

How to Find a *Social Forces* Article through the Library Website

NOTE: *Social Forces* is an academic journal available in print form at the PCC Library or in full-text electronic form through the Library's subscription databases. If you try to search for "Social Forces" on the Internet (e.g. through Google, Yahoo, etc.) you may find some sites that seem to have this journal, but you will NOT be allowed free access to the full text of the articles.

IF YOU'RE IN THE LIBRARY:

The most efficient method is to pick out an article from the print *Social Forces* journals located on a cart outside Room 227. Pick up a handout from the side of the cart titled "**How to Find and Print a Social Forces Article in the Library**" and follow the directions it gives. Ask at the Reference Desk if you have any questions or problems.

IF YOU'RE ON YOUR HOME COMPUTER (or any other off-campus computer):

You can find (and print out) your *Social Forces* article from any off-campus computer that has Internet access, but **YOU WILL NEED THE NC LIVE PASSWORD** to be able to do this. Go to

http://www.pittcc.edu/academics/library/how_do_i/get_database_passwords.html

for information on how to get the current password for NC LIVE. Then follow the directions below according to whether or not you have a specific topic in mind.

If you have no specific topic in mind and just want to look through a long listing of articles:

1. Get on the Library homepage (www.pittcc.edu/academics/library).
2. Click on **Online Databases**.
3. Click on **Academic Search Premier** (the first database listed under "Frequently Used Databases").
4. You will get a box asking for your NC LIVE institution and password. Choose "Pitt Community College" from the list, and put in the **current NC LIVE password** you got from PCC Library (see above).
5. The search screen should now appear. Down in the "Publication" box, type **Social Forces**.
6. Go back up and click on the **Search** button.
7. A listing of over 5000 articles should come up; these are all the *Social Forces* articles contained in this database (most recent ones appear first).
8. Browse through the listing; when you see a title that looks interesting, click under the title where it says **PDF Full Text** (or **HTML Full Text**) to view the whole article and print it out.
9. Be careful not to choose a "book review" article; these are only a few pages long and do not qualify for your assignment. Articles you can use are generally 15-50 pages long.

If you have a specific topic in mind for your article:

1. Get on the Library homepage (www.pittcc.edu/academics/library).
2. Click on **Online Databases**.
3. Click on **Academic Search Premier** (the first database listed under "Frequently Used Databases").
4. You will get a box asking for your NC LIVE institution and password. Choose "Pitt Community College" from the list, and put in the **current NC LIVE password** you got from PCC Library (see above).
5. In the "Find" box, type the topic you want to search for (it is better to start with just a main word or two; e.g. **mental health**, NOT **problems with mental health care in America**).
6. Down in the "Publication" box, type **Social Forces**.
7. Go back up and click on the **Search** button.
8. All the articles that come up should be from *Social Forces*. If no articles come up, put different/fewer words in the search box and click on the **Search** button again.
9. Browse through the listing; when you see a title that looks interesting, click under the title where it says **PDF Full Text** (or **HTML Full Text**) to view the whole article and print it out.
10. Be careful not to choose a "book review" article; these are only a few pages long and do not qualify for your assignment. Articles you can use are generally 15-50 pages long.

If you have already identified a specific article by looking through the print journals in the Library:

NOTE: If you are searching for a very recent article that just came out in print, it might take a few days for the full-text electronic version to become available. In this case, keep checking back for full-text availability, or choose another article that is less recent (see above for searching suggestions).

1. Get on the Library homepage (www.pittcc.edu/academics/library).
2. Click on **Online Databases**.
3. Click on **Academic Search Premier** (the first database listed under "Frequently Used Databases").
4. You will get a box asking for your NC LIVE institution and password. Choose "Pitt Community College" from the list, and put in the **current NC LIVE password** you got from PCC Library (see above).
5. In the search box, type the first four or five words of your article title. Spelling counts and words must be in exact order. Use the title from the article inside the journal, not the one listed on the cover, as these may differ.
6. Down in the "Publication" box, type **Social Forces**.
7. Go back up and click on the **Search** button.
8. Your article title should appear. (If no article comes up, check how you typed in the words of your title and fix any errors, then click on the **Search** button again.)
9. Click under the title where it says **PDF Full Text** (or **HTML Full Text**) to view the whole article and print it out.

IF YOU HAVE ANY QUESTIONS OR PROBLEMS, go to

http://www.pittcc.edu/academics/library/research_help/ask_us.html

for information on how to contact a librarian.