Link to database:  http://infoweb.newsbank.com

WHAT IS AMERICA'S NEWSPAPERS?

America's Newspapers from NewsBank provides full-text articles from the electronic editions of record for more than 600 U.S. newspapers - all in one easy-to-search database. Newspapers provide rich sources of information for researchers, as well as for those who just want to browse their hometown paper. Newspaper archives provide comprehensive coverage of current events (history in the making) and historical events. Each newspaper or wire service provides unique coverage of local and regional news, including specific information about local companies, politics, sports, industries, cultural activities, and the people in the community. Paid advertisements are excluded.

For further information on this service or any other research questions, please contact a Reference Librarian at the Kinlaw Library Reference Desk, by phone at x2257, or by e-mail at library@asbury.edu.

OPENING SCREEN

When starting up this database, first you need to choose what section to search. Our subscription includes the database called America’s Newspapers and others. The database for all of the full text newspapers, including the Lexington Herald Leader, is called America’s Newspapers. Choose the link to this database from the opening screen.

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Welcome Asbury College

Current Events
- Hot Topic

Special Reports
- World Travel
- World War II
- World Health
- National Disability Awareness
- Science and Health in the News
- View All Special Reports

America’s Newspapers
The electronic editions of record for valuable local, regional, and national U.S. newspapers—all in each paper provides unique coverage of local and regional news, including companies, politics, sports, and people in the community. Paid ads are excluded.

Search Shortcuts:
- Lexington Herald Leader
- United States

America’s News Magazines
Coverage of U.S. and international news, business, lifestyle, entertainment, sports, and science and magazines.
The start screen for America’s Newspapers includes many options. One way to search is to choose the region, state, or paper title to search. This can be accomplished by clicking on the map of the United States, or by choosing a region or state link from the list below. If you want to search ALL newspapers at once, see the next section below on Basic Searching.

**BASIC SEARCHING**

The basic search option has one search box and options with a drop down choice to return Most recent matches first, Oldest matches first, or Best matches first.

It's also possible to narrow a search by timeframe, or to enter a custom date. It is possible to use all the Search Operators in basic search. Click "new search" to clear the search boxes.
KEYWORD SEARCH TIPS & OPERATORS

When two or more words are entered without surrounding quotation marks, only articles containing all of the terms will be returned. They may appear in any order and anywhere in the document.

- To search for exact phrases, put quotation marks around the phrase (e.g. "Acme Corporation").
- For more precise control over searches, you can use the following search operators:
  
  word1 AND word2 -- return only articles containing both word1 and word2, in any order and anywhere in the article
  
  word1 OR word2 -- return only articles containing either word1, word2, or both, in any order and anywhere in the article
  
  word1 NOT word2 -- return only articles containing word1 and not containing word2
  
  word1 ADJ word2 -- return only articles containing both word1 and word2, where word1 is immediately followed by word2
  
  word1 NEAR word2 -- return only articles containing both word1 and word2, where word1 and word2 are next to each other (in either order)
  
  word1 ADJn word2 -- same as for ADJ, but "n" indicates that number of words that can separate word1 and word2
  
  word1 NEARn word2 -- same as for NEAR, but "n" indicates that number of words that can separate word1 and word2

ADVANCED SEARCHING

The advanced search option has two search boxes with drop-down lists of fields to which search term can be applied (see the next page for more info on the field choices). It is also possible to narrow a search by timeframe, or to enter a custom date. Also, you can choose to return Most recent matches first, Oldest matches first, or Best matches first. The advanced search form defaults to two boxes, but you can add extra boxes (up to a limit of five) by clicking the "Add Field" link. Click new search to clear the search boxes. Click basic search to switch to basic search options.
FIELD SEARCHING

Combining different fields in a single search can be a very powerful search strategy. Clever combinations of terms and fields can help you pinpoint specific information very quickly and precisely, minimizing unwanted "noise" in the articles you retrieve. The following search fields are available in the **ADVANCED SEARCH** screen:

- **All Text**
  Search for articles that contain specific words or phrases. This method works best when you know a word or phrase that will only appear in articles of interest to you.

- **Lead/First Paragraph**
  Search for articles that contain specific words or phrases in the beginning of a document. This method can be more precise than searching in All Text.

- **Headline**
  Search for text appearing in newspaper headlines and magazine titles.

- **Author**
  Search for articles written by a specific author.

- **Section**
  Search for articles within a certain section of a publication, such as:
  Business, Dining, Editorial, Fashion, Food, Living, Local, Obituaries, Sports

- **Index Terms**
  Search for articles with certain terms applied by the publication. Index terms may vary in phrasing and may not be applied by all publications in your collection.

- **Edition**
  Search for an article in a particular edition of a newspaper.

- **Caption**
  Limit your search to text appearing in captions with graphics, or to terms that describe accompanying graphics, such as MAP, PHOTO, or GRAPHIC.

- **Page**
  Search for an article on a specific page of a publication.

- **Source**
  Search for articles published in a specific publication.

**COMBINED-FIELD SEARCHES**

Combining different fields in a single search can be a very powerful search strategy. Clever combinations of terms and fields can help you pinpoint specific information very quickly and precisely, minimizing unwanted "noise" in the articles you retrieve. A few examples:

<table>
<thead>
<tr>
<th>Search Question</th>
<th>Suggested Search</th>
</tr>
</thead>
<tbody>
<tr>
<td>Was there any move to impeach Clinton before the Monica Lewinsky story broke?</td>
<td>[Index Terms] - impeachment [All Text] - Bill Clinton</td>
</tr>
<tr>
<td></td>
<td>[date] - from 1993 to 1997</td>
</tr>
</tbody>
</table>

| I'd like to find the Gene Siskel review of Titanic                           | [Section] - Arts & Entertainment                      |
|                                                                               | [Author] - Gene Siskel                                 |
|                                                                               | [All Text] - Titanic                                   |

Note: The default operator between fields in a multiple-field search is **AND**. If you wish, you can change the operator to **OR** or **NOT** by clicking on the down arrow next to the **AND** and clicking **OR** or **NOT** from the resulting list.
SEARCH USING INDEX TERMS IN A SINGLE PUBLICATION

Some publications provide indexing for articles. When you search a publication that offers indexing, the search options will offer you the opportunity to browse the term.

WILDCARD SEARCHES

Wildcarding is the use of certain symbols (? or *) to replace one or more letters or characters in a search term. This can be useful when:

- You want to make sure you find items containing slight variants of your search term.
- You are not completely sure how to spell your subject

**Single Character Wildcarding:** Question Mark (?)

Use the question mark in place of single letters. For example:

- **WOM?N** will search for items containing woman or women

**Multiple Character Wildcarding:** Asterisk (*)

Use the asterisk in place of multiple letters. For example:

- **ENVIRONMENT*** will search for items containing environment, environments, environmental, environmentalist, etc.
- **KHRU*V** will find all the items containing Nikita Khrushchev -- a great help for spelling a tough name.

TRUNCATION

Truncation is the search engine's use of the root form of a word to conduct searches containing plural forms of that root form. NewsBank's search engines use truncation technology. This allows a search for articles that would otherwise require several search terms using exact matches. See examples above for truncations using the asterisk (*) character.
RESULTS SCREEN

Results will be sorted in one of the following ways. You can change this sort order in the return: drop down box in the Advanced Search screen.

- **Best Matches First (Relevance Ranked Order)**
  
  **Presence of search terms** - Articles containing all of your search terms are ranked higher than articles containing some of your search terms.

  **Density** - Articles with a proportionally larger number of occurrences of your search terms are ranked higher than those with a proportionally smaller number.

  **Proximity** - Articles in which search terms appear relatively close to each other are ranked higher than articles in which the terms appear further apart.

  The relevance rating of each article in your result set is shown in parentheses next to the headline of each article on the results list.

- **Most Recent Matches First (Reverse Chronological Order)**
  
  Choose this option if it is important to you to retrieve the most recent articles that mention your topic.
DOCUMENT DISPLAY

See the full text of the newspaper article by clicking on the headline in the results list. The text will display like below. From this screen you can email, print, or save the article.

WORKING WITH RESULTS

The article window displays the text of the article and allows you to view the article, review and revise your search, or create a new search. You also can e-mail, print or save the article.

1. **E-mail the article.**

Type the recipient's e-mail address in the field and click "Send". Once the e-mail is sent, click "OK" to return to the article window.

2. **Print the article.**

Click "Printer Friendly". A window appears with the text formatted for printing. Use the print command in your web browser's File menu. When done, click the close box.

3. **Save the article.**

Click the checkbox to "Save this Article".

To view saved articles, click "Saved Articles" in the blue sidebar under "Folders." In the Saved Articles window, you can review all articles you save. It's easy to remove any you no longer need or e-mail them as a group.
SAVED ARTICLES
A "Saved Articles" folder link appears in the blue sidebar under "Folders." The Saved Articles function stores the articles you save for future reference during your research session. Click the link to open the Saved Articles window. Here you can review all articles you save. It's easy to remove any you no longer need, or to email them as a group. **Tip:** Some researchers find it useful to print the list of saved articles to assist in creating a bibliography.

SEARCH HISTORY
A "Searches this Session" folder link appears in the blue sidebar under "Folders." The Searches this Session feature stores up to 50 searches you performed during your research session. Click the link to open the Searches this Session window. The searches for previous topics are listed along with the number of hits retrieved. Click any search to re-execute it without making all the previous selections manually. Click "edit search" to return to the search window and edit a previous search. **Tip:** This easy and time-saving feature is useful when you've performed many searches and want to repeat those that located the best articles for your research task.

HOW TO CITE INFORMATION FOUND IN NEWSBANK
NewsBank republishes electronically articles and documents that were originally published in a wide variety of sources and formats. Specific guidelines on how to create bibliographic citations for article types common in NewsBank are given here. Start by choosing either MLA or APA style below. Both formats have been adapted for electronic sources by Xia Li and Nancy B. Crane in *Electronic Styles: A Handbook for Citing Electronic Information*, which serves as the basis for the guidelines posted here.

**MLA Citation Style**
Note: The MLA citation format has evolved from a documentation standard first devised nearly fifty years ago by the Modern Language Association of America.

Basic Citation Format:

Author name (if available). "Article Title." Newspaper Title Date, edition, section (if available): page (or number of paragraphs if unavailable). Database Name. School or Library name, City, State. Date Accessed. <http://infoweb.newsbank.com>.

Basic Citation Example:


No Author Listed - Example:

No Page Listed - Example:
Note: In this example, the number of paragraphs (2 pars.) takes the place of the unavailable page number.

APA Citation Style

Basic Citation Format:
Author name. (Year, Month day). Article Title. Newspaper Title (edition, if available), Starting page. Retrieved Month Day, Year from NewsBank on-line database (Database Name, Record No.) on the World Wide Web: http://infoweb.newsbank.com

Basic Citation Example: