

## JUNIOR REFERENCE COLLECTION NAVIGATION GUIDE

### ABOUT JUNIOR REFERENCE COLLECTION

Gale's *Junior Reference Collection* covers the subjects most frequently studied by middle-school students in a single integrated database. Thorough, in-depth entries from award-winning U•X•L® reference sources are written at an appropriate reading level. You receive the curriculum coverage and adherence to the national standards you demand, while your students get the speed and flexibility they need to grow from Web surfers to sophisticated researchers. Information within this database enhances and encourages the critical thinking process by providing kid-friendly tools for classroom research and independent study. And, with unlimited access, students can find that information from the classroom, library or home.

The screenshot shows the Thomson Gale Junior Reference Collection website. At the top, there is a navigation bar with 'Thomson Gale Trial Site' and 'Return to Library'. Below that is the 'Junior Reference Collection' header with 'Preferences', 'Change Databases', and 'Logout' links. A secondary navigation bar includes 'InfoMark', 'Print', 'E-mail', 'Download', 'Marked Items', 'Previous Searches', 'Dictionary', 'Toolbox', 'Title List', and 'Help'. The main content area features a 'Basic Search' section with a search bar and a 'Search' button. Below the search bar are options to search for words in 'Subject', 'Keyword', or 'Entire document'. There are also filters to 'Limit the results' by content type, with checkboxes for 'Multimedia', 'Reference', and 'Primary Sources'. To the right of the search section, there is a list of popular topics to select from, including: Affirmative action, Afghanistan, AIDS (Disease), Alcoholism, Angelou, Maya, Anorexia nervosa, Astronomy, Biology, Cancer, Cells (Biology), Chemistry, China, Civil rights, Cold War, Communism, Computers, Diseases, DNA, Drug abuse, Egypt, Einstein, Albert, Endangered species, Energy (Physics), Inventions, Iraq, Jackson, Shirley, Japan, King, Martin Luther, Jr., King, Stephen, Leonardo da Vinci, Lincoln, Abraham, Malcolm X, Mathematics, Mexico, Native Americans, Parks, Rosa, Physics, Planets, Poe, Edgar Allan, Pollution, Prohibition, Racism, Religion, Science experiments, Scientists, and Slavery.

### COMPREHENSIVE COVERAGE

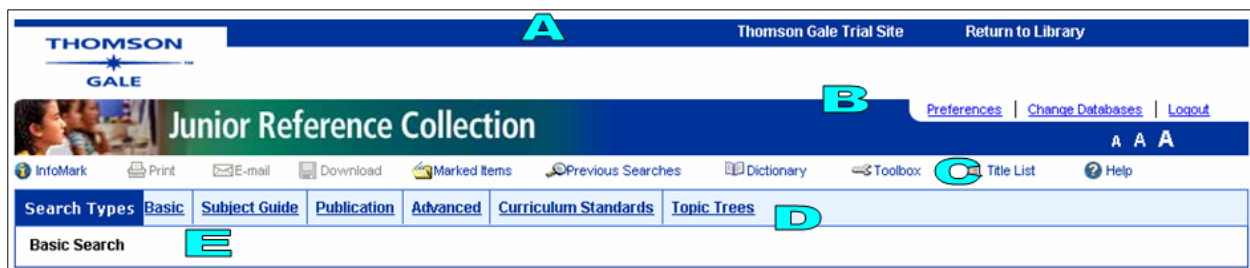
- **Covers all major subject areas:** Literature, History, Science, Geography and Cultures, Biography, and more
- **Reference titles:** Contains more than 160 volumes of over 40 proprietary U\*X\*L and select Gale titles. Included in the database are more than 2,600 topic overviews, 13,000 biographies, and over 1,800 plot summaries on such works as *The Adventures of Tom Sawyer*, *Anne of Green Gables*, *The Pigman*, and more.
- **Multimedia:** Includes audio and video clips, more than 1,000 flag, maps, and seals, and more than 7,400 photographs.
- **New reference titles added:** New reference content recently added to JRC includes *Junior Worldmark Encyclopedia of Foods and Recipes of the World*, *Junior Worldmark Encyclopedia of Nations*, *Junior Worldmark Encyclopedia of Mexican States*, *African American Almanac*, *Hispanic American Almanac*, and more.

- **National and state curriculum standards search with correlated content:** Allows educators to quickly identify material by grade and discipline. Curriculum Standards in JRC include: National Standards (Middle School) for Technology, Language Arts, Science, and Social Studies, and State Standards (Middle School) for Language Arts, Science, and Social Studies.
- **Popular topic picklist and curriculum Topic Trees:** The popular topic picklist and the Topic Tree buttons on JRC's home page provide one-click access to the hottest, most-searched topics in each major curriculum area
- **Other curriculum focused tools and content:** Research Tools and Research Guide that ties information literacy skills to use of the database; Merriam-Webster's Collegiate dictionary to promote understanding and assist students with research
- And much more

For a complete list of sources used in JRC, visit [www.gale.com/title\\_lists](http://www.gale.com/title_lists).

## GETTING STARTED

Use the links found in the banner bars at the top of the page to navigate to product features. Any links that are "grayed out" are not available for the current page you are viewing. For example, some screens cannot be downloaded, so the **Download** link will appear dimmed and not be functional. You'll find five bars (or rows) similar to the sample screen images below.



A = Library bar
B = Title bar
C = Toolbar
D = Search types bar
E = Breadcrumb trail

### Library Bar

The library bar, at the top of the banner area, displays the Gale logo and a link to return to your library or institution's home page, if enabled. The library link (if present) may also feature a drop-down menu to other areas within your library or institution's Web site. Simply mouse over the library link to access specific library links such as "Ask a Librarian," "Library Catalog," or other options set by your library/institution.

### Title Bar

The title bar, found on the banner of each page, contains links for setting session preferences, accessing a list of Gale databases, and logging out. In JRC, you can change the text size by clicking the small, medium or large letter **A** (found under the **Logout** link).

## Toolbar

The toolbar, located between the title bar and the search types bar on the page banner, offers you a complete set of tools to help you use and retrieve the information you find.

## Search Types Bar

The search types bar provides links to the types of searches available in this database: Basic, Subject Guide, Publication, Advanced, Curriculum Standards and Topic Trees. It is one of the banner bars found at the top of most pages. You can find the search types bar below the toolbar and above the breadcrumb trail.

## Breadcrumb Trail

As you search this collection, you'll see a "breadcrumb trail" appear directly below the search types bar in the banner area at the top of most pages. The breadcrumb trail shows where you are in your search by displaying the sequence of pages you have navigated. For example, if you started a Basic Search, viewed your search results, and selected a document, your path would show in the breadcrumb trail as:

Basic Search > Results > **Document**

Underlined terms are hyperlinks, and you may return to any previous page simply by clicking on the page name in the breadcrumb trail. The last link displayed is the page you are currently viewing and is not hyperlinked. The breadcrumb trail is reset whenever you start a new search.

## BASIC SEARCH

Basic Search offers a straightforward way to search featuring a single search box, the choice of selecting from the most widely used search options, and the optional ability to add search limiters (if available in the collection you are using and enabled by your library).

The screenshot shows the 'Junior Reference Collection' interface. At the top, there are navigation links for 'Preferences', 'Change Databases', and 'Logout'. Below this is a toolbar with icons for 'InfoMark', 'Print', 'E-mail', 'Download', 'Marked Items', 'Previous Searches', 'Dictionary', 'Toolbox', 'Title List', and 'Help'. The 'Search Types' bar is active, showing 'Basic Search' selected. The main content area is titled 'Basic Search' and includes a search box with a 'Search' button. Below the search box are radio buttons for 'Subject', 'Keyword', and 'Entire document'. There are also checkboxes for 'Limit the results' and 'to document with images'. A section for 'by content type' includes checkboxes for 'Multimedia', 'Reference', and 'Primary Sources'. A link for 'Hide search options' is present. To the right, a list of popular topics is provided, including 'Affirmative action', 'Afghanistan', 'AIDS (Disease)', 'Alcoholism', 'Angelou, Maya', 'Anorexia nervosa', 'Astronomy', 'Biology', 'Cancer', 'Cells (Biology)', 'Chemistry', 'China', 'Civil rights', 'Cold War', 'Communism', 'Computers', 'Diseases', 'DNA', 'Drug abuse', 'Egypt', 'Einstein, Albert', 'Inventions', 'Iraq', 'Jackson, Shirley', 'Japan', 'King, Martin Luther, Jr.', 'King, Stephen', 'Leonardo da Vinci', 'Lincoln, Abraham', 'Malcolm X', 'Mathematics', 'Mexico', 'Native Americans', 'Parks, Rosa', 'Physics', 'Planets', 'Poe, Edgar Allan', 'Pollution', 'Prohibition', 'Racism', 'Religion', and 'Science experiments'.

## Performing a Basic Search

Here's how to perform a Basic Search:

1. If you're not already at the Basic Search page, click **Basic Search** from the search types bar

2. Enter one or more words in the **Find** box
3. Select a search option by clicking one of the radio buttons below the **Find** box:  
**Subject, Keyword** or **Entire document**
4. Optionally enter one or more search limits (if enabled) to limit your search results
5. Click the **Search** button

You may use logical (Boolean) operators, proximity operators and wildcard (\*, !, ?) characters in a Basic Search.

If your search is successful, you will see a results list page with citations matching your search criteria on the right-hand side of the page organized into tabs. You may also see a list of the subject terms most closely matching your search terms on the left-hand side of the page known as the Subject Guide sidebar.

### **Basic Search by Subject**

Use the **Subject** option of Basic Search to search for *topics* such as academic disciplines, companies, events, laws, geographic locations, organizations, people, etc. using a hierarchical subject guide developed by Gale editors. This is a good search to use when beginning your research or when you want to look for related subjects.

### **Basic Search by Keyword**

The **Keyword** option of Basic Search lets you search on significant fields in documents, including titles, introductory text, authors, and subject terms. This option searches a broader range of fields than more specific searches like by title or subject. Keyword search works well for less common terms such as proper nouns.

### **Basic Search by Entire Document**

The **Entire document** option of Basic Search looks for any word or words within the entire text of all documents in the database(s) you are searching, as well as in the fields of information included in the Keyword search. This is a good search to use if you are looking for a particular line of text, an unusual phrase, jargon, new terminology or abstract topics.

## **TOPIC TREE SEARCH**

The Topic Trees Search lets you surf through topics.

Here's how it works:

1. List of Curriculum Areas: You begin your search by clicking on a curriculum area that matches what you are studying (such as Geography or Literature). A different picture is shown for each curriculum. Depending on the collection you are using, the list of curriculum areas may be found on the "home page". There may also be a link in the search types bar to **Topic Trees Search**.

- List of Categories:  
When you click one of the curriculum areas, you'll see a short list of categories into which that area of knowledge can be divided. This



is to make it easier to find just the right topic. This list is displayed in alphabetical order. Click a category to see a list of topics in that category.

- List of Topics: For each category, there is a list of topics, displayed in alphabetical order. If you find a topic that matches what you want to search for, click it to see a results list of documents on that topic.

Along the way, the Topic Trees Search displays a "breadcrumb trail" through the levels of subject terms, so that you can go back to any previous screen if you need to pick a different term.

### Performing a Topic Tree Search

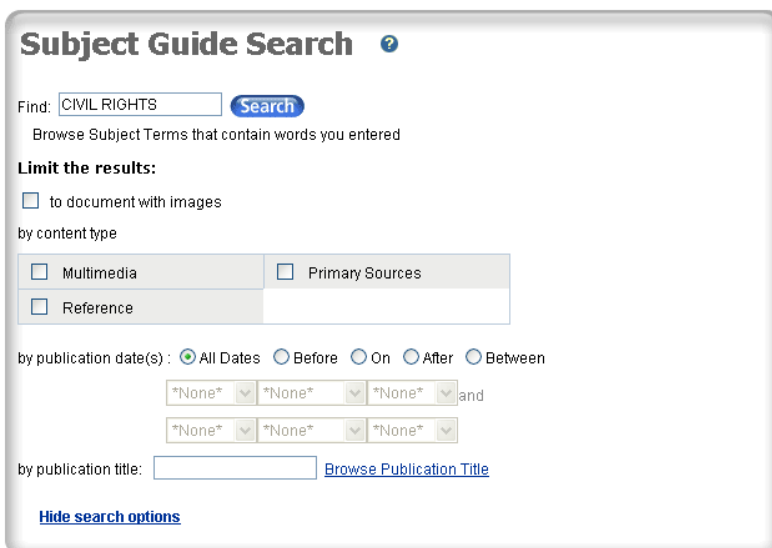
Here's how to perform a Topic Tree Search:

- If you're not already at the Topic Trees Search page, click **Topic Trees** from the search types bar. You may also begin this search from the Basic Search page (also known as the home page).
- Click on a curriculum button (such as Cultures, Science, Geography, Literature, U.S. History or World History).
- Continue clicking topic terms from the lists provided. You will "drill down" to a specific subject.
- The system will perform a subject search on the subject term you selected.

The system will display a results list page with citations matching the subject term you selected on the right-hand side of the page organized into tabs. You will also find a list of additional, related subject terms on the left-hand side of the page known as the Subject Guide sidebar.

### SUBJECT GUIDE SEARCH

Search the Subject Guide when you want to browse a listing of subjects, people, products, locations and organizations that contain word or words you entered. From this listing (known as the Subject Guide), you can select a term and see a results list of citations, or navigate through the Subject Guide by selecting subdivision and related subjects links.



Here's how to do a Subject Guide Search:

1. If you're not already at the Subject Guide Search page, click **Subject Guide Search** from the search types bar
2. Enter one or more words in the **Find** box
3. Optionally enter one or more search limits (if enabled) to limit your search results
4. Click the **Search** button

The word "and" is ignored; however you may use the OR and NOT logical operators. Proximity operators are ignored. If your search is successful, you'll see a page of the Subject Guide. If no exact matches are found, the search system goes through a series of fall-back steps to try to get you results.

**Hint:** It's usually best to search for only one or two words. If you enter more than one word, enter the most important word first, even if that looks backwards. Use one or more wildcards (\*, !, ?) if you're unsure of spelling or want to search for variant forms of a word. Also try making your search term plural when searching broad topics, such as *birds*.

## How a Subject Guide Search Works

### If you enter a single word

1. The system tries to find subjects that have the word you entered in them. If it succeeds, you'll see the Subject Guide, which is a list of all the subject entries in which your word shows up.
2. If that doesn't work, the system looks through entire documents to see if your word shows up. If it finds something this way, you'll see a list of documents that match what you entered.

### If you enter more than one word

1. The system tries to find subjects that have all the words you typed in them. If it succeeds, you'll see the Subject Guide, which is a list of all the subject entries that your words show up in (not necessarily next to each other).
2. If that doesn't work, the system looks through entire documents to see if your words show up, first near each other, then anywhere. If it finds something this way, you'll see a list of documents that match what you entered.
3. Even if the first two tries don't work, the system still doesn't give up. It goes back to the Subject Guide and tries to find entries that have just the first word that you typed in them. If that works, you'll see the Subject Guide, except the subjects on the list will match only the first word you typed and not all of them.

And if none of that works, the system has just one thing left to do: ask if you spelled the word correctly. It will show you a list of words it thinks you might have meant to type.

## Browsing the Subject Guide

The *Subject Guide* lists all indexed subjects in which the words you searched for occur. The Subject Guide, with its hyperlinked terms, is a powerful search tool that lets you easily refine your search or take it in a different but related direction simply by selecting terms. Each time you click on a term, a new Basic Search by Subject is

The screenshot shows a search interface with a search bar containing 'CIVIL RIGHTS' and a 'GO' button. Below the search bar are navigation links for 'Previous' and 'Next'. The main content is a table with two columns: 'Subject Terms' and 'Results'. The table lists several subject terms with their corresponding result counts and links to 'Subdivisions' and 'Related subjects'.

Subject Terms	Results
<a href="#">Civil Rights</a> <a href="#">Subdivisions</a>   <a href="#">Related subjects</a>	122
<a href="#">Civil Rights Act of 1866</a> <a href="#">Related subjects</a>	6
<a href="#">Civil Rights Act of 1871</a>	1
<a href="#">Civil Rights Act of 1875</a> <a href="#">Related subjects</a>	5
<a href="#">Civil Rights Act of 1957</a> <a href="#">Related subjects</a>	3
<a href="#">Civil Rights Act of 1964</a> <a href="#">Related subjects</a>	24
<a href="#">Civil Rights Act of 1965</a> <a href="#">Related subjects</a>	1

performed based on the term you selected.

### **Full-Page View and the Sidebar View**

The Subject Guide appears in *full-page view* when you launch a search from the Subject Guide Search page. In JRC, the Subject Guide will also display in *sidebar view* when viewing results. Generally speaking, the full-page and sidebar views function the same.

### **How Subject Guide Entries Are Arranged**

Entries are displayed in groups and in alphabetical order within each group. The first group shows the entries in which your search word(s) comes first. Next are the entries in which your word(s) comes second, and so on.

The **Previous** and **Next** arrow icons above the list and repeated at the bottom let you go backward or forward, respectively, one page at a time. From the full-page view you may enter a term directly in the input box and click **Go** to "jump" to that term.

Subject terms are hyperlinked, and clicking a term performs a Subject Search and displays a results list. On the full-page view, the **Results** column to the right displays the number of "hits," so you'll know *before* you select a subject term the number of results to expect.

### **"See..." References**

Some Subject Guide entries do not have a direct link to results but are followed by one or more entries that start with "See" followed by a hyperlinked subject term. The Subject Guide's thesaurus associates phrases that aren't actually indexed as subjects with subject headings that are indexed, so that even if what you type isn't in the database you'll be shown equivalent entries.

For example, a search for "fish farming" might produce a Subject Guide entry of "See Aquaculture." "Aquaculture" is how "fish farming" is actually indexed in the database. By establishing equivalent subjects, the system creates more flexibility for you to do subject searches. You don't have to know exactly how a subject is indexed to find references to material about the subject.

### **Related Subjects**

Related subjects are just what they sound like: subjects that aren't directly about what you searched for but are related in some way. Selecting a **Related subjects** link will display terms arranged alphabetically under the tabs of **Broader**, **Narrower**, and **Related** terms. Note that not all subjects have broader, narrower, or related terms.

Related subjects lead to additional documents that might be of interest. For example, under the subject "Metalworking," you might find related subjects such as "Manufacturing" (a broader subject term), "Forging" (a narrower term), and "Metallurgy" (a related term). Click a hyperlinked subject to see search results for the selected term.

### **Spelling List**

If a subject search fails, the search system displays an alphabetical list of words from indexed subjects allowing you to choose a word. This is especially helpful if you've inadvertently misspelled a word.

For example, if you search for "schizophrenia," there won't be any matches. On the list of possibilities, you should see the word *schizophrenia*, which is the correct spelling. The first word in the list alphabetically follows the word you typed. You might need to move backward or forward one or more pages to find the word you want.

If none of the listed subjects is appropriate, go back to the search page and try again. If you're not sure of a spelling, you can use one or more wildcards (\*, !, ?) to replace parts of words.

## PUBLICATION SEARCH

Use Publication Search to search for a particular publication and retrieve all its available documents. Publication Search is helpful when you wish to view all available content within a source.

### Performing a Publication Search

Here's how to perform a Publication Search:

1. If you're not already at the Publication Search page, click **Publication Search** from the search types bar
2. Enter all or part of the publication title you're searching for
3. Optionally enter one or more search limits (if enabled) to limit your search results
4. Click the **Search** button

You can leave in words such as "the" and "a" even though these are stop words and are not indexed (i.e., they will be ignored). If you're not sure of a spelling or want to search for alternate spellings or endings, use one or more wildcards (\*, !, ?) in your search. You can also use logical operators to combine words in various ways.

After entering all or part of a publication title, the Publication Guide will be displayed for all publications in which the word(s) you entered occurs in the title. Here you can browse an alphabetical list of publications that contain your search term(s), along with publication information, such as ISSN/ISBN, format, publisher, and dates of coverage. Upon selecting a publication, you can then narrow your search to a specific edition, volume, or issue of that publication. Once you have selected a single edition/volume/issue, the system will display - in page number order - all the available articles, essays, reports, etc. from that source as a results list.

The types of publications available to search depend on the database(s) you are currently searching. From the Publication Search page, click **List All** to see the entire list of publications available in the Publication Guide.

### Publication Guide Pages

As you do a Publication Search, you will drill down through a series of steps allowing you to pick a specific publication by title, chose a publication year (if prior years exist), and then select a single edition, volume, or issue.

### Publications Page

The Publications page displays an alphabetical list of all publications that contain the word(s) you entered on the Publication Search page. For each title on the list, you'll find some or all of the following information, where relevant to the type of publication: ISBN, publisher, number of issues per year, audience (general, academic, professional, etc.), format (collection or reference), and the years for which indexing and/or full-text coverage are available. Click the **Hide Details** button to show only the publication titles and format; click **Show Details** to display publication information for all titles shown.

If the list of publications exceeds a page, use the **Previous** and **Next** arrow icons, which will appear at both the top and bottom of the Publications page, to page through the list. You may also enter one or more words in the search box at the top of the list and click the **Go** button to search within the list (any search limiters you entered on the Publication Search page will remain in effect).

To select a publication, click its title and you will be taken to the Issues page, where you'll find a list of available issues by year.

### Issues Page

Use the Issues page to select a publication year and then a specific edition, volume, or issue for the publication you chose from the previous page (as shown in the **Results for** box). The Issues page re-displays the publication information for the selected title. Below this you'll see a drop-down list of years (years not shown indicate there are no matching documents in the database). Select a year and you will see a list of individual editions or volumes or issues for the selected year, with the most recent displayed first. Whenever available, you will see the publication date, and volume and issue numbers. Please note that volume and issue numbers are formatted in the database as Arabic numerals (1, 2, 3, etc.) even if the publication originally used Roman numerals.

You will see arrow icons at the top and bottom of the page if there are additional publications on the Publications page that matched your search query. You may go to the previous and/or next periodical on the list by clicking the **Previous** and **Next** arrows, respectively. You may also enter one or more words in the search box at the top of the list and click the **Go** button to search within the list.

Select an edition/volume/issue to see search results, listed in page number order.

### Publication Search Results

The results list page of a Publication Search is very similar to the results list you get for other types of searches. However, instead of tabs, you'll see a single list of citations that

correspond to all the available documents (be it an entry, essay, periodical article, report, etc.) in the database(s) searched for the publication, year, and edition/volume/issue you selected. Documents are listed in ascending page number order, similar to what you would find in a table of contents. Click a document title to view its full record.

## ADVANCED SEARCH

Advanced Search presents you with a framework for building as simple or as complex a search expression as you want. You can search for terms (consisting of one or more words) from one index, or from multiple indexes linked by logical (Boolean) operators (AND, OR, NOT). See General Search Tips for more information on logical operators. If enabled, you may limit your search (click the **More search options** link if search limit fields are currently not displayed). If your search is successful, you will see a results list page with citations matching your search criteria. If no results can be found, you will get a message asking you to revise your search.

The screenshot shows the 'Advanced Search' interface. At the top, there is a title 'Advanced Search' with a help icon. Below it, there are three search rows. The first row has a dropdown menu set to 'Keyword(ke)' and a text input field containing 'CIVIL RIGHTS'. The second row has a dropdown menu set to 'And', a dropdown menu set to 'Entire Document (tx)', and a text input field containing 'WOMEN AND VOTING'. The third row has a dropdown menu set to 'And', a dropdown menu set to 'Publication Title(pu)', and a text input field with a 'Browse Publication Title(pu)' link to its right. Below the search rows is an 'Add a Row' link and a blue 'Search' button. Underneath is a field for 'Enter a Document Number:' with a 'Search' button. The 'Limit the results:' section includes a checkbox for 'to document with images'. There are two dropdown menus: 'by document type' with options '\*None selected\*', 'Agenda', 'Announcement', and 'Article'; and 'by content type' with checkboxes for 'Multimedia', 'Reference', and 'Primary Sources'. At the bottom, there is a dropdown menu for 'by publication subject area' with options '\*None selected\*', 'Arts and Humanities', 'Biography and Genealogy', and 'Business and Industries'.

## Performing an Advanced Search

Here's how to perform an Advanced Search:

1. If you're not already at the Advanced Search page, click Advanced Search from the search types bar
2. Select an index from the drop-down menu (some indexes may be browsed)
3. Enter your search term(s)
4. Optionally select a logical operator (AND, OR, NOT), select an index, and enter additional search term(s) -- you may add as many rows as needed by clicking Add a row
5. Optionally enter one or more search limits (if enabled) to limit your search results
6. Click the Search button

The index and logical operator selections that you see are only suggestions. Use the drop-down lists if you want to make your own selections. To search on multiple indexes, select a logical operator at the far left to connect each index you're searching. The AND operator is used by default, unless you select OR or NOT. To search more than three indexes, click the Add a row link.

Selecting certain indexes will cause a Browse button to appear allowing you to select from a list of entries that appear in a separate browser window.

If you're unsure of a spelling or want to search for variations, use wildcards (\*, !, ?) in your search expression. See General Search Tips for more information on wildcards.

If your search is successful, you will see a results list page with citations matching your search criteria on the right-hand side of the page organized into one or more tabs. You may also see a list of the subject terms most closely matching your search terms on the left-hand side of the page known as the Subject Guide sidebar (this feature is not available for all collections). If no results can be found, you will get a message asking you to revise your search.

### Advanced Search Indexes Used in this Collection

The Advanced Search indexes that appear on the drop-down menu on your screen depend on the type of content in the collection you are currently using. The table below provides a complete list of available indexes; however, you will find only those indexes that relate to the actual content you are searching.

Note: Indexes marked with (B) can be browsed by clicking the Browse button that will appear to the far right of the index search box when the index is selected. Browsing allows you to build your search expression by selecting from the complete list of available entries for a particular index. Your browse selection(s) will be automatically filled in on the Advanced Search page.

Index	Abbreviation	Description	General Search Tips
Company Name	co	The company name index allows you to search for a company, organization, parent company, subsidiary, etc. by name.	A search in the company index for two words with no intervening operator will find occurrences of the words within two words of each other in either direction.  You may use wildcards (*, !, ?) when searching this index.
Document Title	ti	The document title index is composed of all words (except stop words) in document titles. A title might include one or more parenthetical annotations. Typical annotations include very brief capsule descriptions of the published content; the primary focus; words like column to indicate the type of item; or the name of a regular feature, such as First Looks.	Wildcards (*, !, ?) are not permitted when searching this index.
Entire	tx	This index refers to all words (except stop	You may use wildcards (*,

Document		words) from the body of documents as well as the fields of information included in the keyword search. This is a good search to use if you are looking a particular line of text or an unusual phrase.	!, ?) when searching this index.
ISBN	ib	An International Standard Book Number (ISBN) is a unique 10-digit designation for a particular edition of a book as assigned by the Library of Congress; for example, 0685535932 or 156849632X. Each book title and volume has its own unique ISBN. You can search on the ISBN for the print or electronic version of the book. By choosing the ISBN you are limiting your search to a particular title.	Wildcards (*, !, ?) are not permitted when searching this index.
Keyword	ke	Searches all words (except stop words) in key fields in documents, including authors, titles, introductory text, and subject terms. This option searches a broader range of fields than more specific searches like by publication title or subject.	You may use wildcards (*, !, ?) when searching this index. In some collections, searching on the Keyword index will display the Subject Guide Sidebar as part of your search results.
Named Work	w0	The named work index is composed of all words (except stop words) in the titles of works referenced within documents.	You may use wildcards (*, !, ?) when searching this index.
Person Name	p0	Use the person name index to search for an individual by entering the full surname, the first name and last name in any order, or just the beginning portion of the surname followed by one or more wildcard (*, !, ?) characters.	You may use wildcards (*, !, ?) when searching this index.
Place Name	g0	The place name index allows you to search for documents that contain a geographic location.	You may use wildcards (*, !, ?) when searching this index.
Previous Searches	ps	Use one or more of your past searches, alone or in combination with other indexes, to create a new search. Previous searches are labeled with search result numbers: R1, R2, R3, etc., with the higher numbers first and indicating the most recent search.	Wildcards (*, !, ?) are not permitted when searching this index.
Publication Title	pu	Refers to the name of the source for a document.	Combining a publication title index search with another search is the

			same as limiting that search by publication title.  You may use wildcards (*, !, ?) when searching this index.
Publisher Name	pb	The publisher index lets you search for references to a particular publisher of a book or periodical.	You may use wildcards (*, !, ?) when searching this index.
Subject	su	The subject index lets you search for documents by words in the topic under which they're indexed. The index consists of all words (except stop words) from Library of Congress subject headings (without subdivisions), people, companies, products, organizations, geographic locations, events, artistic and other published works, statutes and case numbers.	You may use wildcards (*, !, ?) when searching this index.

See the General Search Tips for more information on stop words, wildcards (\*, !, ?), and operators.

## CURRICULUM STANDARDS SEARCH

A *curriculum standard* (or objective) is a phrase or statement that describes what a student must know in order for him/her to have mastered a particular topic of study, as determined by national organizations, state boards of education, and school districts' boards of education.

Browsing curriculum standards provides a convenient way for you to review standards/objectives online, without leaving this database. You can also drill down and find search topics

### Curriculum Standards Browse

**National Standards**

- [National Education Technology Standards](#)
- [Standards for the English Language Arts](#)
- [Curriculum Standards for Social Studies](#)
- [National Science Education Standards](#)
- [Project 2061 Benchmarks for Science Literacy](#)

**State Standards**

<a href="#">Alabama</a>	<a href="#">Illinois</a>	<a href="#">Montana</a>	<a href="#">Rhode Island</a>
<a href="#">Alaska</a>	<a href="#">Indiana</a>	<a href="#">Nebraska</a>	<a href="#">South Carolina</a>
<a href="#">Arizona</a>	<a href="#">Iowa</a>	<a href="#">Nevada</a>	<a href="#">South Dakota</a>
<a href="#">Arkansas</a>	<a href="#">Kansas</a>	<a href="#">New Hampshire</a>	<a href="#">Tennessee</a>
<a href="#">California</a>	<a href="#">Kentucky</a>	<a href="#">New Jersey</a>	<a href="#">Texas</a>
<a href="#">Colorado</a>	<a href="#">Louisiana</a>	<a href="#">New Mexico</a>	<a href="#">Utah</a>
<a href="#">Connecticut</a>	<a href="#">Maine</a>	<a href="#">New York</a>	<a href="#">Vermont</a>
<a href="#">District of Columbia</a>	<a href="#">Maryland</a>	<a href="#">North Carolina</a>	<a href="#">Virginia</a>

associated with specific standards and launch a Subject Search directly from the browse page.

### How to Browse Curriculum Standards

Here's how to browse curriculum standards:

1. If you're not already at the Curriculum Standards page, click the **Curriculum Standards** link in the search types bar
2. Select a standards entity from the list (you may find links to National Standards as well as links to specific states)
3. Select a specific set of standards for the national or state entity you selected in Step 2
4. If available for the set of standards you selected, you may be able to choose the grade level by using the drop-down menu to show standards for all available grades or for a specific grade
5. Click a plus sign (+) to expand (show) sublevels or click a minus sign (-) to collapse (hide) a level
6. When a curriculum standard has been fully expanded, you'll find links to Related Subjects

## Curriculum Standards Browse

New York

New York Learning Standards for English Language Arts—Middle School  
Adopted in 1996

Show standards from the following grade:

**Collapse All**

GRADES: 6-8  **1** Language for Information and Understanding

GRADES: 6-8  **2** Language for Literary Response and Expression

GRADES: 6-8  **3** Language for Critical Analysis and Evaluation

GRADES: 6-8  analyze experiences, ideas, information, and issues presented by others using a variety of established criteria; present, in oral and written language and from a variety of perspectives, their opinions and judgments on experiences, ideas, information and issues.

GRADES: 6-8  Listening and Reading

GRADES: 6-8  **1** Listening and reading to analyze and evaluate experiences, ideas, information, and issues requires using evaluative criteria from a variety of perspectives and recognizing the difference in evaluations based on different sets of criteria.

GRADES: 6-8 analyze, interpret, and evaluate information, ideas, organization, and language from academic and nonacademic texts, such as textbooks, public documents, book and movie reviews, and editorials  
Related Subjects: [Criticism](#) | [Hermeneutics](#) | [Search for All Subjects](#)

GRADES: 6-8 assess the quality of texts and presentations, using criteria related to the genre, the subject area, and purpose.  
Related Subjects: [Criticism](#)

This collection contains standards for the following disciplines: Science, Social Science and Language Arts for the middle school levels. In a few cases, an organization has not granted Gale permission to reproduce their standards online, in which case you will see a message informing you that those standards are unavailable.

The following information will display for each set of standards, where available:

- name of the group or entity that has defined the standards
- title of the set of standards

- date adopted
- credit/acknowledgment

For each individual standard, if present, the system will display a standard's identification code (such as *V.3.3*).

### Expanding Lower Levels

Curriculum standards are typically arranged in a hierarchy that you can "drill down" through so that a high level, general statement may have one or more layers of objectives under it that become progressively more specific as you expand to lower levels. Upon first entering the curriculum standards browse page, the topmost level of the standards hierarchy will be displayed. A plus sign (+) in front of a standard indicates that there are additional, subordinate levels below it.

Clicking a minus sign (-) hides a level. Click **Collapse All** to hide all subordinate levels. When you have expanded to the lowest level of a specific standard, you'll find links to Related Subjects. Clicking a related subject link launches a Subject Search. Clicking **Search for All Subjects** includes all terms shown in your search.

### SEARCH RESULTS

A successful search produces a *results list*, which contains brief references (or *citations*) to documents matching your search criteria. Simply click the underlined document title to view the corresponding document.

### Using the Results List

Each citation on the results list provides a brief reference to a document. Results citations typically list key publication information and display icons or links that summarize the content and retrieval options available for the corresponding document. In this way you can tell at a glance if you want to view the full record associated with the citation. To view a document, simply click its underlined document title.

The screenshot shows the Thomson Gale Junior Reference Collection search results page. The top navigation bar includes the Thomson Gale logo, 'Thomson Gale Trial Site', and 'Return to Library'. Below this is a green banner for 'Junior Reference Collection' with links for 'Preferences', 'Change Databases', and 'Logout'. A secondary navigation bar contains icons for 'InfoMark', 'Print', 'E-mail', 'Download', 'Marked Items', 'Previous Searches', 'Dictionary', 'Toolbox', 'Title List', and 'Help'. A search filter bar shows 'Basic Search' selected, with other options like 'Subject Guide', 'Publication', 'Advanced', 'Curriculum Standards', and 'Topic Trees'. The main content area displays 'Results for Basic Search (SU ("Women's rights"))'. It features a 'Quick Search' sidebar on the left with a search box and 'Search' button, and a 'Subject Terms' list including 'Women', 'Women Accountants', 'Women Activists (Civil Rights)', 'Women Activists (Community Leadership)', 'Women Activists (Politics)', and 'Women Administrators'. The main results area has tabs for 'Reference', 'Primary Sources', and 'Multimedia'. A 'Refine Results' section shows 'Sort by: Relevance' and 'Content Level: Basic, Intermediate, Advanced'. The first result is '1. Equal Rights Amendment Fails to be Ratified, March 22, 1972-June 30, 1982.' by 'DISCovering U.S. History', with a brief description of Betty Friedan and links for 'Full-text', 'About this publication', 'How to Cite', and 'Link to Ex-Libris SFX Services'.

Whenever your search examines at least two content areas, you will see tabs that group your results into similar types of documents. Click a tab name to see its results (you will see the name change to a hyperlink as you mouse over it). Tabs with no results are "grayed out" and will not work. Results from searches that are designed to return only one type of document, such as Publication Searches, will not have tabs, but all other features of the results list page will be the same.

You may see your search terms highlighted wherever they appear within the results list, depending on the type of search used and if you have selected this option as part of your Preferences. In addition, when you do a Basic Search, your results citations will also include an excerpt showing the first occurrence of your search term from the text of the document (known as "keyword in context"). However, if your search term is an index term that is not found in the document, the excerpt will not appear.

A summary of the search that produced the results list is displayed just below the page banner. To revise the current search, use the breadcrumb trail to return to the search page. A **Refine results** link may be available for some types of searches.

Centered above the first citation you'll find a count of the results on the current page out of the total number of results. The **Previous** and **Next** arrow icons on either side (repeated at the bottom of each page) let you go backward or forward, respectively, one page at a time. You may jump to a specific result number by typing a number in the **Results** box and clicking **Go**.

The results list also provides many useful features designed to facilitate your research. The actual features available depend on the type of search, the database(s) or module(s) you selected to search, and the system settings made by your library. Click a "Related Topics" link below to find out more.

### Tabs

When your search produces results from different types of sources, you'll see your results organized into *tabs*. Tabs group the information you'll find into content areas that contain similar types of documents.

**Note:** Searches that target a single type of result will not produce tabbed results. For example, searches of the Dictionary and Publication Searches give you results from a single type of document, so tabs are not needed.

The following tabs are available, although not every tab may contain items, depending on your actual search results. Tabs with no results are "grayed out" and will not work. Documents on all tabs may include images.

Tab name	What you'll find...
<b>Reference</b>	Features full-text essays from authoritative reference works selected especially for this database.
<b>Primary Sources</b>	Unlike the <b>Reference</b> tab which is made up of secondary sources, this tab contains primary documents.








<b>Multimedia</b>	Contains images, videos and audio clips. For each item on this tab, you'll see an icon showing the type of multimedia resource. If enabled by your library, you will be able to perform a Google <sup>®</sup> Image Search to look for additional images from this tab.
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
You can change the sort order of results using the **Sort by** pull-down menu.

### A Guide to Citations on the Results List

Each citation on the results list contains information designed to let you decide if you want to view or retrieve the document itself. Clicking the document's hyperlinked title displays the full content of the document on the document display page.

Here's what you'll find for each citation (item) on the results list:

<b>You'll see either...</b>		
<b>Icon</b>	<b>Text link</b>	<b>What it means...</b>
 Mark	<i>Always appears as an icon</i>	Checkbox to mark or unmark the document, which will add or remove it, respectively, from your Mark List
One of these may appear:    	One of these may appear:  Basic  Intermediate  Advanced	When enabled by your library, indicates the content level
<i>Always appears as a text link</i>	<b>Incan Empire, 1100-1533.</b>	Title of the document is a hot link to display the full record
<i>Always appears as text</i>	DIScovering U.S. History. Online Edition. Detroit: Gale, 2003.	Brief citation information that includes, where applicable: author, editor, edition, source, ISSN, page number, publisher, date published, publication location, and Website annotation, along with the name of the database collection the document is from ( <b>Note:</b> Full citation information can found within the document or by clicking <b>How to Cite</b> )
	Full-text	Click this link to see the full content of the document (no images are included)
	Full-text with graphics	Indicates that images are included; click this link to see the full content of the document
	<i>Number PDF Page(s)</i>	Click this link to download the document in Portable Document Format (PDF) for viewing and printing (may not be available for all documents)

	About this publication	Click this link to display the About this Publication page where you'll find information about the source publication (from there you can link to other documents from the same source)
	How to Cite	Click this link to generate citation information using the style of your choice
	Check for this item at...	If enabled by your library, you may see up to three links to allow you to search for the corresponding periodical in your library's or other institution's online holdings catalog
Various possible icons, such as:  	Various possible text links, such as WorldCat or SFX	If available at your library, you may have additional ways retrieve a document that will take you out of this Gale collection and into another electronic source or the electronic catalog in your library or in a related library system
<i>Always appears as text</i>	Various possible document types.	At the far right of the citation you'll see a brief description of the kind of document you'll find; depending on the database(s) you are searching, this list will vary

**Note:** Icons and text links function the same way. Your library has chosen to display one format or the other. Wherever you see icons, simply hover over the icon to pop up its corresponding text description.

### Keyword in Context

When you do a Basic Search, your results citations will also include an excerpt showing the first occurrence of your search term as found within the text of the document. However, if your search term is an index term that is not found in the document, the excerpt will not appear.

Mark

**2. [Japanese Constitution Grants New Rights to Women, May 3, 1947.](#)**  
***DISCovering World History.*** Online Edition ed. Detroit: Gale, 2003.

... of Supreme Command Allied Powers who wrote the constitutional sections on **women's rights** ...

38% rights, right

[Full-text](#) | [About this publication](#) | [How to Cite](#)

[Link to Ex-Libris SFX Services](#)

Event  
overview


## Content Levels


If enabled by your library, content level icons next to article citations in the tabbed results list describe the degree of detail and difficulty each information source provides. The levels coincide with stages of research: from basic research for facts about a topic to deeper research for more background and context to a sophisticated information need for scholarly details and recent developments.


Further, content level icons indicate the levels of the sources' intended audiences. Many publishers, such as Gale, U\*X\*L, Time, Inc., and the New York Times, create reading materials for a targeted audience and these publisher recommendations are the basis of the designated content levels.

## Content Level Icons

The following describes the content level icons you'll find and what they mean:

 **Basic** content provides a good overview for any student beginning a research project. It not only provides a foundation of key facts about a topic, but introduces keywords to help students who continue their research in other materials or on related topics. *Basic* content level sources are generally those published for readers up to the eighth grade level.

 **Intermediate** content builds on the research or information at a basic level. For a more experienced researcher, these articles cover a topic in more detail, offering more background information as well as contextual information to expand on the facts. An *Intermediate* content level indicates a source published for students from a seventh grade comprehension level up through undergraduates, as well as the general public.

 **Advanced** content allows a student to complete the most sophisticated assignments requiring the latest and details at a scholarly or professional level. Because of *Junior Reference Collection's* audience focus you will not find many Advanced level articles.

## Where Do Content Level Icons Appear?

When enabled in this database, content level icons are displayed as part of the citation on the tabbed results list. Note that content level icons do not apply to results on the **Multimedia** tab.

## Limiting Your Results by Content Level

When enabled by your library, you can limit search results by content level so that your results contain only documents with the content level(s) you select. If the content level limiter is not available for a given search type, you may still be able to apply the limit when viewing the tabbed results list by clicking **Refine Results**.

## Performing a Quick Search

For certain types of content, you may be able to perform a subject search of the database for one or more terms directly from the results list and/or document display page using the Quick Search box. The Quick Search box is located in the left-hand sidebar. You may use AND, OR, and NOT to create Boolean expressions (see General Search Tips for more information on logical operators). However, note that search limiters are not available for Quick Search.

Depending on where you are in the database and the type of content that is currently displayed, you may also be able to search within a publication. In this way you can target a search to a single issue or within the entire source publication by selecting one of the radio buttons below the search box. In this case, the system will perform a full-text search of the selected area, as opposed to searching the entire database.

## Refine Results

Clicking the **Refine Results** link, found at the top of the results list, will reveal or hide search limit fields. If you are currently viewing search limit fields, you'll see the **Hide Refine Results** link. Any search limits you entered when you created your search query will appear here. You may remove these limits to possibly expand your search results. Conversely, you may enter search limits to try to narrow the results.

## VIEWING AND RETRIEVING DOCUMENTS

Documents in this collection include any record you can view on the document display page, such as full-text articles, essays, reports, and other text materials, as well as multimedia content. You'll see the document type at the far right for each citation on the results list.

The screenshot shows the Thomson Gale Junior Reference Collection interface. At the top, there's a navigation bar with 'Thomson Gale Trial Site' and 'Return to Library'. Below that, the 'Junior Reference Collection' banner is visible, along with links for 'Preferences', 'Change Databases', and 'Logout'. A secondary navigation bar includes 'InfoMark', 'Print', 'E-mail', 'Download', 'Marked Items', 'Previous Searches', 'Dictionary', 'Toolbox', 'Title List', and 'Help'. A 'Search Types' menu is open, showing options like 'Basic', 'Subject Guide', 'Publication', 'Advanced', 'Curriculum Standards', and 'Topic Trees'. The 'Basic Search' path is selected, leading to 'Results' and then 'Document'.

The main content area displays search results for 'Basic Search (SU (\*Women's rights\*))'. There are three tabs: 'Reference' (selected), 'Primary Sources', and 'Multimedia'. Below the tabs, there's a 'Results' section with a search bar and a 'Mark' checkbox. A pagination control shows 'Article 1 of 138' with 'GO' and 'Next' buttons. The first result is titled 'Equal Rights Amendment Fails to be Ratified, March 22, 1972-June 30, 1982.' from 'DISCovering U.S. History'. It includes links for 'About this publication', 'How to Cite', 'Source Citation', a language dropdown set to 'Spanish', and a 'Translate' button. A 'Table of Contents: Further Readings' link is also present. A brief summary follows: 'The ERA passed both houses of Congress and seemed assured of ratification when thirty states approved the amendment within one year; however, the amendment fell three states short of ratification by its deadline in 1982.'

On the left side, there's a 'Quick Search' box with a 'Find:' field and a 'Search' button. Below it, a 'Related Subjects' list includes: 'Civil Rights Act of 1964 (24)', 'Employment Discrimination (42)', 'Equal Protection (11)', 'Equal Rights Amendments (12)', 'Legal History (78)', 'National Organization for Women (14)', 'Political Questions and Judicial Power (22)', 'Sex Discrimination Against Women (42)', and 'United States History, 1945-'.

## Using the Document Display Page

The document display page provides you with extended citation information and the complete text of the document, along with any associated graphics and/or links to external Web sites, where present. For entries spanning more than one page, use your browser's scroll bar to view the full document. Some documents may have Table of Contents sections that make it easy to jump directly to the information you want by clicking a hyperlinked section name.

You may see your search terms highlighted wherever they appear within the document, depending on the type of search used and your session preferences.

Below the tab name you'll see the current document's position in your results list or Marked Items list. For example, if 84 documents were found and you accessed the sixth one, the display will show: "Result 6 of 84." The Next and Previous arrow icons on either side (repeated at the bottom of each page) let you go forward or backward one document at a time, respectively. You can also enter a document position number and click Go to jump to that document.






To the left of the document positioning controls, you'll see a Mark box. Click on the box to add the document to your Marked Items list. (A document that you have added to your Marked Items list will show a check mark in the checkbox.) You can also save the document for future retrieval by clicking the InfoMark link on the toolbar.





Use the breadcrumb trail to return to your results list or the search page where you can revise your search. You can also click the Results link under the tab name to return to your results page. Note that these links do not appear when you are displaying a document from your Marked Items list or via an InfoMark link.

To see results from a different tab (if available), simply click the tab name.

### Document and Library Links

Above the text of the document, you may find various document and library links, such as those shown:

You'll see either...		
Icon	Text Link	What it means...
	<i>Number</i> PDF Page(s)	Click this link to download the document in Portable Document Format (PDF) for viewing and printing (may not be available for all documents)
	About this Publication	Displays the About this Publication page where you'll find detailed publication information, where available
	How to Cite	Displays the Generate a Citation page where you'll be able to create a bibliographic citation for the document using one of several recognized standards
<i>Always appears as a text link</i>	Source Citation	Displays the source citation information at the bottom of the document, formatted according to MLA standards (to format the citation in a different style, click How to Cite  )
	<i>Always appears as a drop-down menu and button</i>	If enabled by your library, you may choose a language from the drop-down menu and then click Translate to view a machine translation of the document in a separate browser window
Various possible icons, such as:	Library Holdings	If enabled by your library, you may see up to three links to allow you to search for the

		<p>corresponding periodical in your library's or other institution's online holdings catalog</p>
<p>Various possible icons, such as:</p>   	<p>Various possible text links, such as WorldCat or SFX</p>	<p>If enabled by your library, you may have additional ways retrieve a document that will take you out of this Gale collection and into another electronic source or the electronic catalog in your library or in a related library system</p>

Note: Icons and text links function the same way. Your library has chosen to display one format or the other. Wherever you see icons, simply hover over the icon to pop up its corresponding text description.

### Using the Sidebar

You may find one or more of these features in the sidebar found in the left margin of the document display page:

#### The Quick Search Box

For certain types of content, you may be able to perform a basic search of the database for one or more terms directly from the results list and/or document display page using the Quick Search box. The Quick Search box is located in the left-hand sidebar. You may use AND, OR, and NOT to create Boolean expressions (see General Search Tips for more information on logical operators). However, note that search limiters are not available for Quick Search. If you perform additional searches using Quick Search, you will see your previous search terms appear in the search box.

#### Related Subjects

While viewing documents, use the document sidebar to easily link to additional documents with related subject terms. There you'll find one or more **Related Subjects** links, along with the number of results for each term shown in parentheses. Clicking a term will perform a Subject Search and display a results list of matching citations.

Related subjects are just what they sound like: subjects that aren't directly about what you searched for but are related in some way. For example, a document about "earthquakes" may contain links to documents that cover related topics, such as "natural disaster damage" and "tsunamies." Narrower Terms focus your results into a more specific topic within your topic and Broader Terms find more general topics relating to your topic.

Terms prefaced with dashes are subdivisions of the main term. Subdivisions take a broad or complex subject and break it into subheadings, letting you concentrate on those aspects of a subject that are most meaningful to you.

## Printing Documents

Generally speaking, you can print documents of any type with any content from the document display page. Clicking the **Print** icon on the toolbar (found in the banner area at the top of the page) will cause the document to be reformatted in a separate browser window without the title banner, navigation bar, etc. Any images or related subjects that originally appeared will also appear. Use your browser's **Print** function to print the document then close the window when you're done. If the **Print** icon is "grayed out" then you cannot print the page currently viewed.

Note that you may always use your Web browser's **Print** function to directly print any page, although the entire page contents will be printed.

## E-Mailing Documents

Documents can be e-mailed to you or others by clicking the **E-mail** icon located on the toolbar (found in the banner area at the top of the page). Use the E-mail Document page to enter details of the e-mail message(s) you wish to send.

Begin by entering one or more valid e-mail addresses (be sure to check each address for accuracy!) in the **Mail to** box. Use a semicolon to separate multiple addresses. You may accept the default Send settings, or change them as needed.

In the E-mail format box select **Plain Text** to send the document using formatted as text only without the product banner or any navigation features. Or select **HTML** to send the document using formatted text (with various font colors and boldface and italics type) with active hyperlinks to this database.

In the Content Options box, choose **Full text** to send the complete text of the document (whenever full text is available -- some documents provide only citation or abstract information, per the rights negotiated by Gale with the source provider). Or choose **Citation** to send only the citation information for the document. Or choose **PDF** to send the document in Portable Document Format, which can be viewed or printed with Acrobat™ Reader, a free application available from Adobe Systems.

Some databases offer a choice of citation format. The Bibliographic citation format box allows you to choose the citation style:

**MLA** - Formats according to Modern Language Association (MLA) standards.

**Plain text with bibliographic tags**- E-mails text-only format, with bibliographic "tags" based on the Z39.80 standard

**Note:** Some databases do not support all of the citation formatting options.

Check the Send item as attachment box to send the selected document as an attachment, rather than embedded within the e-mail message body.

You may optionally enter a Subject line, or accept the default text. Then enter your e-mail address in the Sender e-mail address box. Lastly, you may optionally enter your own message to be included in the e-mail.


When you have finished entering e-mail information, click **Send**. Or click **Cancel** to exit the page without making any changes and return to the last page viewed.

### Downloading Documents

You may download the document you are currently viewing as a file to be saved on your computer or to diskette. Click the **Download** icon on the toolbar (found in the banner area at the top of the page) to display the Download options page. Then choose the download format. Select **HTML** to download the selected items using formatted text (with various font colors and boldface and italics type) with active hyperlinks to this database. Alternatively, in some databases you may be able select **Plain Text** to download the selected items in text-only format, with bibliographic "tags" based on the Z39.80 standard. **Note:** No matter which format you choose, data such as images, audio clips, and video files *cannot* be downloaded.

When you have finished selecting the download format, click **Download**. Or click **Cancel** to exit the page without making any changes and return to the last page viewed.

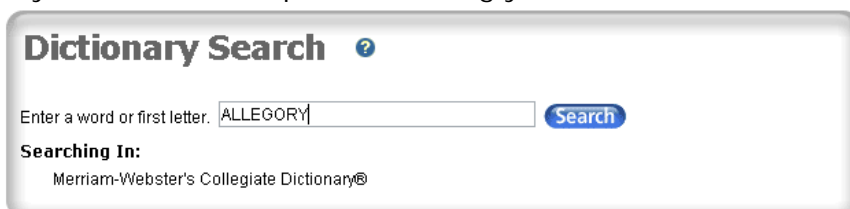
### Citing Gale Resources

You can get bibliographic citation information based on a format of your choice while viewing a results list, a document or the Marked Items page by clicking the **How to Cite** link (sometimes shown as an icon ). You will be able to save the formatted citation(s) to a file, generate the formatted citation(s) on-screen for printing, or export the citation(s) for use with third-party software.

**Note:** While the data elements for the dynamically generated citations have been formatted to meet the latest citation standards set forth by the respective agencies, these citations provide the available publication data for the document cited and should only serve as a guide and not as a replacement for the latest guidebooks – or those required by your instructor. ***Please refer to the provided MLA examples for proper formatting.*** ***Consult your instructor for specific bibliographic style preferences required of your written work.***

### USING THE DICTIONARY

If you need to look up a word during your session, click the **Dictionary** link in the toolbar



The screenshot shows a search box titled "Dictionary Search" with a help icon. Below the title, it says "Enter a word or first letter." followed by a text input field containing "ALLEGORY" and a blue "Search" button. Underneath, it says "Searching In:" followed by "Merriam-Webster's Collegiate Dictionary®".

(found in the banner area at the top of the page). You'll see the Dictionary look-up page in a separate browser window where you can search for a word in the online

*Merriam-Webster Collegiate Dictionary*. Enter a word, or just the first several letters, select the dictionary, and then click **Search**.

To look up a word from a screen in this product, highlight the word, then click on the **Dictionary** link, and the word will be copied automatically to the look-up entry space. If what you enter matches a word in the dictionary, you'll see the page of the dictionary where the definition or definitions are found.

If what you enter doesn't match a word in the dictionary, you'll see words that alphabetically follow what you entered. You should be able to find the correctly spelled word either on the page you see first or on a nearby page.

## PREFERENCES

For select Gale collections, you may customize certain features of your current search session. Click the **Preferences** link (where available) on the title bar (found in the banner area at the top of the page) to display the Preferences page in its own browser window. **Note:** The **Preferences** link may not be available for all collections; for example, it is not available in *ClassTrac*.

Begin by specifying how many citations will appear on the results list page by selecting from the **Number of results per page** pull-down list. You may view 5, 10, 20, or 50 citations per page at a time.

**Select your Preferences for this session:**

Number of results per page:

---

Language:

---

Search term highlighting:  On  
 Off

---

Font Color:

---

Font Style:

---

From the **Language** drop-down menu, select which language you want the system to use when displaying buttons, links, and instructions on the screen. Note that while this setting does *not* change or translate the language of the content found in this database, some collections offer an on-demand translation service available when viewing documents.

If you want to see the search terms you entered appear differently from the remaining text on the document display page, enable **Search Term Highlighting** by clicking the "Yes" radio button. You will then be able to choose the font color and style you desire. By default you will see search terms highlighted in red with a bolded font style.

Once you have set your preferences, click the **Apply Preferences** button to submit your choices. A message will be displayed indicating that your preferences have changed. Close the Preferences window to return to your search session.

The **Restore Defaults** button returns all preference settings to their default values. The **Cancel** button exits the page without making any changes and returns you to your search session.

## MARK LIST

While viewing certain pages, such as search results and documents, you may want to collect records in a list called Marked Items which allows you to set aside documents you're interested in and then view and/or retrieve them all at once, rather than doing so one by one. Note that the kind of pages that support this feature varies by collection. If the **Mark** or **Marked Items** links are "grayed out," then the records you are displaying cannot be Marked.

**Note:** Once you have exited this database, your Marked Items list will be lost, unless you InfoMark it.

You may collect up to 50 documents in your Marked Items list. To add items to your Marked Items list, click to place a check mark in the corresponding **Mark** checkbox. Items on results lists will appear highlighted as you mark them. To remove an item from your Marked Items list, simply click the checkbox to remove the check mark.

Whenever you display a marked item on a results list or on the document display page during your current session, you will see a check mark in the corresponding **Mark** checkbox.

To view your current list of saved items, click the **Marked Items** icon in the toolbar (found in the banner area at the top of the page). The appearance of the Marked Items list closely resembles a results list; however, there are no tabs. Instead you'll see hyperlinks to the different categories of documents you've collected. Click a link to jump to that group of documents in the list. The total number of items you have marked is also shown at the top of the Marked Items list. Click the **Remove** button to remove an item from your list or click **Remove All** to clear all items from the list at once.

You may print your list of Marked Items as a list of citations or showing the complete text of all documents. Simply click the **Print** icon on the toolbar (found in the banner area at the top of the page) to display the Print Marked Items page.

You may e-mail your list of Marked Items to yourself and/or others. You choose whether the e-mail will contain the full text of all selected documents, only the citation references, or the documents as a PDF file. While viewing your Marked Items list, simply click the **E-mail** icon on the toolbar (found in the banner area at the top of the page) to display the Send Marked Items page.

## SEARCH TIPS

To improve your search results, select the links under **Search Tips** for general search tips as well as any product-specific tips for searching the content you'll find in this collection (where available).

## Stop Words

*Stop words* are small words that are not indexed. Stop words include such words as *a, and, etc., in, of, on* and *to*; the actual list varies depending on how you're searching. Basically, you don't have to think about stop words at all. The system recognizes stop words and knows how to search as if they weren't there. This method allows the search facility to focus only on the important words in your search expression and allows you to enter any phrase you want without having to remember to leave out any stop words. The important thing to remember is that if you search using a stop word, the result might contain a different word

where the stop word is located. For example, the search **reaching the limit** would also match "reaching *its* limit."

### Hyphen

A hyphen (-) used between two words is ignored. However, if you are searching for a word or phrase that normally contains a hyphen, you may include it: "e-mail" "dot-com"

Note that hyphens are also range operators for dates.

### Apostrophe

Apostrophes should be used when searching contractions. For possessives, the apostrophe may be used in search phrases because the search engine will return results containing the words from the query. A wildcard (\*) may be used whenever you are doubtful about word endings.

- can't
- Evolution's Darling
- Bush's cabinet
- Evolution\* Darling
- Bush\* cabinet

### Ampersand

Ampersands are not recognized by the search engine and should not be used.

### Period

A period (.) used between two words is ignored by the search engine. However, if you are searching for a word or phrase that normally contains a period, you may include the period, as in gale.com.

### Capitalization

**The search engine is not case sensitive. That is, use of capitalization does not affect the results of a search. For example, the following keyword searches are considered the same:**

- teens and pregnancy or "abortion"
- teens AND pregnancy OR "abortion"
- Teens and Pregnancy or "Abortion"
- TeeNS and preGNancY or "aBoRtIOn"

### Wildcards (\*, !, ?)

Sometimes you might want to find more than just exact matches to a search term. *Wildcards* let you substitute symbols for one or more letters.

With wildcards, you can match

- both the singular and plural forms of a word
- words that begin with the same root
- words that can be spelled in different ways

You can even match words that you're not sure how to spell!

There are three wildcard operators:

*	An <b>asterisk</b> (*) stands for <b>any number of characters</b> , including none, and is especially useful when you want to find all words that share the same root. For example, <b>pigment*</b> matches <i>pigment</i> , <i>pigments</i> , <i>pigmentation</i> , etc.
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	An asterisk can also be used within a word, but the other wildcards are more precise for this kind of use.
?	<p>A <b>question mark</b> (?) stands for <b>exactly one character</b> and is especially useful when you're uncertain of a spelling. For example, a search like <b>relev?nce</b> means you can match the word <i>relevance</i> even if, like many of us, you can't remember whether it's spelled with <i>ance</i> or <i>ence</i>.</p> <p>A question mark is also useful for finding certain words with variant spellings. For example, <b>defen?e</b> finds both <i>defense</i> (American) and <i>defence</i> (British and Canadian). Multiple question marks in a row stand for the same number of characters as there are question marks. For example, <b>psych????y</b> matches either <i>psychology</i> or <i>psychiatry</i> but not <i>psychotherapy</i>.</p>
!	<p>An <b>exclamation point</b> (!) stands for <b>one or no characters</b> and is especially useful when you want to match the singular and plural of a word but not other forms. For example, <b>product!</b> matches <i>product</i> and <i>products</i> but not <i>productive</i> or <i>productivity</i>. The exclamation point can also be used inside a word to match certain variant spellings. For example, <b>colo!r</b> matches both <i>color</i> (American) and <i>colour</i> (British).</p>

If you see a message about a search being invalid, you'll need to add at least one character before one of the wildcards.

### Logical Operators

Logical operators create relationships between search terms, between a term and a result set and between two result sets. They allow you to find the result of the intersection of two search terms or result sets, the combination of two terms or result sets, or the exclusion of a term or result set from a search.

There are three logical operators:

<b>and</b>	The <b>and</b> operator specifies that <i>both</i> words on either side of the operator must occur in the part of a record you're searching for that record to match. For example, <b>alcohol and pregnancy</b> finds only those records in which both the word <i>alcohol</i> and the word <i>pregnancy</i> occur.
<b>or</b>	The <b>or</b> operator specifies that <i>one or the other or both</i> of the words on either side of the operator must occur in the part of a record you're searching for that record to match. For example, <b>dreams or daydreams</b> finds records in which either the word <i>dreams</i> or the word <i>daydreams</i> or both occur.
<b>not</b>	The <b>not</b> operator specifies that the word before the operator must occur but the word after the operator must <i>not</i> occur for a record to match. For example, <b>crime not murder</b> finds all records in which the word <i>crime</i> occurs <i>except</i> the ones in which the word <i>murder</i> also occurs.

Logical operators in a search expression are evaluated in a particular order:

1. **not** and **and**
2. **or**

If you want to change the order of evaluation, use the nesting operators.

## Nesting Operators

The search system follows a particular order of evaluation when there are two or more operators in a search expression. First, wildcards (\*, !, ?) are evaluated. Next come proximity operators, which are tightly bound to the words on either side of them. Finally, the logical operators are evaluated: first **not** and **and**, followed by **or**.

You can change the evaluation order of the logical operators by using *nesting operators* (parentheses). When you nest entries, the search system performs the operation within parentheses first, then merges the result with the part of the entry outside the parentheses.

### Examples

The search expression **race or color and discrimination** specifies that you want to find records that contain either the word *race* or both the words *color* and *discrimination*. This expression is equivalent to the expression **race or (color and discrimination)**. The search expression **(race or color) and discrimination** specifies that you want to find records that contain either or both of the words *race* or *color* and that also contain the word *discrimination*.

## Proximity Operators

Proximity operators are used between two search terms to indicate that the terms must occur in a record within a specified distance of each other for that record to match. Words that are close to each other are more likely to be related than words that are far apart.

A proximity operator has two components:

- A **letter** that indicates the *direction*
- A **number** that indicates the *distance* in words

There are two proximity operators:

<b>Wn</b>	The <b>W</b> (within) operator specifies that the word that follows the operator must occur within <i>n</i> words <i>after</i> the word that precedes the operator for a record to match. For example, the search expression <b>shared w3 values</b> matches any records in which the word <i>values</i> occurs three or fewer words after the word <i>shared</i> .
<b>Nn</b>	The <b>N</b> (near) operator specifies that the words on either side of the operator must occur within <i>n</i> words of each other <i>in either direction</i> for a record to match. For example, the search expression <b>memory n5 repressed</b> matches any records in which the words <i>memory</i> and <i>repressed</i> occur within five or fewer words of each other in either direction.

You can use proximity operators only when searching indexes made up of individual words, such as a title index. They are most useful in indexes of large areas of text, such as keyword and full-text indexes.

Note that proximity operators can be used only between two words, not between a word and an expression within nesting operators (parentheses):

Invalid expression: **fleas n10 (dogs or cats)**

Valid alternative: **fleas n10 dogs or fleas n10 cats**

## Range Operators

You can use range operators to restrict numeric searches (such as publication dates) to a desired range.

<b>since,</b>	These operators are equivalent and specify that matching articles must have
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<b>after, gt, &gt;</b>	been published <b>more recently</b> than the date that follows the operator. Example: <b>since 28 feb 1999</b> (published after February 28, 1999).
<b>ge</b>	This operator specifies that matching articles must have been published <b>on or after</b> the search date
<b>before, lt, &lt;</b>	These operators are equivalent and specify that matching articles must have been published <b>earlier than</b> the date that follows the operator. Example: <b>before 5/8/1998</b> (published before May 8, 1998).
<b>le</b>	This operator specifies that matching articles must have been published <b>on or before</b> the search date
<b>to, - (hyphen)</b>	These operators are equivalent and are used between numeric search terms that specify the lower and upper bounds of the search. Example: <b>da jan 10 - jan 17</b> (published between January 10 and January 17 of the current year).

**Note:** Publication dates are stored as *yyyymmdd*. Monthlies and bimonthlies have a publication "day" of *00* (e.g., *19990300*). For annuals, both the month and day are zero (e.g., *19980000*).

### Restoration Marks (" ")

Certain words and abbreviations can cause problems in searches. If the search system sees a term that's a search operator or an Advanced Search index abbreviation used by the current collection, it will treat the term as an operator or index even if you intend that the term be taken literally.

The following terms can cause error messages or unintended results: **and**, **or** and **not** (logical operators); **n** and **w** followed by a number (proximity operators); and any two-letter Advanced Search index abbreviation (such as "au" which represents the author index in some databases).

Restoration marks (" ") placed around the term overcome this problem, with some limitations, by telling the search system that everything inside the marks is to be taken literally. (They're called *restoration marks* because they "restore" the literal meaning of the term.)

Here's an example of how restoration marks work. The search expression **sink or swim** results in far more matches than you might expect. The reason is that the search system sees *or* as a logical operator and finds all records in which either *sink* or *swim* or both occur. To prevent this, enclose the operator in restoration marks: **sink "or" swim**.

An important limitation to keep in mind is that if a quoted operator is a stop word in the index you're searching, such as **and** in keywords, it will be handled like a stop word. Words that are operators without restoration marks and stop words with them pose a problem. You can't directly search for the word *and*. In certain indexes, you can't search for *or* or *not* either.

## Quotes or Quoted Strings

Any string placed in quotes in any text search field is processed as if the user had entered it with the W1 proximity operator. Quotes can be used to find an exact phrase match.

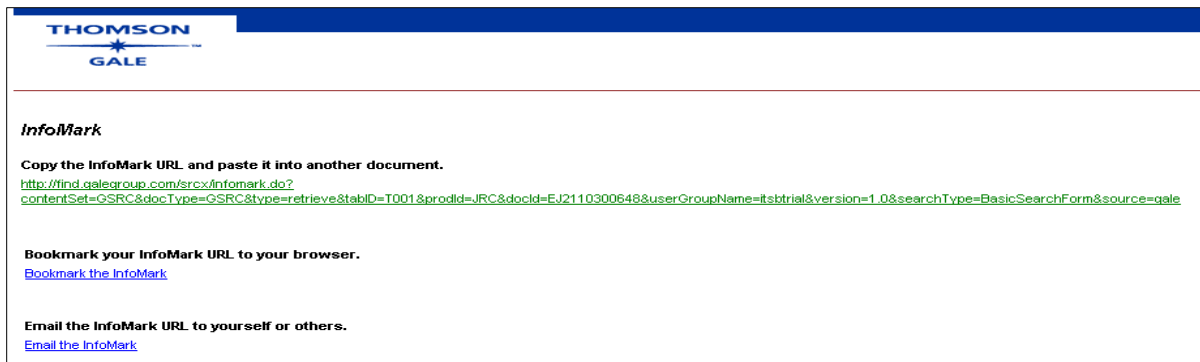
## INFOMARKS

By using the InfoMark feature, you and others can re-visit practically any page you choose after you've ended your current session. You can InfoMark most kinds of pages. Depending on the Gale collection you are currently using, this may include, where available, search input screens, entire result lists, specific documents (full-text as well as PDF versions), and your Marked Items list. While displaying a page, just click the **InfoMark** link in the toolbar (found in the banner area at the top of the page) and a separate browser window will open, allowing you to copy and paste the InfoMark into another document, bookmark the InfoMark, and/or e-mail it. Your Marked Items list may also be saved as an HTML page. If the **InfoMark** link is "grayed out" on the toolbar, then you cannot InfoMark that page.

## What is an InfoMark?

An InfoMark is the "Web address" (or URL, which stands for "universal resource locator") of the specific page of the Gale collection you are viewing. What is special about this Web address is that you can come back directly to this same page, even when your current search session is over. This allows you to easily refer back to and share with others the information you found in a Gale collection.

**Important!** Anyone who uses an InfoMark *must have access to the product from which the InfoMark came*. Users who have access to some Gale products but not the product from which the InfoMark came will see a message indicating that the InfoMark specifies a database that is not on their current subscription list.



The screenshot shows a window with the Thomson Gale logo at the top. Below the logo, the word "InfoMark" is displayed. Underneath, there are three sections of text, each with a corresponding link:

- Copy the InfoMark URL and paste it into another document.**  
[http://find.galegroup.com/srcx/infomark.do?contentSet=GSRC&docType=GSRC&type=retrieve&tabID=T001&prodId=JRC&docId=EJ2110300648&userGroupName=itsbtrial&version=1\\_0&searchType=BasicSearchForm&source=gale](http://find.galegroup.com/srcx/infomark.do?contentSet=GSRC&docType=GSRC&type=retrieve&tabID=T001&prodId=JRC&docId=EJ2110300648&userGroupName=itsbtrial&version=1_0&searchType=BasicSearchForm&source=gale)
- Bookmark your InfoMark URL to your browser.**  
[Bookmark the InfoMark](#)
- Email the InfoMark URL to yourself or others.**  
[Email the InfoMark](#)

## How to Copy and Paste an InfoMark

Navigate to the page you wish to InfoMark then click the **InfoMark** link in the toolbar. In the InfoMark window that appears, you'll see the actual InfoMark URL, beginning with <http://>. Don't be surprised if the URL spans more than one line! Simply copy the URL and paste it where needed into an electronic application (word processing editor, e-mail editor, HTML editor, etc.).

## How to Drag and Drop an InfoMark

If supported by your browser, you may drag the InfoMark URL to your browser's Bookmark/Favorites pull-down menu or sidebar. Simply position your cursor over the URL in the InfoMark window, and drag it up to your browser's "Favorites" folder and drop it in.

### **How to Bookmark an InfoMark**

Navigate to the page you wish to InfoMark then click the **InfoMark** link in the toolbar. In the InfoMark window that appears, click the **Bookmark InfoMark** link to add the InfoMark to your browser's Bookmark, Favorites, or Shortcuts list, depending on your operating system and browser user. Note that some browsers do not support bookmarks, so this option may not appear.

### **How to E-mail an InfoMark**

Navigate to the page you wish to InfoMark then click the **InfoMark** link in the toolbar. In the InfoMark window that appears, click the **Email InfoMark** link.

A separate window will open for you to enter one more recipient e-mail addresses (type a semicolon between multiple addresses), keep or type over the default subject line, and enter an optional message. Then enter your e-mail address as the sender's e-mail address. Click the **Send** button when you are ready to send the e-mail. Clicking **Cancel** will exit the window without making any changes.

### **How to Save All Your Marked Items as an HTML Page**

While viewing your Marked Items list, then click the **InfoMark** link in the toolbar. In the InfoMark window that appears, click the **Save Marklist as HTML** link. You'll see a preview of the Marked Items List page. You can then select the **Save As** option on the menu of the preview page and save the Marked Items as an HTML page.

### **How to InfoMark Individual Items in Your Marked Items List**

While viewing your Marked Items list, you'll see the InfoMark icon appear before each citation. Click the icon to InfoMark that specific document. You will have the choice to copy and paste, bookmark, and/or e-mail the InfoMark, as described above.

### **How Do I Use an InfoMark?**

If you created an InfoMark as a bookmark or shortcut, simply click the link.

When you or someone else visits your InfoMarked search results, your search is run anew against the current contents of the database. You may get additional or updated information than when you originally performed the search.

Keep in mind that successfully using a link starts a search session in a Gale database. Even if the link simply goes to a document, all resources of that database are available to the user.

Documents that are InfoMarked should be reasonably stable, but the list of sources and negotiated rights (for text and/or full content display) in a collection can change without notice. It's a good idea to verify your saved links from time to time.

**Junior Reference Collection is also available for cross-searching using Gale's PowerSearch tool. To cross-search JRC with other Gale databases visit your Gale Common Menu.**

**For more information on Junior Reference Collection, please visit <http://www.gale.com> or the product's help file.**