

# POPLINE

## Contents

About Popline.....	2
Aims.....	2
About this workbook.....	2
1. Getting Started.....	3
a. Logging in to Popline.....	3
b. Explaining the main page.....	5
2. Searching for articles on a topic.....	6
3. Displaying results.....	8
4. Viewing the full text.....	8
5. Checking the Library Catalogue.....	9
6. Exporting search results.....	9
a. To export your results to Endnote:.....	11

If you require this information in an alternative format (i.e. large print, Braille or audio format), please contact any library enquiry desk or telephone (0113) 343 4096 and staff will make the necessary arrangements.



## About Popline

Popline enables you to search for journal articles, books and unpublished reports in the fields of reproductive health, population studies, family planning, HIV/AIDS and related health issues, particularly in a developing country context. Popline includes links to the full text of free online documents and has strong coverage of documents produced in developing countries.

## Aims

This workbook contains a number of tasks and activities which will introduce you to the Popline database. By the end of this workbook you will be able to:

- Log in to Popline
- Search Popline
- Display your search results
- Check for full text availability
- Select references for printing or saving

## About this workbook

- Things that you need to type are displayed in **Courier New** bold font
- Instructions assume that you are using the Internet Explorer browser (the IT supported web browser). But you can use any web browser.

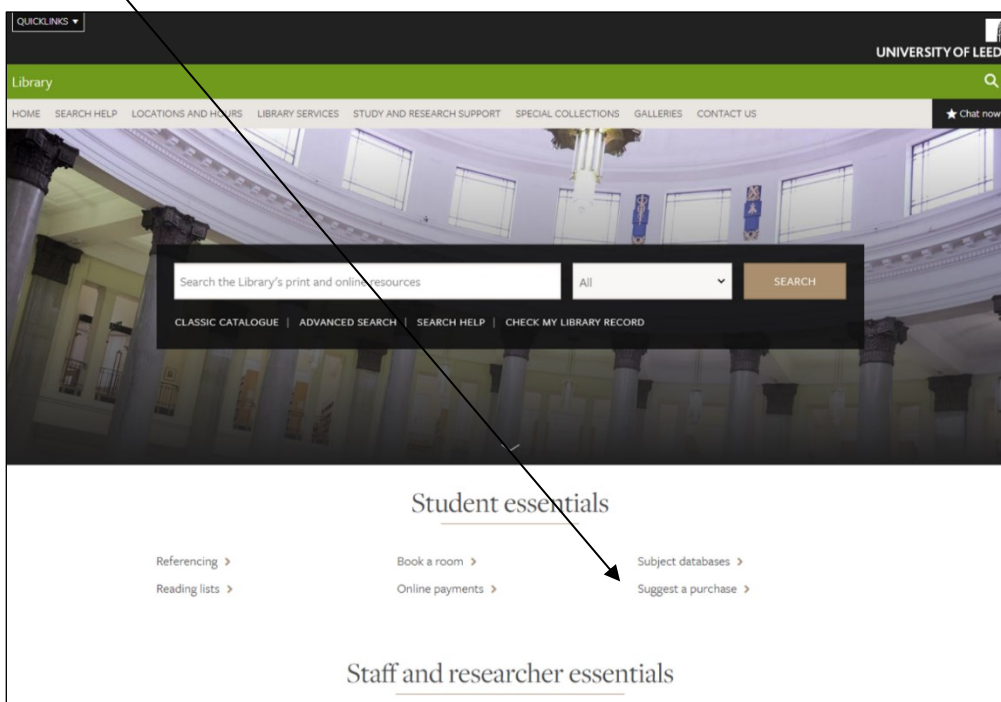
# 1. Getting Started

## a. Logging in to Popline

### Exercise 1 – Getting in to Popline

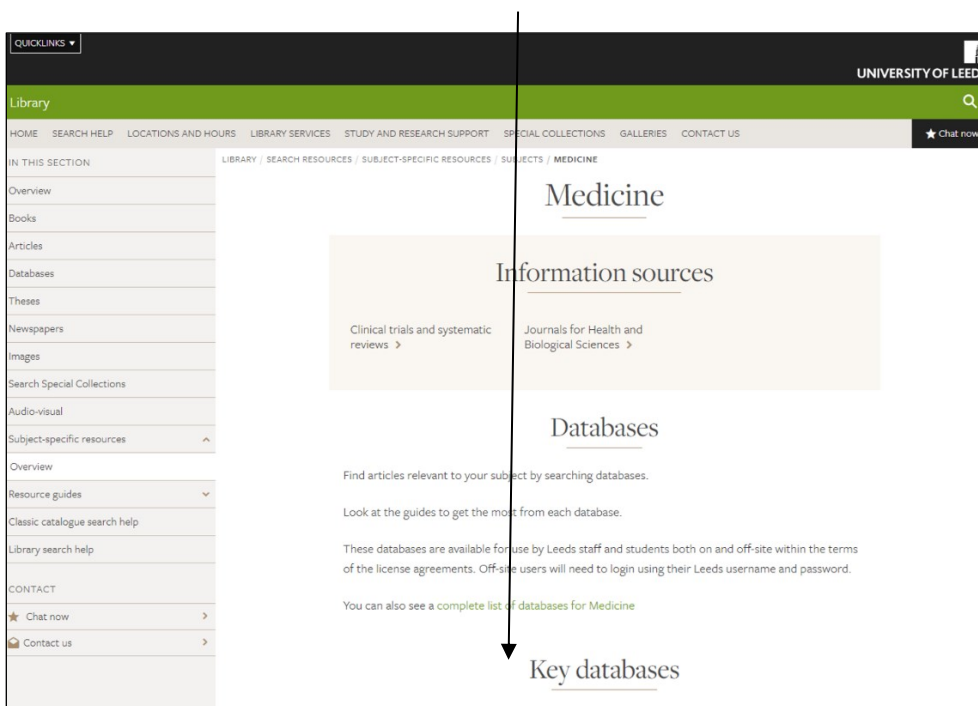
To access the database, go to the Library's homepage at <https://library.leeds.ac.uk/> and click on

**Subject databases.** This contains a bank of useful resources to help you with your studies.



You can view databases relevant to your studies by selecting your subject from the subsequent list.

Scroll down the page to find your **Key databases**.



**NOTE** Popline is not listed on the key databases page for *every* subject. If Popline is not on your own subject's key databases page, you can find it on the list of key databases on the [Medicine](#) subject resources page.

Your key databases page provides you with a list of databases which have been chosen as the most likely to be relevant for your subject. It's a good idea to browse through them and read their descriptions to decide which ones are relevant for your studies.

As this workbook looks at Popline, select Popline from the list of databases by clicking the green link circled below. The entry will look like this:

[Popline](#)

This database enables you to search for journal articles, reports, books and unpublished reports in the fields of reproductive health, population studies, family planning, HIV/AIDS and related health issues, particularly in a developing country context. Popline includes links to the full text of free online documents but not subscription content. Coverage starts from 1970.

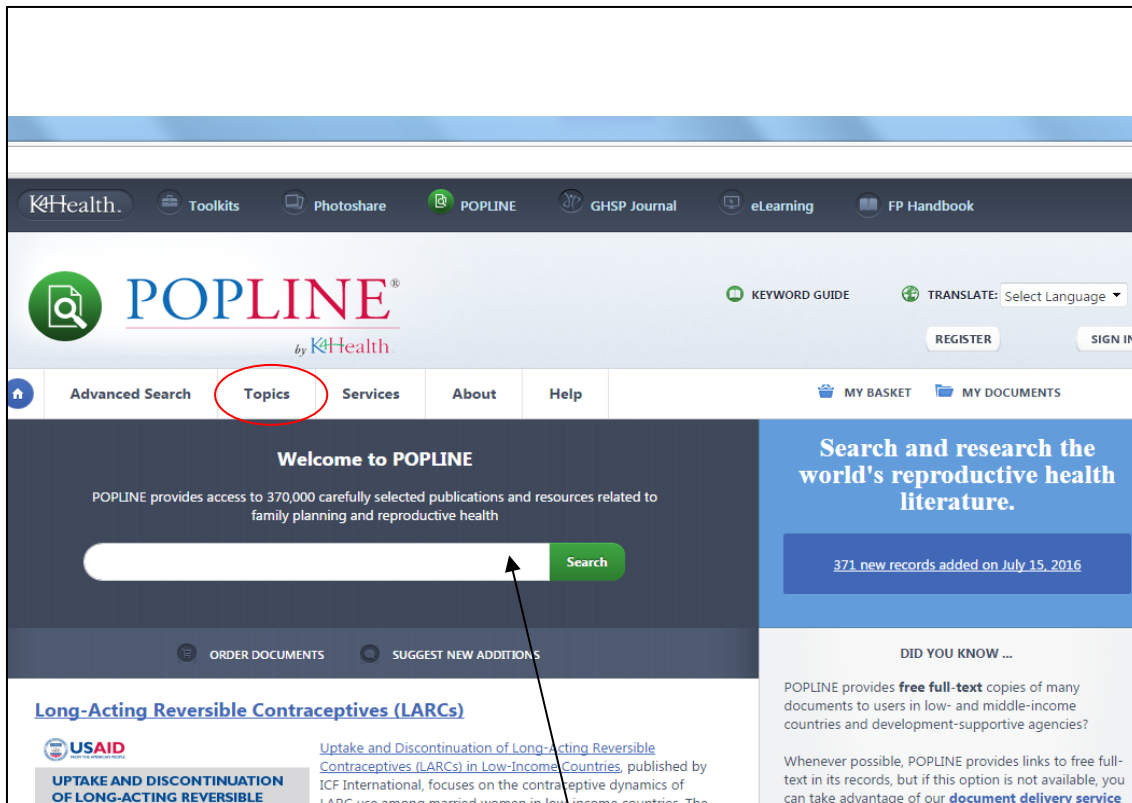
Next, on the Popline Catalogue page, click on [Popline – Population Database --Free Databases](#)

Available online			
	Years available	Access info	More info e.g. password
<a href="#">Popline: Population database -- Free Databases</a>	01 Jan. 1970-	Some databases may require registration. No access to subscription content.	<a href="#">View details</a>

Depending on where you are, e.g. off-campus, you may be required to login in with your IT username and password.

## b. Explaining the main page

The main search page will look similar to this:



You can either enter search words in the search box to find references on a specific topic of your choice, or you can look at the Popline **topics** listed on top bar – these searches have been done for you and the results can be seen immediately.

### Exercise 2

Scroll down the Popline subjects list and click on a topic of interest for example:

Maternal and Child Health

Then select a sub-topic from the list of links in blue. This will run an automatic search of Popline for the sub-topic you selected.

At the top of the results screen, you will see how many records (references) have been found in the database

Return to the main screen by clicking on the Popline logo:



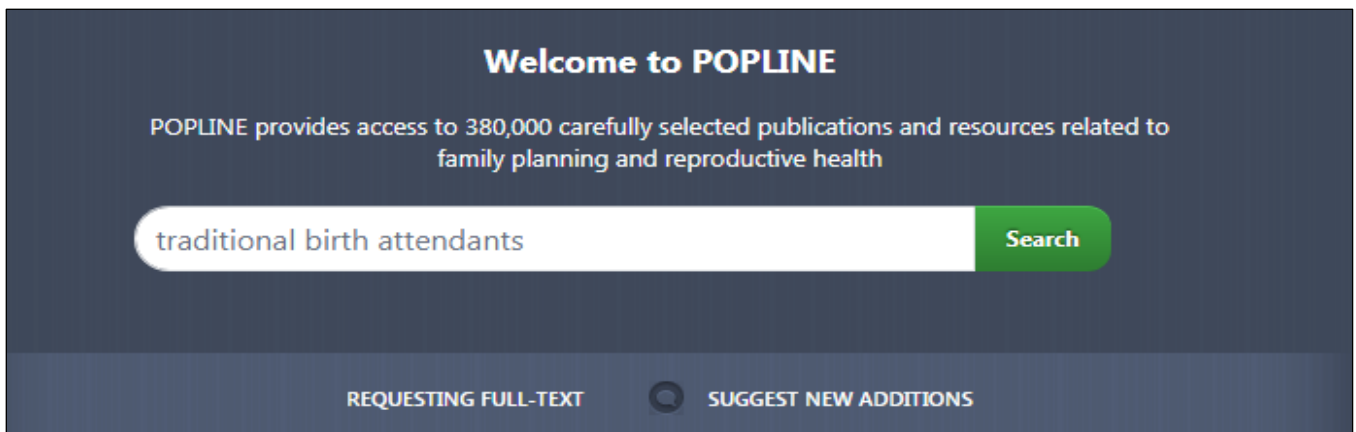
## 2. Searching for articles on a topic

### Basic search

If you just want some articles for background reading, you can type in a simple word or phrase that describes the topic you're interested in, for example `traditional birth attendants`

### Exercise 3

Try this now and click on Search to find some quick results



The screenshot shows the POPLINE search page. At the top, it says "Welcome to POPLINE" and "POPLINE provides access to 380,000 carefully selected publications and resources related to family planning and reproductive health". Below this is a search bar containing the text "traditional birth attendants" and a green "Search" button. At the bottom of the page, there are two links: "REQUESTING FULL-TEXT" and "SUGGEST NEW ADDITIONS".

Or, if you want to carry out a more specific search on a topic, you can type in and combine different concepts from a research question. For example, if you were researching this topic:

### **The traditional birth attendant's role in the safe motherhood initiative**

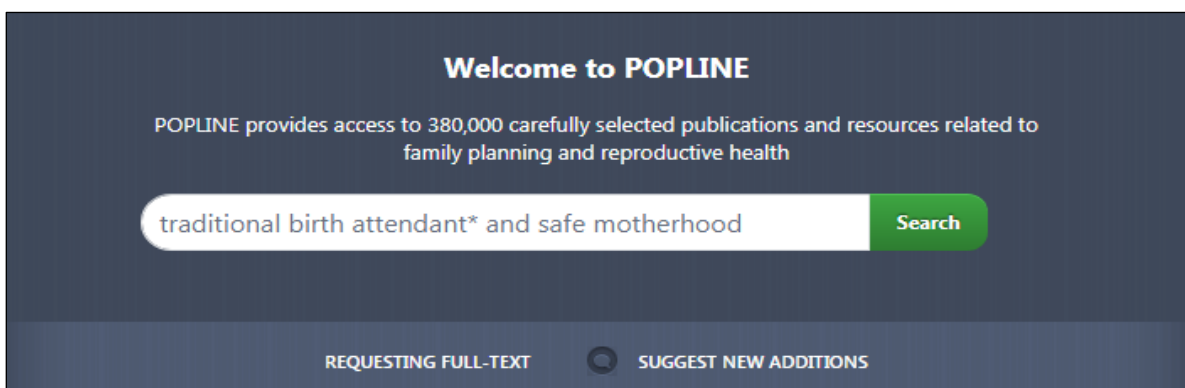
As with any search, you should start by breaking it down into its main constituent parts - in this case

- **Traditional birth attendants**
- **Safe motherhood**

As with many databases (such as Global health) you can also use **truncation** to help find plurals and other variant endings. In Popline, this is the asterisk \*. You can type `traditional birth attendant*` to find both the singular and plurals in one go. It will search the database for any ending after the \* is placed.

### Exercise 4

Try this more focussed search and click on Search



The screenshot shows the POPLINE search page. At the top, it says "Welcome to POPLINE" and "POPLINE provides access to 380,000 carefully selected publications and resources related to family planning and reproductive health". Below this is a search bar containing the text "traditional birth attendant\* and safe motherhood" and a green "Search" button. At the bottom of the page, there are two links: "REQUESTING FULL-TEXT" and "SUGGEST NEW ADDITIONS".

If you want more control over your search you can use the Advanced Search screen.

Note the different sections where you can specify what you're interested in.

### **Exercise 5**

Try this now. Click on the Advanced Search tab

You should see this screen.

Type in your topic as before into the All Fields section

The screenshot shows the POPLINE Advanced Search interface. At the top, there is a navigation bar with tabs for 'Advanced Search', 'Topics', 'Services', 'About', and 'Help'. Below this is the 'POPLINE Advanced Search' section. It features a search input field with the text 'traditional birth attendant\* and safe motherhood'. To the right of the input field is a green '+' button. Below the input field is a blue 'Add Search Group' button. The 'Limits' section includes fields for Language (a dropdown menu), Added to POPLINE (From and To date pickers), Publication Year (From and To date pickers), and Limit By (checkboxes for Gray Literature, Peer Reviewed, and Journal Article). At the bottom right are 'Reset' and 'Search' buttons. Three arrows point to the search input field, the 'Add Search Group' button, and the 'Add New Field' button.

You can also click on “Add search Groups” or “+” to add extra fields for specify a region/country etc. You can also limit the search by language, years or publication type

Click on Search underneath the boxes to generate your results.

For more information and help with searching Popline see <http://www.popline.org/searching-help>

### 3. Displaying results

The results of your search are displayed like this:

The screenshot shows a search result for the article: "Improving service uptake and quality of care of integrated maternal health services: the Kenya Kwale District improvement collaboration". The callout boxes point to the following elements:

- Title – click to see full details of article including the abstract**: Points to the article title.
- Author details**: Points to the author names: "Mwaniki MK; Vaid S; Chome IM; Amolo D; Tawfik Y".
- Details of where it has been published**: Points to the journal information: "BMC Health Services Research. 2014; 14:416."

Other visible elements include the article ID "2 383742", "Peer Reviewed" status, "DOI" and "GOOGLE SCHOLAR" links, and "ADD TO BASKET" and "ADD TO MY DOCUMENTS" buttons.

**Note:** Add to Basket: Clicking on this button adds records to My Basket. When you add an item to your basket, it will be saved there until you're ready to submit a request for full-text copies. Requests for documents are available to individuals and organizations in low- and middle-income countries only.

**Add to My Documents:** Clicking on this button adds records to your My Documents list. You must sign in or create an account on POPLINE to use this feature. See later in this workbook for an explanation.

### 4. Viewing the full text

Popline sometimes provides a link to the full text of a document or to an appropriate web page.

Many journals are not available free of charge but if Leeds University Library has paid for a subscription, you, as a Leeds student, will be able to view the full text without cost to you.

#### Exercise 6

Try a basic search for malaria and note these links. Try clicking on some of them to see the full text

The screenshot shows two search results. The first result is: "Is the HIV epidemic stable among MSM in Mexico? HIV prevalence and risk behavior results from a nationally representative survey among men who have sex with men." by Bautista-Arredondo S; Colchero MA; Romero M; Conde-Glez CJ; Sosa-Rubi SG. The second result is: "Audit of USAID / Madagascar's procurement and distribution of long-lasting insecticide-treated nets under the President's Malaria Initiative." by United States. Agency for International Development [USAID]. Office of Inspector General Pretoria, South Africa, USAID, Office of Inspector General, 2014 May 20. [28] p. (Audit Report No. 4-687-14-005-P). A callout box points to the "FULL TEXT" button for the second result.

**Note:** if you are using Popline from a PC off campus, you may be asked to prove you are a member of Leeds University by entering your IT username and password.

If a direct link to the full text is not available, you will have to check the Library Catalogue to see if you have access to the journal/document concerned.



## 5. Checking the Library Catalogue

If you want to check for full text availability of a document and there is no full text link in Popline, you will have to do a separate search on the Library Catalogue. The easiest way to do this is to open up another window for the Catalogue and to switch between Popline and the Library Catalogue.

Just type in (or copy and paste) the name of a book or document into the Catalogue.

## 6. Exporting search results

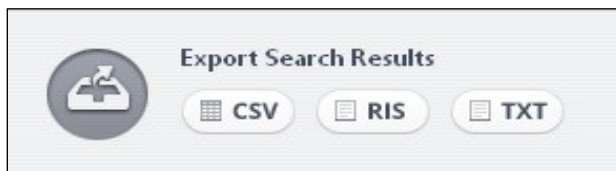
Popline allows you to export your search results, either by emailing them or by sending them to reference management software such as EndNote. You can export references from Popline in three different formats:

- **CSV** files are compatible with MS Excel or other spreadsheet program.
- **RIS** files are suitable for importing into reference management software (e.g. EndNote)
- **TXT** files are compatible with MS Word or other text editors.

**Warning:** The maximum number of records you can export is 1000. If you choose to export a large results set it can be very slow, so you may wish to narrow your results set before exporting.

### Exercise 7

On your Search Results page, look to the right side of the page where you will see the following options:



You can also use the My Documents feature to create a saved set of Popline records which can be easily accessed or exported at any time. To use My Documents, you will first need to create an account on Popline.

### Exercise 8

First you will need to create an account with Popline. Do this by clicking on **Register**.

To create a new account you will be asked to enter some personal details.

Advanced Search Subjects Services About Help MY BASKET MY DOCUMENTS

Create new account Log in Request new password

### User account

**Username \***  
  
 Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.

**E-mail address \***  
  
 A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

**First Name \***

**Last Name \***

**Job Title \***

Once you have registered, Popline will send an automated email to the email address you have provided. Follow the instructions in the email to set up a password for your Popline account.

When you are logged in to Popline via your personal account, you can select articles to add to My Documents to save you having to search for them again in future. Under each article you will see a link **Add to My Documents**. Clicking on this link will add the selected article to your list.

Once you have started adding articles, your My Documents screen should look like this:

Advanced Search Topics Services About Help MY DOCUMENTS

### My Documents

Search results from POPLINE can be saved using the **My Documents** feature. Multiple folders can be created in **My Documents** where search results can be added to one or more folders. Results can be downloaded from individual folders in csv, ris, txt formats.  
 + ADD NEW FOLDER

Sort folders  
 Ascending   Select all folders in My Documents

[Deirdre's Documents \(2\)](#)

You can click on your document folder to see your documents

The screenshot displays a user interface for managing documents. At the top, there are navigation tabs: 'Advanced Search', 'Topics', 'Services', 'About', and 'Help'. A 'MY DOCUMENTS' folder icon is visible in the top right. Below the navigation, there are 'View' and 'Edit' options. The main content area is titled 'Deirdre's Documents' and includes a 'Select all items on this page' checkbox and a 'Remove items from folder' button. A list of documents is shown, with the first item being 'Walking Together: Towards a Collaborative Model for Maternal Health Care in Pastoralist Communities'. To the right of this item is a 'Remove item' checkbox. Below the title, there is a 'GOOGLE SCHOLAR' button and a list of metadata: Author (Kermode M; Morgan A; Nyagero J; Nderitu F; Caulfield T; Reeve M; Nduba J), Source (Maternal and Child Health Journal, 2017 Jul 12;), Document Number (388135), and Abstract (Purpose In 2009 the Kenyan Government introduced health). On the right side of the interface, there is an 'Export Deirdre's Documents' section with a folder icon and three buttons: 'CSV', 'RIS', and 'TXT'.

You can remove items from the list at any time by clicking **Remove item** to the right of each article and then **Remove items from folder**. You will be asked to **Confirm** that you wish to remove the items.

On the right hand side of the screen, you will see the heading **Export My Documents**. When you are happy with your list of documents, you can open or save the file as before.

Click on the icon for CSV, RIS or TXT to select your chosen format. Then, in the pop-up window, save or open your searches in the chosen format.

### a. To export your results to EndNote:

Ensure you have your Endnote library open in the background. Also ensure you are using Internet Explorer as your web browser (exporting using Chrome and other browsers is possible but involves an extra step to the download process so using Internet Explorer is best)

Select **RIS** from the download option. When asked 'Choose Destination' select Endnote (not Endnote Web). This should import your references into your Endnote library.

For EndNote support, see our webpages:

[https://library.leeds.ac.uk/info/1403/endnote/43/endnote\\_support](https://library.leeds.ac.uk/info/1403/endnote/43/endnote_support)