

# SOCIAL SCIENCES

## Social Policy and Practice

### HELP SHEET

This database indexes academic and trade journals, books and reports in the fields of public health, social care, community development, homelessness, housing, crime, law and order, and children and families. It comprises over 320,000 bibliographic records, with a significant number citing important "grey literature" sources such as semi-published reports, surveys and statistics. Users can link to full text (where available on the Internet). Social Policy and Practice focuses on UK research, so the evidence it produces can be more readily applied by practitioners in this country than results from US oriented databases such as Sociological Abstracts, Criminal Justice Abstracts or Social Service Abstracts.

We have other niche databases covering specific aspects of UK social policy, such as Chiddata (all aspects of the child), AgeInfo (all aspects of older people), Idox and Acompline (housing, planning and social services).

### Basic Search

The Basic Search (pictured) is the first screen to appear:

The screenshot displays the OvidSP interface for Social Policy and Practice 200810. At the top, there are navigation links for 'Database Field Guide', 'Display Knowledge Base', 'Help', and 'Logout'. Below this, there are links for 'Change Database', 'Your Journals@Ovid', and 'All Journals'. The main search area includes a 'Search History' table with one entry: 'knife crime (No Related Terms)' with 1201 results. The search input field contains 'knife crime' and has options for 'Check Spelling' and 'Include Related Terms'. The 'Limits' section includes checkboxes for 'Abstracts', 'URL', and 'Latest Update', along with a 'Publication Year' dropdown. The 'Results Manager' section shows 'Viewing 1-10 of 1201 Results' and a list of search results starting with 'SHEPHERD, J; BRENNAN, I Tackling knife violence: emergency departments should contribute to local crime reduction partnerships.'

Type a word or phrase into the search box and click on the search button. You can limit your search by date of publication, publication place and publication type, etc. The system will run your search using natural language processing algorithms and will return results in order of relevance.

### Find Citation

Find Citation enables you to quickly find the full citation for a known journal article. The system retrieves only citations that satisfy the criteria entered in the search boxes. Type the information that you know into the search boxes for article title, journal title, author surname, publication date, etc and click search. Use truncation if you don't know the full journal or author name.

The screenshot shows the OvidSP search interface. The search criteria are: Author Surname: Fitzpatrick, Article Title: youth, Journal Name: policy and politics. The search results show two articles:

- Fitzpatrick, Suzanne; Hastings, Annette; Kintrea, Keith **Youth involvement in urban regeneration: hard lessons, future directions** [Report] *Policy and Politics*, Vol 28 No 4 Oct 2000, pp493-509  
AN: 218523-0000257893
- Fitzpatrick S; Hastings A; Kintrea K **Youth involvement in urban regeneration: hard lessons, future directions** [Journal Article] *Policy and Politics*, Oct 2000 28

If you enter “Fitzpatrick\$” as author surname, “youth” in article title and “Policy and Politics\$” as journal name you will retrieve two articles that match your criteria.

### Advanced Search

Advanced Search (pictured) allows you to search for an author, words in the title of a book or article, a journal title or words used anywhere in the record. To make a search:

1. Select a search type (eg keyword);
2. type a word or phrase into the search box; and
3. click the search button. You can use “\*” or “\$” to truncate your search terms.

The screenshot shows the OvidSP search interface with the search criteria: Keyword: knife crime, Title: knife crime. The search results show two articles:

- EADES, C; and others **Knife crime: a review of evidence and policy.** [Book]  
AN: 320622-93611
- HERM, E; GLAZEBROOK, W; BECKETT, M **Reducing knife crime.** [Journal Article] *British Medical Journal*, vol.330, no.7502 (28 May) pp1221-1222.

### Multi Field Search

Multi Field Search allows you to combine search terms in more than one search field. Searching for Homeless children in the title and Education in abstract will retrieve records

which contain BOTH the phrase Homeless Children somewhere in the title AND the word Education somewhere in the abstract. You can choose fields for searching from the drop down menu to the right of each search box. Click the “add new row” button to add more terms to your search.

The screenshot shows the OvidSP search interface. At the top, there are navigation links like 'Change Database', 'Your Journals@Ovid', and 'All Journals'. Below that is a 'Search History' section with 6 searches. The main 'Search' area is highlighted in green and contains a 'Multi-Field Search' section. It has three search boxes: 'homeless children' (Title), 'education' (Abstract), and a third box with 'Please Select'. There are 'Search' and 'Add New Row' buttons. Below the search area is a 'Limits' section with checkboxes for 'Abstracts', 'URL', and 'Latest Update', and a 'Publication Year' dropdown. To the right, there is an 'OvidSP Tips' box with the text: 'Create, view, save, and edit annotations quickly and easily with OvidSP. Annotations are identified as yellow sticky note icons in your results.' Below the search area is a 'Results Manager' section showing 'Results of your search: homeless children.ti. and education.ab.' and 'Viewing 1-10 of 10 Results'. Two results are listed:

1. BIGGAR, H **Homeless children and education: An evaluation of the Stewart B. McKinney Homeless Assistance Act.** [Journal Article] *Children and Youth Services Review*, vol.23, no.12 (Dec), pp981-989. AN: 289174-60867
2. Mustafa, Zoya Listen up: the voices of **homeless children** [Report] AN: 227934-0000531780

## Search History

The system displays a list of the searches you have made during this session in the Search History box above the green search area. You can open Search History and view the list by clicking on the blue bar. You can then rerun or combine searches:

The screenshot shows the OvidSP Search History interface. It displays a list of 19 searches in a table. The table has columns for '#', 'Searches', 'Results', 'Search Type', and 'Display'. The searches are listed in descending order of results. The first search is '18 and 12' with 0 results. The second search is 'Fathers.mp. [mp=abstract, title, publication type, heading word, accession number]' with 2474 results. The third search is '12 and 15' with 5 results. The fourth search is '13 and 15' with 1604 results. The fifth search is 'mothers.mp. [mp=abstract, title, publication type, heading word, accession number]' with 7095 results. The sixth search is '13 and 12' with 0 results. The seventh search is 'mothers.m.titl.' with 1604 results. The eighth search is 'homeless children.mp. [mp=abstract, title, publication type, heading word, accession number]' with 81 results. The ninth search is '"FitzpatrickS" [Author Surname] and "youth" [Article Title] and "policy and politicsS" [Journal Name]' with 2 results. The tenth search is '"FitzpatrickS" [Author Surname] and "policy and politicsS" [Journal Name]' with 3 results. The eleventh search is '"FitzpatrickS" [Author Surname] and "youth" [Article Title]' with 4 results. The twelfth search is '"pattS" [Author Surname] and "journal of children S" [Journal Name]' with 1 result. The thirteenth search is '"pattS" [Author Surname] and "Journal children S" [Journal Name]' with 0 results. The fourteenth search is 'homeless children.ti. and education.ab.' with 10 results. The fifteenth search is 'homeless children.ab. and education.ti.' with 2 results. The sixteenth search is 'knife crime.m.titl.' with 6 results. The seventeenth search is 'knife crime.mp. [mp=abstract, title, publication type, heading word, accession number]' with 34 results. The eighteenth search is 'knife crime.m.titl.' with 6 results. The nineteenth search is 'knife crime (No Related Terms)' with 1201 results. At the bottom of the table, there are buttons for 'Remove Selected', 'Combine selections with: And Or', and 'Save Search History'. To the right, there is an 'OvidSP Tips' box with the text: 'Journal issue lists now show page numbers and journal cover images, when available.'

#	Searches	Results	Search Type	Display
19	18 and 12	0	Advanced	-
18	Fathers.mp. [mp=abstract, title, publication type, heading word, accession number]	2474	Advanced	DISPLAY
17	12 and 15	5	Advanced	DISPLAY
16	13 and 15	1604	Advanced	DISPLAY
15	mothers.mp. [mp=abstract, title, publication type, heading word, accession number]	7095	Advanced	DISPLAY
14	13 and 12	0	Advanced	-
13	mothers.m.titl.	1604	Advanced	DISPLAY
12	homeless children.mp. [mp=abstract, title, publication type, heading word, accession number]	81	Advanced	DISPLAY
11	"FitzpatrickS" [Author Surname] and "youth" [Article Title] and "policy and politicsS" [Journal Name]	2	Advanced	DISPLAY
10	"FitzpatrickS" [Author Surname] and "policy and politicsS" [Journal Name]	3	Advanced	DISPLAY
9	"FitzpatrickS" [Author Surname] and "youth" [Article Title]	4	Advanced	DISPLAY
8	"pattS" [Author Surname] and "journal of children S" [Journal Name]	1	Advanced	DISPLAY
7	"pattS" [Author Surname] and "Journal children S" [Journal Name]	0	Advanced	-
6	homeless children.ti. and education.ab.	10	Advanced	DISPLAY
5	homeless children.ab. and education.ti.	2	Advanced	DISPLAY
4	knife crime.m.titl.	6	Advanced	DISPLAY
3	knife crime.mp. [mp=abstract, title, publication type, heading word, accession number]	34	Advanced	DISPLAY
2	knife crime.m.titl.	6	Advanced	DISPLAY
1	knife crime (No Related Terms)	1201	Basic	DISPLAY

Combining searches for “Homeless Children” and “Fathers” returns records which contain both terms. Combining searches for “Homeless Children” or “Fathers” simply merges the two sets without discarding any records.

## Search Results Display

When the system has completed your search, it will display a list of results below the green search workspace under the blue Results Manager bar. You can choose:

1. Which parts of the record you want to display (citation display gives you author, title and source only; complete reference gives you everything in the record);
2. how many citations you would like to the page; and
3. the order in which you see them. You can choose to sort by author, publication date, title, etc.

## Results Manager

Results Manager manages records selected for output:

The screenshot shows the Results Manager interface with the following sections:

- Results:** Radio buttons for 'Selected Results' (selected), 'All on this page', and 'All in this set (1-2474)'. Includes an 'and/or Range:' input field and a 'Clear Selected Results' button.
- Fields:** Radio buttons for 'Citation (Title,Author,Source)', 'Citation + Abstract' (selected), 'Citation + Abstract + Subject Headings', and 'Complete Reference'. Includes a 'Select Fields' button.
- Result Format:** Radio buttons for 'Ovid' (selected), 'BRS/Tagged', 'Reprint/Medlars', 'Brief (Titles) Display', and 'Direct Export'. Includes an 'Include Search History' checkbox.
- Actions:** Buttons for 'Display', 'Print Preview', 'Email', and 'Save'.
- Sort Keys:** Dropdown menus for 'Primary' and 'Secondary' sorting, both set to 'Ascending'.
- Customize Display | Reset Display:** Includes 'View All Abstracts' checkbox, 'Sort By:' dropdown, and 'Results Per Page: 10' dropdown.
- Results of your search: Fathers.mp. [mp=abstract, title, publication type, heading word, accession number]**
- Viewing 1-10 of 2474 Results** with 'Your Recent Searches [+]' and 'Next Page' link.
- Go to #:** Input field with '1' and 'Go' button.
- Results List:** Four entries with checkboxes, author names, titles, journal information, and ANs. Each entry has 'View Abstract' and 'Find Citing Articles' buttons. Action links for 'Abstract' and 'Complete Reference' are shown on the right.

- Select a whole page of records, a range of records, or check the boxes of individual records in the results list for output
- Choose the parts of the records (fields) you need to output
- Sort the records into your preferred order
- Choose display, print, or email selected records
- Note that **downloading records is not permitted** in the Library