WCC Single Search Basics: Find, Permalink and Cite Scholarly Articles

Example: Find scholarly articles on the topic “mark twain” using a search of the relevant resources in the WCC Single Search discovery service, copy each article permalink, and retrieve each appropriate article citation:

1. Access the Erwin Library website at https://www.waynecc.edu/library/

2. Click the Single Search tab if the homepage has not already defaulted to this search area

3. Into the WCC Single Search box under the Single Search tab enter the search word, or string of words, for the topic search you wish to conduct, using no punctuation or extra words

4. Click the Search button beside the WCC Single Search box
5. After clicking on the **WCC Single Search button**, if you are a remote user of the Erwin Library online resources (that is, a person using any computer outside of the Erwin Library’s workstations) at the **Remote Location Database Access prompt page**:
   a. Enter your complete **Erwin Library patron barcode number** (Using all fourteen digits on the barcode sticker with no spaces between any of the numbers) into the **Login box**
   b. Click the **Login button**

6. At the **Search Results page**, if you want to retrieve only full-text, scholarly journal articles, under the **Refine Results heading** on the left of the screen use the **Limit To options**:
   a. Click inside the **Full Text checkbox** to eliminate abstract-only items in the list
b. Allow the automatic **Update function** to produce a revised **Result list**

c. And/Or, click inside the **Scholarly/Peer Reviewed checkbox** to eliminate all non-peer-reviewed items in the list

d. Allow the automatic **Update function** to produce a revised **Result list**

c. And/Or, under the **Source Type header** click inside the **Academic Journals checkbox** to eliminate other resource formats, such as ebooks or videos, from your **Results List** *(This also eliminates Newspaper or popular Magazine articles from your search and produces a **Results List** that is nearly identical to one generated when choosing the **Scholarly/Peer Reviewed option**)*

d. Allow the automatic **Update function** to produce a revised **Result list**

e. Choose and item from the list and click the **PDF Full Text link** to open and view an item’s full text as it was originally published in paper:

i. **To retrieve the article permalink:**

1. Locate and click on the **Link icon** ("∞" infinity sign) in the area to the right of the **article full text window** to open a **Permalink box** above the **article full text window**

2. Position your cursor inside the **Permalink box**, right click your mouse, and choose **Select All** from the menu box

3. Right click again inside the **Permalink box** where the entire URL is now highlighted, and choose **Copy** from the menu box
4. **Paste** this Permalink into another document or assignment, to use later to access the article directly

![Journal Article](image)

**ii. Note:** The title of the publication includes **Journal**, (other titles clues are **Review** or **Quarterly**) and it is published quarterly (i.e. in the **Fall, Winter, Spring** and **Summer**) instead of daily or weekly, and is, therefore, probably scholarly. Note also that an article with **Notes, Works Cited, Bibliography**, and/or other similar **References** pages included is also an indication of a scholarly, or well-researched, article, the ideas of which are supported by subject related scholarly research.
iv. Retrieve the article citation:

1. Locate and click on the Cite icon in the area to the right of the article full text window to open a Citation Format box above the article full text window.
2. Highlight and Copy the article citation labeled with the documentation or citation style you need to use for your assignment or paper, in this example the MLA citation is highlighted.
3. Remember to verify and/or revise this retrieved citation for accuracy against a citation guide for the format (MLA or APA, etc.) that you need to use for your particular assignment or paper (Suggested Guide: Purdue University’s Online Writing Lab).

iii. Or, at any time, click the Result List link in the upper left corner above the article viewing window, to return to the complete list of articles retrieved for your original search.

The Erwin Library Reference staff will be happy to tell you more about these options in person in the library, or by phone at (919) 739-6890 or Ext. 6890 from on-campus. A librarian will also reply to a request made through the Erwin Library homepage using the Ask a Librarian form and its drop-down menu options.