

Dictionary of Literary  
Biography  
User's Guide

**Gale*Net***





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## Chapter 1

# Welcome to the Dictionary of Literary Biography

This chapter provides a brief introduction to the Dictionary of Literary Biography (DLB), including:

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

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

Please see the *Getting Started with GaleNet User's Guide* for general information on GaleNet products, including how to access DLB, 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).

# Research the Lives and Writings of the Greatest Literary Voices of All Time

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The Dictionary of Literary Biography (DLB) records the achievements of the world's most influential literary figures. The series, available in print since 1978, now comprises more than 200 bound volumes – each devoted to a specific topic, period, or genre and is organized and written by recognized scholars in their respective fields of literary specialty. The series has been selected four times by CHOICE as an Outstanding Academic Book and twice by the Reference and Adult Services Division of the American Library Association as an Outstanding Reference Source. While DLB will continue to be an important reference work in print, the addition of this Internet-accessible version will extend the functionality of a rich reference resource and make it available to smaller collections.

## Applications

Students, public and academic librarians and literary researchers will access Dictionary of Literary Biography as a:

- First stop in literary research on writers from every era and genre
- Complete resource for both biographical and analytical coverage of literary figures
- Tool to learn how a writer was accepted during his or her lifetime as well as in a historical context

## Benefits

- Comprehensive search options that include: author name, full text, title, subjects/ themes, and more
- Combine multiple criteria to target results
- Subject-term accessibility to the entries – lets you enter a subject-term to find writers by genre or topic
- Read critical essays on a variety of topics, including literary time periods and publishing companies
- Hyperlinked table of contents in each essay – allows you to go directly to discussions of specific works or sections of the document

- Intratext hyperlinks to other notable authors encourage the exploration and study of other authors in Dictionary of Literary Biography
- Overall indexing to every volume in this extensive series, helps you locate multiple entries for the same author within the print series

### **Coverage**

Dictionary of Literary Biography currently provides access to over 9000 entries from more than 200 DLB print volumes. The entries are rich, insightful, and engaging essays, from 3,000-5,000 words in length, profiling the lives and careers of American and British authors from all eras and genres. Each entry contains a summary of popular and critical response to the author's work as examined by a recognized scholar on the author covered.

### **What you'll find**

The following elements may be included in a DLB entry:

- **PERSONAL DATA** – birth/death dates, nationality/ethnicity, principal genres, and some entries will include a portrait of the author
- **BIOGRAPHICAL AND CRITICAL ESSAY** – discussion of the author's life, works, and critical importance written by an noted scholar on the author
- **ADDITIONAL DLB ESSAYS** – hyperlinks to essays in other DLB volumes about the selected author
- **PRINCIPAL WORKS** – list of the author's most important writings
- **SOURCES FOR FURTHER STUDY** – information about additional writings and published interviews, lists of biographies and a bibliography of writings about the author
- **SOURCE** – Provides citation information for the essay currently displayed

### **Building the Dictionary of Literary Biography**

The Dictionary of Literary Biography on GaleNet provides quarterly updates to the database comprising essays from each of the print volumes published in the course of the previous quarterly period.

## About this Manual

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This manual is your guide to all aspects of using Dictionary of Literary Biography. The “Key Concepts” section in this chapter outlines basic functions such as navigation, citing the information you find in DLB, 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.

The Appendix explains how to perform cross-database search if you subscribe to multiple Gale Group literary collections.

In addition to the instructions found in this manual, you can also consult the online help files found in DLB 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 Dictionary of Literary Biography to you and your library. If you have any additional questions about Dictionary of Literary Biography, 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 Dictionary of Literary Biography

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## Moving Around in Dictionary of Literary Biography

The navigational sidebar at the left of DLB screens provides buttons to help you work with and move around in DLB. 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 DLB and link to the other Gale Group databases in your subscription
<b>Main Menu</b>	Displays the main Dictionary of Literary Biography 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** and **Acknowledgements** 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 general, the correct citation format is as follows:

Author Name. Essay Title. *Dictionary of Literary Biography*. A Bruccoli Clark Layman Book. Volume Editor(s). The Gale Group. (date of access).

Here is an example:

Grant, William E. "Nathaniel Hawthorne." *Dictionary of Literary Biography*. A Bruccoli Clark Layman Book. Edited by Bobby Ellen Kimbel and William E. Grant. The Gale Group. (1 January 1999).

## 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 Dictionary of Literary Biography:

- ***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 DLB 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 "*courtly love*" AND *Lancelot*. 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 Dictionary of Literary Biography

Chapter 2 begins with the Dictionary of Literary Biography main page and a description of 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 essay.

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

# Dictionary of Literary Biography Main Menu

See the *Getting Started with GaleNet User's Guide* for information about accessing GaleNet and Dictionary of Literary Biography (DLB).

The screenshot shows the Gale Literary Databases search interface. At the top left is the Gale Group logo. The main header reads "Gale Literary Databases" and "Dictionary of Literary Biography". Below this is a search form with the instruction "Enter your search criteria below:". There are four tabs: "Search All Literature Databases", "Contemporary Authors", "Contemporary Literary Criticism", and "Dictionary of Literary Biography" (which is highlighted in red). The search form includes the following fields and controls:

- Author Name:  Search
- Title of Work:  Return results
- Birth Year:
- Death Year:
- Nationality:
- Subject/Genre:
- Essay Topics:
- Full Text:  Search
- Ethnicity:
- Gender:
- DLB Volume Title:

At the bottom left is the Gale Group logo, and at the bottom right is the copyright notice: "Copyright © 2001 by Gale Group. All rights reserved. Gale Group is a Thomson Corporation Company."

The main Dictionary of Literary Biography 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 Authors (CA) and/or Contemporary Literary Criticism (CLC) Select, 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 the individual user guides for each).

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 Gale's three literary collections that you choose, including all collections.

See the Appendix, beginning on page 19, for more information on performing cross-database searches of Gale Group's literary collections.

When searching DLB, 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, DLB automatically searches for entries that contain *all* the terms you specify (in computer terms, this is a Boolean AND operation).

The main Dictionary of Literary Biography 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 13 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 DLB will not accept dates prior to 1000, and some documents that are indexed under terms like "19<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.

**Essay Topics**

Select a topic from the pull-down list. DLB contains critical essays with bibliographies on publishing firms, literary time periods, poetry, and other subjects. If you have entered information in multiple categories and your search returns zero results, try clearing all other fields leaving only your selection in Essay Topics.

**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.

**Ethnicity**

Select an ethnicity from the pull-down list to find authors based on their membership in a group that shares a common language, culture, customs, or background. Ethnicity information is not available for all authors. For instance, the ethnicity of many Anglo U.S. authors is difficult to identify because of the loose connection of these authors to distant heritages.

**Gender**

Select a gender from the pull-down list to limit your search to authors of one gender or the other.

**DLB Volume Title**

Select a DLB title from the alphabetized pull-down list. Titles correspond to the DLB print volumes in which the biographical essays are published. The print volumes are organized around principles of genre, nationality, ethnicity, and time period, and therefore provide a highly effective means of identifying groups of authors who share distinguishing characteristics.

See page 5 for additional search tips or click the **Search Tips** button from the DLB main menu page or from within 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 DLB for information about a particular author.

See the Appendix if you subscribe to multiple Gale Group literary collections and want to search one or more of the collections simultaneously.

## 1. Define and start your search.

Type the information into the appropriate categories on the main Dictionary

Enter your search criteria below:

<b>Search All Literature Databases</b>	<b>Contemporary Authors</b>	<b>Contemporary Literary Criticism</b>	<b>Dictionary of Literary Biography</b>
Author Name	<input type="text" value="hemingway"/>	<input type="button" value="Search"/>	<input type="button" value="Clear Form"/>
Title of Work	<input type="text"/>	Return results	<input type="text" value="10"/> ▾

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

## 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 list. 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, DLB will display a results list showing the entries 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 Hemingway.

The results list displays a list of citations 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 DLB

The screenshot shows the Gale Literary Databases interface. At the top, it says 'Gale Literary Databases' and 'Dictionary of Literary Biography'. Below that, it displays the search criteria: 'Your search: (author hemingway) AND (uz DLB) AND (DT Criticism or Biography or Topic)'. It indicates 'Found 3 Documents' and 'Document(s) 1-3 of 3'. A tip suggests clicking on headings to reorder documents. The results are presented in a table with columns for Score, Document Title, Source, and Type. Three results are listed, each with a score of 22. A text box with a mouse cursor points to the first result, containing the text 'Select a citation to retrieve the corresponding document.' The footer includes the Gale Group logo and copyright information: 'Copyright © 2001 by Gale Group. All rights reserved. Gale Group is a Thomson Corporation Company.'

Score	Document Title	Source	Type
22	Hemingway, Ernest (miller) <a href="#">Nicholas Gerogiannis, "Ernest (miller) Hemingway," in Dictionary of Literary Biography, Volume 4: American Writers in Paris, 1920-1939. A Brucoli Clark Layman Book. Edited by Karen Lane Rood. The Gale Group, 1980, pp. 187-211.</a> <a href="#">Karen Lane Rood, The Gale Group, 1980, pp. 187-211.</a>	Dictionary of Literary Biography	Biography
22	Hemingway, Ernest (miller) <a href="#">Susan F. Beegel, "Ernest (miller) Hemingway," in Dictionary of Literary Biography, Volume 102: American Short-Story Writers, 1910-1945, Second Series. A Brucoli Clark Layman Book. Edited by Bobby Ellen Kimbel, Pennsylvania State University, University Park, PA. The Gale Group, 2001, pp. 127-165.</a>	Dictionary of Literary Biography	Biography
22	Hemingway, Ernest (miller) <a href="#">James Nagel, "Ernest (miller) Hemingway," in Dictionary of Literary Biography, Volume 9: American Novelists, 1910-1945. A Brucoli Clark Layman Book. Edited by James J. Martine, Saint Bonaventure University. The Gale Group, 1981, pp. 100-120.</a>	Dictionary of Literary Biography	Biography

database, and for criticism or biography or topic document types.

The results list contains the score (if available), document title, source, and type for each author listed:

- The Score column allows you to sort your results based on the relevancy score of each document based on the search criteria you entered (see page 22 for more information on how DLB determines relevancy).

- The Document Title shows the subject of the essay (for example, an author) and the citation for the essay, including the essay title and the name of the DLB print volume in which it appears.
- The Source column shows you the collection that contains the document, which will be Dictionary of Literary Biography.
- The Type column shows the type of document.

To re-sort the results list, see page 22.

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

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 a multi-page results list:

<b>First Page</b>	Displays the first (10, 20, or 50) citations 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) citations 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) citations in the results list. This button is not displayed if you are at the last page.


**Last Page**

Displays the last (10, 20, or 50) citations in the results list. This button is not displayed if you are already at the last page.

When you select a citation, DLB will retrieve the corresponding essay, as shown in the next section.

# Viewing a Sample Essay

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 a DLB essay.



**Gale Literary Databases**  
 Dictionary of Literary Biography

[Current Results](#)  
[Revise Search](#)  
[Main Menu](#)  
[Help](#)

## Ernest Hemingway

**July 21, 1899–July 2, 1961**

**Name: Ernest Hemingway**

**Nationality:** American  
**Birth Date:** July 21, 1899  
**Death Date:** July 2, 1961

**Genre(s):** NOVELS; SHORT STORIES; FICTION; NONFICTION; JOURNALISM

**Table of Contents:**

[Biographical and Critical Essay](#)  
["Up in Michigan"](#)

Part of actual page content removed.

[For Whom the Bell Tolls](#)  
[The Garden of Eden](#)  
[Writings by the Author](#)  
[Further Readings about the Author](#)  
[About This Essay](#)

Link to essays from other DLB volumes.

**Jump to Additional DLB Essay(s) on This Author:**

[American Writers in Paris, 1920-1939](#)  
[American Novelists, 1910-1945](#)

Part of actual page content removed.


"Any man's life, told truly," Ernest Hemingway wrote in *Death in the Afternoon* (1925), "a life better than any picaresque novel... conjures up a host of images--a cuban boy, a Red Cross ambulance driver, a veteran trout fishing in the Michigan wilderness; a bereted young writer rubbing elbows with [Ezra Pound](#), [Gertrude Stein](#), [F. Scott Fitzgerald](#), and [James Joyce](#) in 1920s Paris; a drunken fiesta hero running with the bulls in Pamplona; a deep-sea fisherman battling the Gulf Stream."

Part of actual page content removed.

**Written by:** Susan F. Beegel, Nantucket, Massachusetts  
**Source:** *Dictionary of Literary Biography, Volume 102: American Short-Story Writers, 1910-1945, Second Series*. A Brucoli Clark Layman Book. Edited by Bobby Ellen Kimbel, Pennsylvania State University, Ogonitz Campus. The Gale Group, 1991. pp. 127-165.

**Gale Database:** Dictionary of Literary Biography

First Document
Previous Document
Next Document
Last Document



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Critical essays feature links to other authors.

## 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 14 for information on working with the DLB 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 DLB 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 DLB main search page, but any search criteria previously entered will be removed, allowing you to start a new search.

**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)

These three collections combine biographical, bibliographical, and contextual information to deliver a complete reference/resource package on authors and their works.

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.

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

Birth Year   Include index entries

Death Year

Nationality None

Subject/Genre None

Full Text  Search Clear Form

Select the database(s) you wish to search:  Contemporary Authors  Contemporary Literary Criticism  Dictionary of Literary Biography

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 10.

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 Authors or Contemporary Literary Criticism Select, 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 15 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 17 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.