Off-Campus Access: Databases

The library databases are available to you from anywhere outside the University. Access to the full content of these databases is possible only within the University's network and is available to students, faculty, and administration staff.

In order to be able to connect to the network you have to follow the instructions below.

1. Click on Tools in Internet Explorer
   Click Internet Options
   Choose Connections and Open LAN Settings
   Under Proxy Server enter the following
   Address: libproxy.euc.ac.cy   port: 8080 (write down the original settings)

2. Apply the changes and open explorer again.
   If your homepage is not of the university's then type
   www.euc.ac.cy (after applying the changes)

3. When prompted enter your **EUC or Cyprus College Student Portal credentials.**
   Username: Password:

4. Start your research by accessing the Library's Webpage and accessing the library's EBSCO Discovery Service (EDS) interface.

Please have in mind that with this procedure you can **ONLY** visit the databases for which EUC has a subscription, through the Library's webpage. In order to use your explorer for anything else you will have to restore your original settings.

NOTE: For your research, the starting point is **EBSCO's EDS. EBSCO Discovery Service** allows you to search across a wide range of the library's resources such as databases, e-journals, and e-books. If you know the title of the journal in which the article that you want is published (journal name, year, volume), then the easiest way is by searching the publications catalog through EDS.

Useful Tips for research that is more effective

- Use the Boolean operator **and** to connect terms and focus your search.
- Use quotes to search for a specific phrase **"special needs education".**
- You can enclose search terms and their operators in parentheses to specify the *order in which they are interpreted*. Information *within* parentheses is read *first*, and then the information *outside*.
  (Physical or mental) and abuse = physical abuse, mental abuse, physical and mental abuse
- Use the wildcard and truncation symbols to create searches where there are unknown characters, multiple spellings or various endings. Neither the wildcard nor the truncation symbol can be used as the first character in a search term.

Use the **? wildcard**, to replace each unknown character in your search.
Me?t = meet, meat, or melt
Use the **# wildcard** where an alternate spelling might contain an extra character
Flavo#r = flavour
Use truncation symbols like the **asterisk *** to replace the ending of a root term.
Microb* = microbiology, microbacteria, microbiologist/s, microbe, microbacterium

- Try to use limiters for a more concentrated search such as searching the titles only, results from full-text journals only, or searching peer reviewed journals.
- Depending on the subject of your research, it is a good idea that you also search related databases directly rather than only through EDS. EDS will produce the results in a different order so you might miss some vital articles. Try Proquest, ScienceDirect, Springer.
- Databases offer you the possibility to choose the citation format for the articles you will be using before exporting them to the bibliographic management software you are using, Mendeley, Refworks, EndNote, ProCite etc.
- Remember: if you want to include a quotation from a source or even paraphrase one you must always provide the exact source and a complete reference. Citing sources shows acknowledgment of someone else's work and ideas. A source is always cited in the text and full source details are given in a footnote or reference list depending on the citation format used. When quoting you must use **""**.
Plagiarism then, is the failure to provide adequate acknowledgment.

Windows 10: Directions for connecting to the University's Network

- ❖ **Επιλογή Menu**
- ❖ **Settings**
- ❖ **Network and Internet**
- ❖ **Proxy**
- ❖ **Use a proxy server**
  - ✓ **ON**

Address:	Port: