

Introduction

This document provides background information on the record structure used for PsycEXTRA. Because the fields in each record differ, depending on the content and the indexing, we have described each field value in detail, often followed by an example from PsycEXTRA.

More information is included here about how the values are assigned, records are created, and indexing is performed.

We have included helpful hints for many of the fields to help searchers build search strategies. Some common questions about PsycEXTRA record structure are also answered to further assist novice and advanced searchers.

The guide is alphabetical, with links from the table of contents. Following the comprehensive description of the PsycEXTRA record structure, we provide links to sample records and other training and support materials.

Please note: This information may be helpful for instructional purposes for the librarian and faculty member. This document can be downloaded in its entirety for class use. Students and researchers may also find that the explanations in this guide offer information helpful to the research process.

June 2013



American
Psychological
Association

AMERICAN PSYCHOLOGICAL ASSOCIATION

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Abstract

Records for all PsycEXTRA records include brief summaries or abstracts.

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Affiliation

The author's affiliation indicates either the institution or organization with which the author was affiliated when the research was conducted or the manuscript was written, or the author's place of employment at that time.

The affiliation field contains the name of the institution, business, or organization and its geographical location. Street addresses, building names, and so forth are not included in the affiliation.

Example:

Hinshaw, S.P. Dept. of Psychology, Univ. of California, Berkeley, CA

If an author indicates that he or she is in private practice and gives a geographical location, "Private Practice" can be entered as the author affiliation.

Example:

Harlow, Steven M. Private Practice San Francisco CA

- ▶ *Historical Note: Up to 2002, only the first author's affiliation was entered into the document. Since then, affiliations are entered and displayed for all authors.*
- ▶ *Helpful Hint: An author's membership in a professional association is not considered an affiliation.*

You can search the affiliation field to find out the top institutions where individuals are publishing research in a particular discipline or area of research.

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Age Group

Age Group provides standardized terms for age ranges of human populations. The most specific age group terms are applied, and there is no limit on the number that can be used.

Childhood (birth–12 yrs)

 Neonatal (birth–1 mo)

 Infancy (2–23 mo)

 Preschool Age (2–5 yrs)

 School Age (6–12 yrs)

Adolescence (13–17 yrs)

Adulthood (18 yrs & older)

 Young Adulthood (18–29 yrs)

 Thirties (30–39 yrs)

 Middle Age (40–64 yrs)

 Aged (65 yrs & older)

 Very Old (85 yrs & older)

► *Historical Note: The present list of Age Groups has existed in records released from 1996 to present. The three broad Age Groups (Childhood, Adolescence, and Adulthood) have been assigned by indexers since 1984 and are also applied to all records in which a narrower Age Group appears. However, Age Group values have been mapped back in the database to 1967, based on the records' indexing. Most of the records from the earliest to 1966 do not have Age Groups.*

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Author

Individual Authors

All authors provided on the source document are entered into the database. The format for entry and display of authors' names is:

<last name>, <first name or initial> <middle name or initial>, <suffix>

Examples:

Aqil, Zeba
Brody, Jane E.
Quenqua, Douglas

Prefixes such as von, van, de, and du are treated as part of the surname:

Examples:

von Thiele Schwarz, Ulrica
Du Bois, Barbara

Professional titles and academic degrees are generally omitted.

Authors are entered in the order provided in the source document.

For translated articles, the name of the original author(s) is entered first, followed by the name of the translator.

For errata/corrections, author names for the original article are entered.

► *Historical Note: The number of authors cited varies by entry year.*

1996-present: All author names.

1987-1995: First four authors, followed by et al. if there were more than four authors. In 2009 et al. was replaced with the actual authors' names.

1967-1986: Up to four authors entered; but for publications with more than four authors, the first author ONLY was entered followed by et al. (See note above regarding et al.)

Earliest-1966: Variable due to editorial differences among the printed source material.

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Awards/Recognition

Only used in Multimedia records

Identifies the awards or other recognition the media source received.

Example:

Official Selection, True/False Film Festival; Official Selection, Thessaloniki Documentary Festival, FIPRESCI Award Winner; International Showcase, Los Angeles Film Festival

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Classification Code

Records include one or two content classification codes. The PsycINFO classification system used for PsycEXTRA consists of four-digit numerical codes representing broad psychological subject areas.

The classifications and codes are listed on the PsycINFO website at <http://www.apa.org/databases/training/classcodes.htm>.

Note that the content classification scheme has 22 broad categories, each of which appears in bold type and, with the exception of 3800 Military Psychology, includes at least one subcategory. In assigning these codes to records, PsycEXTRA's indexers aim to represent each article's subject area as specifically as possible. The broad categories are primarily for

- General discussions
- Topics that encompass two or more subcategories
- Topics for which there is no subcategory

▶ *Historical Note:*

Classification System History

- *1992: The system expanded from 17 to 22 categories. All categories and subcategories are searchable for records entered and were mapped back to relevant records. The classification codes were mapped back to all records.*
- *1989: Classifications corresponding to the current changes were mapped back to relevant records.*
- *1976: Four-digit subcategories were used for the first time. Before 1976, the classification system consisted of broad, two-digit codes only. For records entered prior to 1976, concepts represented by subcategories in the current system can be searched at the broad level only.*

Consult the search guide for your vendor for instructions on how to search classification codes.

Searches that need to be comprehensive over PsycEXTRA's full range of coverage must be adjusted for classification differences in older records. If necessary, add index terms and natural language/all text terms to your classification search to retrieve older records when the current subcategories did not exist.

- ▶ *Helpful Hint: Using classification codes in searching can be helpful in limiting retrieval to a specific setting. If you are looking for concepts for which the terminology is the same across multiple disciplines, limiting to classification codes is a useful strategy. Browsing within a classification code can help a searcher identify a research topic within a certain discipline.*

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Conference

This field contains information about whether a document was presented at a conference or symposium, where and when it was presented for conference papers, abstracts, and presentations. In addition, this field will capture information about poster sessions.

Examples:

Originally presented as a Poster Presentation, Association of Medical Service Corps Officers of the Navy Poster Session, Association of Military Surgeons of the United States (AMSUS) Annual Meeting, November 2008, San Antonio, Texas.

Canadian Public Health Association annual meeting, June 11-14, 2012, Edmonton, Alberta

► *Helpful Hint: You can retrieve articles that were presented at a specific conference by searching the name of the conference and the year and selecting the conference field.*

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Content Owner

Both organizational and individual content owners are included. The organization's name and URL are displayed; for individual content owners, affiliation and email information are provided, if available.

Examples:

American Psychological Association (APA)

<http://www.apa.org>

Sim, Jessica

simjessica@gmail.com

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Correction Date

Date that a corrected version of record entered the database in YYYYMMDD format. This date appears in the metadata records that have been corrected. Corrections are issued weekly but may appear online at a date determined by each vendor.

Example:

20080919 (PsycEXTRA)

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Digital Object Identifier

All PsycEXTRA records contain a Digital Object Identifier (DOI), providing a unique actionable, persistent link to the record to which it has been assigned. Users can click on the link (see example below) and be taken immediately either to the document (if the user is authorized to see it) or to a landing page that will tell the user how to get the document. Scholarly publishers register metadata and a DOI name (alphanumeric string) with CrossRef, and the system will maintain a persistent link. If the document moves from one publisher to another, the location is changed in the DOI system so that users get a persistent link.

Example:

[10.1037/e609662012-019](https://doi.org/10.1037/e609662012-019)

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Distributor

Only used in Multimedia records

For multimedia content only; includes the distributor name and URL.

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Document Identifier

Display-only field

Includes report numbers, funding opportunity announcements, names of legislation, patent numbers, and clinical trial identifiers.

Example:

Clinical Trial (NCT00320684)

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Document Type

The values in this field identify the specific kind of document, or what a document *is* as opposed to *what* it is about.

Amicus Brief
Bibliography
Blog
Brochure/Fact Sheet
Clinical Trial
Conference: Abstract
Conference: Presentation
Conference: Program
Curriculum
Data
Directory
Dissertation/Thesis
Grant
Legislation
Monograph
Multimedia
Patent
Periodical: Journal
Periodical: Magazine
Periodical: Newsletter
Periodical: Newspaper
Press Release
Report
Report: Administrative
Report: Summary
Speech/Interview/Oral History
Standard/Guideline
Testimony
Web Article

► *Helpful Hint: Documents generally receive only one Document Type value.*

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Email

Email addresses provided by all authors are entered in this field. If an author provides more than one email address, only the first one listed in the source document is captured.

Example:

Anderson, Peter. PDAnderson@aol.com

► *Historical Note: From 2001 to present, author email became a standard field for all authors and all author emails in the source document are entered. Before that, the author email was only input for the first or corresponding author.*

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Grant/Sponsorship

This field was added in 2006 and captures grant and sponsorship information for research studies.

In 2013 Grant/Sponsorship has been fielded to allow display, search and limiting for individual sponsors, grant numbers, and grant recipients and principal investigators. Additional fields include the sponsor country, grant date, funding amount, and recipient country. A free-text field, Other Details, contains relevant information that cannot be fielded such as named awards and fellowships, institutional recipients, and project names.

Examples:

Sponsor: U.S. Department of Education, US

Recipient: Doughty, Margaret, US

Grant Number: ED-VAE-09-C-0042

Sponsor: Walden University, US

Recipient: Heretick, Donna M. L., US; Russell, Joseph A., US

Other Details: Faculty Research Initiative Grant

► *Helpful Hint: This field is useful if you want to find out what research has been funded by a specific organization, government agency, or other institution. For a comprehensive search, look for both the full institution name and the acronym (e.g., National Institutes of Health or NIH).*

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In Association With

Only used in Multimedia records

Lists the organization or individuals who assisted in media production.

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Index Terms

PsycEXTRA records are indexed with index terms that have been standardized to encompass synonyms that different authors may use to express the same concepts. These terms, also known as descriptors or subjects, are published in APA's *Thesaurus of Psychological Index Terms*®. Most vendor systems provide an electronic Thesaurus for automated access to the controlled vocabulary. Please refer to your vendor's search guide for more information. In this guide, we will refer to this controlled vocabulary as "index terms."

Example:

Anxiety Disorders; Combat Experience; Exposure Therapy; Military Deployment; Military Personnel; Posttraumatic Stress Disorder; Severity (Disorders); Terrorism; Treatment Duration; Treatment Effectiveness Evaluation

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Index Term Selection

Indexers assign index terms to reflect the frame of reference of the author(s) and the level of specificity of the document. Scope Notes are consulted to ensure accurate application of index terms. Scope Notes are written for index terms with ambiguous meanings. In many cases, Scope Notes provide a definition and/or information on proper use of the index term. There can be no more than 15 total index terms per record.

Index Term Application Tips

- Animal index terms are applied in both experimental and observational research settings.
- Student index terms are generally applied in educational settings.
- Index terms reflecting methodology are applied when methodology is the focus of the study.
- When a document is focusing on a specific test and its psychometric properties, appropriate index terms are applied to represent that test (or type of test if there is not a specific test name term) and the psychometric properties under investigation.
- Unlike PsycINFO, index terms for PsycEXTRA do not distinguish between Major and Minor terms.

What is the difference between keywords and index terms?

Keywords, or key concepts, are taken from the source document and represent the natural language used by the author(s). Authors sometimes provide keywords or key concepts, and these may be applied during indexing as well as additional concepts that are deemed important. Index terms are controlled vocabulary terms from the *Thesaurus of Psychological Index Terms*. The index terms are applied to reflect the key concepts and provide another point of access for the searcher. Indexers apply these index terms to a level of specificity, thus using index terms in your search strategy is the most precise approach.

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Institutional Authors

Institutional authors can include institutions such as the World Health Organization, study or working groups, or a combination of institutions, study groups, and individual authors.

Examples:

Pan American Health Organization

Prado, EL.; Alcock, KJ.; Muadz, H.; Ullman, MT.; Shankar, AH.; The SUMMIT Study Group, SUMMIT Institute of Development, Indonesia

2012 [International Association for Cross-Cultural Psychology (IACCP), 21st International Congress].

► *Helpful Hint: Vendors differ in whether or not they place individual and institutional authors in the same fields. Be sure to check the field labels and descriptions for whatever vendor you use to access PsycEXTRA.*

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ISSN/ISBN

The ISSN is a unique eight-digit standard number assigned by the International Serials Data System (ISDS) to identify a specific serial title, for example, **0363-0277**. The ISBN is a unique eight-digit standard number assigned to identify a book or other monographic publication issued by a given publisher.

As of 2012, book series ISSNs and book set ISBNs are included.

► *Helpful Hint: If a journal has an ISSN for both the print and electronic versions, both are listed in the record:*

ISSN 0254-4962 (Print); 1423-033X (Electronic)

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Key Participants

Only used in Multimedia records

Lists the names of individuals participating in the media presentation
e.g., 564352012-001

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Keywords

Keywords are the natural language words or phrase used to reflect the major concepts in a source document. Keywords, or key concepts, are pulled from the title or abstracts and reflect the author's language. Important concepts for which there are no corresponding index terms in the Thesaurus are always represented in this field.

Sometimes a journal editor or author provides keywords to their publication. These are considered for inclusion in the PsycEXTRA record, but may be altered to reflect the source document's major points and psychological relevance.

Example of keywords in a PsycEXTRA record:

drive; motivation; female figure skaters

- ▶ *Helpful Hint: When searching, use truncation (consult your vendor search guide to determine the truncation symbol) to broaden your retrieval from the keywords.*
- ▶ *This natural language field is labeled differently on some of the vendor platforms, and can be called identifiers, keywords, key concepts, and so forth. Consult your vendor search guide for the field labels.*

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Language

The language field represents the original language that the document is written in.

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Location

Geographic location where a study was conducted or the country or countries that are the focus of the document.

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Media Type

Only used in Multimedia records

Type of media. Can be Audio, Interactive, or Video.

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Narrator

Only used in Multimedia records

Name of the individual(s) narrating the media source.

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Notes

Only used in Multimedia records

Other information about a multimedia source not listed elsewhere.

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Population Group

This limit is assigned to indicate certain characteristics of the population that is the focus of the document. As many population group limits as are applicable will be assigned.

Human
Animal
Male
Female
Inpatient
Outpatient

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Publication Date

The Publication Date field includes, when available, day, month, season, and year of publication. It will accommodate a variety of formats.

Examples:

June 30, 2009
Jun 17, 2009
June 2009

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Release Date

Date record entered database, in YYYYMMDD format followed by the database name in parentheses. PsycEXTRA is updated weekly.

Example:

20130114 (PsycEXTRA)

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Running Time

Only used in Multimedia records

Length of time that the media source runs.

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Series Title

The series title is applied to a group of separately published works related in subject and issued in succession (numbered or unnumbered) by a single publisher or distributor. Each of these published works will bear a title of its own in addition to the series title.

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Source

This is basic information that identifies the publisher and the publication. It includes the Name, Publication Date, Volume/Issue, and Pagination according to the type of material—periodicals, reports, and monographs may include all of these elements, while other types of documents, such as conference abstracts, will include the name and date of the conference.

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Tests and Measures

This field is used to capture the tests and measures used in a research study. Nonstandardized and unpublished measures used in a study are also included in this field. Tests are displayed in alphabetical order. If a test is appended or included in the body of the source document, this is indicated with an Appended label. If a PsycTESTS record exists for the test, the Digital Object Identifier (DOI) for the PsycTESTS record appears next to the test name.

Example:

Body Weight Control Questionnaire
Eating Behaviour Scales (Appended)
Parental Bonding Instrument doi:10.1037/t06510-000
Perception of Parents Scale
Psychological Control Scale--Youth Self Report

► *Helpful Hint: Users can search and determine how often a test has been used in research. Another use for this field is to locate published or unpublished measures on a certain topic.*

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Title

Title of material, including translated titles.

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Unique Identifier

This number identifies each record uniquely.

The format is YYYY-NNNNN-LLL, where

- YYYY = year the record was processed
- NNNNN = a unique sequentially number for that year for all of the articles in the same journal, a book record, or all of the chapters in a book
- LLL = a sequential number for each article or chapter selected from a journal issue or an edited book; LLL for an authored book is always 000

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