

This helpsheet provides instructions on how to search and find journal articles in the CIAO database. CIAO contains many full text items covering late 20th century and 21st century political science, international affairs, foreign policy, area studies, war and peace studies and diplomatic history.

How do I access CIAO?

Via the BUE Library website, E- Resources, Online database link at http://lib.bue.edu.eg/buecms/index.php/Online_Databases#CIAO

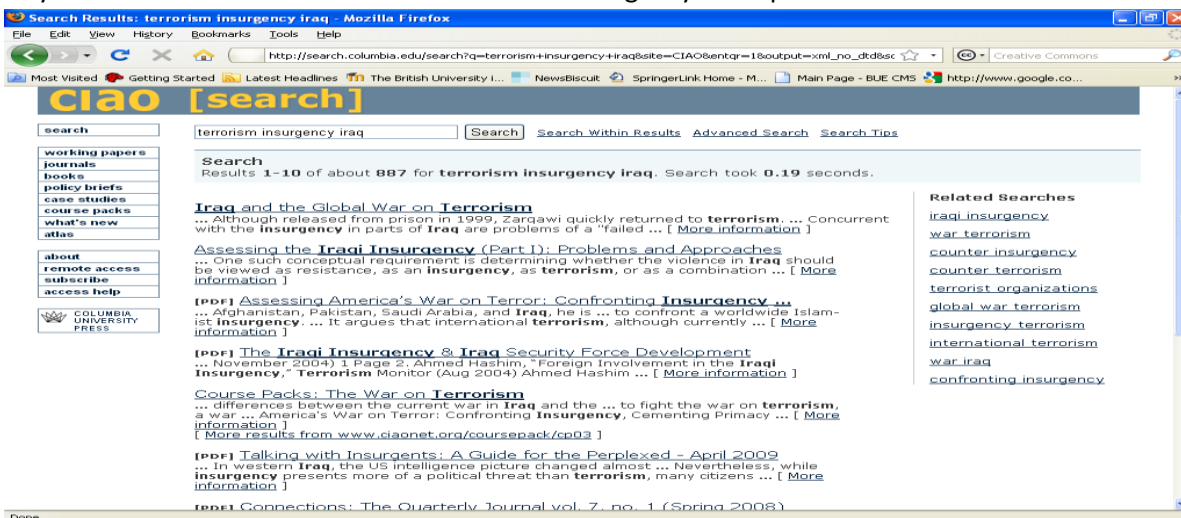


The screenshot shows the CIAO homepage in a Mozilla Firefox browser. The page features a navigation menu on the left with categories like 'working papers', 'journals', 'books', 'policy briefs', 'case studies', 'course packs', and 'what's new'. The main content area is titled 'CIAO Focus, April 2010: Global Climate Change after Copenhagen' and includes a section on 'GREENHOUSE GASES' with several bullet points detailing CO2 and CH4 concentration increases. A diagram titled 'The Greenhouse Effect' is also present, showing the sun's rays hitting the earth and being reflected back by the atmosphere. The page also includes an 'Advanced search' box, 'featured content' section, and a 'Columbia University Press' logo.

You can **browse** the various topic items from the left-hand menu. These include journals, books, case studies, and policy briefs.

SEARCHING

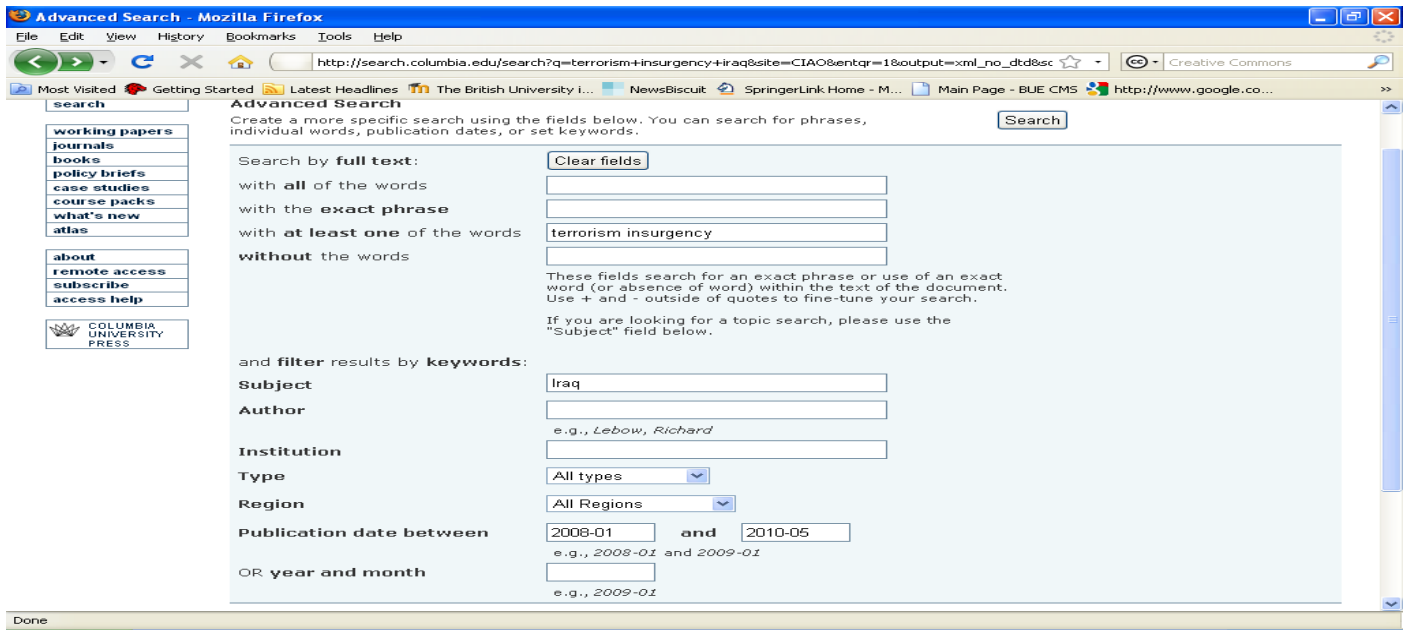
To search the whole database, type your **keywords** in the search box at the top right of the screen. For example, we may want to find information on terrorism and insurgency in Iraq.



The screenshot shows the CIAO search results page for the query 'terrorism insurgency iraq'. The search bar at the top contains the query and a 'Search' button. Below the search bar, the results are displayed, including a search summary: 'Search Results 1-10 of about 887 for terrorism insurgency iraq. Search took 0.19 seconds.' The results list several articles, such as 'Iraq and the Global War on Terrorism', 'Assessing the Iraqi Insurgency (Part I): Problems and Approaches', and 'Assessing America's War on Terror: Confronting Insurgency...'. A 'Related Searches' section on the right lists terms like 'iraqi insurgency', 'war terrorism', and 'counter insurgency'. The page also includes a navigation menu on the left and a 'Columbia University Press' logo.

The results of this simple search are that we have retrieved 887 records with the word terrorism, insurgency or Iraq in them.

When we want to retrieve more specific and relevant information, it's better to use the **Advanced Search** option.



In the Advanced Search we can refine our search. For example, we can search for **full text** materials. We can choose to include all our keyword terms in the search or search for at least one of the search terms. As Iraq is the main focus of our search, we can type Iraq into the **Subject** box.

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We have now retrieved 18 full text records that should be very relevant to our search.

Other useful search techniques are:

The **truncation symbol** * stands for any number of characters, e.g. *disarm** will find *disarm, disarmaments, disarmed, disarming, disarmer*.

The **wildcard symbol** ? stands for one or no character, e.g. *lab?r* will retrieve *labour* and *labor*; *globali?ation* will retrieve *globalisation* and *globalization*.

Words can also be linked by the Boolean operators AND, OR, and NOT. These must be in capitals.

Typing *Sudan AND Libya* will find items that refer to both *Sudan* and *Libya*.

Sudan NOT Libya will find items containing *Sudan* but not *Libya*.

Typing *Sudan OR Libya* will find items containing either *Sudan* or *Libya*.

Full text articles can either be printed out or saved.