

How to Find the Full Text of a Journal, Magazine, or Newspaper Article

The full text of a periodical (journal, magazine, or newspaper) article may be available in one or more of the following formats: Print, Microform, or Online. This guide illustrates the steps necessary to finding the full text of a specific article for which you have a citation.

Step 1: Make sure you have a complete citation.

Ensure that your citation is accurate, and that it includes **all** the information necessary to easily find the article. This includes:

· Article Title	e.g. <i>On Ethics and Documentary</i>
· Author	<i>Garnet C. Butchart</i>
· Journal Name (Source)	<i>Communication Theory</i>
· Date (or Volume/Issue)	<i>Nov2006, Vol. 16 Issue 4</i>
· Pages	<i>p427-452</i>

Step 2: Determine if Ely Library has access to the journal, newspaper or magazine .

Use the **Full Text Periodical Directory** to determine if the Ely Library owns or has access to the publication in which your article appears. There is a link to the directory on the Ely Library's homepage.

- Enter the **name of the journal, magazine or newspaper** in the search box. Do not include "a", "an" or "the" at the beginning of the title. For example, if you are looking for *The New York Times*, enter *New York Times*.
- Click on **Search**.
- If the Ely Library owns or has access to the journal, you will see results similar to those below:

Publication Name	Coverage	Format	Database / Location
Communication Theory	1/2006 to present (12 month delay)	online	Communication & Mass Media Complete
Communication Theory	2/1991 to present	online	Communication Theory
Communication Theory	2/1998 to 2/2003 (Missing 11/1999 to 8/2002)	online	ProQuest Psychology Journals
Communication Theory	16-, 2006-	paper	Periodicals Stacks

What Do These Results Tell You?

- **Publication Name:** The name of the source (journal, magazine or newspaper).
- **Coverage:** Dates for which the library has access to the source.
- **Format:** Whether the periodical is available online, in paper or on microfilm.
- **Database/Location:** Where the article can be found.


“ Remember to make sure that the date of your selected article falls within the coverage range displayed above! ”

Step 3: Retrieve the Article

Once you have determined that your article is available, use the **Format** and **Database/Location** fields to determine where to retrieve it.

- If the format is **paper**, the periodical will be found in the periodicals stacks on the 1st floor. Titles are listed alphabetically. For help finding periodicals, ask at the Circulation desk.
- If the format is **microfilm**, head towards the filing cabinets at the far end of the Reference area. Titles are listed alphabetically. If you need assistance viewing or printing microfilm, ask at the Reference desk.
- If the format is **online**, the periodical can be found in one of our online databases or publisher's web sites*. Click the link to access the appropriate database or publisher's web site and follow the steps below to retrieve your article:

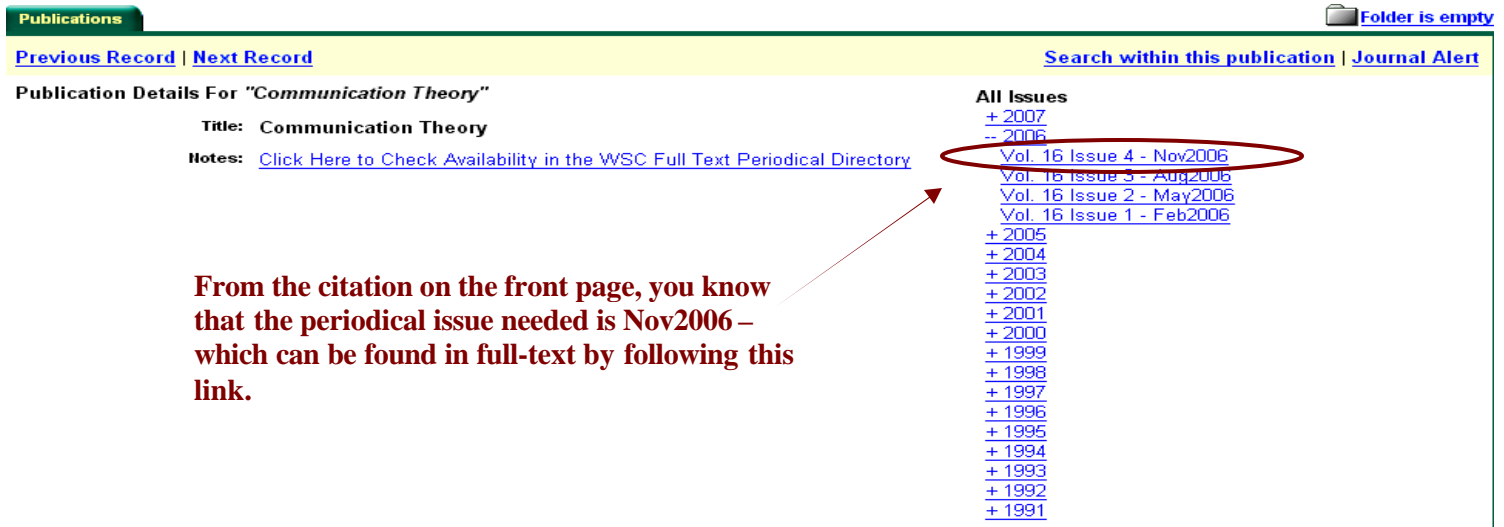
When the database opens, look for a tab that will allow you to search for publication titles or volumes in the database. Below are examples from some of the more common databases you may encounter:

EBSCO Databases (ex., Academic Search Premier): 

Gale Databases (ex., Literature Resource Center): 

ProQuest Databases (ex., Education Journals): 

- Locate your periodical in the resulting publication list, and click on the publication name to view the **Publication Details** screen (see the example below):



The screenshot shows a web interface for a database. At the top, there is a green bar with the word "Publications" and a folder icon labeled "Folder is empty". Below this is a yellow navigation bar with "Previous Record" and "Next Record" links on the left, and "Search within this publication" and "Journal Alert" links on the right. The main content area is titled "Publication Details For 'Communication Theory'". It includes a "Title: Communication Theory" and a "Notes:" section with a link: "Click Here to Check Availability in the WSC Full Text Periodical Directory". To the right of the notes is a list of "All Issues" organized by year, with links for each year. The year 2006 is expanded to show four issues: "Vol. 16 Issue 4 - Nov2006", "Vol. 16 Issue 3 - Aug2006", "Vol. 16 Issue 2 - May2006", and "Vol. 16 Issue 1 - Feb2006". A red oval highlights the "Vol. 16 Issue 4 - Nov2006" link, and a red arrow points from a text box to this link. The text box contains the following text:

From the citation on the front page, you know that the periodical issue needed is Nov2006 – which can be found in full-text by following this link.

- This screen will provide a list of available issues, usually organized by year. Locate the desired issue and click the link to view articles from that issue. *Note: **Linked publisher web sites often begin at this point.**
- Once accessed, articles can be **printed, saved, or emailed**. For best results, make sure to use the print, save, or email functions within the database rather than those of your browser.