are neither too broad nor too narrow. The strength of your keywords will determine the quality of the results that you get back.

For example



You can add more search boxes by clicking on the **+ Add row** at the bottom left.

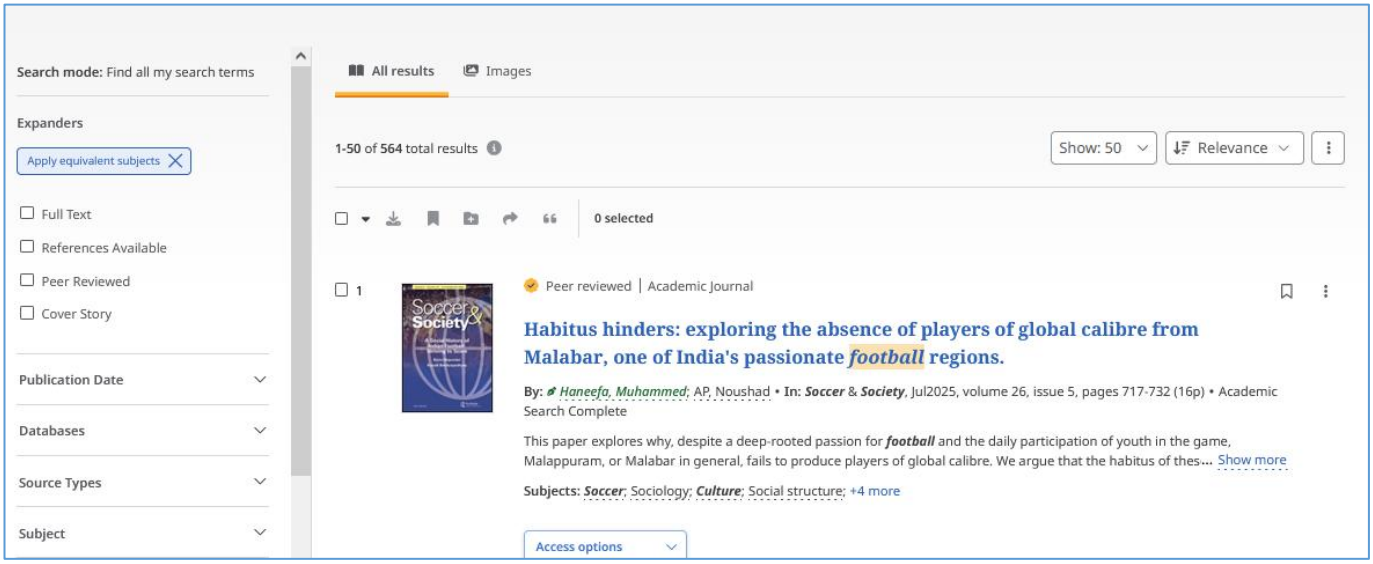
Ebsco databases let you choose where you want your keyword to appear in the article. E.g. If you want the word 'football' to appear in the title of the article, select 'All fields' option (as shown below) and scroll down to select the **Title** field. This can be useful if your search initially returns a high number of results.



When you are ready click the **Search** button. You should see a list of results appear below the search box. You can scroll through these to see if there are suitable ones for your assignment. Or you can filter these results to refine your search.

How to refine your results

Look for the filter panel on the left of the results:



The most useful options are:

- **Full-text:** this will display only those articles in full text in Ebsco. *Do not tick if you wish to be able to link to others available from our other databases.*
- **Peer Reviewed:** articles that have been through the peer review process so are usually of a higher academic standard.
- **Publication:** Various date options to choose from.
- **Subjects**: allows you to select articles which are most relevant to your topic

How to view articles

To view the abstract click on the ‘Show more’ button as shown on this screenshot. The abstract succinctly describes the article. This helps you to decide whether the article is relevant for your research.



Also, on this screenshot you will see most of the information that you will need for your reference, e.g. author(s), title of article, title of journal, journal issue and volume and page numbers. You can find the DOI either by clicking on the title of the article or into the full text. (Click to view our quick referencing guide to help you to format the reference).



To view the full-text of the article you will usually be given the options to view the PDF, the HTML (Online full text) or to check if we have it available elsewhere in stock:



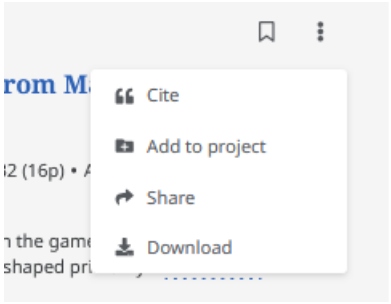


Managing references (or results)

To record details of the articles found, you have the following options:

1. Save an individual result
2. Save multiple results
3. Export up to 25,000 records four times a day – various file options available
4. Save search history
5. Top menu bar

1. Save an individual result:



Bookmark icon: this adds a title to your Saved folder

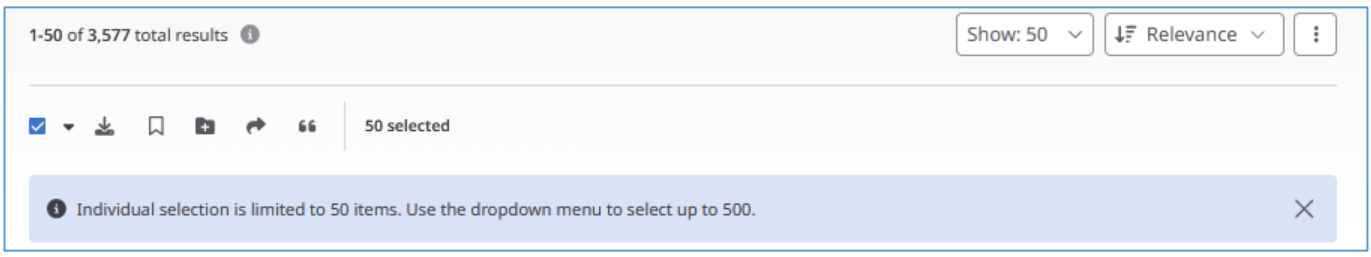
Add to Project: This allows you to create and add it to a specific Project so you can collect all material in one place for one topic

Cite: Choose an appropriate style but check it matches the University style. You can also export to Refworks or another reference management system

Download: the full text of the article

2. Save multiple results:

Use the tick boxes to select multiple results either by each record or at the top of the list up to 50 records at a time. You can also select up to 500 items in the dropdown menu and then Save or Add to Project within Ebsco



Bookmark icon: this adds titles to your Saved folder

Add to Project: This allows you to create and add results to a specific Project so you can collect all material in one place for one topic

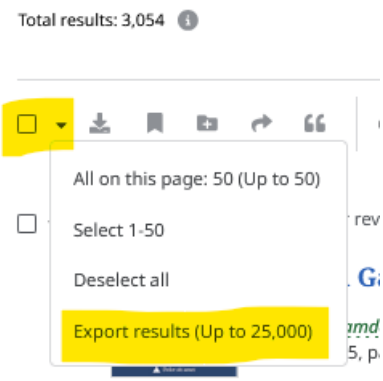
Cite: Choose an appropriate style but check it matches the University style. You can also export to Refworks or another reference management system via this option

Download: Allows you to export details of a range of records to a PDF, Word or Excel (CSV) file but not the full text.

3. Export up to 25,000 records

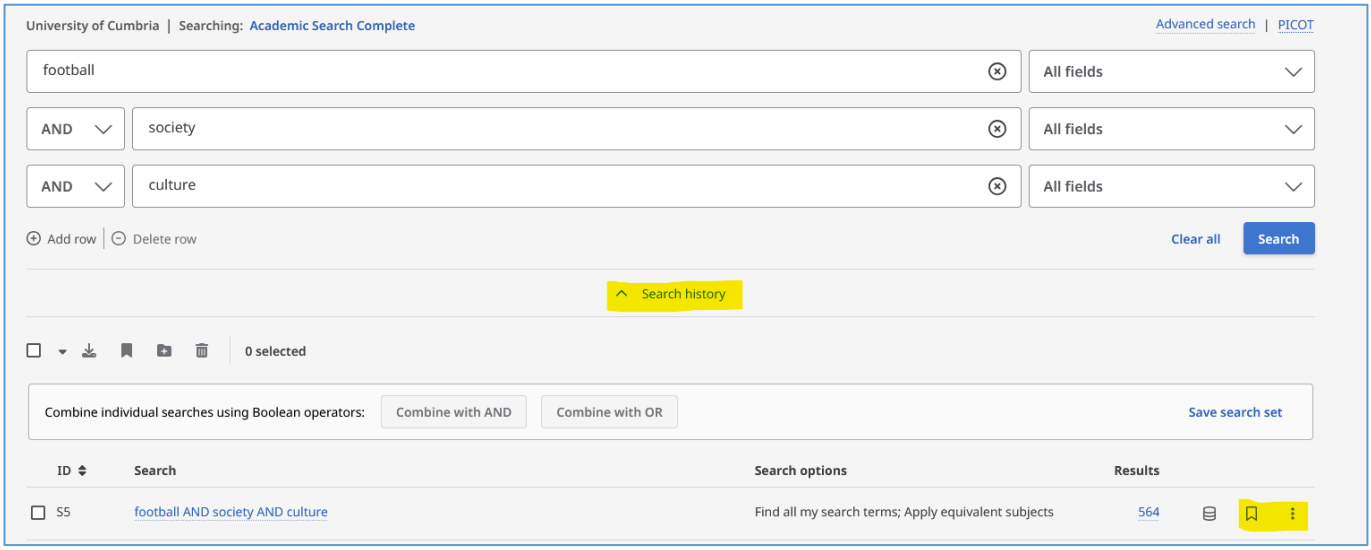
You can export up to 25,000 results (not full text) up to four times a day to a limit of 100,000 results into various formats. Options include CSV (to import into Excel) or RIS (for import into a reference management system). Use sparingly as you will still have to manage the results elsewhere.

Click on the dropdown at the top of the results. Follow the instructions on the next screen.



4. Save search history

Under the search boxes click on ‘Search history’. This will expand to show what searches you have carried out in the current session. To save a search to run another time, click on the bookmark icon. Click on the 3 dots to Add to a Project or to edit that search.



5. Top Menu Bar options

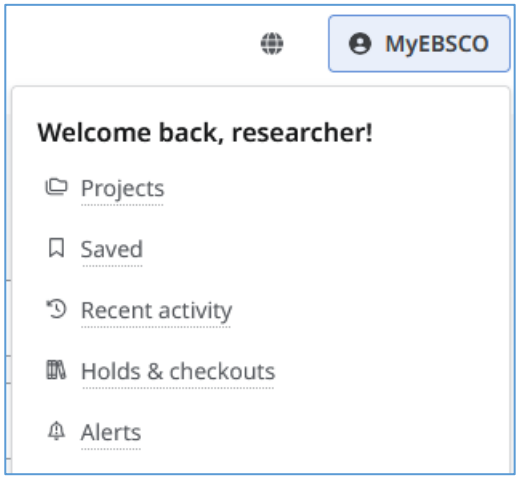


New search: start a new search

Browse By: Check if a specific journal title is included in the database. Use the subject headings for more detailed searching strategies. See our subject searching guide

Research Tools: access all Ebsco help and guides

MyEbsco: Click here to find options for saving and to see your search history



Projects: set up individual folders to store results and search history in addition to using ‘Saved’

Saved: Any bookmarked records will be saved here along with any saved search history

Recent Activity: activity in your current session

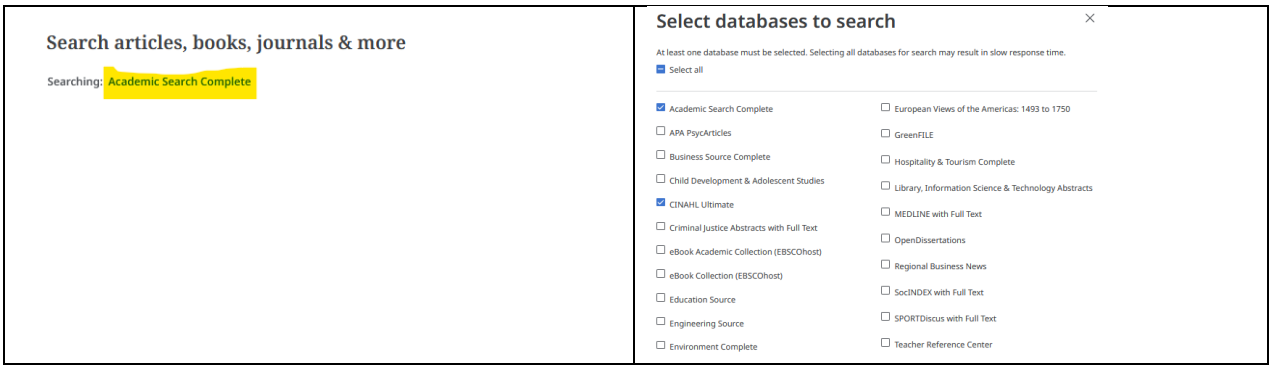
Holds and checkout: only for when using ebooks

Alerts: can be set up from the 3 dot menu at the top of a results list. Any future records matching your search will be emailed to you.

How to search across multiple Ebsco collections at one time

If you would like to search across more than one database at once, follow these steps:

1. Click on any on the Ebsco databases from page 1 above and access the search screen.
2. Click on the database name above the search box.
3. Tick the boxes on the 'Select databases to search' screen and click Select



Further help

Email@ skills@cumbria.ac.uk