

## Guide to the Fields in PsycINFO Records

FIELD NAME	CONTENT OF FIELD or POSSIBLE VALUES		
<b>ACCESSION NUMBER</b>	PsycINFO unique record identifier		
<b>AUTHOR</b>	Document author(s)		
<b>AUTHOR E-MAIL</b>	E-Mail address for corresponding author		
<b>AFFILIATION</b>	Institutional affiliation of first author		
<b>TITLE</b>	Document title		
<b>SOURCE</b>	Journal citation or book title		
<b>PUBLISHER</b>	Journal or book publisher		
<b>PUBLISHER URL</b>	Publisher's web address		
<b>PUBLISHER E-MAIL</b>	Publisher's e-mail address		
<b>COUNTRY OF PUBLICATION</b>	Publisher's location		
<b>ISSN/ISBN</b>	ISSN (journals) or ISBN (books)		
<b>LANGUAGE</b>	Document language		
<b>DOI</b> (Digital Object Identifier)	Publisher-supplied data for linking to full-text		
<b>JOURNAL URL</b>	Location of electronic journals on the Web		
<b>ABSTRACT</b>	Summary of document's content		
<b>KEY PHRASE IDENTIFIERS</b>	Brief summary of document's content		
<b>KEYWORDS</b> (also called Descriptors, Index Terms, Thesaurus Terms)	Controlled vocabulary from the <i>Thesaurus of Psychological Index Terms</i>		
<b>CLASSIFICATION CODES</b>	Broad content classification (view codes at <a href="http://www.apa.org/psycinfo/about/classcodes.html">http://www.apa.org/psycinfo/about/classcodes.html</a> )		
<b>DOCUMENT TYPE</b>	Book Authored Book Edited Book Chapter	Journal Article Secondary Publication Dissertation Abstract Report	
<b>POPULATION GROUP</b>	Human Animal Female	Male Inpatient Outpatient	
<b>AGE GROUP</b>	Childhood (birth-12 yrs) Neonatal (birth-1 mo) Infancy (1-23 mo) Preschool Age (2-5 yrs)	School Age (6-12 yrs) Adolescence (13-17 yrs) Adulthood (18 yrs & older) Young Adulthood (18-29 yrs)	Thirties (30-39 yrs) Middle Age (40-64 yrs) Aged (65 yrs & older) Very Old (85 yrs & older)
<b>POPULATION LOCATION</b>	Country where study was done		
<b>FORM/CONTENT TYPE</b> (also called Publication Type or Document Type)	Autobiography/Personal Account Bibliography Biography Case Law Comment Comment Appended Conference Proceedings/Symposia Editorial Empirical Study Case Study Clinical Case Report Experimental Replication Followup Study Longitudinal Study Prospective Study Retrospective Study	Treatment Outcome Study Clinical Trial Errata/Retractions Fiction/Creative Work Interview Letter Literature/Research Review Meta Analysis Obituary Oral History Panel Discussion Professional Policies/Standards Program Evaluation Reprint Translation Classroom Material	Textbook Introductory Textbook Undergraduate Textbook Graduate Textbook Study/Curriculum/Resource Guide Workbook Collected Works Handbook/Manual/Guide Self-Help Guide Reference Material Dictionary/Glossary Directory Encyclopedia Thesaurus Selected Readings
<b>SPECIAL FEATURE</b>	Index Non English Abstracts References Assessment Instrument Peer Reviewed	Auxiliary Materials Audiocassette Computer Software Instructors Manual Study Guide	Test Bank Transparencies Videocassette Workbook
<b>INTENDED AUDIENCE</b> (book and book chapter records only)	General Public Juvenile Psychology: Professional & Research		
<b>TABLE OF CONTENTS</b> (book records only)	Table of contents of book		
<b>PUBLICATION YEAR</b>	Document's year of publication		
<b>UPDATE CODE</b>	Indicates when record was added to PsycINFO databases		

# The PsycINFO Content Classification Code System

**NOTE:** This classification code system was designed to describe the content of the PsycINFO database, not the field of psychology.

<p><b>2100 General Psychology</b> 2140 History &amp; Systems</p> <p><b>2200 Psychometrics &amp; Statistics &amp; Methodology</b> 2220 Tests &amp; Testing 2221 Sensory &amp; Motor Testing 2222 Developmental Scales &amp; Schedules 2223 Personality Scales &amp; Inventories 2224 Clinical Psychological Testing 2225 Neuropsychological Assessment 2226 Health Psychology Testing 2227 Educational Measurement 2228 Occupational &amp; Employment Testing 2229 Consumer Opinion &amp; Attitude Testing 2240 Statistics &amp; Mathematics 2260 Research Methods &amp; Experimental Design</p> <p><b>2300 Human Experimental Psychology</b> 2320 Sensory Perception 2323 Visual Perception 2326 Auditory &amp; Speech Perception 2330 Motor Processes 2340 Cognitive Processes 2343 Learning &amp; Memory 2346 Attention 2360 Motivation &amp; Emotion 2380 Consciousness States 2390 Parapsychology</p> <p><b>2400 Animal Experimental &amp; Comparative Psychology</b> 2420 Learning &amp; Motivation 2440 Social &amp; Instinctive Behavior</p> <p><b>2500 Physiological Psychology &amp; Neuroscience</b> 2510 Genetics 2520 Neuropsychology &amp; Neurology 2530 Electrophysiology 2540 Physiological Processes 2560 Psychophysiology 2580 Psychopharmacology</p> <p><b>2600 Psychology &amp; the Humanities</b> 2610 Literature &amp; Fine Arts 2630 Philosophy</p> <p><b>2700 Communication Systems</b> 2720 Linguistics &amp; Language &amp; Speech 2750 Mass Media Communications</p>	<p><b>2800 Developmental Psychology</b> 2820 Cognitive &amp; Perceptual Development 2840 Psychosocial &amp; Personality Development 2860 Gerontology</p> <p><b>2900 Social Processes &amp; Social Issues</b> 2910 Social Structure &amp; Organization 2920 Religion 2930 Culture &amp; Ethnology 2950 Marriage &amp; Family 2953 Divorce &amp; Remarriage 2956 Childrearing &amp; Child Care 2960 Political Processes &amp; Political Issues 2970 Sex Roles &amp; Women's Issues 2980 Sexual Behavior &amp; Sexual Orientation 2990 Drug &amp; Alcohol Usage (Legal)</p> <p><b>3000 Social Psychology</b> 3020 Group &amp; Interpersonal Processes 3040 Social Perception &amp; Cognition</p> <p><b>3100 Personality Psychology</b> 3120 Personality Traits &amp; Processes 3140 Personality Theory 3143 Psychoanalytic Theory</p> <p><b>3200 Psychological &amp; Physical Disorders</b> 3210 Psychological Disorders 3211 Affective Disorders 3213 Schizophrenia &amp; Psychotic States 3215 Neuroses &amp; Anxiety Disorders 3217 Personality Disorders 3230 Behavior Disorders &amp; Antisocial Behavior 3233 Substance Abuse &amp; Addiction 3236 Criminal Behavior &amp; Juvenile Delinquency 3250 Developmental Disorders &amp; Autism 3253 Learning Disorders 3256 Mental Retardation 3260 Eating Disorders 3270 Speech &amp; Language Disorders 3280 Environmental Toxins &amp; Health 3290 Physical &amp; Somatoform &amp; Psychogenic Disorders 3291 Immunological Disorders 3293 Cancer 3295 Cardiovascular Disorders 3297 Neurological Disorders &amp; Brain Damage 3299 Vision &amp; Hearing &amp; Sensory Disorders</p>	<p><b>3300 Health &amp; Mental Health Treatment &amp; Prevention</b> 3310 Psychotherapy &amp; Psychotherapeutic Counseling 3311 Cognitive Therapy 3312 Behavior Therapy &amp; Behavior Modification 3313 Group &amp; Family Therapy 3314 Interpersonal &amp; Client Centered &amp; Humanistic Therapy 3315 Psychoanalytic Therapy 3340 Clinical Psychopharmacology 3350 Specialized Interventions 3351 Clinical Hypnosis 3353 Self Help Groups 3355 Lay &amp; Paraprofessional &amp; Pastoral Counseling 3357 Art &amp; Music &amp; Movement Therapy 3360 Health Psychology &amp; Medicine 3361 Behavioral &amp; Psychological Treatment of Physical Illness 3363 Medical Treatment of Physical Illness 3365 Promotion &amp; Maintenance of Health &amp; Wellness 3370 Health &amp; Mental Health Services 3371 Outpatient Services 3373 Community &amp; Social Services 3375 Home Care &amp; Hospice 3377 Nursing Homes &amp; Residential Care 3379 Inpatient &amp; Hospital Services 3380 Rehabilitation 3383 Drug &amp; Alcohol Rehabilitation 3384 Occupational &amp; Vocational Rehabilitation 3385 Speech &amp; Language Therapy 3386 Criminal Rehabilitation &amp; Penology</p> <p><b>3400 Professional Psychological &amp; Health Personnel Issues</b> 3410 Professional Education &amp; Training 3430 Professional Personnel Attitudes &amp; Characteristics 3450 Professional Ethics &amp; Standards &amp; Liability 3470 Impaired Professionals</p> <p><b>3500 Educational Psychology</b> 3510 Educational Administration &amp; Personnel 3530 Curriculum &amp; Programs &amp; Teaching Methods 3550 Academic Learning &amp; Achievement 3560 Classroom Dynamics &amp; Student Adjustment &amp; Attitudes 3570 Special &amp; Remedial Education 3575 Gifted &amp; Talented 3580 Educational/Vocational Counseling &amp; Student Services</p>	<p><b>3600 Industrial &amp; Organizational Psychology</b> 3610 Occupational Interests &amp; Guidance 3620 Personnel Management &amp; Selection &amp; Training 3630 Personnel Evaluation &amp; Job Performance 3640 Management &amp; Management Training 3650 Personnel Attitudes &amp; Job Satisfaction 3660 Organizational Behavior 3670 Working Conditions &amp; Industrial Safety</p> <p><b>3700 Sport Psychology &amp; Leisure</b> 3720 Sports 3740 Recreation &amp; Leisure</p> <p><b>3800 Military Psychology</b></p> <p><b>3900 Consumer Psychology</b> 3920 Consumer Attitudes &amp; Behavior 3940 Marketing &amp; Advertising</p> <p><b>4000 Engineering &amp; Environmental Psychology</b> 4010 Human Factors Engineering 4030 Lifespace &amp; Institutional Design 4050 Community &amp; Environmental Planning 4070 Environmental Issues &amp; Attitudes 4090 Transportation</p> <p><b>4100 Intelligent Systems</b> 4120 Artificial Intelligence &amp; Expert Systems 4140 Robotics 4160 Neural Networks</p> <p><b>4200 Forensic Psychology &amp; Legal Issues</b> 4210 Civil Rights &amp; Civil Law 4230 Criminal Law &amp; Criminal Adjudication 4250 Mediation &amp; Conflict Resolution 4270 Crime Prevention 4290 Police &amp; Legal Personnel</p>
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# Search Guide for PsycINFO on SilverPlatter WebSPIRS

## “How do I...?”

## Selected System Features

<b>Navigate system</b>	Click icon or button for desired function	<p><b>FREE-TEXT INDEX</b> Words and phrases entered without field labels at the Find or Search prompt are searched in: Accession Number; Title; Corporate Author; Source; Special Issue; Series Title; Book; ISSN; ISBN; UMI Number; Abstract; Key Phrase; Major Descriptors; Minor Descriptors; and Table of Contents. Limiting your query to the SU field simultaneously searches the Key Phrase, Major Descriptors, and Minor Descriptors (<i>addiction in su</i>).</p> <p><b>FIELD-SPECIFIC INDEXES</b> Many PsycINFO fields are individually indexed on WebSPIRS. For example, the Author Index lists all author names in the database. Fields with their own indexes are marked with an asterisk in the Field Name column on page 2 of this search guide. To search the field-specific indexes, Click Index, then select the desired index from the drop-down menu. Use the check-boxes to select desired values, then click Search Selected Terms.</p> <p><b>LIMIT FIELDS</b> Limit fields, marked with an L in the Field Name column on page 2 of this search guide, can fine-tune your subject sets by restricting to specific criteria, such as publication type or language. Values for some limit fields are listed on page 4 of this search guide. To search limit fields, click Set Other Limits before beginning your search. Select desired values from any limit field and then click Set Limits. All statements entered in the search window will be restricted to these limits. Clear limits after the search is complete.</p> <p><b>WEBSPIRS SEARCH BUILDER</b> If you are new to searching, Search Builder can guide you through a WebSPIRS search.</p>
<b>Select/change database</b>	Click Databases button and add or remove databases	
<b>Delete search sets</b>	Check box next to each set to be removed, then click Remove Checked	
<b>Search field-specific indexes</b>	Click Index button, highlight field in drop-down box, then click Display	
<b>Use Suggest to find Thesaurus terms</b>	Type word or phrase and click Suggest, then select descriptor from list	
<b>Use the Thesaurus</b>	Click Thesaurus button, then type a subject and click Go to Subject	
<b>Explode (search a descriptor with its narrower terms)</b>	Select a linked term from Subject List to open Thesaurus Term page, then click Explode; or explode descriptors directly from the Find box: <i>exp speech characteristics</i>	
<b>Search Major descriptors</b>	<i>social-acceptance in mj</i>	
<b>Link chapters and books</b>	Click on linking text, e.g., <u>SEE PREVIOUS CHAPTER</u>	
<b>Truncate (unlimited right)</b>	Append asterisk to word: <i>cognit*</i>	
<b>Truncate (one-character or no-character)</b>	Place question mark where character could occur: <i>behavio?r ; cat?</i>	
<b>Search classification categories for broad content areas</b>	<p><b>To view the list of codes:</b> Click Database Information button; scroll down in the index frame to Using Classification Categories</p> <p><b>To search two- or four-digit codes directly:</b> <i>cc=28 ; cc=2860</i></p>	

<b>Combine Concepts and Terms:</b>	
<b>Include synonyms</b>	<b>Use OR to retrieve any or all concepts:</b> leadership qualities or leadership style
<b>Combine concepts</b>	<b>Use AND to retrieve records with all terms:</b> sex role attitudes and working women
<b>Exclude concepts</b>	<b>Use NOT to exclude concepts or words:</b> teachers not preschool
<b>Words in same field</b>	<b>Use WITH:</b> alzheimer? with (cope or coping)
<b>Word Proximity</b>	<b>Use NEARn where n=number of words between terms:</b> information* near3 decision?

## COMMAND LINE REFERENCE

Field Name	Label	Search Examples
Accession Number	AN	1997-38405-001 in an
Media Type	MT	mt=print-paper
Document Type* L	DT	dt=journal-article
Title	TI	job obsolescence in ti
Author*	AU	vye-nancy* in au
First Author Affiliation*	AF	vanderbilt u in af
Corporate Author	CA	vanderbilt in ca
Source	SO	cognition-and-instruction in so ; 15 in so
Journal Title* L	JN	cognition-and-instruction in jn
Special Issue	SI	cognition in si
Publisher*	PB	jossey-bass in pb oxford university in pb
Series Title	SE	behavioral science in se
Book Source	BK	[display-only field]
ISSN	IS	0737-0008 in is
ISBN	IB	0787901253 in ib
Publication Year* L	PY	py=1997 ; py>1997
Publisher URL	URLP	http://www.erlbaum.com in URLP
URLs, Etc.	XURL	doi in xurl
UMI Order Number	UM	aam9428690 in um
Language* L	LA	la=english
Abstract	AB	solution space analysis in ab
Key Phrase	KP	job retraining in kp
Major Descriptors	DE/MJ	dyads- in de [searches all descriptors] career-change in mj [searches major descriptors only]
Minor Descriptors	DE/MN	[minor-only searching not recommended]
Classification Code* L	CC	cc=28 cc=3620
Age Group* L	AG	ag=school-age
Population* L	PO	po=human
Population Location* L	LO	lo=usa ; lo=france
Publication Type* L	PT	pt=empirical-study
Special Feature* L	SF	sf=references ; sf=assessment-instrument
Audience Type* L	AT	at=psychology*
Conference Information*	CF	american psychological in cf
Notes	NT	[display-only field]
Table of Contents	TC	job creation in tc
Update Code* L	UD	ud=199701-199712
Correction Date L	CD	cd=199808

L=Limit Field, \*=Field-specific index

## SAMPLE RECORDS

Journal Article Record	Book Record	Book Chapter Record
<p><b>ACCESSION NUMBER:</b> 1997-38405-001</p> <p><b>MEDIA TYPE:</b> Print-Paper</p> <p><b>DOCUMENT TYPE:</b> Journal-Article</p> <p><b>TITLE:</b> Complex mathematical problem solving by individuals and dyads.</p> <p><b>AUTHOR:</b> Vye,-Nancy-J.; Goldman,-Susan-R.; Voss,-James-F.; Hmelo,-Cindy; Williams,-Susan</p> <p><b>FIRST AUTHOR AFFILIATION:</b> Vanderbilt U, Learning Technology Ctr, Nashville, TN, USA</p> <p><b>CORPORATE AUTHOR:</b> Vanderbilt U, Cognition &amp; Technology Group, Nashville, TN, USA</p> <p><b>SOURCE:</b> Cognition-and-Instruction. 1997; Vol 15(4): 435-484</p> <p><b>JOURNAL NAME:</b> Cognition-and-Instruction</p> <p><b>PUBLISHER:</b> US: Lawrence Erlbaum Assoc.</p> <p><b>ISSN:</b> 0737-0008</p> <p><b>PUBLICATION YEAR:</b> 1997</p> <p><b>URL-PUBLISHER:</b> http://www.erlbaum.com</p> <p><b>URLS ETC:</b> URL; URL-PUBLISHER (URLP)</p> <p><b>LANGUAGE:</b> English</p> <p><b>ABSTRACT:</b> Reports the results of using a technique developed for analyzing complex problem solving: solution space analysis. The challenge is to construct a business plan for a booth at a school fun-fair fundraiser. In Exp 1, ... [abstract continues] ...</p> <p><b>KEY PHRASE:</b> complex mathematical problem solving, individual 6th graders vs college students vs dyads of 5th graders</p> <p><b>MAJOR DESCRIPTORS:</b> *Age-Differences; *Dyads-; *Group-Problem-Solving; *Mathematics-; *Problem-Solving</p> <p><b>CLASSIFICATION CODE:</b> 2820-Cognitive-and-Perceptual-Development; 2820; 28</p> <p><b>AGE GROUP:</b> Childhood; School-Age; Adulthood</p> <p><b>POPULATION:</b> Human</p> <p><b>POPULATION LOCATION:</b> USA</p> <p><b>PUBLICATION TYPE:</b> Empirical-Study</p> <p><b>SPECIAL FEATURE:</b> References</p> <p><b>UPDATE CODE:</b> 199804</p>	<p><b>ACCESSION NUMBER:</b> 1995-98331-000</p> <p><b>MEDIA TYPE:</b> Print-Paper</p> <p><b>DOCUMENT TYPE:</b> Edited-Book; Book</p> <p><b>TITLE:</b> Employees, careers, and job creation: Developing growth-oriented human resource strategies and programs.</p> <p><b>AUTHOR:</b> London,-Manuel (Ed)</p> <p><b>FIRST AUTHOR AFFILIATION:</b> State U New York, Harriman School for Management &amp; Policy, Ctr for Human Resource Studies, Stony Brook, NY, USA</p> <p><b>PUBLISHER:</b> San Francisco, CA, USA: Jossey-Bass Inc, Publishers. (1995). xxvi, 316 pp.</p> <p><b>SERIES TITLE:</b> The Jossey-Bass management series &amp; The Jossey-Bass social and behavioral science series.</p> <p><b>ISBN:</b> 0787901253 (hardcover)</p> <p><b>PUBLICATION YEAR:</b> 1995</p> <p><b>LANGUAGE:</b> English</p> <p><b>ABSTRACT:</b> (from the jacket) Manuel London brings together a group of research and practice experts to show how such leading companies as AT&amp;T have responded to demands for change with programs that enhance ... [abstract continues] ...</p> <p><b>KEY PHRASE:</b> organization &amp; community human resource development &amp; training programs, employees</p> <p><b>MAJOR DESCRIPTORS:</b> *Career-Development; *Occupational-Guidance; *Personnel-Training</p> <p><b>MINOR DESCRIPTORS:</b> Business-Organizations; Community-Services; Personnel-; Program-Development</p> <p><b>CLASSIFICATION CODE:</b> 3620-Personnel-Management-and-Selection-and-Training; 3620; 36</p> <p><b>POPULATION:</b> Human</p> <p><b>SPECIAL FEATURE:</b> References</p> <p><b>AUDIENCE TYPE:</b> Psychology:-Professional-&amp;-Research</p> <p><b>TABLE OF CONTENTS:</b> Foreword [by] Manuel London Preface The authors <u>SEE CHAPTER</u> Employee development and job creation: Trends, problems, opportunities / Jennifer Jarratt and Joseph F. Coates ... [table of contents continues] ...</p> <p><b>UPDATE CODE:</b> 199701</p>	<p><b>ACCESSION NUMBER:</b> 1995-98331-005 <u>SEE PREVIOUS CHAPTER SEE NEXT CHAPTER</u></p> <p><b>MEDIA TYPE:</b> Print-Paper</p> <p><b>DOCUMENT TYPE:</b> Chapter</p> <p><b>TITLE:</b> Salvaging displaced employees: Job obsolescence, retraining, and redeployment.</p> <p><b>AUTHOR:</b> Kaufman,-Harold-G.</p> <p><b>FIRST AUTHOR AFFILIATION:</b> Polytechnic U, Brooklyn, NY, USA</p> <p><b>BOOK SOURCE:</b> London, Manuel (Ed); et-al. (1995). Employees, careers, and job creation: Developing growth-oriented human resource strategies and programs. The Jossey-Bass management series &amp; The Jossey-Bass social and behavioral science series. (pp. 105-120). San Francisco, CA, USA: Jossey-Bass Inc, Publishers. xxvi, 316 pp.<u>SEE BOOK</u></p> <p><b>ISBN:</b> 0787901253 (hardcover)</p> <p><b>PUBLICATION YEAR:</b> 1995</p> <p><b>LANGUAGE:</b> English</p> <p><b>ABSTRACT:</b> (from the book) [examines] organizational approaches to recycling existing employees / considers technical professionals' willingness to be retrained, government support for retraining, and industry retraining programs ... [abstract continues]...</p> <p><b>KEY PHRASE:</b> job obsolescence &amp; development of organizational programs for job retraining &amp; redeployment, technical professional workers</p> <p><b>MAJOR DESCRIPTORS:</b> *Career-Change; *Personnel-Training; *Program-Development</p> <p><b>MINOR DESCRIPTORS:</b> Business-Organizations; Occupational-Guidance; Technical-Personnel</p> <p><b>CLASSIFICATION CODE:</b> 3620-Personnel-Management-and-Selection-and-Training; 3620; 36</p> <p><b>POPULATION:</b> Human</p> <p><b>PUBLICATION TYPE:</b> Reprint</p> <p><b>SPECIAL FEATURE:</b> References</p> <p><b>AUDIENCE TYPE:</b> Psychology:-Professional-and-Research</p> <p><b>NOTES:</b> Reprinted in modified form from "Journal of Continuing Higher Education," Spr 1994. This chapter was adapted from the 1st Lydia S. and Samuel S. Dubin Endowed Lecture presented at Pennsylvania State U, Jun 2, 1993.</p> <p><b>UPDATE CODE:</b> 199701</p>

## VALUES FOR SELECTED LIMIT FIELDS

<b>DOCUMENT TYPE (DT)</b> Book Authored-Book Edited-Book Chapter  Journal-Article Secondary-Publication Dissertation-Abstract Report	<b>POPULATION GROUP (PO)</b> Human Animal Female Male Inpatient Outpatient
<b>PUBLICATION TYPE (PT)</b> Autobiography-Personal-Account Bibliography Biography Case-Law Comment Comment-Appended Conference-Proceedings-Symposia Editorial Empirical-Study Case-Study Clinical-Case-Report Experimental-Replication Followup-Study Longitudinal-Study Prospective-Study Retrospective-Study Treatment-Outcome-Study Clinical-Trial Errata-Retractions Fiction-Creative-Work Interview Letter Literature-Review-Research-Review Meta-Analysis	<b>AGE GROUP (AG)</b> Childhood (birth-12 yrs) Neonatal (birth-1 mo) Infancy (1-23 mo) Preschool-Age (2-5 yrs) School-Age (6-12 yrs) Adolescence (13-17 yrs)  Adulthood (18 yrs & older) Young-Adulthood (18-29 yrs) Thirties (30-39 yrs) Middle-Age (40-64 yrs) Aged (65 yrs & older) Very-Old (85 yrs & older)
Obituary Oral-History Panel-Discussion Professional-Policies-Standards Program-Evaluation Reprint Translation Classroom-Material Textbook Introductory-Textbook Undergraduate-Textbook Graduate-Textbook Study-Curriculum-Resource-Guide Workbook Collected-Works Handbook-Manual-Guide Self-Help-Guide Reference-Material Dictionary-Glossary Directory Encyclopedia Taxonomy Thesaurus Selected-Readings	<b>SPECIAL FEATURE (SF)</b> Index Non-English-Abstracts References Assessment-Instrument Auxiliary-Materials Audiocassette Computer-Software Instructors-Manual Manual Study-Guide Test-Bank Transparencies Videocassette Workbook
Additional Limit fields are Journal Title, Publication Year, Language, Classification Code, Population Location, Audience Type, and Update Code. To view the values for these fields, browse their field-specific indexes.	

## THE TWELVE STEPS OF ELECTRONIC SEARCHING

<ol style="list-style-type: none"> <li>1. State your research topic as a single question (e.g., "Does physical fitness improve sleep?").</li> <li>2. Identify the separate concepts that make up the question.</li> <li>3. Use the electronic Thesaurus or the Suggest feature to find descriptors that represent the first concept.</li> <li>4. If you do not find relevant descriptors, search free-text words and phrases instead.</li> <li>5. Use OR to combine all descriptors or free-text terms that represent the concept.</li> </ol>	<ol style="list-style-type: none"> <li>6. Repeat steps 3 through 5 for each remaining concept in your search question.</li> <li>7. Use AND to combine the ORed sets that represent the main concepts.</li> <li>8. Review some of the retrieved records to assess their relevance.</li> <li>9. If necessary, revise your search strategy and repeat the search.</li> <li>10. Limit by language, publication year, publication type, document type, etc., as desired.</li> <li>11. Mark the most relevant records in your search.</li> <li>12. Print or download your marked records.</li> </ol>
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**For additional help in searching a particular topic on PsycINFO, please contact:**

**PsycINFO User Services**

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Washington, DC 20002-4242

(800) 374-2722 or (202) 336-5650

Fax (202) 336-5633

TDD/TTY (202) 336-6123

E-mail [psycinfo@apa.org](mailto:psycinfo@apa.org)

World Wide Web <http://www.apa.org/psycinfo>