Searching for journal articles on ATLA Databases

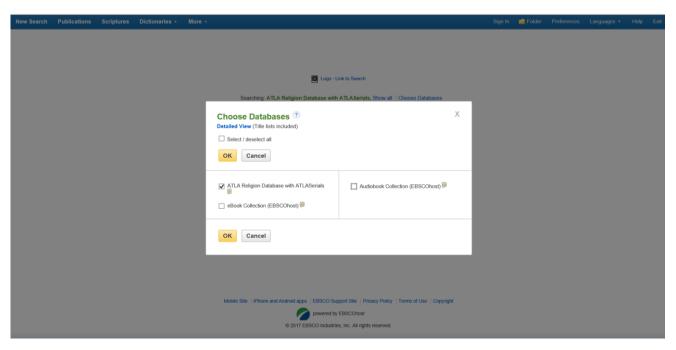
Gamble Guides

<u>Staff, student, research, life and annual members</u> of the Gamble Library have access to ATLA Religion Database and ATLASerials. This allows access to thousands of journal articles and indexed records (e.g. articles in edited books – Festschriften, symposia and conference proceedings), which can easily be searched.

Login via the **link** and **User ID**. **Ask library staff** for further details if you do not yet have these. Click on 'Choose Databases.'



Select 'ATLA Religion Database with ATLASerials' only and click 'OK.'

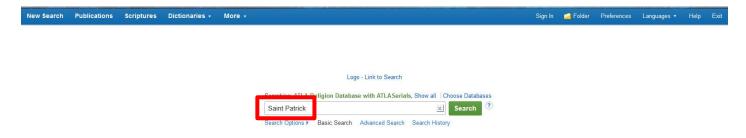


Basic searching

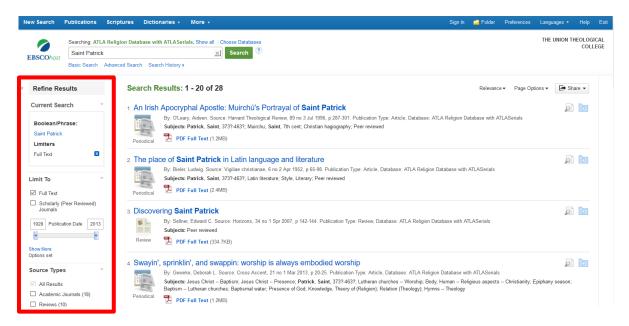
This is the **basic search** page.



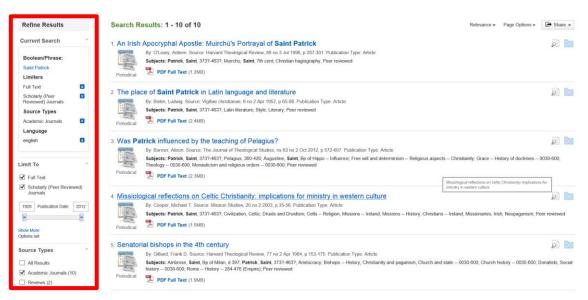
Enter **keywords** and **phrases** and click on 'search.' For example, 'Saint Patrick' and click on 'search.'



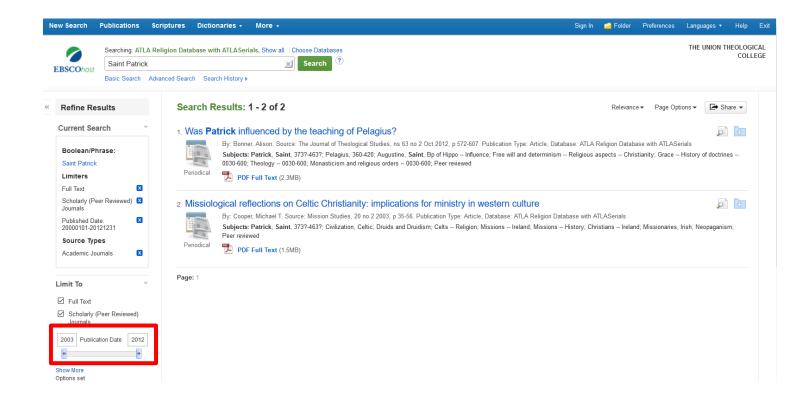
Basic searches will return many results which may or may not be relevant. It is therefore advisable to carry out advanced searches rather than basic searches. See later in the guide for advanced search tips. Basic search results can however be refined according to your needs by using the column on the left of the webpage.



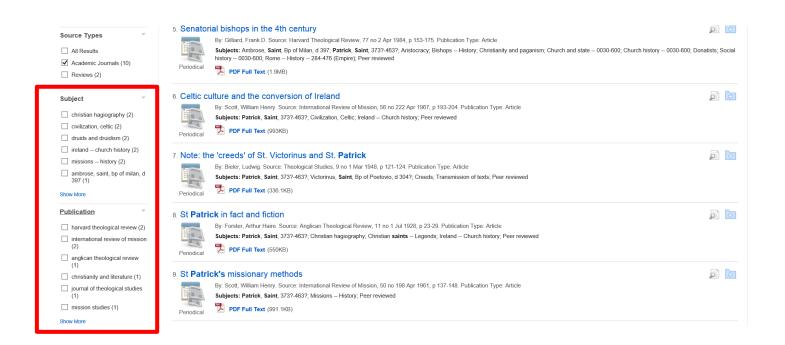
Refine the results to those which are scholarly (peer reviewed) journals, academic journals only (since reviews will not give an accurate overview of an author's viewpoint) etc. by clicking into the relevant boxes.



You can **choose articles from a certain date** (more recent articles are usually preferred by lecturers) by **moving the sliding bar along** according to your preferences. The **results** will then be **updated automatically**.

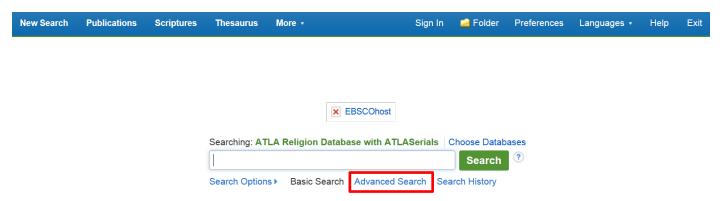


You can also refine results by **subject** and **publication** etc. by clicking on these words to reveal more options, then clicking into the appropriate boxes to update the results list.

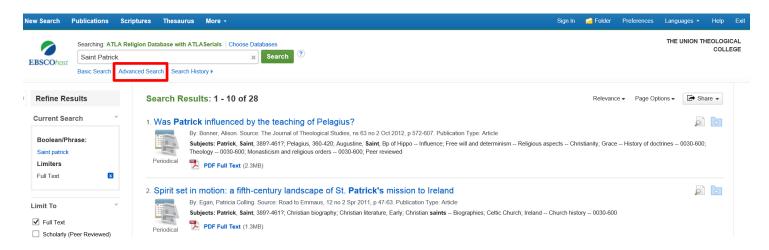


Advanced searching

To go to the advanced search page **click** on **"advanced search" under the search box** on the basic search page.



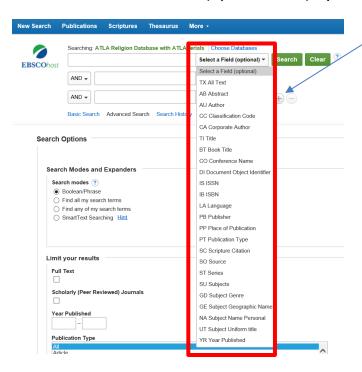
Or if you have just carried out a basic search, click on "Advanced search" under the basic search box.



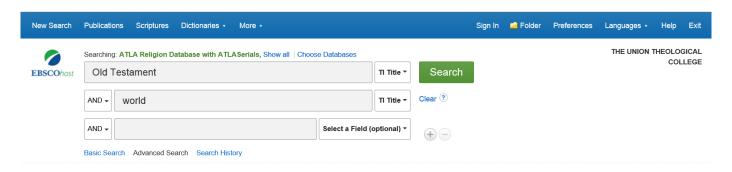
This will bring up the advanced search page.

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This page allows you to search within particular fields (or several different fields at once) by clicking on the dropdown menu and selecting the field you wish to search within. Fields include author, title etc. You can add more fields (up to twelve) by clicking the '+' sign.



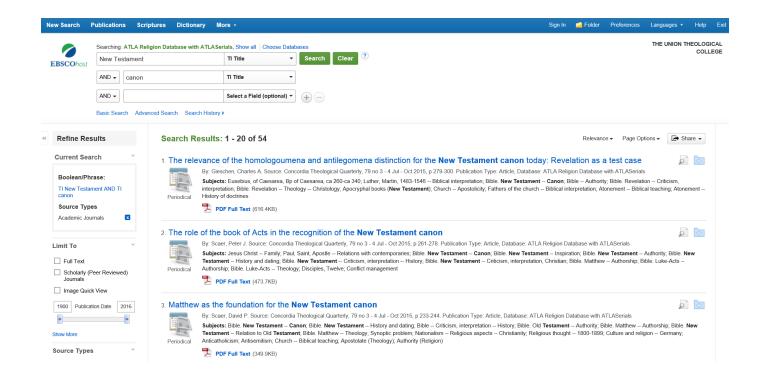
For instance:



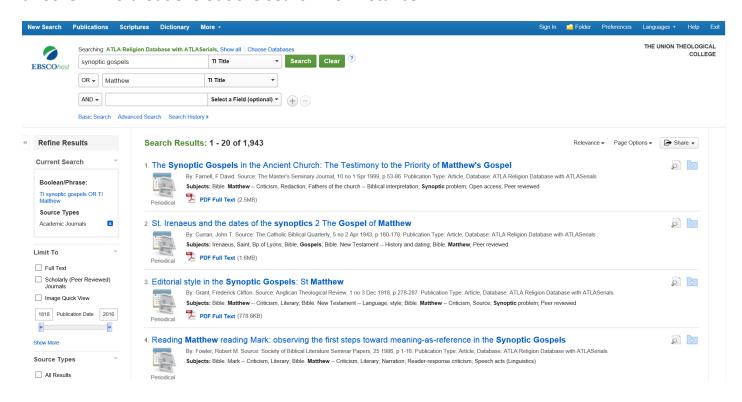
This list of results can then be refined down as mentioned previously.

Linking keywords in searches using AND, OR, NOT

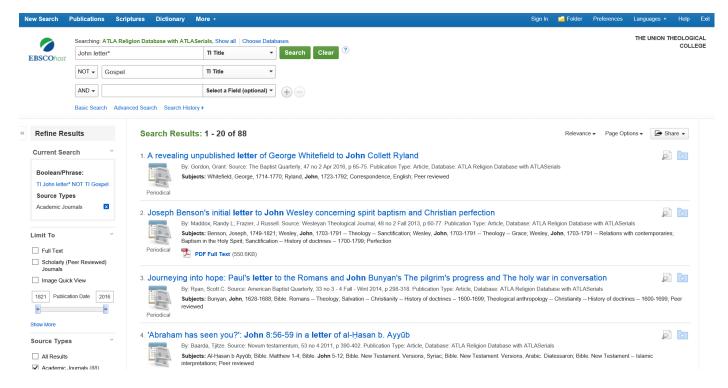
Boolean operators (AND, OR, NOT) can be used between keywords and phrases. For example, putting AND between keywords and phrases will produce results which include both terms or phrases. This narrows down a search.



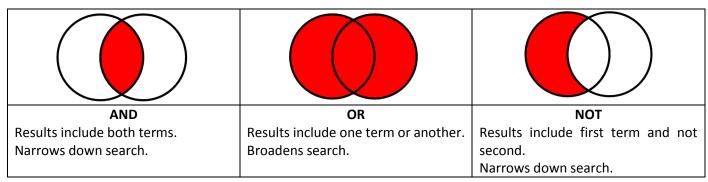
Linking keywords or phrases with **OR** will produce **results** which **include one keyword OR another.** This **broadens out the search**. For instance:



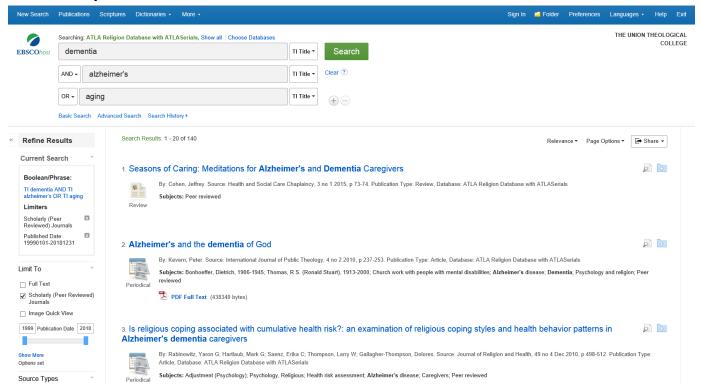
Linking keywords or phrases with **NOT** will **narrow down searches**. The search engine will **look for the first term, but not the second**.



These diagrams may help explain.

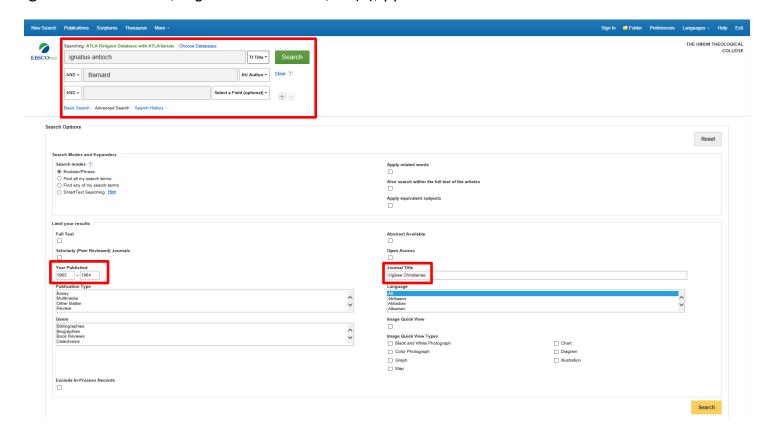


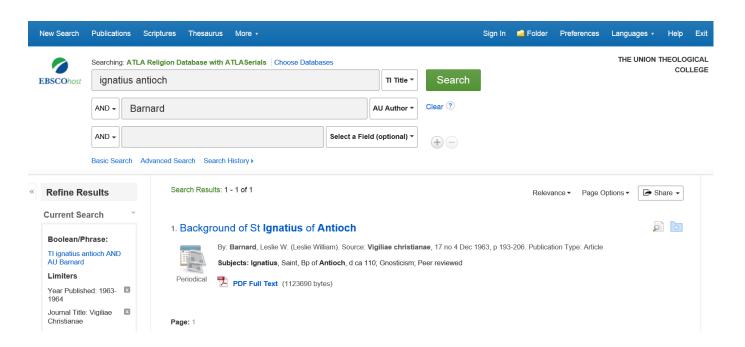
When executing a search for various keywords linked with different Boolean Operators, AND takes precedence over OR.



Searching for specific articles

If you **know** the exact **details of the journal article you are looking for** you can search for it using the **advanced search** page. For instance, Barnard, L.W. (1963) 'Background of St Ignatius of Antioch', *Vigiliae Christianae*, 17(4), pp. 193-206.



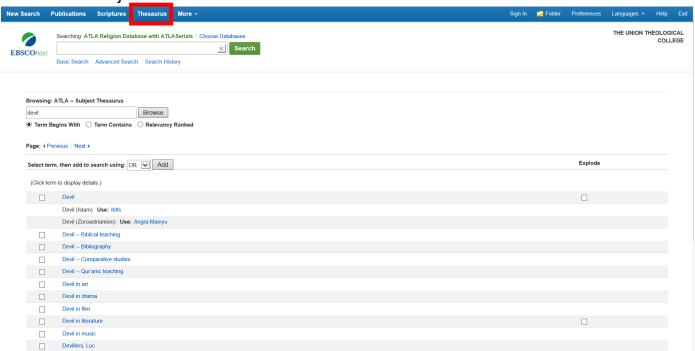


Search tips: **stop words** are **common words** which the computer has been programmed to ignore, such as the, of, or, been, however, so and etc. These can be **omitted when searching**. This search engine is **not case sensitive**.

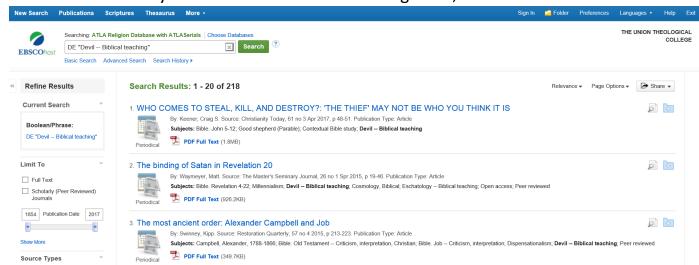
Search strategies

Think about **keywords** and **related terms** to do with the topic you are looking for information on. **Plan** your **searches** and keep brief **notes of your searches** to avoid timewasting repetition. Use a **thesaurus** to help. Think about **how the terms can be linked together within the search** as well. Different ways of combining keywords can retrieve different results. **ATLA** provide a subject **thesaurus** and **dictionary** which may help you think of keywords and related terms. (The thesaurus is visible on the ribbon at the top of the screen if you selected **'Choose Databases'** and clicked **'ATLA Religion Database with ATLASerials'** *only*. **'Dictionaries'** will be visible on the ribbon if you selected all three databases - **ATLA Religion Database with ATLASerials; Audiobook Collection** and **eBook Collection**).

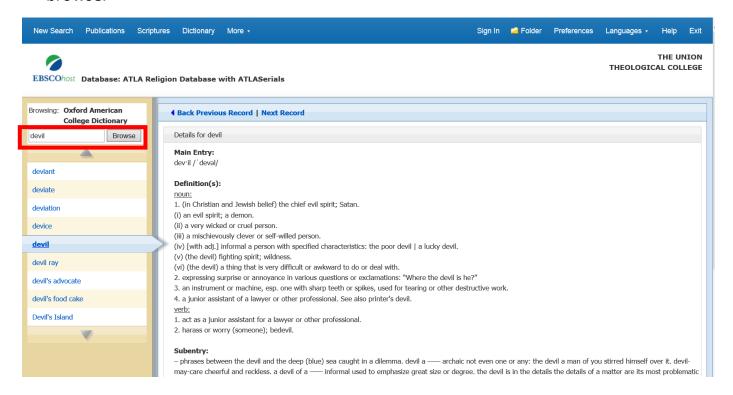
To use the thesaurus click on the link at the top of the screen, then enter your term to browse the subject index.



You can then search for all the articles connected to a subject term by **ticking the box** to the left of the term you are interested in and clicking **'add'**, then **'search.'**



To use the dictionary click '**Dictionary**' at the top of the page. Type in your term and browse.



- Use **related terms** as required when searching. If you get **too few results** you may need to **widen the search** by **using a broader term**. For instance, if you search for "Philemon" and get very little, you could then search for "Pauline Epistle," which will hopefully return more results. If your search returns **too many results**, which are often irrelevant, you may need to narrow it down by **using a narrower term**. If you searched for "heresy" and get too many results you may search again for "Arianism" and get fewer, more relevant results. A thesaurus, either in hardcopy or online, should help with identifying related terms and synonyms.
- Search for **synonyms**, e.g. death, deceased, passing, etc.
- Alternative spellings, e.g. honor or honour, neighbor or neighbour. The wildcard # can be used in cases where an alternative spelling might add an extra letter. For instance, col#r finds references to color and colour.
- Variations in root words, prefixes, suffixes and plurals. For example, lead, mislead, leadership, leading, leader, leaders. Wildcards and truncation can be used if you want to find all words related to the root word. This is when you use a symbol to replace letters at the end of, or in words. In ATLA Databases ? is used to replace each unknown character. For example, m?n finds references to man and men. Truncation is performed using * to replace several consecutive characters. For example, lead* would search for lead, leader, leaders, leadership, leading etc. Please note that wildcards and truncation cannot be combined for a single term in a search, e.g. p#ediatric* would be the same as a search for p* and would not be very useful. The symbol * can be used to match an unknown word in a phrase e.g. midsummer * dream.
- When a singular word is searched for, the plural and possessive forms will also be searched. However, if the singular word is enclosed in quotation marks, only the singular

word will be returned. For instance, Gospel will return Gospel, Gospels, Gospel's. However, "Gospel" will only return Gospel.

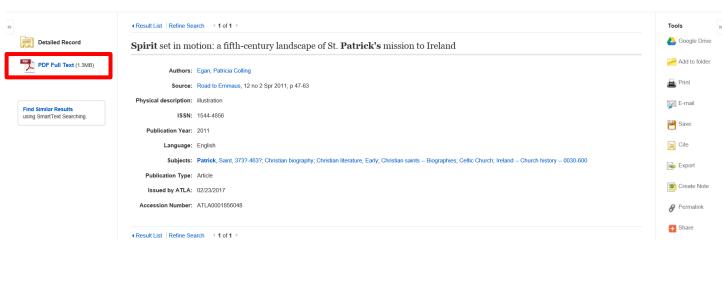
- When a plural term is searched for, the search engine will automatically search for the singular form of the term. If the plural is spelt differently (e.g. child, children) the search is not automatically expanded.
- Changes in place names. For instance, Myanmar, Burma.
- It can be useful to search for a phrase as it makes your search more exact. A phrase is a series of words in the order entered, with no other words between. The phrase should be entered in quotation marks. For example, "Synoptic Gospels."
- To search for an article when you have more than one of the authors' names, separate them with AND. E.g. To search for a work by John Smith and Jane Jones, enter Smith AND Jones or Smith John AND Jones Jane or John Smith AND Jane Jones. The search phrase Smith Jones will not find the item: it will only retrieve items by authors named "Smith Jones" or "Jones Smith."
- Parentheses (brackets) can be used. Terms inside these are searched first.
- **Near operator** Ndigit E.g. N3 finds the words if they are within three words of one another regardless of the order they appear in Miracles N3 Jesus.
- Within operator Wdigit E.g. W4 finds the words if they are within four words of one another in the order in which they were entered Synoptic W4 Gospels.

Accessing an article

Click on the article title (in blue) to see its full record.

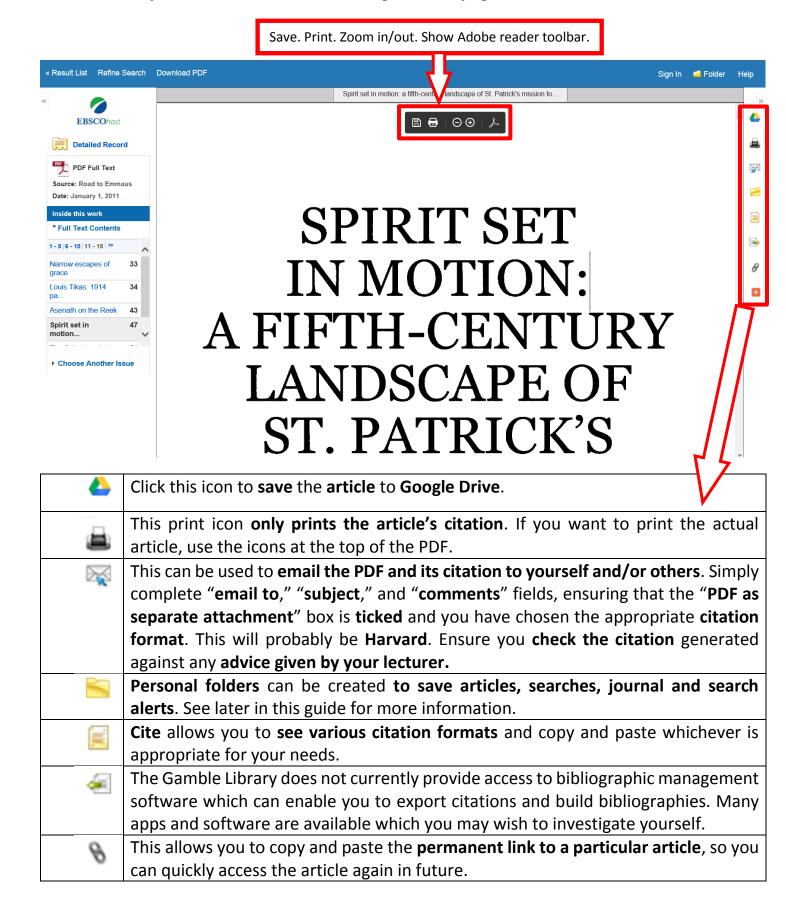


You can read the **actual article** by **clicking on the 'PDF Full Text'** symbol in the **full record** or on the **search results list** under the article title and details.





Once you have downloaded the **PDF** article you can **print it out, email or save it** using the **icons** at the **top of the PDF** or those on the **right of the page**.





Some journal articles are not available for download or to read online (see above – "PDF Full Text" is absent). They may be available elsewhere, such as in the Library's Periodical Room, or online. Please ask library staff if there is a specific article you want to read but you cannot download it through ATLA.

Searching Scripture citations

You can **search for articles** and **abstracts on particular extracts of Scripture** by: **Clicking** on **"Scriptures"** at the **top** of the webpage.

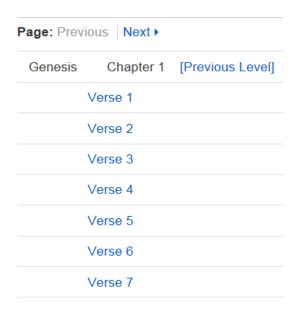


This will bring up a **list of Bible books**. Click on **"expand"** to see the **different chapters**.

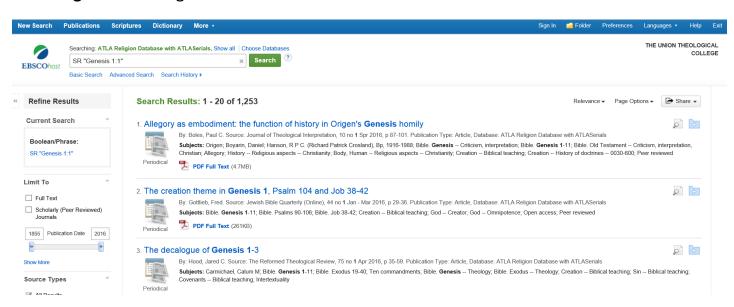




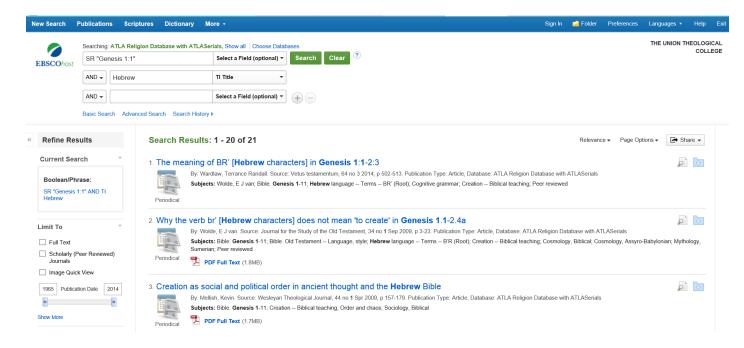
Click on "expand" again to see a selected chapter's verses.



Selecting a verse will give all the articles linked to that verse.

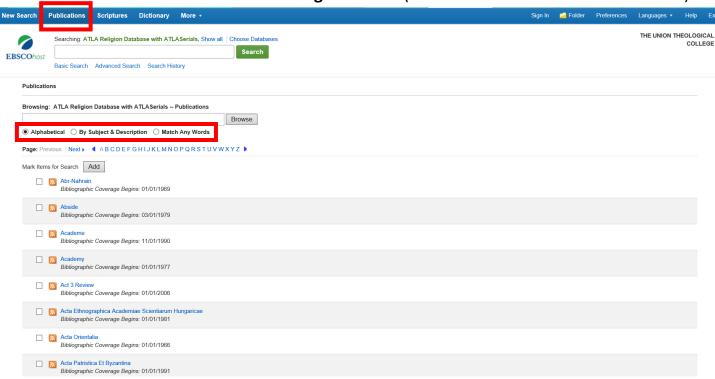


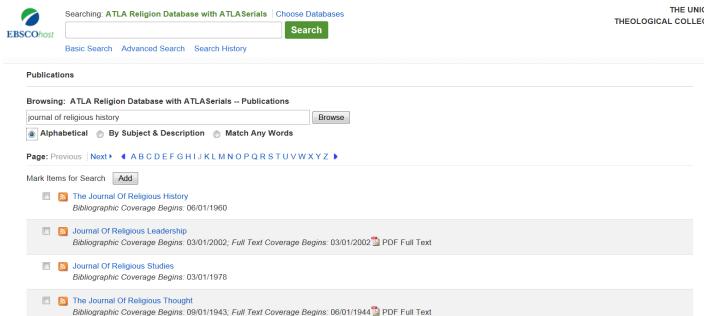
These can be **refined** as suggested previously. You can also **search within these for another keyword** by **typing it into the second row of an advanced search**. For instance:



Viewing the list of publications

Clicking on 'Publications' at the top of the page will provide an alphabetical list of all the publications available through ATLA. To find a particular journal you can click on the letter with which the journal you are searching for begins with and go through the alphabetical list until you find it. Alternatively you can enter the title of the journal you are looking for under "browsing: ATLA Religion Database with ATLASerials - Publications" then click "Browse." This should return the journal you are looking for. Please note there are a number of different ways which your keywords can be searched through according to which buttons selected under browsing are the box. (See second red box



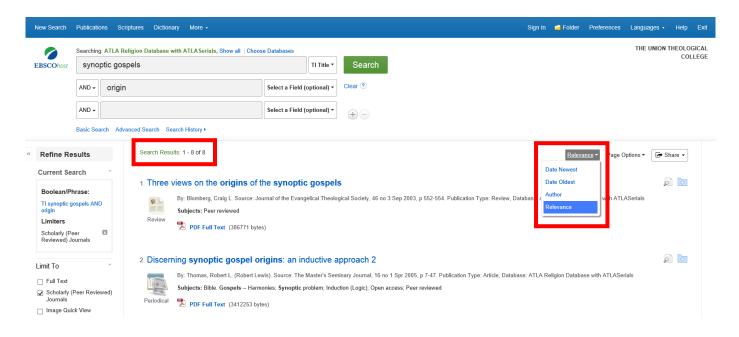


Tips on using ATLA

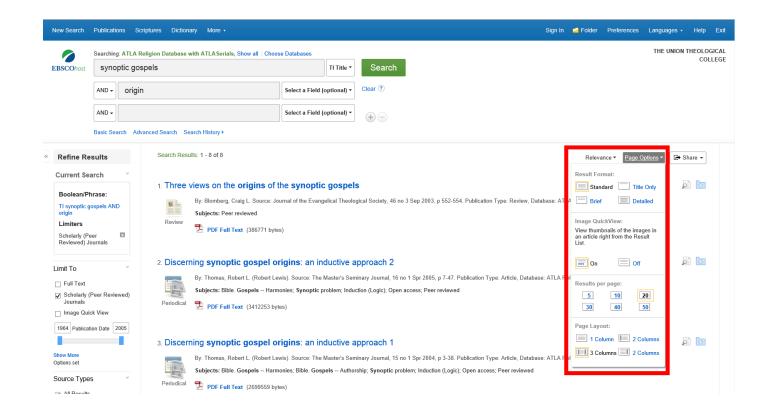
Previewing results

Journal Of Ritual Studies

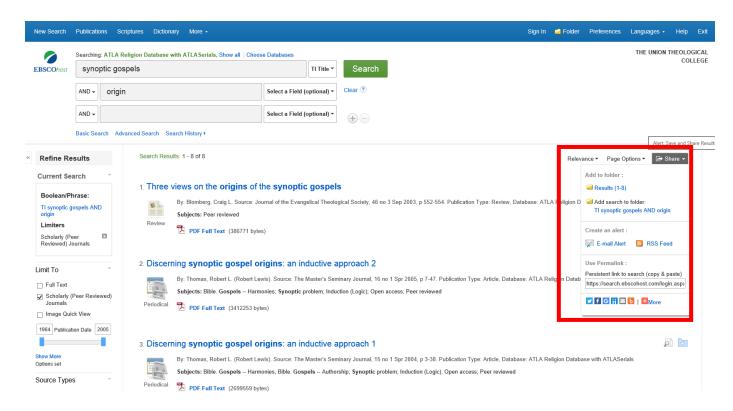
The total number of results are always listed above the articles' titles in the result list. Your results can be sorted in a number of ways. For example: by date (newest to oldest or vice versa); alphabetically by author or according to their relevance. Relevance is the automatic default.



Results can be displayed in different ways, according to your preferences, by clicking on "page options."



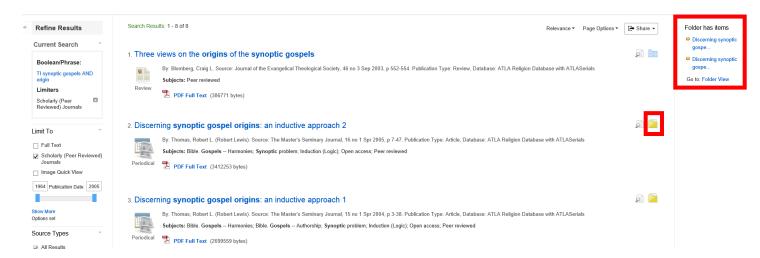
Clicking on 'share' will allow you to add articles or searches to your folder, create an email alert or an RSS feed, or obtain a permalink to a specific search which you have just carried out.



Clicking on the magnifying glass icon will provide an overview of the article's details, including an abstract if available.

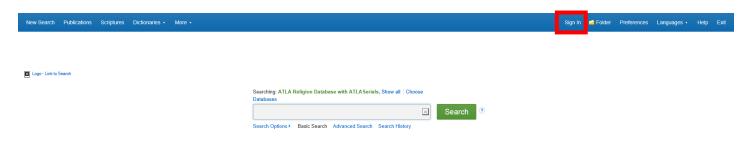


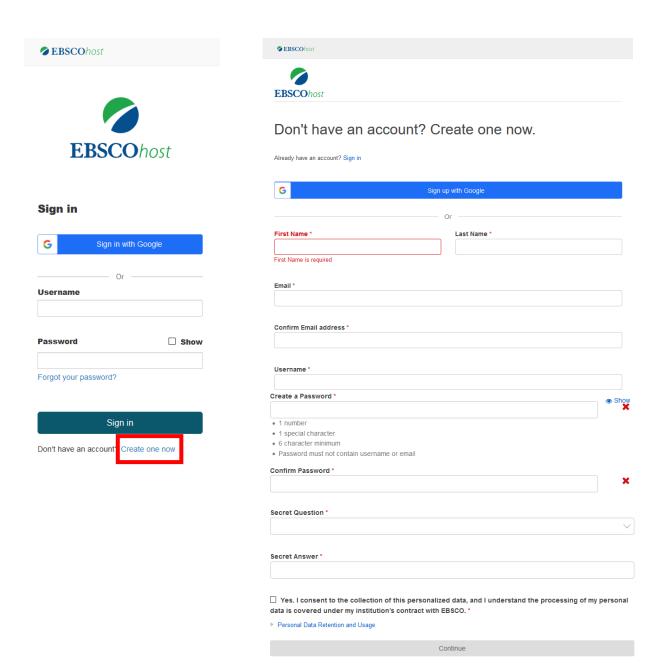
Clicking on the folder icon will add an article to your folder. If you create your own account they will be saved in your folder until you remove them. If you do not create your own account they will disappear when you exit the system or your session times out.



Creating your own EBSCOhost account or folder

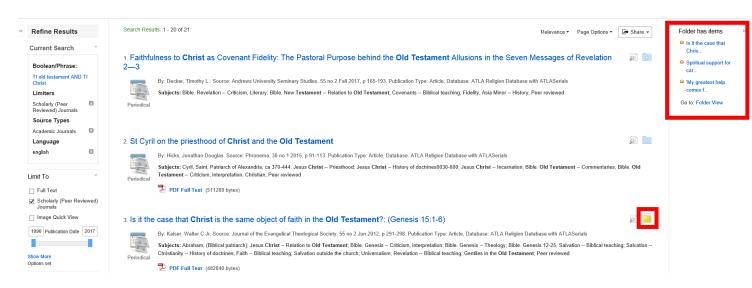
Creating your own **EBSCOhost account or folder** means you **can save articles** and **searches** to **your personal folder**, as well as **create RSS feeds**, **search and journal alerts** etc. To do this begin by **clicking** on **"sign in"** and **"create one now."**



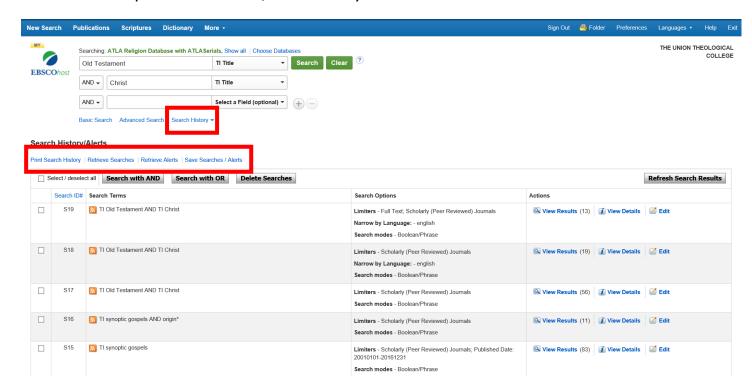


Simply complete the form and click "continue."

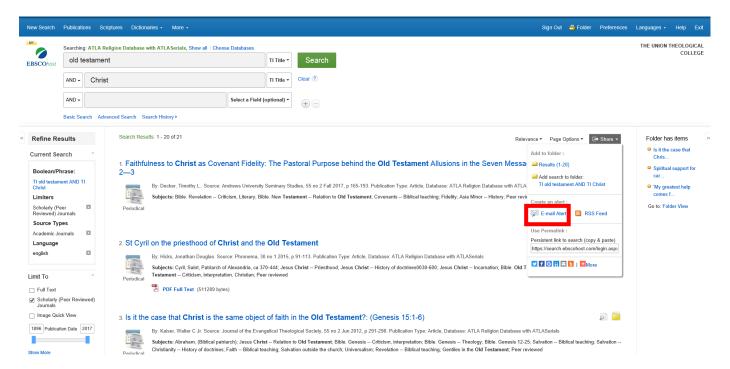
Once you have done this click "sign in" and type in your newly created username and password. When signed in if you click on the folder icon beside any article title it will go into your personal folder.

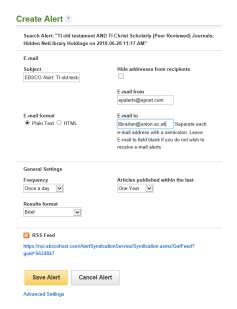


ATLA also takes note of your **search history** automatically storing this for a short time period. This means **you can return to searches** which you have **performed earlier in the session** and **save** them if desired. This helps you to keep track of what you have searched previously. Just **click** on **"Search History"** under the search boxes to bring up your history. If you are interested in a particular search, make sure you **save it**.



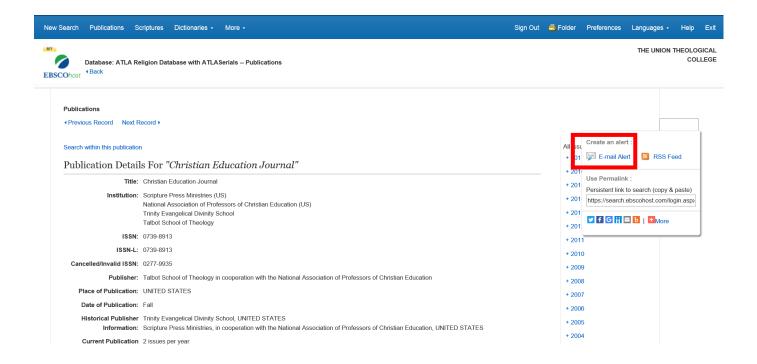
The "Share" button allows you to: save several articles to your folder at once; save the search to your folder; create a search alert or set up an RSS feed for the search you have most recently carried out. When you create a search alert you are emailed when an article is uploaded into ATLA Databases which would have been returned in your search. Just click "e-mail alert" and complete the form according to your needs.



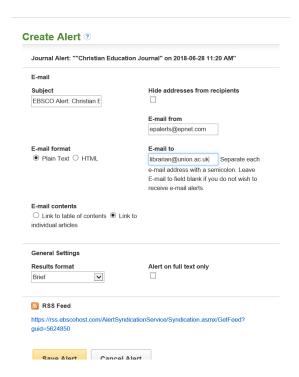


Click "RSS Feed" and complete a similar form to create an RSS Feed search alert.

If you set up a **journal alert** it means you can be **emailed when an issue of a journal** you are interested in is **released on ATLA**. To **set up a journal alert**, find the journal you are interested in and click the **"Share"** button and **"E-mail Alert."**

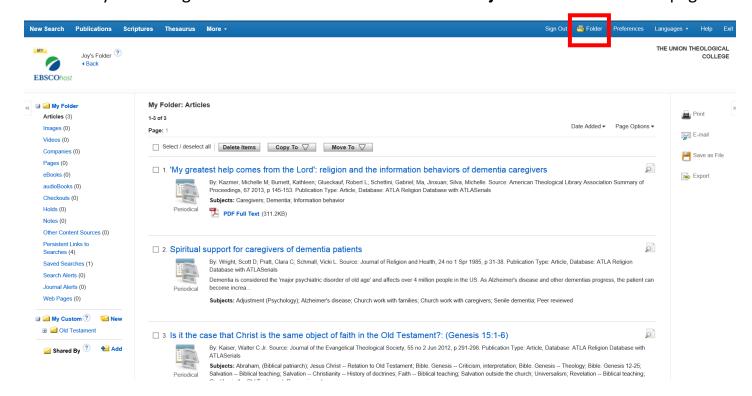


Complete the form according to your preferences.



Click "RSS Feed" and complete a similar form to create an RSS Feed journal alert.

Clicking on "Folder" at the top right of the page will open your folder. Clicking on the different items on the left will bring up what you have previously saved. For example, the articles you saved previously can be looked at again. Articles can be categorised in folders or deleted if you no longer need them. You can edit search and journal alerts from this page.

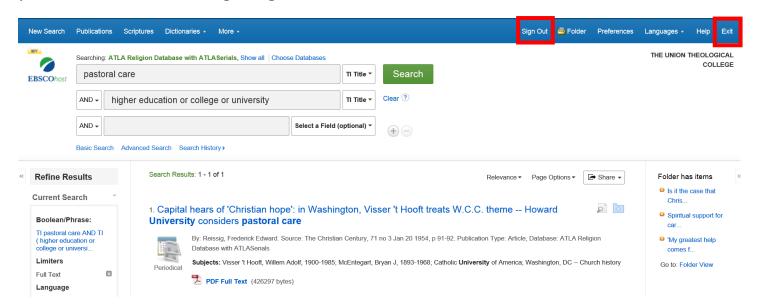


Click on "new search" in the top left corner of the page to begin a new search.

Clicking on "Preferences" on the top right of the screen allows you to review your choices about how searches are performed, results displayed, citation formats used and where results are emailed to. Remember to save changes.



Remember to click "Sign Out" when you have finished using your folder and "Exit" when you have finished searching using ATLA.



For **further guidance** on searching click on the **help button in the top right corner of your screen** or **contact Library staff**.

If you have any **problems accessing or using ATLA** please **email** librarian@union.ac.uk or **phone** 02890205093 and inform library staff.



The Gamble Library vision - Every member equipped with the resources and information literacy they need to support teaching, learning, research or personal and professional development, within the context of the Union Theological College's vision, mission and ethos.