**British Education Index and Education Research Complete – a getting started guide**

**Introduction**

This guide aims to provide you with an introduction to using the British Education Index and Education Research Complete. These are two key education databases designed to help you find appropriate journal articles and literature when you are researching an area of education.

The guide contains step-by-step instructions about how to access the databases, search tips and information on accessing the full text of resources.

**Content and coverage**

The **British Education Index** provides information on research, policy and practice in education and training in the UK. It covers all aspects of education from pre-school to higher education.

**Education Research Complete** provides details for more than 2,100 journals, as well as full text for more than 1,200 journals and includes full text for nearly 500 books and monographs. International coverage of topics which includes all levels of education from early childhood to higher education and all areas of education from educational policy to special educational needs.

**How to access**

1. Go to **NELSON** and click on the **Databases** tab in the top right corner of the webpage. You will be taken to an A-Z list of databases.

2. Click on the **British Education Index** and then click the link to **Open this resource**. You will be prompted to log in with your University login details.

3. Before you begin searching, click on the **Choose Databases** link at the top of the search screen. Select **Education Research Complete** and then click **OK**. You will now be searching our two key education databases together and so saving yourself some time. Any duplication of results will automatically be removed from your results list.
**Searching**

1. You will see several boxes in which you can type your keywords. This can be one word or multiple words. You can use the AND, OR, NOT in the drop-down menus to combine your keywords. These options can be used to narrow (AND) or broaden (OR) your search, or exclude (NOT) items altogether. For example:

   play AND “early years”

   “special educational needs” OR special education AND Primary

![Search interface](image)

2. Leave the next box set at **Select a Field (optional)** and click **Search**.

**Search tips**

- If you want to search for an exact phrase then use quotation marks, e.g. “special educational needs”.

- You can expand your search using the truncation symbol * e.g. `child*` will find: child, children, childhood.

- It is possible to limit your search in a number of ways, including published date and publication type. You will find these options underneath the search boxes when you begin searching or on the left of your search results.

**Displaying the results**

1. After the search the screen will refresh and display your results. You should now see a box with your search history and details of how many results were found.

2. Your search results are automatically displayed in summary form. This information includes title, author(s), source details and an abstract (summary). To view the full record click on the title of the reference.
Accessing the full text

1. Some of the records in the British Education Index and Education Research Complete will link you directly to the full text of an article. Look out for the **PDF Full Text** link or **Linked Full Text**.

   ![PDF Full Text](image)

2. Other records will have a **Find it** button. You will need to click on this to find out if we have access to the article.

3. When you click on the Find it button, a new window will open to show the databases that hold the full text for the item you want. Click on the **GO** button next to any of the databases to navigate to the full text.
4. If the journal is not available in electronic format, you will see the message ‘No electronic full text available for this item’. You might then consider requesting the article via our interlibrary loans service and we would look to obtain a copy of the article from another library for you. The online interlibrary loan request form can be found on the library webpage.

**NOTE:** If you are accessing resources off-campus and see the message pay £X amount under the abstract of the article, then you should look for a link called ‘Institution login’ or ‘Sign in via Shibboleth’ (or something similar) and click on it. You may have to go through the steps to login again – select ‘University of Northampton (IDP)’ from the list of institutions and use your University login. You should then be taken through to the journal you want.

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**Saving and exporting results**

1. You can mark any references that look interesting by clicking on the Add to Folder button. You can then print, email or save your chosen references.

2. If you want to export your results into RefWorks click on Export. Select Direct Export to RefWorks from the list and click Save. You will be prompted to login to RefWorks. The export will happen automatically – remember to move items from your ‘Last imported folder’ to a permanent folder!

**Downloading the EBSCOHost app**

**Get the app**
If you are using an iPhone/iPod Touch/iPad, you will need to visit iTunes to download the EBSCOHost app. The Android version of the EBSCOHost app is available from Google Play.

**Authenticate the app**
After installing the app on your device, it must be authenticated from the EBSCOHost interface.

1. Access the British Education Index or Education Research Complete as per the instructions at the beginning of this guide.

2. Click the iPhone and Android apps link at the very bottom of the page and enter an email address which you can access from your device. An email with an authentication key is sent to you.
3. Access the email from your device and click the link found in the email to authenticate the application. You have 24 hours to access the key from your device to authenticate the app. If the key is not used within 24 hours, it expires and you will need a new key.

**Further help**

The British Education Index and Education Research Complete have good online help pages. Click on the Help button in the top right hand corner of the database screen to view an index of help topics.

You can also click on the help sign wherever you see it, to receive help on using that particular part of the database.

You can get in touch with the Academic Librarians for subject specific help by emailing: librarians@northampton.ac.uk

**Library support for Education students** can be found online at: http://mypad.northampton.ac.uk/librarysupportforeducation/

This includes guidance about which databases to use if you are researching a topic that crosses over into other disciplines, e.g. health, psychology, social care, sociology.

Additional guides and videos to help improve your skills in finding, using and evaluating information can be found on the Skills Hub at: http://skillshub.northampton.ac.uk