Accessing Embase

- Go to the GOS-ICH Library website: https://www.ucl.ac.uk/child-health/support-services/library
- Under the Electronic Resources heading, click on Databases
- Click on Embase in the alphabetical list
- Click on the UCL or NHS logo

UCL off-site access requires a UCL computer username and password.

Subject Searching: Advanced Ovid Search

You will automatically be taken to the Advanced Ovid Search screen.

Imagine we are interested in finding articles on the adverse effects of phenytoin in the treatment of pregnant women with epilepsy. Our main concepts in this search are epilepsy, phenytoin (particularly adverse effects) and pregnancy.

• Enter your first search term in the search box. In most databases, by default, the Map Term to Subject Heading box is ticked. If you search using subject headings, you should retrieve the majority of records on that subject regardless of the exact terminology used by the author.

• Click on Search. A list of relevant subject headings will now be displayed.
Click on the word *epilepsy* to see how it relates to other subject headings, with broader and narrower terms displayed.

• **Explode**: checking this box will search for your selected subject heading plus any narrower terms. E.g. Exploding *Epilepsy* when searching Embase will also retrieve records which have the subject headings *reflex epilepsy, startle epilepsy, nocturnal seizure*, etc.

• **Focus**: checking this box limits your results to records for which your subject heading is a main topic of the article. This is useful for retrieving a few key papers on a subject, but is not recommended if you want to do a comprehensive search.

• **Scope**: click on the icon ❄️ to see a definition and additional information about the term.

**Note**: The last item in the list always gives you the option of performing a text word search, instead of, or in combination with, the subject heading search. As this is not a subject heading it has no **Explode** or **Focus** options, and no ❄️ button.

• You may select as many subject headings as you wish from this list and combine them using **AND** or **OR** from the drop-down menu.

Then click on

If you have selected only one heading, a page of subheadings is now displayed. These can be used to search for a particular aspect of your subject. For example, in our search for phenytoin we might choose to select the subheading *Adverse Drug Reaction*.

• Select the subheading(s) which interest you. If you wish to include all subheadings then you do not need to select any, or can check the **Include All Subheadings** box.

• Click on

• Now carry out searches for any other concepts.

### AND and OR explained

The words **AND** and **OR** are used in searching to combine search terms together.

**AND** retrieves articles which contain all of your concepts. E.g., a search for *phenytoin and epilepsy* will retrieve articles that mention both of these terms. **And** narrows your search.

**OR** retrieves records which contain any of your concepts. E.g., you might search for *epilepsy OR seizures* to retrieve all articles on the topic. **Or** broadens your search.
Search History and combining searches

Your results are displayed in the Search History screen.

To combine searches together, select the searches and click on And or Or. You may remove searches from the Search History by checking the search you no longer require and clicking on the Remove button.

Applying Limits

Limits refine your search according to criteria such as the type of article, publication date, age group, language of publication, etc.

- Click on the Limits link below the search box to view selected Limit options. To apply these limits, select the ones that interest you, enter the search line number in the search box and click on Search. Your limited search will appear as an additional line in your search history.

- To view all Limit options, click on the Additional Limits button. From the following screen select the limits of your choice, click the radio button for the search you wish to limit and click on Limit a Search

Search Tips

If you wish to carry out a comprehensive search you should search for words that occur in the title or abstract of articles as well as for subject headings. This is keyword searching. You can simply enter your search terms into the search box and uncheck the Map term to subject heading option. The following tips can help with keyword searching:

- Truncation
  Use an asterisk * or at the end of the stem of a word to retrieve all words that start with that stem. Eg. epilep* will retrieve epilepsy, epilepsies, epileptic, etc.

- Phrase searching
  OvidSP searches for multiple words as a phrase. Eg., a search for cot death will retrieve records only where the two words appear next to each other. If you wish to enter more than one search term, but not as a phrase, you can do so by separating them with and or or. E.g., epilep* or seizure*. 
**Viewing results**

Results are displayed below your search history. To view results from any previous search, click on Display for that search line.

- To view all your results with abstracts displayed, click on View: Abstract above the list of results.
- Clicking on the Find Similar option for an article will carry out a new search for articles on a similar topic.
- Clicking on the Find Citing Articles option will retrieve records of articles that cite this article, where they are included in the journals available via OvidSP. This can be used as another way to broaden a search for relevant articles.

**Accessing the full text of articles**

- Click on the button (UCL) or the button (GOSH) for a particular article to link to the full text, where available.
- If you have selected the findit@UCL button, a UCL Explore catalogue screen will appear. If the full text is available, the details of the publisher are displayed in the ‘View It’ section
- Sign in to your library account and click on the publisher to access the article.
- Library account access to GOSH staff is via their barcode and password.
- UCL staff and students should use their IT login.

**Printing, emailing, saving and exporting your results**

- Check the boxes next to the articles you wish to keep from all pages.
- Select from the options above the list of search results.

  ![Print](print_icon.png) ![Email](email_icon.png) ![Export](export_icon.png) ![Add to My Projects](add_to_my_projects_icon.png) ![Keep Selected](keep_selected_icon.png)

- To print your results, click on Print and select the information you need (the default is Citation – you may wish to include the abstract). Then click on Print Preview and print this screen.
- To email results to yourself click on Email and complete the on-screen form.
- To export references to bibliographic software or to Word, click on Export. Select the software you wish to export to (e.g. Reference Manager) and the amount of information you need, then click on Export Citation(s).
- To save your results within Ovid SP, click on Add to My Projects and create a free account.
- To access any results you have saved to My Projects, make sure you are logged in, then click on My Workspace, towards the top of the screen.
Saving searches and creating alerts

You can save your search strategy to re-run it at a later date. You can also set up alerts, so that you are emailed when new articles that match your search criteria are added to the database.

- Click on Save All at the bottom of the search history table.
- Log in with your personal account details. If you have not yet created a personal account for OvidSP, click on Create a new personal account.
- Enter a name for your search or alert. Optionally, you can add comments.
- Use the pull-down menu to choose whether to create a permanent search or an alert. If you choose an alert, a box will appear allowing you to enter an email address and choose other options.
- Click on Save

To run a saved search:

- Click on My Workspace, at the top right of the search screen, then click on My Searches & Alerts. Tick the box next to the search that you want and click on Run. Once you see the message ‘Search results are on the Main Search Page’, click on Search on the horizontal menu above to view the search.

- To edit a saved search:
  - Click on View Saved at the top right of the search history table.
  - Click on the Edit icon for the search you wish to edit.
  - Insert or delete search lines using the appropriate icons to the right of the screen. OvidSP will renumber search lines as necessary where they appear in your search history.

Further information

If you would like more information, or help using Embase, please contact the GOS-ICH Library:

E-mail: ich.library@ucl.ac.uk
Tel: 020 7905 2847 (internal ext. 42847)