October 1, 2016

The Medical Center Library welcomes you to the Duke community!

We would like to take a moment to tell you about some of the tremendous number of services and resources available to faculty at the Duke Medical Center Library & Archives, ranging from:

- Traditional reference and circulation services to in-depth research consultations and one-on-one training
- Assistance with NIH public access policy compliance, updating your Scholars@Duke profile, and obtaining your research/scholarly identity through ORCID
- Evidence-based medicine training and online tutorials as well as assistance with systematic reviews
- Cutting edge biomedical journals and databases to Archival materials and historical works
- A robust Website designed with you in mind for discovering numerous electronic resources
- Quiet study spaces to group study rooms and an area for collaboration and socializing

Our Website (www.mclibrary.duke.edu) is an important gateway to our resources and services. Be sure to visit our:

- Clinical Tools and Nursing Tools pages for easy access to Web resources
- E-journal collection, which now includes a greater number of older volumes
- Resource guides for Health Professions Educators (http://guides.mclibrary.duke.edu/educators)
- MedSpace repository for Duke's archival documents and images
- Library blog for announcements, tips on using library resources, and featured articles from the literature

Remember that we are here to support your learning, teaching, patient care, and research activities. The Faculty Center is just inside our lobby and we invite you to stop by to learn more about the specific services available. Please do not hesitate to ask our expert professional librarians and staff members for help in finding the information you need.

We also want to hear how we can strengthen and enhance the services and resources we offer. So please share your suggestions and comments with us, through our suggestion box in the Library, via medical-librarian@duke.edu, or just send an email to me at patricia.thibodeau@duke.edu.

I hope you explore both the virtual and physical aspects of the Medical Center Library & Archives and that you have a very successful year at Duke Health.

Warmest Regards,

Pat Thibodeau, Associate Dean for Library Services
Duke University Medical Center Library and Archives

PS – the enclosed Library Survival Guide includes a number of our most popular tip sheets. These and other help sheets, videos and tutorials are available online at http://www.mclibrary.duke.edu/training Of course, if you would rather meet with somebody to get started, just call 919.660.1100! We are here to help!

Getting Started – Resources and Services

DUMC Library *Online* – http://mclibrary.duke.edu/

Catalog
http://search.library.duke.edu/
Provides access to the library collections at Duke.

E-Journals
http://mclibrary.duke.edu/find/ejournals
Searchable list of full-text biomedical electronic journals.

Databases – Connect to the Website for the full list of databases, descriptions, and any access restrictions.
http://mclibrary.duke.edu/databases-books-journals/databases

- **Duke PubMed**: references to biomedical and nursing journals with special features, including links to Duke full text
- **CINAHL**: references to articles in nursing and allied health
- **LexiComp** and **Micromedex**: full-text drug information
- **Cochrane Library**: evidence-based healthcare databases
- **Clinical Key**: medical textbooks and patient education materials
- **PsycINFO**: references to psychology and psychiatry articles and books
- **UpToDate**: clinical topic summaries
- **Web of Science**: cited references to journal articles

Off-campus Access
http://mclibrary.duke.edu/accounts-access/access-campus
You can get to most of our resources with your NetID log in. Start your search at our webpage to be prompted to sign in. If you are using PubMed from off campus, please click on the get it at Duke buttons for full text access (On campus, both buttons work!)

Tutorials & Training
http://mclibrary.duke.edu/training-and-consulting
Online tutorials for self-paced instruction, tip sheets, and a customized training request form for scheduling classes, tours, orientations, and individual sessions.

Subject Guides & Tool Sets
http://mclibrary.duke.edu/subject-guides-tool-sets
Selected Web and print resources including quick access to the Library's most widely used electronic resources for clinicians, nurses, students, and other groups in the Duke community. We can create customized webpages for a class.

Resources for Mobile Devices
http://guides.mclibrary.duke.edu/mobile
This guide recommends apps for those with iPads, iPhones, or Androids.

Ask a Librarian – Reference and Research Assistance
http://mclibrary.duke.edu/about/ask-librarian
Get help from a librarian via Instant Messaging, text by cell phone, email, phone, or in person. In-depth consultations and mediated search services available.

Document Delivery/Interlibrary Loan Service
http://illiad.mclibrary.duke.edu
If you are too busy to photocopy materials or need items not available at Duke, this service can help you. PDFs from our **print** collections are free! Articles from other libraries are available for a fee.

Medical Center Archives
http://archives.mc.duke.edu
Administrative records of Duke Medical Center departments and personal papers of individuals.
Located at 1408-A Christian Avenue, Durham, NC

Library Blog
http://mclibrary.duke.edu/about/blog
Stay current on Library events, classes, new resources, and more. RSS feed available.

PubMed BASICS

PubMed® is the U.S. National Library of Medicine's (NLM) premiere search system for health information. It is available **free** on the Internet at: **http://mclibrary.duke.edu/pubmed**

PubMed Content
Over 26 million citations including:
• **Publisher supplied citations** that will be analyzed to receive full indexing for MEDLINE if they are biomedical in nature
• **In-process citations** that have not yet been analyzed and indexed for MEDLINE®
• **Indexed for MEDLINE** citations of articles from about 5600 regularly indexed journals; MEDLINE makes up nearly 90% of PubMed

PubMed Features
• Sophisticated search capabilities, including spell checker, Advanced Search Builder, and special tools for searching for clinical topics
• Assistance in finding search terms using the MeSH (Medical Subject Heading) database of MEDLINE's controlled vocabulary
• Ability to store citation collections and to receive email updates from saved searches using PubMed's My NCBI
• Links to full-text articles, to information about library holdings, and to other NLM databases and search interfaces

PubMed Searching

To search PubMed, type a word or phrase into the query box, including subject, author and/or journal. Then click on the **Search** button or press the Enter key. Combine search terms with connector words: "AND", "OR" or "NOT" using upper case letters.

PubMed offers alternative searching options; for example, the auto suggest drop down menu appears when entering words and often a **Titles with your search terms** box is available after a search.

Search details, located in the right hand column, provides information on how PubMed ran a search. PubMed looks first for the word or phrase as a MeSH term, then for journal titles, then authors. PubMed also searches "All Fields" for the word(s). **Search details** shows how PubMed maps terms to MeSH headings. Changes to the search may be made in the details box; click Search to run the updated search strategy.

Limit searches by using the **Filters** list in the left navigation bar. Click on a term to activate or deactivate the filter. Use

Choose additional filters for the full list of filters including: Text availability, Publication dates, Species (Humans or Animals), Article types, Languages, Subjects, Ages, Sex, and Journal categories. Multiple choices may be made within sections. Make selections then click the **Search** button.

The **Filters activated** message appears above the search results list and limits remain in effect until removed or cleared.

Advanced Search

The Advanced search link provides two options to refine and focus a search: a search Builder and History. The Advanced search box always defaults to Clear and does not retain previously run searches.

PubMed Advanced Search Builder offers creation of a search using Boolean operators. Using the All Fields selection will run search terms through the Automatic Term Mapping process. A specific field may be selected from the drop-down menu to apply to the term. **Show index list** is available to display the search field index and the number of citations for each term in the search field. The Index display allows selection of multiple terms to "OR" together.

History tracks search statements and numbers them as links. Clicking on the numbered link provides a menu which offers the option of combining search statements into a new search with the AND, OR or NOT connectors. The search may also be run, deleted, examined in Details, or saved in My NCBI.

More Resources is a tab at the top of the page that offers additional searching quick links to the **MeSH** and **Journals in NCBI** databases, the **Single Citation Matcher**, and links to the pre-constructed searches of **Clinical** and **Topic-Specific Queries.**

📋 **Clipboard:**

This feature allows collection of selected citations from one or more searches for saving, printing, e-mailing, ordering, or storing in My NCBI Collections. The link is visible only when items are stored on the Clipboard. Click the check box next to citations to select them. Then go to the **Send To** pull-down menu and select Clipboard. To see the selected citations, click on the **Clipboard** link in the right hand column or in the PubMed Tools section of the homepage.

PubMed Search Results

After clicking on the **Search** button, PubMed displays a list of results in Summary format. To retrieve more information about the search results, use the **Display Settings** menu to change the view to the **Abstract** or **MEDLINE** formats.

Similar Articles

A helpful PubMed feature is the ability to find citations that are similar to those of interest. To retrieve Related Articles, click on the **Related Articles** link under the PMID of each citation in Summary format or select citations from the boxed list in the Abstract format.

Sensors

PubMed examines search terms for certain elements and provides a shaded area above the search results with links to one or more citations or databases.

- **Citation Sensor:** matches search terms with citation elements (e.g. blood choi 2009)
- **Gene Sensor:** checks for the symbol of a gene found in the Entrez Gene database (e.g. CFTR)
- **Sequence Sensor:** detects accession numbers of nucleotides or proteins (e.g. X62176)
- **Structure Sensor:** detects items (proteins, etc.) in the Structure database (e.g. 1R10)

MeSH Database

Articles are indexed using a powerful vocabulary, called Medical Subject Headings (MeSH). The MeSH Database provides the option of identifying appropriate MeSH terms for searches.

The **MeSH Database** is available from the drop-down search menu and from the PubMed homepage or Advanced search page under "More Resources". Use the MeSH database to search for a particular term or concept. If multiple items are retrieved, click on the desired term to view and select subheadings and other options. Then click on the **Add to Search Builder** button on the right side of the screen. When finished adding terms, click **Search PubMed** to complete the search.

Clinical Queries
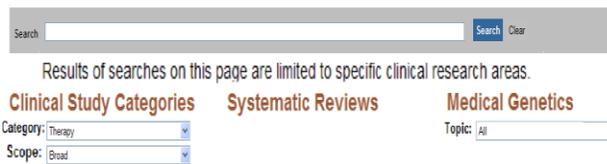
PubMed's **Clinical Queries** section, accessed from the homepage or the Advanced Search page, makes it easier to find articles that report applied clinical research. Three search options are available.

To search by clinical study category, enter search terms in the box provided. Then select a category: etiology, diagnosis, therapy, prognosis, or clinical prediction guides and then choose either "broad" or "narrow" scope.

Use **Systematic Reviews** to locate systematic reviews, meta-analyses, reviews of clinical trials, evidence-based medicine, consensus development conferences, and guidelines. Use **Medical Genetics** to find citations related to various topics in medical genetics. Choose one of the topics available or select "All."

You can also access the Clinical Queries on the Duke PubMed results page, where the filters appear on the right of search results.

Printing, E-mailing, Downloading Results

After selecting your citations (i.e. from checked boxes or Clipboard), select a format from **Display Settings** and print directly from the browser.

Alternatively, select from the **Send To** menu. **File** offers format and sort options before saving the downloadable file. **E-mail** offers several options and asks for an email address. **Citation Manager** provides a file in the MEDLINE format for download to citation management software.

Table of Contents Email Delivery via PubMed

PubMed can automatically email you new articles from journals of your choice! To do this, you need a **MyNCBI** account.

Step 1: Sign in to MyNCBI or Create a New Account
Connect to **http://mclibrary.duke.edu/pubmed**. In the upper-right corner of the screen, select **My NCBI**. Log in using your MyNCBI user name and password. New users may register by clicking on **register for an account**.

Step 2: Search for a Journal
1. Click on the **Advanced** search link.
2. Using the Search **Builder**, select **Journal** from the drop down menu.
3. Type in the name of the journal.
4. Select the title from the drop down list.
5. Click **Search** below the search boxes.

Step 3: Set Up Email Delivery
1. From the results page, click on **Save Search** below the search box. (If you have not logged in, you will be prompted to do so first.)
2. Change the name of your search or leave it as is. Click **Save**.
3. The next screen allows you to set email alerts.
   Under the question "*Would you like to receive e-mail updates of new search results?*" Select **Yes**.
4. Choose **how often** you would like to receive the new citations.
   Note: Journal publication schedules vary. To be sure you get the new Table of Contents as soon as possible, select "Every day." As new citations are added, you will receive an email.
5. Pick your preferences for delivery **format**. Choose **Abstract** for formatting similar to what you see in PubMed.
6. Increase **maximum number of items to send** to **50** to make sure you get the full table of contents.
7. Click **Save**.

What if I want to Change Frequency or Delete a Journal?
1. In the upper right corner of the screen, click on **My NCBI** and sign in.
2. In the "Manage Saved Searches" area, find the journal title in your list of saved searches.
3. To make changes to this selection, click on the gear link next to the search title.

Setting Up Filters In PubMed: My NCBI

Sign in or Register

Connect to http://mclibrary.duke.edu/pubmed. In the upper right corner of the screen, click on **My NCBI**. If you have a My NCBI account, you can sign in using your username and password. New users may register by clicking on **Register for an account**.

Filters

Filters allow you to group your search results by specific criteria, such as publication type or age groups. They appear at the top of the column to the right of your results. Clicking on a filter will display results limited by the selected filter.

Duke defaults: The Duke version of PubMed features: *Duke Medical Center Library* (most but not all of Duke holdings), *Core Clinical Journals*, *Nursing Journals*, *Review* articles, *Systematic Reviews*, *ACP Journal Club* and filters for the clinical queries, which limit to the best study type depending on the type of question being asked: *Therapy/RCT, Diagnosis, Prognosis, Cohort Studies* and *Etiology/Harm*. Note: When you sign in, your preferences will override these defaults.

To Add a Filter from the Results Page
1. Click on **Manage Filters** at the bottom of the **Filter your results** box to the right of your results and sign in.
2. You can select from the lists of **Popular**, **LinkOut**, **Properties**, **Links**, or **Search** to find filters.
3. Check the filter you would like to add.
4. To go back to your results, click on **PubMed** under **Popular** at the bottom of the page, then choose **Advanced Search** to access your search history.

Examples of Useful Filters

These filters can make your PubMed searches faster and more efficient. To apply a filter, simply search for the filter name and then place a checkmark next to it.

- Duke Medical Center Library limits searches to articles that the Duke Medical Library has access to in electronic or print format. We have access to additional articles than what appear with this filter, so be sure to check the "All" list in your results and follow Get it @ Duke links to see if we have a particular citation.
- Clinical Queries limits searches using the Clinical Query filter for selected question types, such as Therapy/Narrow. Learn more about clinical queries at http://www.ncbi.nlm.nih.gov/books/NBK3827/#pubmedhelp.Clinical_Queries_Filters.

  NOTE: Clinical queries are listed under Properties. Therapy/Narrow is recommended, as it filters your search results to look for randomized controlled trials. Other queries are also available.
- **Age Groups** limits searches to articles indexed to specific age groups, such as children or the aged.
- **Nursing Journals** limits searches to articles in nursing journals.
- **Core Clinical Journals** limits searches to approximately 120 major journals, such as *JAMA* and *NEJM.*

Create Your Own Custom Filters
Want to filter results to a group of journals or a specific search strategy? Custom filters allow you to create and save filters based on search strategies, such as a set of journals or a group of drugs.
  Tips:
- First run a search that captures your custom filter strategy in PubMed, then copy the strategy from the Search Details box on your search results and paste it into the custom filter area in My NCBI.
- For help creating or troubleshooting custom filters, please contact a reference librarian via the **Ask a Librarian** page at http://mclibrary.duke.edu/about/ask-librarian or at any of the contact methods on this package.

Saving Searches In PubMed: My NCBI

Sign in or Register

Connect to http://mclibrary.duke.edu/pubmed. In the upper right corner of the screen click on **My NCBI**. If you have a My NCBI account, you can sign in using your username and password. New users may register by clicking on **Register for an account**.

Save a Search | Get Updates via Email

My NCBI allows you to save search strategies. It can also deliver updates of search results to your email on a schedule that you determine.

Creating a Search Strategy

There are two ways to create a search strategy in PubMed.
1. Enter all terms into the search box, e.g. osteoarthritis AND (exercise OR exercise therapy).
2. On the **Advanced Search** page, build a strategy from the *Search History* using search numbers, e.g., #1

   #4 Search **#1 AND (#2 OR #3)**
   #3 Search **exercise therapy**
   #2 Search **exercise**
   #1 Search **osteoarthritis**

Saving a Search Strategy
1. From the Results screen, click on **Save search** below the search box. **NOTE**: The entire session history will not be saved, only the search statement that you are currently viewing. This search statement should include all relevant concepts.
2. Sign in to **My NCBI**, if you are not already.
3. Review the search strategy for accuracy. Note that set numbers have been replaced by the terms searched.
4. Enter a new name for the search and click **Save**. **SUGGESTION**: Choose a name that is short and meaningful.
5. Select **No** or **Yes** to receive email updates.
6. If **Yes**, fill in the form indicating how often to get updates, the result format, and the number of items to send.
7. To access, delete, or edit settings of a search, sign into **My NCBI** and click on **Manage Saved Searches**.

Save Citations into My NCBI Collections

My NCBI also allows you to save individual citations indefinitely. You may create multiple collections within My NCBI for specific research projects that may be viewed privately or publicly shared with others.

Saving Selected Citations
1. After running a search, select the citations that you would like to save from the Results list by placing a checkmark
   in the box next to the citation.
2. Using the **Send to** dropdown menu above the results, select **Collections**.
3. Click on **Add to Collections**. Note: Don't choose My Bibliography, as this is a separate function tied to the NIH open access policy, not a way to build a bibliography for a research topic.
4. Select whether you would like to create a new collection for the citations, which is the default option, or append (add) them to an existing collection.
5. Enter a name for your new collection or choose an existing collection from the dropdown menu. Click **Save**. **SUGGESTION**: If you choose to create a new collection, choose a name that is short and meaningful.
6. To access, delete, or share collections, sign into **My NCBI** and click on **Manage Collections.**

Importing Citations into EndNote

Organize bibliographic references, easily incorporate citations into your Microsoft Word manuscript, and store your PDFs. A Duke site license provides free access to the software for students, faculty and staff.

Get more help at http://mclibrary.duke.edu/endnote

Setting up an EndNote library – *So that EndNote can abbreviate your journal titles correctly.*
Create a library before importing references. For each library, install **Journal Terms List**.
1. Create library
2. Click Tools
3. Click Define Terms Lists
4. Click Journals
5. Click Import List
6. Navigate to C:\Program Files\EndNote X7\Term Lists
7. Double click Term Lists folder
8. Click Medical.txt (note: nursing might want Humanities, too)
9. Click Open.
10. Click Close to exit dialog box.

Importing citations
For easiest use, create / open EndNote library first.
In PubMed:
1. Perform search and select references
2. Click **"Send to"** (upper right of first reference) and choose **Citation manager**.
3. Click **Create File**
4. The first time, you may need to tell your computer what program to open the file with. Choose EndNote. "Research Soft Direct Export Helper" is EndNote. Subsequent times, EndNote should open automatically.
5. If prompted, choose an import filter – PubMed (NLM). Click **Choose**.

How to insert citations into your manuscript in Word:
1. Open your EndNote Library and Word
2. Start typing manuscript, and at point where reference(s) should be entered…
3. Access EndNote via the EndNote ribbon or toolbar.
4. Click Go to EndNote
5. Select citation of interest.
6. Click Insert Citation.
7. Save manuscript.

Formatting the manuscript:

Mac	PC
Tools > EndNote X7	EndNote X7 ribbon
Select **Configure Bibliography** to choose alternate styles	Use **Style** Dropdown menu to select preferred style

Use "Convert Citations and Bibliography" to create a non-coded copy of your manuscript for submitting to journals.

Store PDFs in EndNote
Set up Find Full Text in EndNote:
Preferences > Find Full Text > Open URL Path: http://getitatduke.library.duke.edu
Using this off campus more? Add Authenticate with: http://proxy.lib.duke.edu/login?url=