



Using InfoTrac™

What is InfoTrac?

InfoTrac is a group of online databases which contain millions of magazine, journal, and newspaper articles. Many of these articles are full-text, which means the entire article is on the database and can be printed out.

The databases included in this group are:

InfoTrac Professional Collection, Health and Wellness Resource Center and Alternative Health Module, Expanded Academic ASAP, Informe, Junior Edition, Kid's Edition, Student Edition, General Reference Center Gold, and Health Reference Center Academic.

Is it “the Internet” or “World Wide Web”?

Not really. It is a collection of professional databases. The information in these databases is searchable only by having a subscription. Non-subscribers do not have access. San Juan College Library, via the New Mexico State Library, is a subscriber, so the information is available for San Juan College users.

How do I connect to InfoTrac?

1. Use an Internet Browser (i.e. Internet Explorer or Netscape)
2. Go to the SJC Library home web page at <http://www.sjc.cc.nm.us/Lib/index.html>
3. Select “Magazine Indexes and Online Databases”
4. Select “InfoTrac Online Reference”

At this point you will see the 9 databases in our InfoTrac collection. You will select from these databases the one that best matches the subject you will be searching. Expanded Academic ASAP and General Reference Center Gold are very useful for most subjects, so these will be your more likely choices. The subjects of the other databases are more obvious from their titles.

How do I cite an article from Infotrac

MLA Style example:

Davidson, Paul. "Globalization." Journal of Post Keynesian Economics 24 (2002): 475+. Expanded Academic ASAP. Gale Group Databases. College of Notre Dame Lib., Belmont, CA. 15 Apr. 2002. <<http://www.infotrac.galegroup.com>>.

APA Style Example

Fox, C. (2001, June 11). Why stem cells will transform medicine. *Fortune*, 143 (12), 158-166. Expanded Academic ASAP. Retrieved July 5, 2001, from InfoTrac database.

A few basic search tips

1. If you are unsure how the subject you are searching might be phrased, click on “Keyword Search” or “Advanced Search” on the left-hand side of the screen in order to get the most comprehensive results.
2. If you are searching a subject that is academic, such as sociology or literary criticism, you may want to limit your search to “refereed publications only.” This will limit the results to articles from journals that are “peer-reviewed” or “refereed” and are viewed as having more authority than a magazine article.
3. Click on the “Help-Search” located at the top left corner in the database you are searching

Proximity

Using the w/[number] will search for keywords within a certain distance of one another. Examples:

Searching for “Saddam w/1 Hussein” will search for Saddam within one word of Hussein.

Searching for “Hussein w/10 Bush” will search for Hussein and Bush to be no more than 10 words apart.

Boolean operators

“AND” between two words, means that the articles retrieved must have *both* terms listed. This limits results. Usually the “AND” is assumed.

“OR” between two words, means that the articles retrieved can have *either* of the terms. This expands results.

Wildcards

Sometimes you might want all forms of a word, or you are not sure if the word is plural or singular. Wildcards are helpful here. The following wildcards are used in InfoTrac:

An **asterisk** (*) stands for **any number of characters**, including none, and is especially useful when you want to find all words that share the same root. For example, **pigment*** matches *pigment*, *pigments*, *pigmentation*, etc.

A **question mark** (?) stands for **exactly one character** and is especially useful when you're uncertain of a spelling. For example, a search like **relev?nce** means you can match the word *relevance* even if, like many of us, you can't remember whether it's spelled with *ance* or *ence*.

A question mark is also useful for finding certain words with variant spellings. For example, **defen?e** finds both *defense* (American) and *defence* (British and Canadian). Multiple question marks in a row stand for the same number of characters as there are question marks. For example, **psych????y** matches either *psychology* or *psychiatry* but not *psychotherapy*.

An **exclamation point** (!) stands for **one or no characters** and is especially useful when you want to match the singular and plural of a word but not other forms. For example, **product!** matches *product* and *products* but not *productive* or *productivity*. The exclamation point can also be used inside a word to match certain variant spellings. For example, **colo!r** matches both *color* (American) and *colour* (British).

