

# Contemporary Authors

User's Guide

**Gale***Net*





# Table of Contents

Chapter 1: Welcome to the Contemporary Authors.....	1
Look into the Lives of Today’s Most Influential Voices .....	2
About this Manual.....	4
Contacting Us.....	5
Key Concepts of Contemporary Authors .....	5
Moving Around in Contemporary Authors.....	5
Citing Documents in Contemporary Authors .....	6
Improving Your Search Results.....	6
Chapter 2: Getting Started with Contemporary Authors .....	9
Contemporary Authors Main Menu .....	10
Searching for an Author – A Step-by-Step Sample Search.....	14
Viewing Search Results – The Results List .....	15
Navigating the Results List.....	16
Viewing a Sample Author Sketch .....	17
Navigating Documents.....	17
Viewing Recent News and Author Updates .....	18
Viewing Interviews and Autobiographical Essays .....	19
Appendix: Searching All Literature Databases .....	21
The Cross-Database Search Main Menu ...	<b>Error! Bookmark not defined.</b>
The Results List.....	<b>Error! Bookmark not defined.</b>
Re-sorting the Results List.....	<b>Error! Bookmark not defined.</b>
Retrieving a Document.....	<b>Error! Bookmark not defined.</b>



## Chapter 1

# Welcome to Contemporary Authors

This chapter provides a brief introduction to Contemporary Authors (CA), including:

- Highlights and features of CA
- How to use this manual
- Gale Group contact information
- Key concepts – navigation, search tips, and how to cite the documents you find in CA

Chapter 2 will build on this introduction to provide you with step-by-step instructions for using CA.

Please see the *Getting Started with GaleNet User's Guide* for general information on GaleNet products, including how to access Contemporary Authors, navigate screens, work with Mark Lists and InfoMarks, use advanced search techniques, contact Gale Group Customer Support, and more. This guide is available from your Gale Group Representative or from the Gale Group web site at [www.galegroup.com](http://www.galegroup.com).

# Look into the Lives of Today's Most Influential Voices

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Contemporary Authors helps researchers discover biographic details on more than 110,000 modern novelists, poets, playwrights, non-fiction writers, journalists, songwriters, and scriptwriters. Current writers as well as the most-studied literary figures of the early 20th century, and authors from around the world whose works have been translated into English or published in the United States are featured in this award-winning reference resource.

In most cases information provided by the authors themselves is used to create sketches for Contemporary Authors. In instances where an author is deceased or direct responses to questionnaires and query letters are unavailable, details are drawn from published interviews, feature stories, book reviews and other materials provided by the authors' publishers.

## Applications

- Beginning source of research for twentieth-century authors
- Students use for classroom research, homework, and reports
- General public uses for book clubs and general information on favorite authors
- Librarians, the main purchasers of this product, use Contemporary Authors to support the above audiences
- Businesses (journalists, embassies, legal departments) use Contemporary Authors to access information on specific people

## Benefits

- Simple to use interface
- Search across the entire collection
- Search by author, title, subject, genre, and full-text
- Combine criteria for complex searches – very broad or very specific
- Universal access from any web-capable computer (including 24-hour remote access)
- No hardware/storage issues
- Data updates are automatic, requiring no reload or download

### Coverage

- Current writers of fiction, nonfiction, poetry, and drama whose works have been issued by commercial publishers, risk publishers, or university presses (authors whose works have been published only by known vanity or author-subsidized firms are usually not included)
- Prominent print and broadcast journalists, editors, photojournalists, syndicated cartoonists, graphic novelists, screenwriters, TV scriptwriters, and other media professionals
- Individuals for whom writing is a not their main occupation, such as musicians, actors, athletes, doctors and others who have authored a current work
- Authors who write in languages other than English, provided their works have been published in the U.S. or translated into English
- Literary greats of the early twentieth century whose works are popular in today's high school and college curriculums and continue to elicit critical attention

### What you'll find

The following elements may be included in a Contemporary Authors sketch:

- AUTHOR NAME
- NATIONALITY
- PLACE OF BIRTH
- NEW ENTRY – Shows the date a new entry was added to the collection
- ENTRY UPDATED – Provides the date the author's sketch was reviewed and updated by Gale Group
- GENRE(S) – Lists genres in which an author has written
- AWARD(S) – Lists awards, prizes, and honors the author has received
- PERSONAL INFORMATION – The author's date and place of birth (city, state, and/or country) and family data, including parents, spouse(s), and child(ren). May also include: Ethnicity, Education, Memberships, Political Preference, Religion, Avocational Interests, and Addresses.
- CAREER – Provides a summary of the author's career, such as job title, employer, years, and other details
- WRITINGS – A comprehensive, chronological list of titles, publishers, dates of original publication and revised editions, and production

information for plays, television scripts and screenplays. Listed in separate sections under such headings as Novels, Poetry, Teleplays, Screenplays, Stage Plays, Essays, Record Albums, Other, and many more.

- MEDIA ADAPTATIONS – A list of films, plays, and other media that have been adapted from the author’s work
- WORK IN PROGRESS – Current or planned projects, with dates of completion and/or publication, and expected publisher, when known
- SIDELIGHTS – A biographical portrait of the author’s development; information about the critical reception of the author’s works; revealing comments, often by the author, on personal interests, aspirations, motivations, and thoughts on writing
- BIOGRAPHICAL AND CRITICAL SOURCES
- OBITUARY NOTICE
- SOURCE – Provides citation information for the sketch currently displayed
- GALE DATABASE NAME

### Building Contemporary Authors

The editors make every effort to secure new information directly from the authors; listees’ responses to our questionnaires and query letters provide most of the information featured in Contemporary Authors. For deceased writers, or those who fail to reply to requests for data, we consult other reliable biographical sources, such as those indexed in Gale’s Biography and Genealogy Master Index, and bibliographical sources, including National Union Catalog, LC MARC, and British National Bibliography. Further details come from published interviews, feature stories, book reviews, and material supplied by the authors’ publishers.

An asterisk (\*) at the end of a sketch indicates that the listing has been compiled from secondary sources believed to be reliable but has not been personally verified by the author.

## About this Manual

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This manual is your guide to all aspects of using Contemporary Authors. The “Key Concepts” section in this chapter outlines basic functions such as navigation, citing the information you find in Contemporary Authors, and improving your searches.

Product features and functions used throughout GaleNet are described in detail in the *Getting Started with GaleNet User's Guide*. This guide is available from your Gale Group Representative or from the Gale Group web site at [www.galegroup.com](http://www.galegroup.com).

Chapter 2 provides an in-depth look at performing searches and working with search results.

In addition to the instructions found in this manual, you can also consult the online help files found in Contemporary Authors by clicking the **Help** button found in the navigational sidebar at the left of every screen.

## Contacting Us

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Gale Group is pleased to offer Contemporary Authors to you and your library. If you have any additional questions about Contemporary Authors, please contact Gale Group at:

***1-800-877-4253***

This number will connect you with all the departments with which you may need to speak. To expedite your call, please have your customer number on hand.

For customers outside the U.S. and Canada, send an e-mail to ***international@galegroup.com***.

Additional contact information, hours of operations, and a list of departments are provided in the *Getting Started with GaleNet User's Guide*.

## Key Concepts of Contemporary Authors

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### Moving Around in Contemporary Authors

The navigational sidebar at the left of Contemporary Authors (CA) screens provides buttons to help you work with and move around in CA. In general these buttons are described with the screen on which they appear. The following buttons appear on most screens:

<b>Gale Group Databases</b>	Used to leave CA and link to the other Gale Group databases in your subscription
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<b>Main Menu</b>	Displays the main Contemporary Authors page so that you can start a new search
<b>Help</b>	Displays online Help information similar to this manual

In addition, standard GaleNet navigational buttons such as **About** can be found on in the navigational sidebar at the left of the online Help screens. See the *Getting Started with GaleNet User's Guide* for a complete listing of the standard GaleNet navigational buttons.

## Citing Documents in Contemporary Authors

In general, the correct citation format is as follows:

“Sketch title.” *Contemporary Authors Online*. The Gale Group. (date of access).

Here is an example:

“Stephen (Edwin) King.” *Contemporary Authors Online*. The Gale Group. (28 August 2001).

## Improving Your Search Results

See the *Getting Started with GaleNet User's Guide* for additional search tips and techniques.

Follow these guidelines to improve your search results in Contemporary Authors:

- ***Be specific, especially when searching for people with common names.*** If you're looking for essays about Toni Morrison, enter both words in your search. If you enter just *Morrison*, your search will return more results than you want. The more search terms you add, the more precise your results will be.
- ***Finding exact phrases and words in proximity of one another.*** Generally speaking, each type of search will look for the presence of the word(s) you entered, but not necessarily in the order you typed them. Enclosing your search terms in quotations causes Contemporary Authors to look for the whole phrase as an exact match rather than as individual words. Examples: type “*Questions about Angels*” or “*Poet Laureate*”  
You may also use the proximity operators (N and W) to indicate how far apart two search terms can be from each other in a document. See “Search

Operators and Wild Cards” in the *Getting Started with GaleNet User’s Guide* for more information on the proximity operators.

- **Use Boolean search operators and wild cards.** Most fields allow the use of Boolean search operators (AND, OR, NOT, etc.) and wild cards (\*, ?) to target your search. You may also mix phrases and single search terms in the search box. For example, enter “*City University*” AND *Bronx*. See “Search Operators and Wild Cards” in the *Getting Started with GaleNet User’s Guide* for additional information.

Wild cards may not be used in date fields (such as Birth Year or Death Year). Instead, you may enter a range of dates using a hyphen (-), as explained on page 11.

- **Broaden your search by using OR.** For example, type *racism OR prejudice*. Unless you tell the search engine otherwise, it finds only those documents containing all of the words that you specify. By inserting OR between your search words, you’ll find documents that contain as few as one of your requested words. Using OR will increase the number of documents that are found; use OR if your search isn’t finding enough essays. See “Search Operators and Wild Cards” in the *Getting Started with GaleNet User’s Guide* for more information on the OR operator.
- **Use plural or other word endings.** For example, if you are looking for discussions of murder, search for various forms of the word in one of the following ways:
  - Use the OR operator as the connector. For example: *murder OR murders OR murderer OR murderous*
  - It is also possible, depending on the desired search term, to use a wild card character to retrieve both singular and plural forms of a word. For example: *murder\**

See “Search Operators and Wild Cards” in the *Getting Started with GaleNet User’s Guide* for more information on the OR operator and wild cards.
- **Try using synonyms for your original words.** For example, enter “*nervous breakdown*” or “*mental breakdown*” or “*nervous disorder*” or “*mental instability*”.
- **Watch the use of special characters.** Follow these guidelines when using special characters:

- A hyphen (-) used between two words is considered part of the term. If you are searching for a word or phrase that normally contains a hyphen, include the hyphen. For example: *nineteen-thirties* or *self-doubt*.
- Apostrophes (') are not recognized by the search engine and should be deleted from search terms. Enter *Salem Lot* (instead of *Salem's Lot*) or *Chatterly* (instead of *Chatterly's*).
- Ampersands (&) are not recognized by the search engine. Instead, use the W (Within) proximity operator. For example, enter *Socialism Radicalism W2 Nostalgia* (instead of *Socialism, Radicalism & Nostalgia*). See "Search Operators and Wild Cards" in the *Getting Started with GaleNet User's Guide* for additional information.
- A period (.) used between two words is considered part of the term. If you are searching for a name that contains initials, it is generally best to put spaces around the abbreviated letters, as in *W. E. B. Du Bois* or *W E B Du Bois*. For place names, such as St. Louis, it is best to enclose the term in quotations, as in "*St. Louis*".

## **Chapter 2**

# Getting Started with Contemporary Authors

Chapter 2 begins with the Contemporary Authors main page and a description of all the search categories available, with examples where necessary. Then a sample search by Author Name is presented which provides a step-by-step example showing you how to begin your search, view the results list, and link to an author sketch.

Remember to refer to the *Getting Started with GaleNet User's Guide* for general information on using GaleNet databases.

# Contemporary Authors Main Menu

See the *Getting Started with GaleNet User's Guide* for information about accessing GaleNet and Contemporary Authors (CA).

The screenshot shows the Gale Literary Databases interface for Contemporary Authors. The page has a dark blue header with the Gale Group logo and the text "Gale Literary Databases". Below the header, there is a navigation menu with tabs for "Search All Literature Databases", "Contemporary Authors" (which is highlighted in red), "Contemporary Literary Criticism", and "Dictionary of Literary Biography". The main content area is titled "Enter your search criteria below:" and contains several search fields: "Author Name", "Title of Work", "Birth Year", "Death Year", "Nationality" (with a dropdown menu set to "None"), "Subject/Genre" (with a dropdown menu set to "None"), "Full Text", "Birth Place", "Death Place", "Personal Info", "Career", "Honors and Awards", and "Media Adaptations". There are "Search" and "Clear Form" buttons for the "Author Name" and "Full Text" fields. A "Return results" dropdown menu is set to "10". At the bottom of the page, there is a copyright notice: "Copyright © 2001 by Gale Group. All rights reserved. Gale Group is a Thomson Corporation Company."

The main Contemporary Authors page provides a full set of search categories to help you find authors based on a variety of criteria.

If you also subscribe to Contemporary Literary Criticism (CLC) Select and/or the Dictionary of Literary Biography (DLB), you will see tabs for the corresponding databases allowing you to search any of the three literary collections. Just click on the corresponding tab to go to the main page for that collection (for information on how to search these other collections, see their respective user guides).

You will also see a **Search All Literature Databases** tab that links you to the Cross-Database Search page. The Cross-Database Search page provides

general search categories that you can use to search any of the three literary collections that you choose, including all collections.

See the Appendix, beginning on page 21, for more information on performing cross-database searches of Gale Group's literary collections.

When searching CA, you may enter terms in a single category, in several categories, or in all of the categories. If you enter terms in more than one category, CA automatically searches for entries that contain *all* the terms you specify (in computer terms, this is a Boolean AND operation).

The main Contemporary Authors page provides the following search categories:

#### **Author Name**

Enter a complete name or any word or combination of words known to be part of the author's name. Variant names and pseudonyms used by the author are also searchable as part of the author name. Examples:

- Gore Vidal
- Vidal, Gore
- Hemingway
- Erich

See page 14 for a step-by-step example of an Author Name search.

#### **Title of Work**

Enter a complete title or any word or combination of words known to be in the title. If you are searching for multiple search terms, you should enclose the terms in quotes. Examples:

- "Breathing Lessons"
- Confederate
- "hot and cold"

#### **Birth or Death Year**

Enter a specific year or a range of years. Examples:

- 1936
- 1950-1959 (for any year 1950-1959)
- 1900-1999 (for any year 1900-1999)

Note that some documents that are indexed under terms like "20<sup>th</sup> century" may not be found when you enter a single date or a date range.

**Nationality**

Select a nationality from the pull-down list, such as American, French, South African, etc.

**Subject/Genre**

Select a subject or genre from the pull-down list. The Subject/Genre indicates the type and broad subject of the author's writings, such as novels, science fiction, biography, history, etc.

**Full Text**

Search for the presence of any word or words within the entry's main essay text and additional text fields, as well as all forms of the author's name, and the author's works, genres, and subjects. For those instances in which a search in a particular field results in zero records, you may want to use full text search.

**Birth or Death Place**

Search for the city and state or city and country of the author's birth or death. Enter a word or combination of words for the birth place or death place. When searching by state, enter all known forms of the state name. The search is not case sensitive.

- Augusta
- Ireland
- OK or Ok. or Okla. or Oklahoma

Note the use of the OR Boolean search operator between the search terms in the last example. See "Search Operators and Wild Cards" in the *Getting Started with GaleNet User's Guide* for more information on using the OR operator.

**Personal Information**

Search for personal information about the author, such as date and place of birth; family data, including parents, spouse(s), and child(ren); educational background information; religious and political affiliation(s); avocational interests; military service background; and address information. When searching for birth information, enter a date or year of birth, or the name(s) of parents. When searching for other personal information, enter a word or combination of words. Examples:

- "November 8 1900" (for an exact date of birth)
- "Eleanor Roosevelt"
- Detroit

- “Tokyo Japan”
- backpacking
- Democrat

### **Career**

Search for a summary of the author’s career, such as job title, employer, years, and other details. Enter a word or combination of words that specify a particular job title, field of endeavor, place of employment, or a related concept. Examples:

- accountant
- “lecturer at Michigan State University”
- Microsoft

When searching for a company that commonly is referred to by an acronym, include both the acronym and the full name, separated by the OR operator:

- IBM or “International Business Machine”

### **Honors and Awards**

Search for an author based on a literary prize or award he/she has received. Enter a word or combination of words that specify a particular honor or award. Examples:

- Nobel
- “American Book Award”

### **Media Adaptations**

Search for a word or combination of words that specify a medium, title, or related concept. Examples:

- television
- “hallmark hall of fame”

See page 6 for additional search tips or click the **Search Tips** button from the CA main menu page or when viewing the online Help files.

# Searching for an Author – A Step-by-Step Sample Search

The following sample search shows you step-by-step how to search CA for information about a particular author.

See the *Gale Literary Databases User's Guide* if you subscribe to multiple literary collections and want to search one or more Gale Group literary collections simultaneously.

## 1. Define and start your search

Type the information into the appropriate categories on the main

Contemporary

Authors page according to what you would like to find, as described in the previous section. Remember that you may enter terms in multiple categories; CA automatically uses the AND search operator, looking for entries that contain *all* the terms you specify.

Enter your search criteria below:

Search All Literature Databases Contemporary Authors Contemporary Literary Criticism Dictionary of Literary Biography

Author Name  Search Clear Form

Title of Work  Return results 10

## 2. Specify the number of results to view per page.

You may specify how many names will appear on the results list page by selecting from the Return Results pull-down menu. You may view 10, 20, or 50 citations per page.

## 3. When you have made your search choices, click on the Search button.

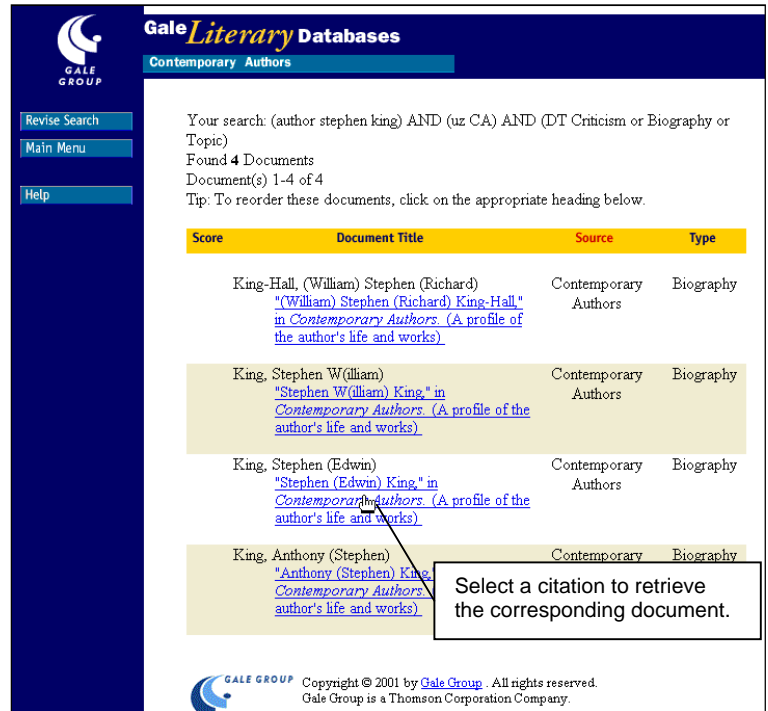
After you click on the **Search** button, CA will display a results list showing the author names that match your search criteria, as described in the next section.

Use the **Clear Form** button to remove all information you have entered.

# Viewing Search Results – The Results List

Continuing the example begun in the previous section, we will now view the results for the Author Name search for Stephen King.

The results list displays a list of names that match your search criteria. The search terms you entered appear at the top of the page. In this example, it shows that a search was performed for an author, in the CA database, and for criticism or biography or topic document types.



**Gale Literary Databases**  
Contemporary Authors

Your search: (author stephen king) AND (uz CA) AND (DT Criticism or Biography or Topic)  
Found 4 Documents  
Document(s) 1-4 of 4  
Tip: To reorder these documents, click on the appropriate heading below.

Score	Document Title	Source	Type
	King-Hall, (William) Stephen (Richard) " <a href="#">William Stephen (Richard) King-Hall</a> " in <a href="#">Contemporary Authors</a> . (A profile of the author's life and works).	Contemporary Authors	Biography
	King, Stephen (William) " <a href="#">Stephen (William) King</a> " in <a href="#">Contemporary Authors</a> . (A profile of the author's life and works).	Contemporary Authors	Biography
	King, Stephen (Edwin) " <a href="#">Stephen (Edwin) King</a> " in <a href="#">Contemporary Authors</a> . (A profile of the author's life and works).	Contemporary Authors	Biography
	King, Anthony (Stephen) " <a href="#">Anthony (Stephen) King</a> " in <a href="#">Contemporary Authors</a> . (A profile of the author's life and works).	Contemporary Authors	Biography

Select a citation to retrieve the corresponding document.

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The results list includes the following information for each author listed:

- The Score column refers to the relevancy score of each document based on the search criteria you entered. To determine relevancy, CA compares the terms you searched for with the total words in the document, ignoring “noise” words like “a” and “the.” This gives a “hit density” that CA uses to rank the relevancy of the document. You may sort the list by Score so that the most relevant documents appear at the top of the list. To re-sort the results list, see page 24.
- The Document Title shows the title of the author sketch, along with a brief description of what the document contains.
- The Source column shows you the collection that contains the document, which will be Contemporary Authors.

- The Type column shows the type of document. It will be always be “Biography” for documents from CA.

To re-sort the results list, see page 24.

If the author of the title you are researching wrote under a pseudonym, articles will usually be listed under the author’s legal name, but the search results will also include articles listed under the pseudonym. You should check for both instances in the results list.

## Navigating the Results List

If multiple names match your search, the number of authors displayed on each page of the results list corresponds to your selection in the Return Results pull-down menu on the previous page when you initiated your search. If you want your results list to display more or less names on a page, click the **Revise Search** button. Then select 10, 20, or 50 from the Return Results pull-down list box.

At the top of the results list, you can see the number of citations in the list and your location within the list. If your results exceed a page, the results list opens on page one, and you can click on the page numbers to move through the list of names. You may also use the following buttons found at the bottom of the list:

<b>First Page</b>	Displays the first (10, 20, or 50) names in the results list. This button is not displayed if you are already at the first page.
<b>Previous Page</b>	Displays the previous (10, 20, or 50) names in the results list. This button is not displayed if you are at the first page.
<b>Next Page</b>	Displays the next (10, 20, or 50) names in the results list. This button is not displayed if you are at the last page.
<b>Last Page</b>	Displays the last (10, 20, or 50) names in the results list. This button is not displayed if you are already at the last page.

When you select a citation, CA will retrieve the author sketch, as shown on page 17.

# Viewing a Sample Author Sketch

Once you have selected a citation from the results list, the full document will be retrieved and displayed. See page 3 for a complete listing of the elements that may be included in an author's sketch.

The screenshot shows the Gale Literary Databases interface for the Contemporary Authors section. The page title is "Stephen (Edwin) King" with the years "1947-". The page includes a "Recent Update" link, a "Table of Contents" section with links for "Personal Information", "Career", "Writings", "Media Adaptations", "Sidelights", and "Further Readings About the Author". The "Personal Information" section states: "Family: Born September 21, 1947, Portland, ME; son" followed by a redacted area. The "Source" is cited as "Contemporary Authors Online. The Gale Group, 2001." and the "Gale Database" is identified as "Contemporary Authors". Navigation buttons for "First Document", "Previous Document", "Next Document", and "Last Document" are visible at the bottom. The footer contains the Gale Group logo and copyright information: "Copyright © 2001 by Gale Group. All rights reserved. Gale Group is a Thomson Corporation Company."

## Navigating Documents

### Using the Table of Contents

Many documents have an internal Table of Contents that make it easy for you to jump directly to the category of information in which you are interested. Clicking these links will move you down the page to the appropriate heading. Alternately, you can use the scroll bars (not shown) to read through the document sequentially.

**Tip:** Keep in mind that you can use your browser's search function to find specific term(s) on the current page.

### Retrieving another document

A series of buttons at the bottom of the document display page allow you to move sequentially through the list of documents:

<b>First Document</b>	Displays the first document on the results list. This button is not displayed when the first document is displayed.
<b>Next Document</b>	Displays the next document on the results list. This button is not displayed when the last document is displayed.
<b>Previous Document</b>	Displays the previous document on the results list. This button is not displayed when the first document is displayed.
<b>Last Document</b>	Displays the last document on the results list. This button is not displayed when the last document is displayed.

You may also click the **Current Results** button found in the navigational sidebar at the left to return to the results list to select another document (see page 15 for how to navigate the CA results list).

### Revising your search

To revise your search click the **Revise Search** button in the navigational sidebar at the left to return to the CA main search page. The search criteria you entered previously will be displayed so that modifications can be made.

Clicking **Main Menu** will also return you to the CA main search page, but any search criteria previously entered will be removed, allowing you to start a new search.

### Viewing Recent News and Author Updates

The **Recent Update** link will appear in the top left of the document when information on current developments or events concerning the selected author is available. Clicking this link opens a second browser window containing abstracts and citations of current periodical articles in which the author is mentioned, as well as any new information pertaining to the author's sketch, such as recently published works.

## Viewing Interviews and Autobiographical Essays

Many authors have been interviewed by Gale Group for Contemporary Authors or have written autobiographical essays especially for Contemporary Authors. To display a transcription of the interview or the text of the autobiographical essay, click on the corresponding **Jump to...** link within the Table of Contents section of the author's sketch. A sample **Jump to an Autobiographical Essay by the Author** link is shown in the partial screen print.

**Table of Contents:**

[Personal Information](#)

[Career](#)

[Writings](#)

[Sidelights](#)

[Further Readings About the Author](#)

[Jump to an Autobiographical Essay by the Author](#)



**Appendix**

# Searching All Literature Databases

The previous chapter described how to search a single Gale Group literary collection. You may broaden your search by performing a cross-database search if your subscription includes two or more of the following Gale Group literary collections:

- Contemporary Authors (CA)
- Contemporary Literary Criticism (CLC) Select
- Dictionary of Literary Biography (DLB)

The Gale Group literary collections provide citations to criticism, explication, monographs, and web sites, augmented with full-text, excerpted, and commissioned critical material illuminating various oeuvres or eras. These three collections combine biographical, bibliographical, and contextual information to deliver a complete reference/resource package on authors and their works (fiction, nonfiction, poetry, drama, history, and journalism).

This section will highlight the unique search capabilities of the cross-database search. Follow the same search steps, including how to navigate results lists and retrieve documents as described in Chapter 2 when performing cross-database searches.

# The Cross-Database Search Main Menu

Click the **Search All Literature Databases** tab from any one of the three Gale literary collections to access the Cross-Database Search page.

Tabs appear for each of the literary collections to which you subscribe.

The Author Name, Title of Work, Birth Year, Death Year, Nationality, Subject/Genre, and Full Text search categories are available in all Gale Group literary databases, and are explained in Chapter 2, starting on page **Error!**  
**Bookmark not defined..**

The following additional search options are available on the Cross-Database Search page:

### Include Index Entries

The Include Index Entries checkbox, which is initially unchecked, lets you include or exclude from search results any matching index entries from the print version of *Contemporary Literary Criticism*, without accompanying full-text articles.

### Select Databases

The checkboxes at the bottom of the page let you specify which literary collections you want to search. Only the collections to which you subscribe will be listed, and will be checked by default.

You may enter terms in a single category, in several categories, or in all of the categories. Keep in mind that if you enter terms in more than one category, the search engine automatically uses the AND search operator and will return results that match *all* the terms you entered.

To find additional searchable categories available within a specific database, select that database's search tab. For detailed information about Contemporary Literary Criticism Select or Dictionary of Literary Biography, see the corresponding user guides.

## The Results List

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After entering your search criteria and clicking the **Search** button, a results list will appear, displaying a list of citations that match your search criteria. For each citation you will see the score (if available), document title, source, and type:

- The Score column contains the relevancy score of each document based on the search criteria you entered. Relevancy scores only appear when you have sorted the list by Score (see “Re-sorting the Results List” below for more information on how the search engine determines relevancy).
- The Document Title shows author profiled and a brief citation for the essay.
- The Source column shows you the collection that contains the document: CA, CLC Select, or DLB.
- The Type column shows the type of document. It will be “Biography” for CA, CLC Select, and DLB documents. CLC Select documents may also have a “Criticism” label, DLB documents may also have a “Topic” label and if you included index entries, “Author Index” and “Title Index” types may appear.

See page **Error! Bookmark not defined.** for how to navigate the results list.

## Re-sorting the Results List

You may find it helpful to re-sort the results list by score (if available), document title, source, or type. The column heading by which the documents are sorted is indicated with highlighting. To reorder the documents, simply click on another column's heading. This will change your default sort order for all future searches until you reset it by clicking on another column title.

To determine relevancy, the search engine compares the terms you searched for with the total words in the document, ignoring “noise” words like “a” and “the.” This gives a “hit density” that the search engine uses to rank the relevancy of the document.

For searches based on relevancy, only the first 200 documents will be retrieved. However, if your search is intended to determine the number of documents that meet your criteria and this number exceeds 200, simply select another column to serve as the basis of the sorting order. The search engine will then display the total number of hits without the 200 limit. The search engine does this whenever the order is not based on relevancy (Score).

## Retrieving a Document

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Once you have selected a citation from the results list, the full document will be retrieved and displayed. See page **Error! Bookmark not defined.** for a sample DLB entry; refer to the user guides for CA and CLC Select to see a sample document from each of those collections.