Accessing the Library's Criminal Justice Research Guide

Step 1: Accessing the Research Guides
Begin on the UC Library homepage. Click on the RESEARCH GUIDES tab and click BROWSE ALL RESEARCH GUIDES.

Step 2: Finding Your Discipline
Scroll to find the discipline you are researching in the list.

Step 3: Top Resources
The TOP RESOURCES box shows the recommended databases for the discipline.
Step 4: Beginning a Search with Criminal Justice Abstracts

Criminal Justice Abstracts allows you to perform a simple keyword search or an advanced search. There are many limiters that can be set in these databases. To see Full-Text only results, make sure the Full-Text box is checked before performing your search. You can also limit your search to Peer Reviewed/Scholarly articles by checking the appropriate box.

An important thing to remember when searching databases for Peer Reviewed/Scholarly articles is to make sure that your material is classified as scholarly and not popular. There are many factors to look for to determine if an article or journal is a scholarly source. Scholarly sources will most likely denote the academic credentials of the contributor (for example, Ph.D. etc.). Scholarly journals and articles will also contain an abstract of the article along with references or footnotes. If you are having difficulty determining scholarly/peer reviewed articles and journals from popular ones, please follow the link to the instruction video.

When searching multiple keywords, Criminal Justice Abstracts allows you to use the Boolean operators **AND**, **OR**, and **NOT** to combine the keywords. Use **AND** to **combine** concepts. This means that both or all concepts will be found in the search results. Use **OR** when you have two or more concepts to find at least one concept in the results. Using **OR** can sometimes find synonyms of your keywords. Using **NOT** as a limiter is not recommended because it can cause problems with fewer results being found.

For example, when searching for substance abuse in young adults and treatment options in this database, you can search your keywords into separate boxes linked with “AND”. This will yield results where both keywords appear in the articles. If you would like to display results containing two keywords with similar meanings, you can link them with the word “OR” inside your search.
Step 4a: Beginning a Search with Sage Premier

Sage Premier covers most disciplines and only includes scholarly journals. In Sage Premier, you can perform a single keyword search or use the ADVANCED SEARCH function to add multiple keywords or limiters to your search.

**Note:** When using Sage to search for multiple keywords, make sure to use the Advanced Search page and not the main search page. The main search page is fine for searching for a single keyword, but using “and”, “or”, and “not” will not work on Sage’s main search page to combine words.

Using Sage Premier for an Advanced Search

Sage Premier is a great database that covers a variety of disciplines and includes only Scholarly/Peer Reviewed journals. Sage Premier is not limited to only Criminal Justice. You may see Sage Premier as a Top Resource in the Research Guides for multiple disciplines.
When you click Sage Premier, you will access the main page with only one search box. When searching for multiple keywords, you will need to click the link for Advanced. Advanced Search will give you the opportunity to add multiple search boxes for all your keywords. You can also add a publication year range and set limiters on the Advanced Search page. The limiter “Only Content I Have Access To” will only show results for full-text articles. You may notice there is no limiter for “Scholarly/Peer Reviewed”. This is because all the articles found through Sage are scholarly/peer reviewed articles.

Understanding Your Sage Search Results
When searching the example keywords “Drug Abuse” in the first search box and “Treatment” in the second search box, the search results page will show all the articles that combine your keywords. By clicking on the article title, you can access an abstract of the article. To read the full-text of the article, click the “PDF Full-Text” icon listed with your article. If you do not set the limiter to “Only Content I Have Access To”, you may notice a closed padlock in a white circle on some articles. These are the ones to which we don’t have access. However, articles with an open padlock in a green circle are accessible in full-text.
Step 4b: Searching with Homeland Security Digital Library

Homeland Security Digital Library allows you to access resources from public and private sectors. When using this database, you can find resources such as reports, studies, videos, webcasts, and analyses from national and international think tanks; state and local governments; foreign governments; educational institutions; and national and international organizations.

Homeland Security Digital Library allows you to perform a simple search on the main page, or an advanced search by clicking “Search” then “Advanced Search” on the next page.

Understanding your Search Results with Homeland Security Digital Library
When searching “Border Patrol” in the Homeland Security Digital Library, you will see a list of articles related to your search topic. To view the full-text version of the article, click the “Open Resource” pdf link under the article title.

What to do when can’t access your article?
If you locate articles that are not available in full text through our databases, you can request a copy by using the Interlibrary Loan link on the Library homepage and filling out a request form. We can usually get articles from other libraries within a week, and we send them to your email as a PDF attachment.
When filling out an Interlibrary Loan request form, enter as much information as possible about where you article is cited; such as the journal title, article title, author, volume and issue numbers, publication date, and page numbers. The more information you enter, the better the
chance of obtaining a copy of the article you need.

Step 5: Explore Other Areas of the Research Guides Page
You don’t have to limit your searches strictly to the databases. Explore the Research Guides page and you may find additional helpful information to use in your research!