

# Journals A to Z

## Locating Journal Articles

Which journals do the St. Kate's Libraries own? How do you find a journal article once you have a citation? How do you get the full text of an article? In the Library, journals come in various print formats (paper, microfilm, microfiche) and online. Find out how to determine if the Libraries have a particular journal, how to access the text of the article, and how to obtain a journal to which St. Kate's does not have a subscription.

### Finding Journal Articles within the Databases

Some databases include the full text to journal articles (ProQuest, InfoTrac, Health Source all include some full text), while others will only provide you with a citation. While searching many of our databases you will find information and links to our journal holdings. This means the database will indicate whether or not we have a subscription to the journal cited, including a range of dates and/or volume and issue numbers.

Look for the St. Kate's icon to find out if we own the print or electronic version of the journal and what date ranges are available. Clicking on the link will open a new window. If you see **Sorry, no holdings were found for this journal** you will need to obtain the article through InterLibrary Loan (see p. 2).

### Finding Journal Articles When You *Already Know Which Article You Need*

If you *already have a citation* to an article and want to find out if the Library has access (print or online) to a particular journal, go to **Journals A to Z**

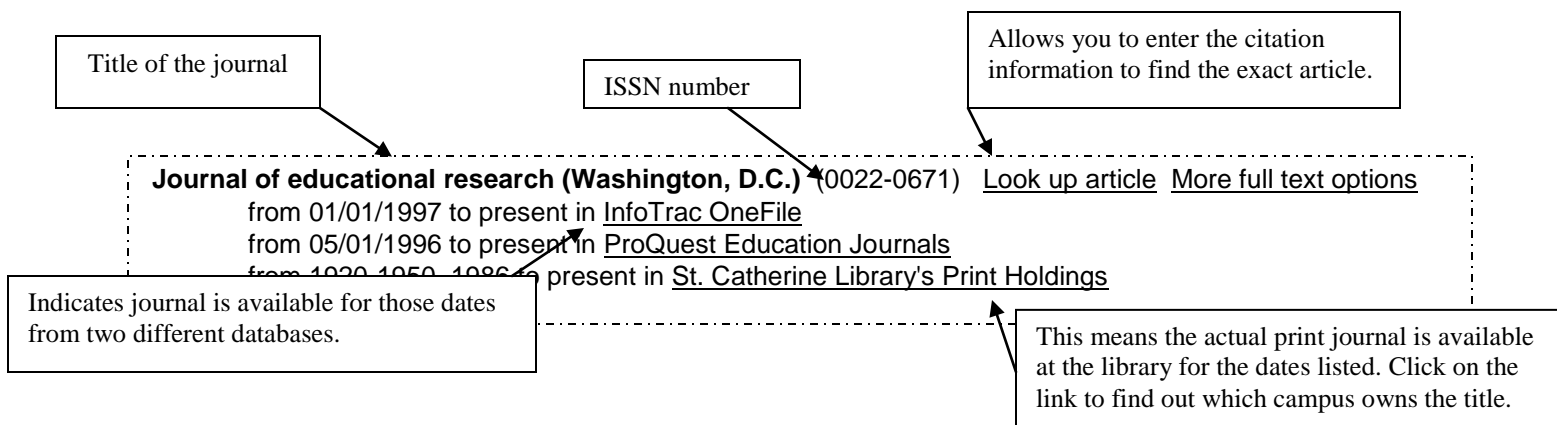
#### How to access:

- Under **Books and Articles** tab click on **Journals A-Z**

#### How to Search Journals A to Z:

- **Find journals by title or ISSN** Use the search box to enter the title, the words in a title, or the ISSN of the journal
- **Browse journals alphabetically** Use the alphabetical links to browse for the journal title.
- **Browse e-journals by subject** Use the drop-down menu to choose a subject area to find journals.

#### Sample entry from Journals A to Z:



## **Finding the Actual Text of Articles from Journals**

If you have found the journal listed in Journals A to Z or in the journal holdings, the next step will be to obtain the text.

### **Print Journals**

**St. Catherine University Library's Print Holdings** indicates that the journal is available in paper format in the library. Periodicals are arranged **alphabetically by title**. If you do not find the journal you are looking for, please ask at the Reference Desk.

#### ***St. Paul Campus***

*You will find current issues (the current 3 years for most journals) in the Reference Room on the main floor.*

*Older issues are located in the lower level.*

#### ***Minneapolis Campus Library***

*The current year's periodicals are located across from the Circulation desk, arranged alphabetically by title. The older periodicals begin after the Reference collection, on the west end of the Library.*

Periodicals do not circulate, but you may make photocopies. Copies are 10¢ per page.

### **Microforms**

Some journals and newspapers are in microfilm or microfiche format. Microform readers are available. Ask a library staff member for assistance.

### **Full Text**

If your journal is available online, go to the appropriate full-text database as indicated (either in the database you were searching or in Journals A to Z). You may need to perform an article title or author search to locate your article. *This will be the beginning of many clicks!*

## **Getting an Article St. Kate's Does Not Own: Interlibrary Loan**

If you've checked Journals A to Z and found the library does not have access to your journal, you can request a copy of your article through Interlibrary Loan (ILL). There is no charge to current students, faculty, and staff for ILL, and articles are mailed to you or you have the option to choose electronic document delivery. Articles generally arrive within 3-10 days, but can take as long as 3 weeks. *Be sure to check our holdings before making a request through ILL.*

To request an article through ILL, use the InterLibrary Loan link from CLICnet. See the Library's guide to Interlibrary Loan for more information.