HOW TO FIND AND LINK A JOURNAL ARTICLE
Step-by-Step Directions for Creating an EZproxy Link

EXAMPLE ONE

STEP 1 – FIND YOUR DATABASE

a. In the browser's address bar,**TYPE** http://www.carlisle.army.mil/library. Hit **ENTER** to go to the Library's webpage

b. **CLICK** on **JOURNALS** – this is where you can look for specific journal titles (not article titles)

c. In the search box on this page, **TYPE** *Foreign Affairs.* **CLICK** on **SEARCH**

d. **CLICK** on the link for **PROQUEST RESEARCH LIBRARY**

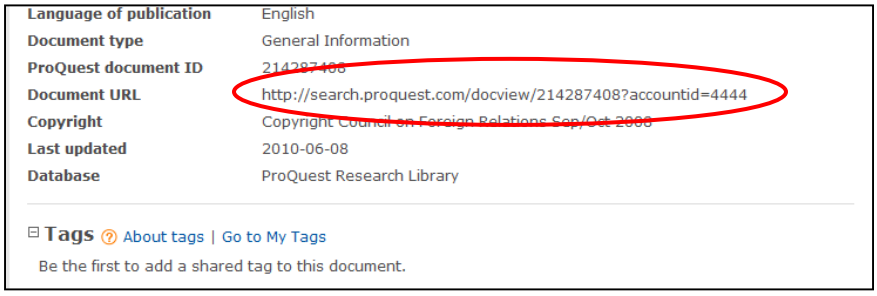
STEP 2 – FIND YOUR ARTICLE

a. Once in ProQuest, scroll down to **BROWSE SPECIFIC ISSUES**

b. **CLICK** on **2000–2009**, then **CLICK** on **2008**, then **CLICK** on **SEPT/OCT 2008**

c. **CLICK** on the article title – *How to Leave a Stable Iraq: Building on Progress*

d. **SCROLL DOWN** to the bottom of the page to the **DOCUMENT URL**



Language of publication	English
Document type	General Information
ProQuest document ID	214287408
Document URL	http://search.proquest.com/docview/214287408?accountid=4444
Copyright	Copyright Council on Foreign Relations Sep/Oct 2008
Last updated	2010-06-08
Database	ProQuest Research Library

Tags About tags | Go to My Tags

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e. **HIGHLIGHT** the URL and **RIGHT CLICK** on it and then **CLICK** on **COPY**

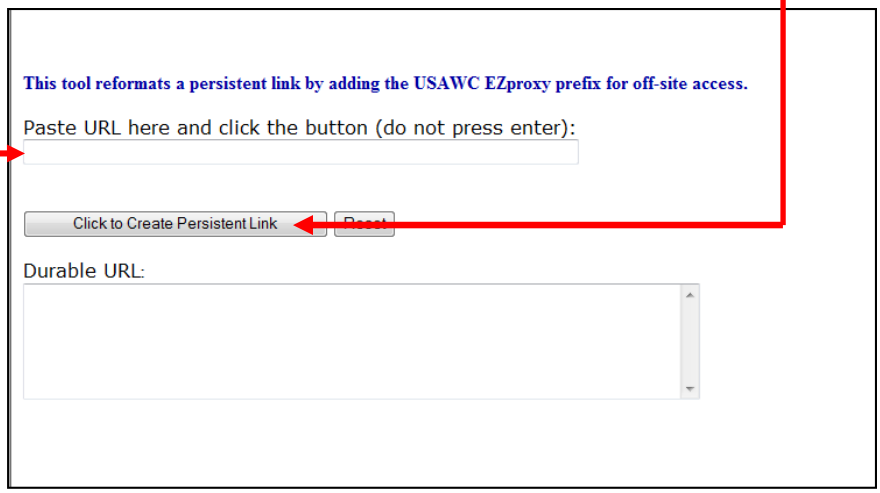
U.S. Army War College Library
August 17, 2012

STEP 3 – BUILD YOUR LINK

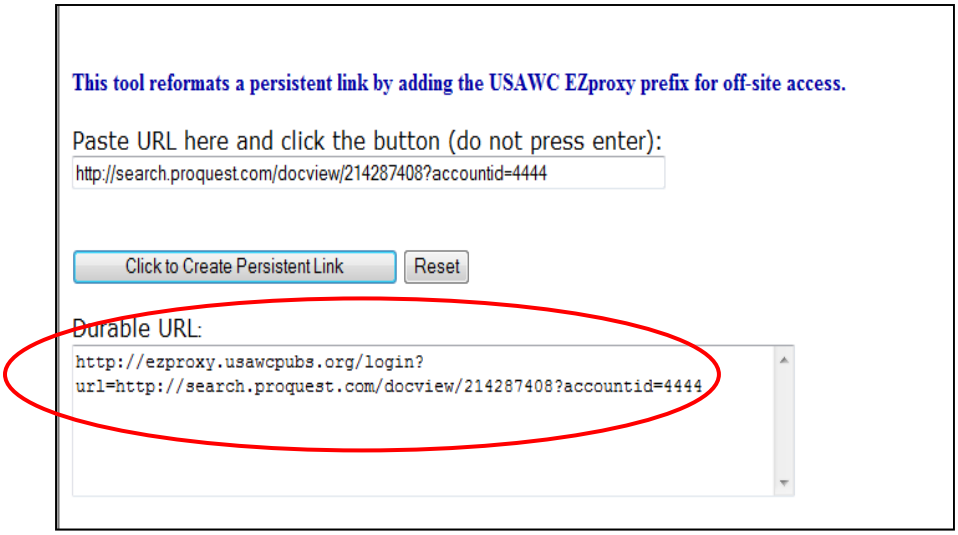
a. In the browser's address bar, **TYPE** http://www.carlisle.army.mil/library/reformat.htm. Hit **ENTER** to go to the **LINK BUILDER**

b. **RIGHT CLICK** in the FIRST box and **CLICK** on **PASTE**

c. **CLICK** on **CLICK TO CREATE PERSISTENT LINK**



In the box below *DURABLE URL*, there should now be a link that starts with http://ezproxy.usawcpubs.org/login?url=



d. **HIGHLIGHT** the entire link in this box and **RIGHT CLICK** on it and then **CLICK** on **CUT**

STEP 4 – PUT THE LINK INTO YOUR DOCUMENT

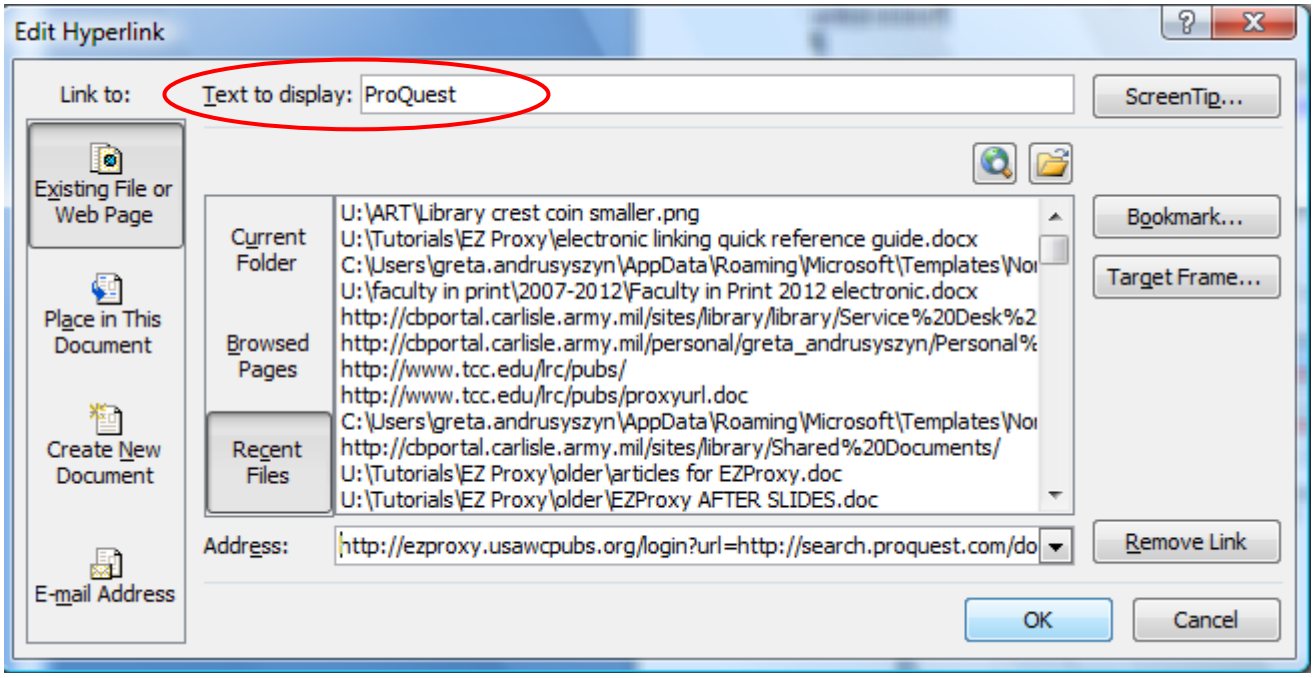
a. Within your Microsoft Word document, after the citation, **RIGHT CLICK** and then **CLICK** on **PASTE**

Your link should look like this:
http://ezproxy.usawcpubs.org/login?url=http://search.proquest.com/docview/214287408?accountid=4444

Hit **ENTER** at the end of your link – it should then be an active link
http://ezproxy.usawcpubs.org/login?url=http://search.proquest.com/docview/214287408?accountid=4444

b. **RIGHT CLICK** on the **LINK** – **CLICK** on **EDIT HYPERLINK**

c. Next to ***TEXT TO DISPLAY*** in the top box, **DELETE** the contents, and **TYPE IN** the name of the database



d. **CLICK** on **OK**

Your link in the Microsoft Word document should now look like this

ProQuest

e. **CLICK** on **ProQuest** to view the article

PLEASE NOTE: Resident course directives and electives syllabi normally use the name of the database or publisher as *Text to Display* following the citation; whereas the Department of Distance Education prefers to use the article title.

EXAMPLE TWO

Some journals can be accessed from the publisher's websites. This is an example from SAGE.

STEP 1 – FIND YOUR JOURNAL WEBSITE

a. In the browser's address bar, **TYPE** http://www.carlisle.army.mil/library. Hit **ENTER** to go the Library's webpage

b. **CLICK** on **JOURNALS** – this is where you can look for specific journal titles (not article titles)

c. In the search box on this page, **TYPE** *Journal of Peace Research.* **CLICK** on **SEARCH**

d. **CLICK** on the link for **SAGE PUBLICATIONS**

STEP 2 – FIND YOUR ARTICLE

a. Once in Sage, scroll down and **CLICK** on **ALL ISSUES**

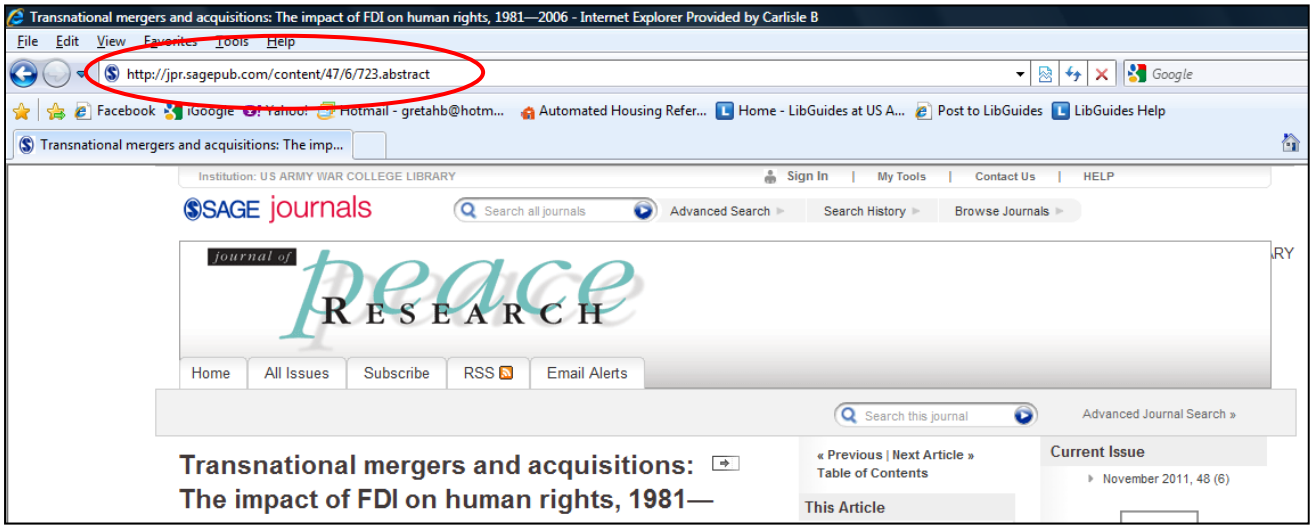
b. **CLICK** on **2010**

c. **CLICK** on **NOVEMBER 2010**

d. **SCROLL DOWN** to find the article – *Transnational Mergers and Acquisitions*

e. **CLICK** on **ABSTRACT**

f. Go to the address bar of your browser, **HIGHLIGHT** the URL, **RIGHT CLICK**, and **CLICK** on **COPY**

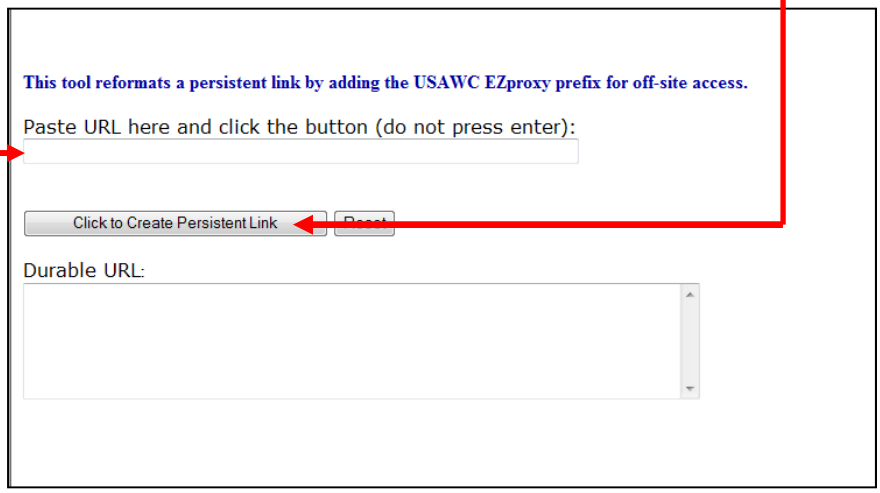


STEP 3 – BUILD YOUR LINK

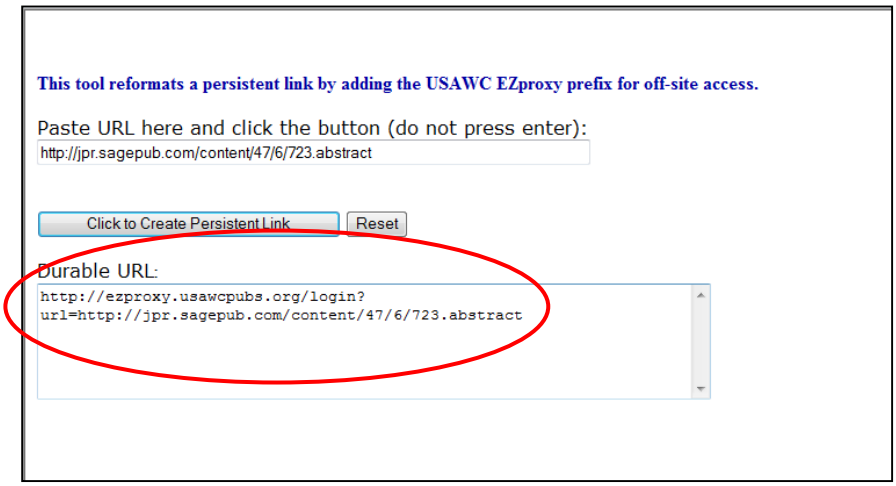
a. In the browser's address bar, **TYPE** http://www.carlisle.army.mil/library/reformat.htm. Hit **ENTER** to go to the **LINK BUILDER**

b. **RIGHT CLICK** in the FIRST box and **CLICK** on **PASTE**

c. **CLICK** on **CLICK TO CREATE PERSISTENT LINK**



In the box below *DURABLE URL*, there should now be a link that starts with http://ezproxy.usawcpubs.org/login?url=



d. **HIGHLIGHT** the entire link in this box and **RIGHT CLICK** on it and then **CLICK** on **CUT**

STEP 4 – PUT THE LINK INTO YOUR DOCUMENT

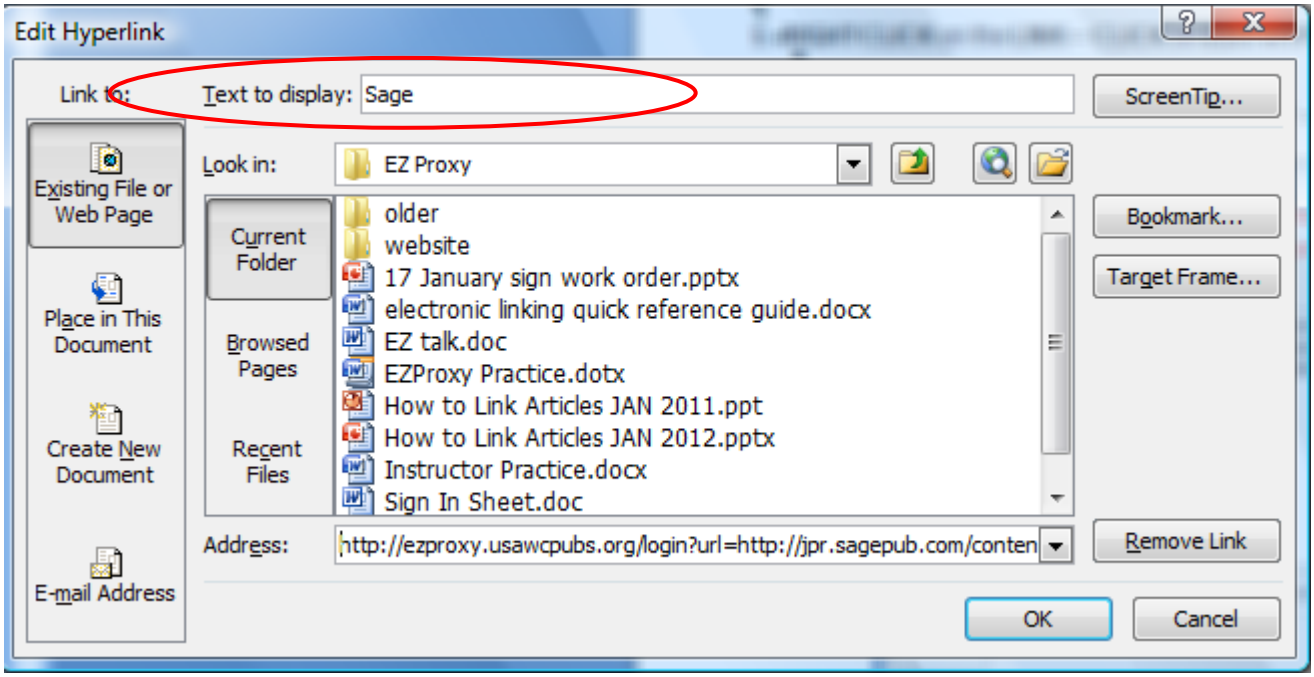
a. Within your Microsoft Word document, after the citation, **RIGHT CLICK** and then **CLICK** on **PASTE**

   Your link should look like this:
   http://ezproxy.usawcpubs.org/login?url=http://jpr.sagepub.com/content/47/6/723.abstract

   Hit **ENTER** at the end of your link – it should then be an active link
   http://ezproxy.usawcpubs.org/login?url=http://jpr.sagepub.com/content/47/6/723.abstract

b. **RIGHT CLICK** on the **LINK** – **CLICK** on **EDIT HYPERLINK**

c. Next to ***TEXT TO DISPLAY*** in the top box, **DELETE** the contents, and **TYPE IN** the name of the the publisher



d. **CLICK** on **OK**

Your link in the Microsoft Word document should now look like this

Sage

e. **CLICK** on **Sage** to view the abstract

PLEASE NOTE: Resident course directives and electives syllabi normally use the name of the database or publisher as *Text to Display* following the citation; whereas the Department of Distance Education prefers to use the article title.

ADDITIONAL INFORMATION

For more information on linking an article and instructions for specific databases – see this webpage
http://www.carlisle.army.mil/library/persistent_links.htm

For more information on accessing links from off post – see this webpage
http://www.carlisle.army.mil/library/EZproxyHelp.pdf

Documents from these websites generally do not require an EZProxy prefix
*this list is not all–inclusive, but reflects those websites that are most frequently used by the USAWC

http://documents.un.org/
http://merln.ndu.edu/
http://pksoi.army.mil/
http://www.brookings.edu/
http://www.carlisle.army.mil
http://www.cnas.org/
http://www.csis.org/
http://www.csl.army.mil/
http://www.dtic.mil/
http://www.fas.org
http://www.gao.gov/
http://www.gpo.gov/
http://www.nato.int/
http://www.ndu.edu
http://www.pewtrusts.org/
http://www.rand.org
http://www.strategicstudiesinstitute.army.mil/
http://www.usip.org/

For assistance, please contact the USAWC Research Librarians by phone at (717) 245-3660, or email usawc.libraryr@us.army.mil. Our Library Systems Administrator at usawc.librarys@us.army.mil or (717) 245-4704 will be happy to help as well.