

America: History and Life on the Web

- Abstracts of Journal Articles
- Citations to Book and Media Reviews and Dissertations

AMERICA: HISTORY AND LIFE IS AN ANNOTATED BIBLIOGRAPHY FOR STUDENTS AND SCHOLARS STUDYING THE HISTORY AND CULTURE OF THE UNITED STATES AND CANADA. THIS GUIDE INCLUDES AN OVERVIEW OF THE CONTENT AND FEATURES OF THE DATABASE AND INCLUDES HELPFUL SEARCHING INFORMATION.

DESCRIPTION OF THE DATABASE

Scope of Coverage

Provides English-language abstracts of scholarly literature on the history and culture of the United States and Canada from prehistoric times to the present. Covers approximately 1800 journals in many languages. Most journal articles abstracted are written in the English language. Also includes citations to book reviews, media reviews, and dissertations.

Types of Materials Included

Abstracts of scholarly journal articles and citations to book/media reviews, and dissertations that are of interest to researchers of United States and Canadian history and culture.

Years of Coverage

The complete *America: History and Life* Database (1964-present) is available on the Web.

Update Frequency

Monthly updates are added to the database. Updates include citations to journal articles prior to their being abstracted for the database. These citations keep users current with the journal literature that is being published.

FEATURES OF THE DATABASE

Search Screens

The database has both a simple search screen and an advanced search screen. The most frequent default search screen is the simple search screen. The simple search screen allows the researcher to conduct a search using keyword and/or one additional field from the following: subject, author, title, language, journal name, and document type.

The advanced search screen allows the researcher to conduct a search on one or more or all of the following fields: keyword, subject, author/editor, title/translation, language, document type, journal name, publication date, time period, and entry number.

It is possible to toggle between the two search screens by clicking on the underscored name.

Browse Indexes

Fields with a magnifying glass icon at the end include an index of terms that can be browsed. Browsing the index helps users verify spelling, select terms to refine searches, and eliminate unwanted results.

- Click the magnifying glass icon.
- Start typing the first few characters of the word you want to search. Letters typed will appear in the box. You do not need to click on the fill-in box.
- Select the Find Term button or press Enter to move to the portion of the index beginning with the characters typed.
- Page up/down through the index list. The number in parentheses after each index term is the number of times the exact term occurs in the database.
- To select terms to add to a search, click the check box at the beginning of each term desired. Select the boxes of all variations of a particular term to retrieve a broad list.
- Select the Paste Terms button. You will be returned to the search screen; the index term(s) selected will appear on the search screen.

Use of Wildcards

If the exact spelling of a term is uncertain, wildcards (*) or (?) can be used. Insert an asterisk (*) for an unlimited or zero unknown characters or insert a question mark (?) for each unknown letter. Sometimes including wildcards retrieves words with various meanings.

Combining Searching Terms

The database combines words in a field using the AND Boolean operator. Other operators (OR, AND NOT) may be used to combine words within a field. If only one word is to be searched in a field, NOT instead of AND NOT should be used.

Boolean Logic

Use AND between two search terms when you want to limit/refine a search so BOTH terms are present in each entry retrieved. Use OR between two search terms when you want to expand a search so at least ONE of the terms is present in each entry retrieved. Use NOT (AND NOT) between two search terms when you want to retrieve entries that include the first term but do not include the second term.

EXAMPLE: Keyword: Canada AND pioneer

RESULTS: The terms Canada and pioneer are in all entries retrieved

EXAMPLE: Keyword: Canada OR pioneer

RESULTS: Each entry retrieved includes the term Canada or the term pioneer

EXAMPLE: Keyword: Canada NOT pioneer

RESULTS: Each entry retrieved includes the term Canada, but not the term pioneer

HOW TO FIND INFORMATION BY SUBJECT OR TOPIC

1. If you want to limit a search to a specific type of format, i.e., journal articles, book/media reviews, or dissertations. In Document Type field, enter: ARTICLE for journal articles, BOOK for book reviews, MEDIA for media reviews or DISSERTATION for dissertations. Or use the browser to select a document type from the index.

2. To limit a search by a subject or topic. You have two choices:

A. Use the KEYWORD FIELD to do a general, free-text search of words in the abstract, title (and its translation), subject terms, documentation, and author fields. The Keyword field does not have an index to browse. You cannot use years or dates.

EXAMPLE: "economic reform" EXAMPLE: economic reform

RESULTS: When enclosed in quotation marks ("economic reform"), the words make a phrase that retrieves entries in which economic appears next to reform in the same field in the exact order of the phrase. Without quotation marks, the results will include entries with the two words in any order, anywhere in the same field. Do not use quotation marks for searching common terms, e.g., Civil War, in Keyword Field as searching on these terms results in lengthy searches. Wildcards (*) or (?) can be used.

It is often a good idea to refine a search by combining a keyword search with searches on other fields.

EXAMPLE: Keyword: settle* Subject Term: Westward Expansion

RESULTS: Truncating the Keyword (settle*) retrieves entries with variations of the word settle* (i.e., settler, settlements) in them. The Subject Term limits this search to entries related to the Westward Movement, it excludes entries referring to other settlers, settlements, i.e., in Plymouth

B. Use the SUBJECT FIELD to select specific indexing terms assigned to the entries. The editors assign several subject terms to each entry. Often, subject terms assigned to an entry do not appear in the title or abstract of the work. Subject terms may be entered with or without quotation marks. If you know an exact phrase that is in the subject index, use quotation marks. If uncertain, browse the index. Do not enclose common phrases, i.e., Civil War, in quotes.

EXAMPLE: "military government"

RESULTS: Entries with the subject index term Military Government and entries in which the words military government appear contiguously in that exact order.

EXAMPLE: military government

RESULTS: Same entries as above example plus entries in which the words are not in the exact order, i.e., Civil-Military Relations and Government Regulation.

Some single-word searches will retrieve a large number of inappropriate entries.

EXAMPLE: military

RESULTS: Retrieves all entries with the subject (index) term Military, and entries with Military in the subject terms, i.e., Military Campaigns, Military Education, etc.

For geographical terms, first enter the larger component (e.g., state or province). Follow this with the specific geographical name, such as a city. Use quotation marks to make more precise. Personal names in the Subject Terms field should be entered last name first. Boolean operators and wildcards can be used.

CLIO Notes

CLIO Notes assists the beginning searcher. It guides users with their research by providing an interface that allows them to select topics in history, read a brief overview of

the topics, and then search the entire *America: History and Life* database for their topics using subject terms that are provided. For more information about CLIO Notes, please see the HOW TO USE CLIO NOTES section below.

HOW TO FIND INFORMATION BY THE NAME OF THE AUTHOR/EDITOR

1. You may first want to limit to specific type or format, i.e., journal article, book, or dissertation.

Use Document Type field to limit.

2. Verify and enter the name of the Author/Editor

In this database, this field includes book and media review authors as well as authors/editors of original works. It is a good idea to browse the Author/Editor index to verify the spelling of the name. In the index, the names are arranged by the last name first.

If you know the specific name, enter last name then first name bound in quotes.

EXAMPLE: "Thomas, James"

RESULTS: Individuals with James as a first name and Thomas as a last name, e.g., James S. Thomas. This also retrieves entries with Thomas as the first name, James as the middle name, and various last names, e.g., Thomas James Walsh, Thomas James O'Connor.

You can also use wildcards () or (?) if you don't know the exact spelling or if an individual publishes under several variations of their name. Do not use wildcards for initials.*

To search the Author/Editor field broadly, use free text (using no quotation marks)

EXAMPLE: James Thomas

RESULTS: Retrieves works by authors (or book/media review authors and editors) with both James and Thomas in their names (regardless which is the first name and which is the last name) as well as works with co-authors with either James or Thomas in their names (co-authors John A. James and Mark Thomas). Transposing the names in the search does not affect the results.

ADDITIONAL WAYS TO LIMIT OR REFINE SEARCHES

Limit by Time Period covered in the original work

Don't confuse this with the actual date of publication of the original work. Time Period is a good way to narrow a search for an event or topic in a particular century or decade. Enter one or more round-number dates, each followed by either H (for hundreds [centuries]) or D (for decades). Do not enter dates that are not decades or centuries (do not enter 1912D or 1804H). Documents covering more than five decades are indexed by century; documents covering more than six centuries are not indexed—leave Time Period blank.

EXAMPLE: 1800H OR 1900H

RESULTS: Entries dealing with the eighteen or nineteen hundreds (1800-1999).

EXAMPLE: 1820D 1830D 1840D

RESULTS: Entries dealing with the 1820's, 1830's, and 1840's (1820-1849).

Limit by Language

Use browser to select appropriate language of original materials you want to retrieve.

Limit by Publication Date

Limit by specific dates or ranges of dates, i.e., 1970 - 1972 of original materials.

How to Tag Entries

Once you have reviewed your results, you can select (tag) entries for printing or downloading. Click on the box labeled "tagged" at the top of the entries you want to print or download. You can print or download all entries or just tagged ones.

HOW TO MANIPULATE AND PRINT, E-MAIL, OR SAVE SEARCH RESULTS

After searching, the results can be viewed, printed, stored on a file or disk, or sent via e-mail.

To Print One Entry

- Select Full Display of Entry
- Use your browser's Print function to print

To Print/Download/E-Mail All Results or Tagged Entries

- Display results. Tag entries, if desired
- Click on Output Options
- Select Entry Format—Short or Full Entries
- Select Request Entry—All Entries or Tagged Entries
- Select Output Type—ASCII Display for Printing or Downloading *Or* Select E-mail and input E-mail addresses. Each address should be separated by a space, if sending to more than one address. With the site's expanded e-mail capabilities, you can include a subject line and a text message to be sent with the results set via e-mail.
- Click on Submit Button. If sending via E-mail, the entries will be sent to the E-mail addresses. You will receive notice that results have been sent
- To Print All or Tagged Results, use your browser's Print function
- To Download All or Tagged Results, use your browser's "Save As" function to define a path to save results to a file or disk

SORTING ORDER OF RESULTS, CONNECTIONS BETWEEN FIELDS, LIMITING NUMBER OF RESULTS

The above changes are done on the Search Screen before pressing the Search button.

Click on User Options, follow directions to:

- Change Boolean searching connections between fields
- Change the order in which results are sorted
- Limit number of records displayed in the groups

To See How a Search is Completed by the Database

Before you click the Submit Button to do a search:

- Click on User Options
- Select Display Search Progress Window
- Click on the Submit Button

This can help refine a search by showing terms not in the database as well as identifying how long it takes to search each of the terms. The Search Progress window

needs to be closed before results are viewed; it will continue to display for all searches during a session until it is "untagged" in the User Options or the session is ended.

HOW TO USE CLIO NOTES

CLIO Notes has been created specially for the beginning researcher. This supplemental feature helps users explore topics in history and conduct searches of the entire *America: History and Life* database using a simplified search screen and suggested search terms.

Using CLIO Notes to search the database

- Access *CLIO Notes* by clicking on the CLIO Notes logo at the top of the main search screen or by clicking on the CLIO Notes button on the left.
- Select a time period from the menu in the left frame on the screen. Scroll down for additional time periods.
- Select a chronology, historical topics or specific issue from the right frame. Time periods are organized by broad topics (e.g. Colonial Religions) and related issues (e.g. The Great Awakening). Time periods, topics, and issues include chronologies of events that can be selected to cover entire time periods or limited to cover specific topics.

Browsing by topic

- Select a topic from the time period menu and a detailed menu for that topic will be displayed.
- Select either the chronology for that topic or a related issue.
- If a related issue is selected, users will access a general narrative overview, research questions, and a simple search screen that includes suggested subject terms to search the *America: History and Life* database.

Browsing by issue

- Click on an issue directly from the right-hand menu or select through a topic.
- The issue page includes: 1) a general overview 2) research questions about the topic that can help guide term papers and classroom discussions 3) a simple search screen with suggested search terms for searching the database.

Using the CLIO Notes search screen

At the bottom of each issue page, there is a search screen that has been designed to introduce students to searching *America: History and Life*.

- To select criteria, click on the check box at the beginning of each subject term desired.

Keyword Field permits a free-text search of terms in the abstract text, the title (as well as its translation), subject terms, documentation, and author of entries in *America: History and Life*. Enter a word or phrase to retrieve appropriate entries.

Subject Terms Field searches the index terms in the *America: History and Life* database. Each entry in *America: History and Life* has been assigned several subject terms by the ABC-CLIO editors. In many cases the subject terms include words not specifically in a title or abstract of an entry.

- Click on the check box at the beginning of each term desired. If more than one term is selected, they are automatically joined by the OR Boolean operator in the field. Suggested terms have been selected by the editors for optimal search results.

Document Type Field may be left blank to search all document types (journal articles, book/media reviews, and dissertations) or the user may limit their search by clicking on specific document types.

Time period searching

When using *CLIO Notes*, searches are automatically limited to the time periods of the selected modules; users do not need to select additional time period limitations. More detailed time searching options are available on the main *America: History and Life* search screen.

Returning to the AHL search screen

To return to the main *America: History and Life* search screen, click on "Return to AHL" on the left-hand side of the *CLIO Notes* screen. If a search has been completed in *CLIO Notes*, the searching criteria will be pasted into the main search screen. See the searching strategies described above for information about using the main *America: History and Life* search screen.

HOW TO USE CLIO ALERT

CLIO Alert is a notification service that is included as part of a subscription to *America: History and Life* or *Historical Abstracts*. After setting up a profile of one or more alerts, you will receive via e-mail any abstracts matching your alert that have been entered into the database in a particular month.

To Establish a Profile

- From a search screen, click on the underlined CLIO Alert Profile box.
- Enter your user name (it should be a name that you can easily remember).
- Click on the Create a Profile button.
- Enter your name, your e-mail address, and create a password for your profile (there is no limit as to the maximum number of characters for a password but the field is case-sensitive).
- Verify your password.

To Create an Alert

- Select your preferred output format, either ASCII text or tab-delimited text.
- Identify which database records should be searched.
- Select the appropriate operator to join fields, either "and" or "or". "And" is the default selection.
- Type information into one or more of the following fields: subject, author, time period, language, and document type. To ensure that the information you include will retrieve valid entries, we suggest that you test the search on the database before setting up the alert.
- If you wish to change an item in a specific alert, click on the Clear button to reset the form.
- When you are finished, click on the phrase "Save Profile" to save the information.
- An individual may establish up to ten alerts under a single profile.

To Access and Change an Alert

- From a search screen, click on the underlined CLIO Alert Profile box.
- Enter your user name and password.
- Click on the button that says "Log on to your Profile."
- You may then change any information on your profile, including your password. You can change or clear any alerts or add more, if you do not have ten in your profile.
- A profile will stay in place for one year after the last time you accessed the profile. After ten months of no activity, you will receive an e-mail notice that you must log in to your profile to keep it active. If you do not do so, the profile will disappear.

FOR ADDITIONAL HELP TO SEARCH THIS DATABASE

- Review the context-sensitive help for each field
View this by clicking on the field name
- Contact webcontent@abc-clio.com with specific searching questions



www.abc-clio.com