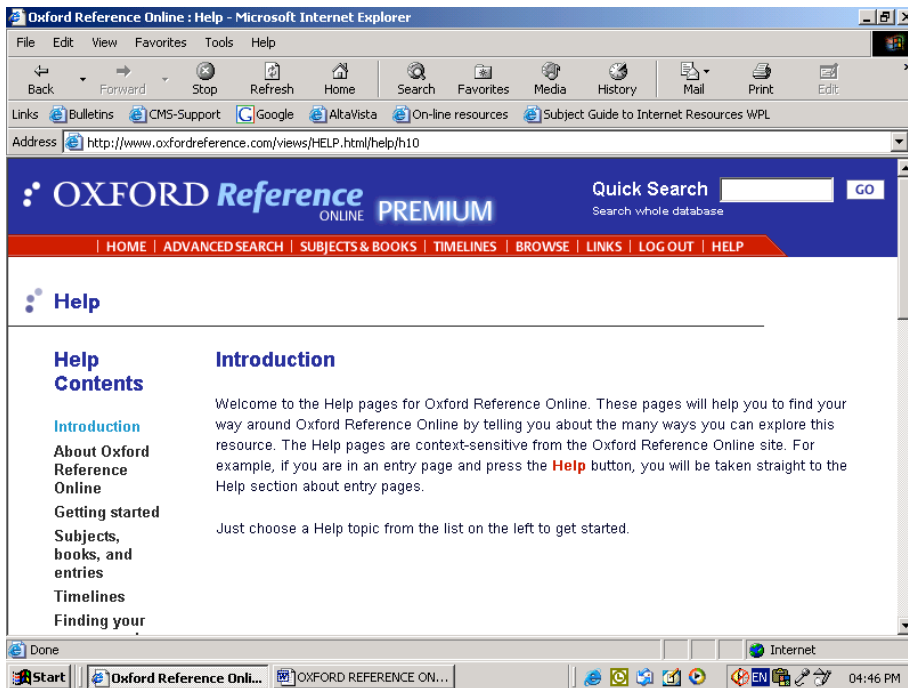


## OXFORD REFERENCE ONLINE INTRODUCTION & SAMPLE SEARCHES

The following is an overview of the main “Help” items that explain the features of the database, *Oxford Reference Online*. More in-depth information is provided in the online help section of the database. It is recommended that searchers read the complete “online help” that the database has available. This will result in a more full understanding of all that the database has to offer. In addition, certain aspects of the database have not been explored in this initial guide to avoid an information overload. Consulting the online help section will give the fullest explanation of the product.



*Oxford Reference Online* offers a collection of more than 120 complete reference titles published by *Oxford University Press* in a single cross-searchable resource. Subject dictionaries and reference works provide quick and easy access to background information, basic facts, concepts, theories, and definitions of ideas. Using a single search engine, researchers can obtain information from general and subject-area reference works from a wide range of disciplines. Subjects covered include folklore and

mythology, foreign languages, military history, computer, law, quotations, mathematics and performing arts. Extensive cross-referencing brings a new functionality to searching. The opening page of Oxford Reference Premium Collection will look like this:



## Subjects, books, and entries

The information in Oxford Reference Online is organized on two levels.

The first level is by **subject**--for **example**:

**Biological Sciences**

**Performing Arts**

The second level is by **book**--for example:

**A Dictionary of Asian Mythology**

**Dictionary of Biology Mythology & Folklore**

Each book has its information divided into separate entries; each has its own page. Each entry deals with a specific idea or item.

Both the **Browse** and the **Search** tools use the subject and book levels to retrieve information. The option is available to search the whole of Oxford Online or to search within specific books.

### **Using the Browse Tool:**

The Browse Tool lets you scan the list of entries alphabetically, as you would an index of a printed book. The entries of the Oxford Reference Online are indexed according to their entry headings.

To use the Browse Tool, click on the tab at the top line of options, directly underneath the heading "*Oxford Reference Online Premium.*" This line includes the tabs, Home, Advanced Search, Subjects & Books, Timeline, and Browse, etc.

To look up an entry, type a word into the "**Go To**" input box. You will be taken to the relevant entry heading. "**Go To**" is not a search tool but rather a way of moving around the entry heading index.

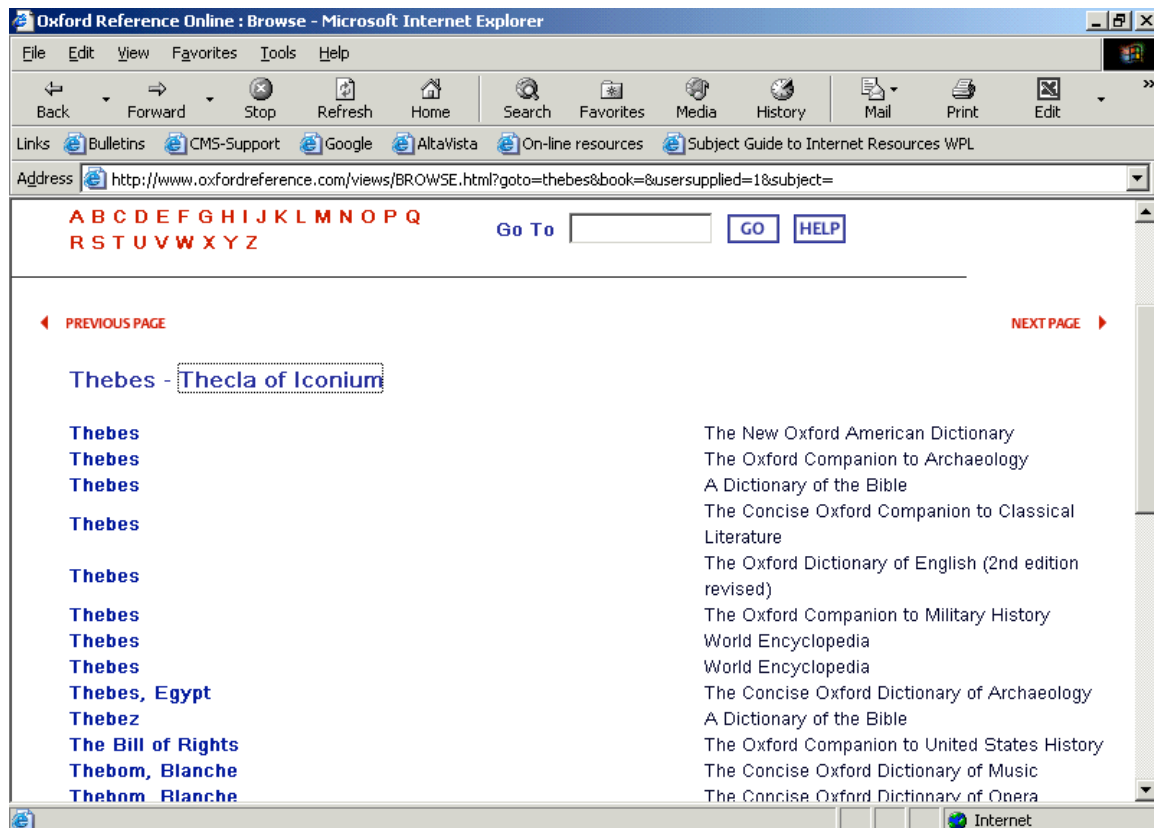
"**Go To**" will take you the alphabetical match for the work that was typed. If no match exists then it will take you to the nearest match available. Remember that the browse tool is like an index in a book. Typing "*Thomas Hardy*" will take you to the entries beginning entries for "*Th....*" Typing "*Hardy*" will take you to the right place in the index.

Another way that you can browse is to go through the entry headings letter by letter. You can use the **A-Z** buttons across the top of the Browse page. Clicking on a letter takes you to the first entry heading beginning with that letter. You can then work your way through the index pages by using the “Next Page” and “Previous Page” buttons.

You can browse in three different ways. *Oxford Reference Online* allows browsing of the whole database, browsing by subject and browsing with a given “book.”

### **BROWSING THE DATABASE:**

Clicking on the **Browse** button from a general “top-level” page (e.g. the Oxford Reference Online Homepage), you will be browsing all the entry headings from all of the subjects and all of the books in your subscription. Entering Thebes in the “Go To” box will yield the following:



This list shows First and Last entry on the page at the start of the listed entries, in this case, “Thebes” and down to “Thecla of Iconium.” The body of the list shows each occurrence of an entry heading, with the title of the “book” where it appears. Clicking on an entry heading will take you directly to the relevant entry.

### **BROWSING BY SUBJECT:**

Clicking on the **Browse** button, from a “subject-level” page (e.g. the Subject Home page for “Military History” or the “results page” from a “Subject Search,” **will browse only the entry headings from the “books” in that subject.**

As an example, clicking on the **Browse** button, on the *Military History* Subject Home Page and typing in *soldier* in the “GoTo” box **will give** the following list of entry headings:

“soldier *n.*”:

a person who serves in an army.

(From The Oxford Essential Dictionary of the U.S. Military in Military History)

“soldier of fortune”:

a person who works as a soldier for any country or group that will pay them; a mercenary: he had fought with soldiers of fortune in South Africa, Chad, and Lebanon.

(From The Oxford Essential Dictionary of the U.S. Military in Military History)

“Soldier's Bonus, the”:

see World War Veterans Adjusted Compensation Act.

(From The Oxford Essential Dictionary of the U.S. Military in Military History)

“Soldiers' Home”:

a veterans' retirement home and a historic landmark since 1973, located in Washington, D.C. was purchased by the U.S. Government in 1851 and used by President Abraham Lincoln and his family as a summer home from 1862 to 1864. Lincoln drafted the...

(From: The Oxford Essential Dictionary of the U.S. Military in Military History)

“Soldier's Medal”:

U.S. military decoration awarded for “heroism not involving actual conflict with an armed enemy.” Established by Congress on July 2, 1926, the Soldier's Medal may be awarded to any person serving with the U.S. Army.

(From: The Oxford Essential Dictionary of the U.S. Military in Military History)

However, it **would not give** the following:

“Soldier”:

(Ullmann: *Der Kaiser von Atlantis*). In the midst of war, he falls in love with a Girl from the opposite camp. Realizing he is powerless to stop them, the Emperor also realizes that he cannot have power over Death. Created (1944) by David Grunfeld; (1975) by Rudolf Ruivenkamp.

Who's Who in Opera. Joyce Bourne. Oxford University Press, 1998

or

“soldier”:

come (or play) the old soldier use your greater age or experience of life to deceive someone or to shirk a duty.

(From The Oxford Dictionary of Idioms in English Language Reference)

or

“soldier” A sterile member specialized for defence, of an ant or termite colony. The head is usually enlarged, and it or the tip of the abdomen may be used to block entrance holes to the nest (phragmosis). *A Dictionary of Ecology*. Ed. Michael Allaby. Oxford University Press, 1998.

By using the more specific Subject Browse (Military History), the results that would be related to things Military are the ones listed.

### **BROWSING WITHIN A BOOK:**

Clicking on the **Browse** button from a book-level page such as the book Home page for *A Dictionary of Biology*, or an entry page from that book, you will browse only those entry headings from that particular book. For instance, if you clicked the **Browse** button on the *A Dictionary of Computing* entry page for *heart*, you would find the following at the beginning of the entry heading list:

“**mouse**”: “A pointing device that is moved by hand around a flat surface...”

and

“**PS/2 keyboard/mouse interface**”

PS/2 was a type of personal computer...The interface ...survives...for keyboards and mice.

However, you would not find these entries from the *A Dictionary of Computing*:

**Mouse**: n and v: any of various small rodents of the family Muridae.

or

**Mickey Mouse:** “a Walt Disney cartoon character...”

As with higher-level browse pages, the list that you see shows each instance of the entry heading, but this time there are no book titles next to each one, since they are all from the same book. Click on an entry heading to go to the entry itself.

Browsing by database, subject, and/or book allows for a general overview of the objective to be searched by increasing degrees of specificity.

## **USING SEARCH TOOLS:**

Two main search types can be done in Oxford Reference Online: a **Quick Search** (just type a word and go) or an **Advanced Search**, which gives more options to execute queries that are more complex. Some common rules apply.

### **Quick Search**

The **Quick Search** tool is the easiest option: one or more words are typed into the “**input box**” and click **Go** or press **Return** on your keyboard.

A Quick Search is a keyword search, so specific searches like *global warming*, *photosynthesis*, *V S Naipaul*, will give good results.

By default, if you search for two or more words the search engine will look for *all* of your search terms. Thus a search for **courtly love** will find entries containing both of these search terms (i.e. a Boolean 'AND' search).

If you want to find results for a search term that is sometimes typed as one word, and sometimes typed as two, you will need to do an Advanced Search. This would be like using the “OR” Boolean operator—for example: “web site” OR website. This will find all occurrences of both forms of the word in the entry headings. If no exact matches for

your search terms are found, the search will look for close matches to those keywords. Thus, a search for *suffered*, for instance, would find **suffer**.

### **Entering Search Terms:**

Searching for an exact phrase is done by enclosing the words within double quotes, e.g. *"give me liberty."*

The search engine looks first for all the search terms in entry headings and other key elements of an entry (e.g. variant forms, section headings etc.). If no matches are found there, then the search engine looks for the search term/s in the full text of the entries.

Oxford Reference Online searches are not case-sensitive; capital letters or lower case letters can be used when typing keywords into the search box. An entry relevant to Isaac Newton, for instance, would be found whether you typed *isaac newton*, *ISAAC NEWTON* or even *iSAac nEWtoN*.

“Wildcards” can be used to widen the scope of your search. “**Wildcards**” are special characters that match any character or sequence of characters in a search. For instance, an asterisk (\*) stands for zero or more characters (it can represent single numbers or letters, several characters at once, even whole words). Thus, a search for *car\** might find **carnal**, **cardamom**, **Caribbean**, **carminative**, etc., while *\*car* might find **Madagascar**, **verificar** (a Spanish word), **buffet car** and **Wilde, Oscar**.

### **Widen search:**

The **Widen Search** option on the search results page broadens the search. To expand your search to the next level, just click the **Widen Search** button in the top right-hand corner of the search results page.

For example, if you have done a Quick Search for **Montclam** and you get 5 results at level 1 (i.e. hits in entry headings only), you can cast your net wider to find all references

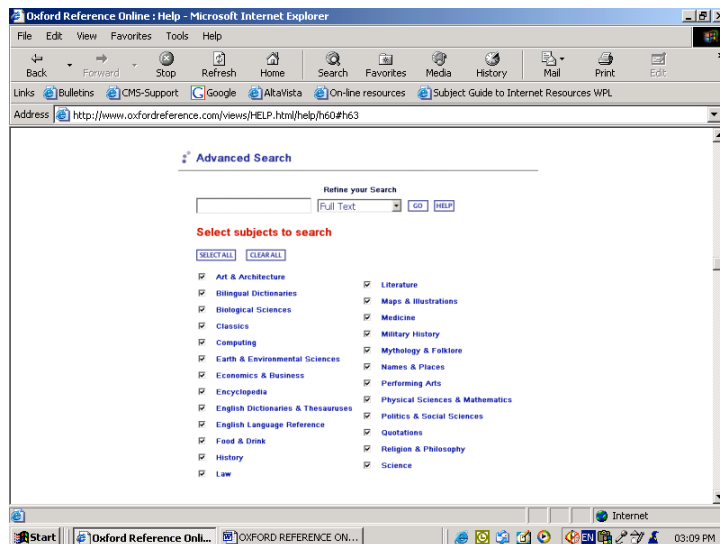
to Montcalm in the full text of Oxford Reference Online by clicking on the **Widen Search** button. This will get 38 results at level 2, full text.

### Advanced search:

Clicking on the **Advanced Search** tab, on the main navigation bar, will allow searches of either the full text, or just entry headings. Searches can be limited to one or more subjects, or books, or to only references to people or dates. Searches may be widened with a **Pattern Search**, which will find search terms that are spelled similarly, such as variant forms--color and colour. You can also construct complex queries using a **Boolean Search** to cast your net as widely or as narrowly as you choose.

It is important to remember that searches that are currently on a subject or book level page will only search that subject or book.

To restrict searching to a particular subject or subjects, use the checkboxes next to the subject names, ticking those to be searched, and leaving the others blank. The **Select All** and **Clear All** buttons save clicking each one individually.



The **People** filter is an option on the drop-down box in the Advanced Search page. This filter searches the full text for references to people's names. For example, searching using the **People** filter for *Andersen* finds 67 results, more than a dozen of which are references to **Han Christen Andersen**; searching for *Andersen* in Advanced Search using the **Full text** filter finds 99 results, some of which would have a passing reference to Andersen.

There are drop-down box options for “Full Text” “Entry Headings” and “Dates” available at this Advanced Search page.

Different types of searches are listed on the right-hand side of the Advanced Search page. Clicking on the small circle (radio button) next to the search will activate the search to be performed.

### **Hit highlighting:**

Exact matches with your search terms are highlighted in red. Hits are highlighted in two shades of red, depending on the closeness of the match, with the brightest ones being most relevant.

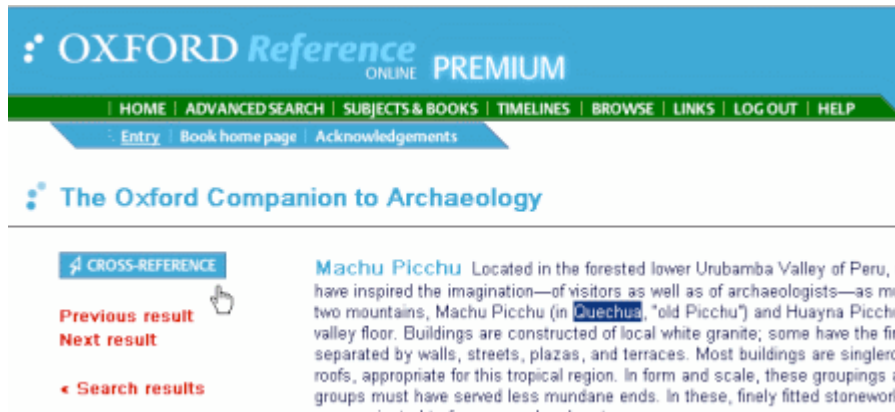
### **STOP WORDS**

A small number of words are “stop words” and are not searched for by the Oxford Reference Online Search engine. These words are very common and would result in a very large number of “hits” or results that would not be helpful. These very common words are referred to as **stop words**; an example of such a word is *the*. If you are using double quotes to search for an exact phrase and one of these stop words is included in the phrase (e.g. "*all roads lead to Rome*"), then the word will be found because it is part of the phrase specified. However, if you searched for the string *all roads lead to Rome* without the quotes, then the words *all* and *to* would not be found. If any searches include

any stop words, a message is given above the search results. There will also be links to the entry in **Browse** for that stop word.

### USING THE CROSS-REFERENCE TOOLS: *(powerful aspect of this database)*

To the left of the entry text, there is a link entitled **Cross-reference**. This tool allows you to search across the whole database. First, highlight a word or group of words in an entry, then click Cross-reference and the search engine will search across the entire text of the database for that word or words.



Highlighted terms within a given article are also cross-reference points. Simply clicking on the term within the article will immediately result in a further article on a related subject being displayed. In this way, a multi-layered investigation of a given research topic may be successfully completed even when only a little knowledge is available on a single search term. By following the various cross-referenced words within a given article, a more complete search may be done on a topic. This gives a variety of related information, made available by following the linked cross-references. It is possible

to finish with a wide scope of research by following these linked terms.

### SEARCH RESULTS:

A maximum of 1,000 results from a search can be found at any one time. If a search produces more than 1,000 results, only the first 1,000 results will be shown; this may

result in relevant entries being omitted from the results. It could mean that no results are returned from a particular subject or book.

If a search results in too many hits, refine the Quick Search by subject or by book. For example, if the word “Mark” is searched across the whole database, 614 hits will result. If the search is dealing with one of the biblical Mark, refining the search by the subject, Religion and Philosophy, results in only 24 hits. While not every hit refers to the biblical figure, most do and it is a more manageable list.

### Reorder results options:

The screenshot shows a search results page for the term "italian". At the top, there are two buttons: "WIDEN YOUR SEARCH" and "SEARCH TIPS". Below them is a section titled "Reorder results by category" with five tabs: "Subject reference: longer entries", "Subject reference: shorter entries", "English dictionaries & reference", "Quotations", and "Bilingual dictionaries". The "Subject reference: longer entries" tab is selected. Below the tabs, there is a "Refine by Subject" section with a list of categories and their hit counts: Art and Architecture (8 hits), Bilingual Dictionaries (5 hits), Biological Sciences (2 hits), Classics (1 hit), English Dictionaries and Thesauruses (4 hits), English Language Reference (3 hits), Food and Nutrition (1 hit), General Reference (3 hits), History (11 hits), and Literature (2 hits). To the right of this list, there is a section titled "Displaying 25 of 70 results" with sub-sections for "Search range: All search terms in entry headings [info]" and "Subjects searched: All". Below this, there is a heading "1. Italian" followed by a paragraph of text: "Language of Italy, where it is spoken by most of its 57 million inhabitants, and of the canton of Ticino, Switzerland. It is one of the Romance languages descended from spoken Latin, and so belongs ultimately to the Italic group of Indo-European ...". At the bottom of this paragraph, it says "(From World Encyclopedia in General Reference)".

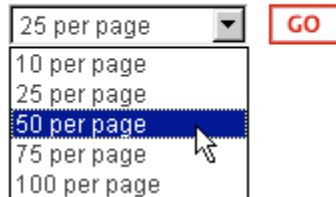
The **Reorder results by category** tabs along the top of the search results page allow a focus on the type of entry that is most relevant.

If a major entry about the **Spanish Civil War** is required, select the “*Subject reference: longer entries*” tab, and the longer entries will come to the top of the search results list. Clicking on the “*Reorder results by relevance*” link on the left-hand side of the search results page will result in a return to the default search order. If the search results fall within one category only, the category tabs are not displayed.

### Results Per Page:

The search results are displayed by 25 results at a time. Selection of a different number option from the “**Results per page**” drop-down menu on the left-hand side of the page will give the desired number of results.

### Results per page



A larger number of results per page saves having to click through several pages of results, but takes longer to display each results page.

### Emailing an entry, citing information, and printing

A citation for each entry in Oxford Reference Online is provided for researchers who need to cite entries from the service. The citation for each entry includes a URL that researchers can use to find the original entry and indicates the name of the subscribing institution.

Click on the Print button on the browser's toolbar to print a page.



To email a copy of an article, click on the Email **this entry** link, to the left of each entry page.

Sections of the form marked with an asterisk (\*) must be completed.

\* **Email this entry to (please fill in email addresses for recipients)**

\* **Sender's name**

**Sender's email address**

**Subject**

**Notes**

**Send as HTML**

**Select character set**  Latin-1  In code

[Back to above-the-line](#)

The destination email address is entered in the “**Email this entry to**” input box at the top. Type a name into the **Sender's name** input box; including a return email address is an option in the **Sender's email address** input box. A message may be typed in the “**Notes**” input box below. The **Subject** line of the email is completed by default but may be changed.

Certain accents and special characters may be lost from the text when it is emailed, but sending the email in HTML form (the default option) will retain most of the formatting. Unchecking the “**Send as HTML**” box will result in the email being sent as plain text.

Remember to consult the **ONLINE HELP** of the database for both the fullest and most up-to-date information on the product.

2005-08-19 SGS