

# Guide to...

## Social Policy and Practice

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### CONTENT

The Social Policy and Practice database includes over 300,000 individual records, including information about reports, government and voluntary organisation documents as well as journal articles. Coverage is from 1981 to the present and new references are added quarterly. Subjects covered include social policy, social work, public health and social sciences. Links are provided to full text of some items which are available on the web or through the library website.

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### HOW TO GET STARTED

To log in to the library website use your university username and password. Type the details into the boxes located in the top right hand corner of the library website at: [www.libweb.anglia.ac.uk](http://www.libweb.anglia.ac.uk). This provides access to your library account and the digital library (e-books, e-journals, databases).

Select the **Advanced Search** tab towards the top of the library website and then select **Social Work and Social Policy** from the 'Choose Subject...' drop down menu. Select 'Social Policy and Practice' from the list by clicking on the underlined name of the database. If you wish to combine a search of this with other databases within the Digital Library, select the tick box to the left of the relevant databases and enter your search terms in the 'Find results with' box.

Alternatively, search for Social Policy and Practice by name using the **Database Finder** in the **Digital Library** section of the library website and then click on the title 'Social Policy and Practice' to link through to the database search page.

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### HELP

There is comprehensive online help available for this database, to access it simply click on **Help** at the top of the screen.

Alternatively, to arrange an appointment with a librarian or to ask us a question, please see our contact details at [www.libweb.anglia.ac.uk/askus/](http://www.libweb.anglia.ac.uk/askus/).

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## HOW TO SEARCH

The database opens at the **Search** page, with the **Basic Search** tab active. Enter your search term in ordinary English – for example, as the phrase *professional practice in social work*. Selecting the check box **Include Related Terms** will broaden the scope of your search by searching for other related terms, as well as those specifically used in your search.

Limits can be added by clicking on **Limits** and selecting which to apply; for example, 'Abstracts' will limit to references for which abstracts are available, 'URL' will limit results to references which include web links. You can also limit a search by publication year, or browse a list of further limits using the **Additional Limits** button.

The results are then displayed below the search box.

The screenshot displays the OvidSP search interface. At the top, the logo for Wolters Kluwer Health and OvidSP is visible, along with user information: 'Logged in as angliang' and links for 'My Account', 'My PayPerView', 'Help', and 'Logoff'. Below the navigation bar (Search, Journals, Books, My Workspace, Primal Pictures), there is a search history section for 'Search History (1 search)'. The main search area shows 'Basic Search' selected, with options for 'Find Citation', 'Search Fields', 'Advanced Search', and 'Multi-Field Search'. A search box contains the text 'Social Policy and Practice 201007', and a 'Search' button is present. Below the search box, there is a 'Limits' section with a checked box for 'Include Related Terms'. The 'Results Tools' section includes options for 'Print', 'Email', 'Export', 'Add to My Projects', and 'Keep Selected'. The 'Search Information' section shows 'You searched: professional practice in social work (Including Limited Related Terms)' and 'Search terms used: professional practice, professional practices, practices, professional practice, health care, professional practice'. The main results area shows a single result with a relevance of five stars: '1. Whistleblowing in the social services: public accountability and professional practice' by Hunt, Geoffrey. The result includes the title, author, a report indicator, and the AN number 218450-0000039978. A 'View Abstract' link is provided. On the right side of the result, there are buttons for 'Abstract Reference', 'Complete Reference', 'Find Citing Articles', and 'Check Full Text'.

The **Results Tools** box allows you to develop your search further:

- The **Search Information** section shows you which terms were searched for from the phrase you originally entered. It also enables you to sort your results.
- The **Filter by** section enables you to filter your results by a range of criteria, including relevancy (as indicated by the star ranking), date, subject, author or publication type.

Click **Check Full Text** button to search for the full text of a journal article via the Digital Library.

Click **Abstract Reference** or **Complete Reference** to view further details of the item. If a web link is available for the item this will be shown as a line for the **URL** towards the end of the **Abstract Reference** or **Complete Reference** record.

## Advanced Search

There are a range of more specialised search options, available in the tabs across the top of the search box. These include:

- **Find Citation** – this enables you to find the details of a specific article when you have an incomplete reference (for example, just a journal name and article title, or just an author’s name and publication date).
- **Advanced Search** – this allows you to specify one particular field for searching: **Keyword**, **Author**, **Title**, or **Journal**. Indicate the field to search by selecting the relevant radio button. The **Keyword** search searches just for the keyword entered and displays a list of records where this is found in an article's abstract, subject headings or title. Follow the on-screen instructions to enter the search term correctly. For example, you must search for an author by *surname first initial* (if known): *J Johnson* will return no results but *Johnson J* will locate this name in the author index, showing the number of relevant articles by this author, and enabling you to click the **Search for selected terms** button to see these results.
- **Multi-Field Search** – this allows you to combine search terms from a wide range of different fields. For example, you can search for results with a particular subject, by a particular author and from a specific year, or for results on a particular combination of subjects. Type each individual search term in a separate box, and select the field you would like to search from the drop down menu to the right (eg All Fields, Author, Title etc), and use the drop down menu to the left to indicate the relationship between the terms. An example is shown below.

The options available to indicate relationships between terms are:

**AND** – this narrows your search to find all words / phrases, eg records with both the words *professional practice* and the words *social work* anywhere.

**OR** – this widens your search to find either word / phrase, eg records containing either *counselling* or *therapy*. You should find more references.

**NOT** – this excludes unwanted words / phrases, eg *residential care not adults*.

All searches will be kept in your **Search History** towards the top of the screen whilst you are logged in.

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## HOW TO DISPLAY RESULTS

The results from the **Basic Search** are initially displayed in order of score (shown by stars) indicating their relevance in relation to the search terms which you entered. You can choose to sort the results into a different order using the drop-down **Sort By** menu in the **Search Information** menu on the left of the screen.

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## HOW TO SAVE RESULTS

The menus towards the top of the search results provide further options for displaying and saving your results.

The screenshot shows a search results interface. On the left, there is a sidebar with 'Search Information' and 'Filter By' sections. The 'Search Information' section includes 'You searched:' (residential care not adults).af, 'Search terms used:' (care, residential, residential care), 'Search Returned:' (9253 results), and 'Sort By:' (set to '-'). The 'Filter By' section includes 'Add to Search History', 'Selected Only (3)', and filters for 'Years' (All Years, Current year, Past 3 years, Past 5 years, Specific Year Range) and 'Subject' (All Subjects). The main area displays three search results, each with a checkbox on the left and a 'My Projects' button on the right. The results are: 1. 'Cut-off: how we spent our time in a residential school.' by FRENCH, S, from the British Journal of Learning Disabilities, vol.38, no.2 (Jun), pp112-119, 2010. 2. 'The association between length of stay in residential care and educational achievement: results from 5- and 16-year follow-up studies.' by RINGLE, J; L.; INGRAM, S; D; and; THOMPSON, R; W, from Children and Youth Services Review, vol.32, no.7 (Jul), pp974-980, 2010. 3. 'Raising Malawi's children: unanticipated outcomes associated with institutionalised care.' by FREIDUS, A, from Children and Society, vol.24, no.4 (Jul), pp293-303, 2010. Each result has buttons for 'View Abstract', 'Abstract Reference', 'Complete Reference', 'Find Citing Articles', and 'Check Full Text'.

For example, select **Title**, **Citation**, or **Abstract** to view different levels of detail in the search results list. You can select results of particular interest by ticking the box to the left of each relevant record. Then click the **Print**, **Email**, or **Export** links to carry out any of these functions. A pop-up box will then ask you to specify the level of detail to be included in the records for the selected results.

If you want to export selected records to RefWorks click **Export**.

The 'Export Citation List' pop-up box has a close button (X) in the top right. It contains the following options: 'Export To' is set to 'RefWorks'; 'Selected Results' is '1-3'; 'Select Fields to Display' has radio buttons for 'Citation (Title, Author, Source)' (selected), 'Citation + Abstract', 'Citation + Abstract + Subject Headings', 'Complete Reference', and 'Custom Fields' (with a 'Select Fields' button); 'Include' has a checked box for 'Include URL'. At the bottom are 'Cancel' and 'Export Citation(s)' buttons.

In the pop-up box, select **RefWorks** in the **Export To** drop-down menu, select the fields that should be exported and then click **Export Citation(s)** and open RefWorks to complete the import process.

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## HOW TO QUIT

To quit, click **Logoff** at the top right of the screen.