

# QUICK GUIDE

## Communications & Mass Media Complete

*Communication & Mass Media Complete is a combination of two databases in the fields of communication and mass media – CommSearch and Mass Media Articles. This database includes research periodicals, journalism reviews, encyclopedias and handbooks.*

### GETTING STARTED

Go to the CCBC Library website <http://library.ccbcmd.edu> → Choose a campus library homepage (Catonsville, Dundalk, Essex) → Choose **Magazines, Journals, Newspapers** and then **Communications** → Choose the underlined text link **Communications and Mass Media Complete**.

To connect to databases from off campus you must set up a password. See the handout “Getting Access” or use this link for directions [www.ccbcmd.edu/libraries/cat/gettingaccess.html](http://www.ccbcmd.edu/libraries/cat/gettingaccess.html).

### SEARCHING

Type search term(s) into the **Find** box and click on **Search**.

The screenshot shows the EBSCO Research Databases search interface. At the top left is the EBSCO logo with the text "Research Databases". To the right are links for "New Search", "View Folder", "Preferences", "Help", and "Exit". Below the logo are three buttons: "Basic Search", "Advanced Search", and "Choose Databases". A green bar contains a "Sign In to My EBSCOhost" link and four search options: "Keyword", "Publications", "Indexes", and "Cited References". The "Database: Communication & Mass Media Complete" is displayed, with a "Database Help" link below it. The search bar contains the text "media bias" and has "Search" and "Clear" buttons next to it.

Search by:

Subject Headings	Keywords	Phrase	Truncation symbol (*)
to find information about the subject	to find information with the specific words in the document	for an exact phrase put the words in quotations (“media bias”)	to retrieve alternate endings. news* will retrieve results news, newspaper, Newsweek

For best results create a statement that combines separate terms or concepts using the connecting words **AND**, **OR**, and **NOT** which are known as **Boolean operators**.

AND	OR	NOT
<b>Narrows a search by requiring that all terms be present.</b> Both words must be present in the results. (television and violence)	<b>Expands a search by allowing either term to be present.</b> At least one of the words will be present in the results. (speech or language)	<b>Allows you to search for one term, but eliminates all citations with another term.</b> (Discovery NOT channel)

## RESULTS

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Results will appear in a list.

Choose the **HTML Full Text** link to access the full text.

Choose **PDF Full Text** to view the article as a PDF file (looks exactly the same as the published print version, including charts, photos and graphs).

To view the full record for an article (including the full text if available), choose the blue underlined title.

The screenshot shows a search results interface. At the top, it says "1 to 10 (of 47)" and "Pages: 1 2 3 4 5". There is a "Sort by: Date" dropdown. Below that, it says "See: All Results" with links for "Scholarly Journals" and "Magazines". The results list contains three items:

1. [Our Readers, Ourselves](#). By: Cunningham, Brent. Columbia Journalism Review, Sep/Oct2004, Vol. 43 Issue 3, p64, 1p; (AN 14326307)  
Links: [HTML Full Text](#) [PDF Full Text](#) (215K)
2. [FOX WATCH](#). By: Kelliher, Laurie. Columbia Journalism Review, Mar/Apr2004, Vol. 42 Issue 6, p8, 5/6p, 1c; (AN 12426817)  
Links: [HTML Full Text](#) [PDF Full Text](#) (244K)
3. [Spinning the spinners: Weekly Spin is opinionated, informative and fun reading](#). St. Louis Journalism Review, Mar2004, Vol. 34 Issue 264, p26, 4/5p; (AN 12525557)  
Link: [PDF Full Text](#) (300K)

## SAMPLE CITATION

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### New Search

For a new search results

### Advanced Search

To limit or expand your search in the same database

### Results List

To return to the list of search results

### Choose Databases

To switch to a different EBSCO database

The screenshot shows the EBSCO Host search interface. At the top, there are buttons for "Basic Search", "Advanced Search", and "Choose Databases". Below that, there are tabs for "Keyword", "Publication", "Indexes", and "Cited References". The search results show "1 of 47" and links for "Result List", "Refine Search", "Print", "E-mail", "Save", "Add to folder", and "Folder is empty". The citation for "Our Readers, Ourselves" is displayed with the following details:

Title: [Our Readers, Ourselves](#).  
Authors: [Cunningham, Brent](#)  
Source: [Columbia Journalism Review](#); Sep/Oct2004, Vol. 43 Issue 3, p64, 1p  
Document Type: Article  
Subject Terms: [JOURNALISM](#), [READERS](#), [JOURNALISTS](#), [MASS media](#), [FAIRNESS](#)  
Abstract: The article reflects on the impression of news consumers on the *bias* seen in the news provided by journalists. On a rainy day in mid-July, several dozen journalists crowded a narrow room in the

## PRINTING

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To print (there may be a charge for printing at a CCBC library) → choose the print icon, e-mail icon or save (to a floppy disk on the A: drive) icon at the top of the screen (not in the gray tool bar) → the Print Manager window will open → follow the directions provided

## EXITING

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On the gray tool bar choose **File** → choose **Close**