SUMMON

- Summon is a Google-like search engine that indexes many of the UMSL Libraries’ print and online resources.
- Access the Summon search box on the libraries’ homepage www.umsl.edu/library
- Off Campus? Log in with your UMSL SSO ID & Password to access full text and more content.
- Search an UMSL Libraries’ database for more subject specific journal articles (e.g., business). On the libraries’ homepage click the tab ARTICLES/DATABASES > click By Subject & Type > click on a discipline for a list of relevant databases

How can you NARROW this search?

Use quotation marks to search a phrase: “illegal immigrants”

Exclude Newspaper Articles is a very useful way to narrow results.*

*Search the LexisNexis Academic database for the most current and relevant newspaper articles. On the UMSL Libraries’ homepage www.umsl.edu/library > click the tab Articles/Databases > click “L” > click LexisNexis Academic > click Search LexisNexis Academic > click the box, Search the News.
Ways to LIMIT a SEARCH in SUMMON

Limit to Journal Articles under CONTENT TYPES. Then check Scholarly & Peer Reviewed or Peer Reviewed when needed.

Looking for Books? Click on the Book / eBook link. This will eliminate Book Reviews from search results. Click more... for additional CONTENT TYPE(s).

Choose DATES then click Update

Limit by Library Location for books Online or in print at the Thomas Jefferson Library. Click more... for an additional limit: e.g., Children’s Books.

Refine your search with SUBJECT TERMS - click more... for additional subjects.

Choose Keep search limits to retain LIMITS for multiple searches.

Add items to the Saved Items* folder below.

Search Results:

- To access Journal Articles in SUMMON: Look for the Full Text Online link. Need more help locating articles? See: Full Text Articles
- Books in SUMMON: Check the status (e.g., Not Checked Out), and record the location (TJ Level 4) and the entire call number (P119.32.U6 H38 2013) to find the book at the Thomas Jefferson Library.
- When you have reviewed all search results go to the Saved Items folder* to choose a citation style: APA, MLA, etc. Caution: Always check citations for errors!! Remember: Saved Items is a temporary folder. The folder will be cleared when you exit SUMMON. (*You may need to scroll up to view folder).

For additional help, ask at the Thomas Jefferson Library Reference desk, phone us at 314-516-5060 or request an In Person or Email Research Consultation.

umsl.edu/library     Reference Desk: 314-516-5060     eref@umsl.edu

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