



### What is Gale?

Gale is a collection of nearly 30 databases including Academic OneFile, Expanded Academic ASAP, Infotrac Onefile and Gale Virtual Reference Library. It contains multidisciplinary general databases as well as databases for computer science, business, law and other subjects.

### Starting

Go to <http://www.swin.edu.au/lib/database/iac.htm>  
To search a single database, click on its name or to search all databases click on [Go to all Gale Databases](#)

You may need to log in. Follow the instructions on the screen.

If you clicked a single database you will go straight to the [Basic Search](#) screen.

If you selected [Go to all Gale Databases](#) you will see a screen with the heading [Cross Searchable Databases](#) and a list of databases and subject collections you can tick to select or deselect. Click on the Submit button.

### Basic Search

Beneath the [Basic Search / Find](#) window, you can choose to Search for words in Subject, Keyword, or Entire Document

Type one or more words or phrases in the search box.

If you type more than one word or phrase type AND between each word or phrase. Enclose phrases in quotation marks.

*Examples:*  
fingerprinting AND crime  
"world trade organisation"

To see your first 20 results scroll down the screen. To see more results click on the [Next](#) button **Next ▶** at the bottom of the screen.

### Further Information

Contact the library consultation desk:  
<http://www.swin.edu.au/lib/info/phone.htm>

### Library web site

<http://www.swin.edu.au/lib>

Author: Sue Foster

Date: 11 Feb 2008

Click the article title to see the citation, abstract and full text (if available). Links to [Full-text with graphics](#) or [PDF pages](#) means that the whole article is available. If there is only a brief citation or abstract you can click on [Find links with SFX](#) to check full text availability in other databases.

### Truncation

An asterisk \* at the end of a word or part of a word will find words with different endings.

For example market\*  
will find market, markets, marketing, marketers

### Wildcards

A question mark ? in the middle or end of a word searches for a single letter that might be different.

For example: organi?ation  
will find organisation or organization

For example: wom?n  
will find woman or women

### More search options

#### Limit the results to documents with full text

Click on the [More search options](#) link. Under the "Limit the results" heading, click the checkbox next to [documents with full text](#) to only find items with full text.

#### Limit the results to peer-reviewed publications

Peer-reviewed scholarly journals contain more in-depth authoritative research. To limit to peer-reviewed publications at the Basic Search screen, click on the [More search options](#) link and then under the "Limit the results" heading click the checkbox next to [peer-reviewed publications](#).

You can limit your results by publication title or subject, or browse a particular Journal using [Browse Publication Title](#) or [Browse Publication Subject](#).

Alternatively you can use the Publication search.

### Publication search

Click on the [Publication Search](#) link at the top of the screen. You can use the Search window to look for a particular publication or you can browse publications by clicking the [List All](#) link. You then select from a list of results and click on Submit.



SWINBURNE UNIVERSITY  
OF TECHNOLOGY

Once you have a result, click the publication name, choose a date from the drop down menu, and then select an issue from that year to display all articles from that issue of the publication.

### Using search operators (Boolean searching)

Use the operators AND, OR, and NOT to combine words and phrases. Searches are processed from left to right, but words in brackets are processed first.

*Examples:*

climate change OR global warming  
olympics NOT winter  
travel AND (melbourne OR victoria)

### Advanced Search

Searching for a word in a specific field of an article can narrow your search. For example, if you search for a word in the article title field, that word will be central to what the rest of the article is talking about. Your results will be more relevant than if the word was only found in the final paragraph of the article.

Click the [Advanced Search](#) tab. Use the dropdown field menus on the left of the search boxes to search specific fields like Document Title or Author.

Type a word or phrase in the first search box. You can also type in the other search boxes. You can [Add a Row](#) if you run out of room. Use the dropdown menus to select a Boolean operator to combine your terms.

### Subject Guide Search

The [Subject Guide Search](#) link at the top of the screen can be used like a thesaurus to look up the spelling of a word or the preferred words used to describe topics. Once you type a word and Search you can narrow your topic by looking at [Subdivision](#) or broaden your results by looking at [Related Subjects](#).

### TOOLS (download, email or print an article)

**Marked items:** When you display the full record of an item there is a "Mark" checkbox on the top left of the screen. Make multiple marks using the checkboxes next to each item on the results summary screen. You can click the [Marked Items](#) button at the top of the screen to review or remove marks before saving or emailing. Any marks you make are not permanent and will only last for the length of your current session.

**Download:** Click the check box next to some articles to Mark them. Click the [Marked Items](#) button at the top of the screen. The download button is inactive (greyed out) so you must click the Download link at the top of the Marked Documents list. Select a format option (HTML or Plain text) and then click the Download button. Click Save, select a drive, type a filename and click Save again.

**Email:** Click the check box next to some articles to Mark them. Click the Marked Items button at the top of the screen. Click the [E-mail](#) button at the top of the screen. In the "Mail to:" box type an email address. Next choose the formats you prefer. Each marked article will be sent as a separate e-mail.

**Print :** Once your article is displayed, click the [Print](#) button at the top of the screen to format the page for printing . Next select "File" then "Print" from your internet browser menu.

### Previous Searches

Click on the [Previous Searches](#) button to your search history. Only searches from your current session are shown. You can click on an old search to display those results again or you can alter an old search if you click on the [Revise](#) link.

**Infomark:** If you click on the [InfoMark](#) button the page you are looking at will be bookmarked so that you can visit it again later in your session. A URL address of the document on screen will be copied ready to paste into a web document, bookmark or email.

**Dictionary:** Thomson Gale has an online Webster's Dictionary. Click the [Dictionary](#) button, type a word and then click search to see its definition.

**Title List:** The [Title List](#) button shows all the Thomson Gale Databases and then lists all the journals each of them contain. It also shows how far back each journal is indexed and if it has full text.

### Export to EndNote

If you use bibliographic software to manage your research, you can import records from Thomson Gale into your EndNote database.

1. On your search results screen each result has a [How to Cite](#) link. Click this link.
2. You are asked to select a style in which to [Generate a Citation](#). Choose from MLA, APA, or Plain Text with Bibliographic Tags and then click [Save](#). Your citation will display at the bottom of the screen.
3. At [Export to a third party software](#) select EndNote then click [Export](#).
4. Your Endnote program should now activate. Select the area into which you want the records imported.
5. The computer will open the database, import the records and mark them.

Full text articles should be saved into a separate directory, not into your bibliographic manager records.