Deciphering Still One Search: Check Boxes, Radio Buttons, and Campuses

The goal is to help you decipher which radio buttons to use and when they are most appropriate or useful, depending on what you need to do. Options for modifying the search are described in detail in addition to making note of when the Arizona or Missouri campus should be used.

Keyword: This is perfect for getting basic information on a topic or subject, when you are not sure what is available or when you are trying to locate similar terms for a later search.

Title: If you know the title of a journal article, book, or chapter; this is the radio button to select. Usually, I will remember the keyword for a journal article or the author of a book or article before the title. If you know the journal title, put it in quotes before searching and it will likely appear in the top results.

Author: If you remember the author of a chapter in a book or know a specific author writing on a topic or subject of interest, this is choice for you. In a few minutes, you can determine just what is immediately available and decide how to proceed with your project.

Full Text: If you have an article in mind but want to check the full-text availability, this is the best option to select. When combined with Title or Author, the results will be manageable and your article will probably appear in the top 10-15 results.

Peer Reviewed: This should be selected for almost all searches, unless you are struggling to find anything related to your topic area. Don’t forget – the library is here to help you learn to navigate the databases!
**E-Book:** This is the most self-explanatory of the bunch and it is best combined with either Title or Author. This way you can quickly determine what e-books are available by certain authors or double-check to see if the library provides access to the title you need.

**Arizona or Missouri:** The majority of the resources available via the Arizona and the Missouri links are identical. We ask that you use Arizona if your program is based on the Arizona campus and if you are part of CGHS. Click on Missouri, if you are part of KCOM, MOSDOH, or are a staff or faculty member based on the Missouri Campus. This helps us maintain compliance with our licensing agreements. *If you accidentally click on the wrong one, do not worry about it!*

**Questions?**

**Missouri Campus:** Email [cyberlibrarian@atsu.edu](mailto:cyberlibrarian@atsu.edu) or call 660-626-2340

**Arizona Campus:** Email [libaz@atsu.edu](mailto:libaz@atsu.edu) or call 480-219-6090