Finding Periodical Articles Using Print Indexes

Periodicals are:
- magazines, journals and newspapers.
- available in print (on paper); online (entire issues or individual articles); and microfilm or microfiche (paper versions photographed and reduced to a very small size, read with special machines.)

Periodical Holdings List
This alphabetical list of periodical titles that the CCSF Libraries have (“holdings”) is on the Library’s website http://www.ccsf.org/Library and printed in large-ring binders located at Reference and Periodicals Desks. The binders also list periodical titles grouped by broad subject areas.

Locations
Each campus library arranges periodicals alphabetically by title and then by date. Printed periodicals are on shelves, microforms are in cabinets. Below are the locations of periodicals in each library.

- Rosenberg Library: East side of the 4th floor
- Downtown Library: near the library entrance
- John Adams Library: next to the Reference area
- Alice Statler Library: near the library entrance
- Josephine Cole Library, Southeast Campus: near the library entrance

Finding Periodical Articles

Printed periodical indexes and online periodical databases* are tools that provide subject access to articles in periodicals. Some cover a wide range of subjects (general indexes); others cover specialized journals in a particular field or discipline, and sometimes in books. Some periodical indexes may include abstracts (summaries of articles).

Printed periodical indexes allow you to:
- Search by subjects and sometimes by authors;
- Search for historical information published in years before online databases became available, as well as current information
- Find articles from periodicals for which an online database may be unavailable (e.g., Art Index covers some periodicals that are not included in the online databases accessible through the CCSF Libraries.)

General Indexes

Readers’ Guide to Periodical Literature is an example of a general index, one that leads you to articles in popular magazines covering all subject areas. The Rosenberg Library has the Reader’s Guide from 1890 to the present. Once you learn how to read a citation from Readers’ Guide, you will know how to read citations in many specialized indexes as well.
- A citation is the information you need to identify and locate a work. For a periodical article, it includes the author, article title, periodical title, date, page number, and sometimes volume and issue numbers.**

* See the handout Finding Periodical Articles Using Online Databases for more information.
** For more information, the library has handouts for citation formats for both print and online resources.
Specialized Indexes and Abstracts

Specialized indexes lead you to periodical articles in a particular subject area. Some of the subject indexes available at the Rosenberg Library include:

**Current Subscriptions**
- Art Index (1935-38, 1941-present)
- Biography Index (1946- present)
- Black Periodicals, G.K. Hall Index to (1907- present)
- Book Review Digest (1905- present)
- Cumulative Index to Nursing and Applied Health Literature (1985- present)
- Short Story Index (1890- present)

**Noncurrent Subscriptions**
- Education Index (1947-1999)
- Essay & General Literature Index (1900-2001)
- General Science Index (1993-2001)
- Humanities Index (1974-2001)
- Social Sciences & Humanities Index (the International Index) (1940-1974)
- Social Sciences Index (1974-2001)

Newspaper Indexes

Some newspapers publish their own indexes. The Rosenberg Library owns the following:

- Christian Science Monitor Index (1965-1992)
- San Francisco Chronicle Index (1904-present)
- New York Times Index (1939-present)
- Wall Street Journal Index (1965-present)

A sample citation from the 1992 *New York Times Index*:

**Subject of the article**

**Abstract or summary of the article**

**EARTHQUAKES**

Latest earthquake in Southern California spares Los Angeles but undermines habit of ignoring or denying quake threat; photo (S) J1 1.A.10-3

A photograph accompanies the article

**Length of the article**

(S) short, less than one column, (M) medium, between one and three columns, (L) long, over three columns

**Section A, page 10, column 3**

is where the story begins.

**Date of the issue of the newspaper, July 1**

(no year is given; check the year of the volume you are using)