

This document is a guide for searching ATLA on its own; it is not a guide to searching several EBSCO databases simultaneously.

ATLA is an online bibliographic database that contains more than 1.8 million citations to:

- **Journal articles** from most major English language theological journals and some non-English language journals – for a listing visit the *Publications* tab on the ATLA screen.
- **Essays** in multi-author works and conference proceedings.
- **Book reviews**

ATLA is produced by the American Theological Library Association.

**ATLA indexes in the following subject areas:**

Within the Christian tradition, Bible, theology, church history, philosophy, ethics, pastoral ministry, Christian education, world missions, archaeology, antiquities and human culture & society. There is little coverage of denominational issues. There is a more selective coverage of Hinduism, Islam and Judaism. While there is an emphasis on scholarly literature, a significant collection of more popular publications covering the Protestant perspective are included.

**Time period covered:** this database begins in 1949 although indexing for some journal titles extends back into the nineteenth century.

### What is a bibliographic citation?

A citation is the combined title, authorship and publication details of a document. Where the document is located within a larger publication, the details relating to the larger publication are provided also so that the document may be located.

### Access

Moore College students, faculty, staff and library members may access ATLA from the **eResources** link on the Library's homepage <http://www.moore.edu.au/library>. There are several options on the EBSCO website – choose *EBSCOhost Web*

Moore provides access to ATLA with the accompanying ATLASerials which provides some fulltext access to ejournals.

### iPad/phone app

The EBSCOhost iPad app is available for free from iTunes or Google Play for Android devices. For more information on downloading and using the app visit [http://support.epnet.com/knowledge\\_base/detail.php?id=5718](http://support.epnet.com/knowledge_base/detail.php?id=5718). Alternatively, you can choose *Mobile site* at the bottom of the webpage to use the mobile version of the site.

### Copyright statement for this guide

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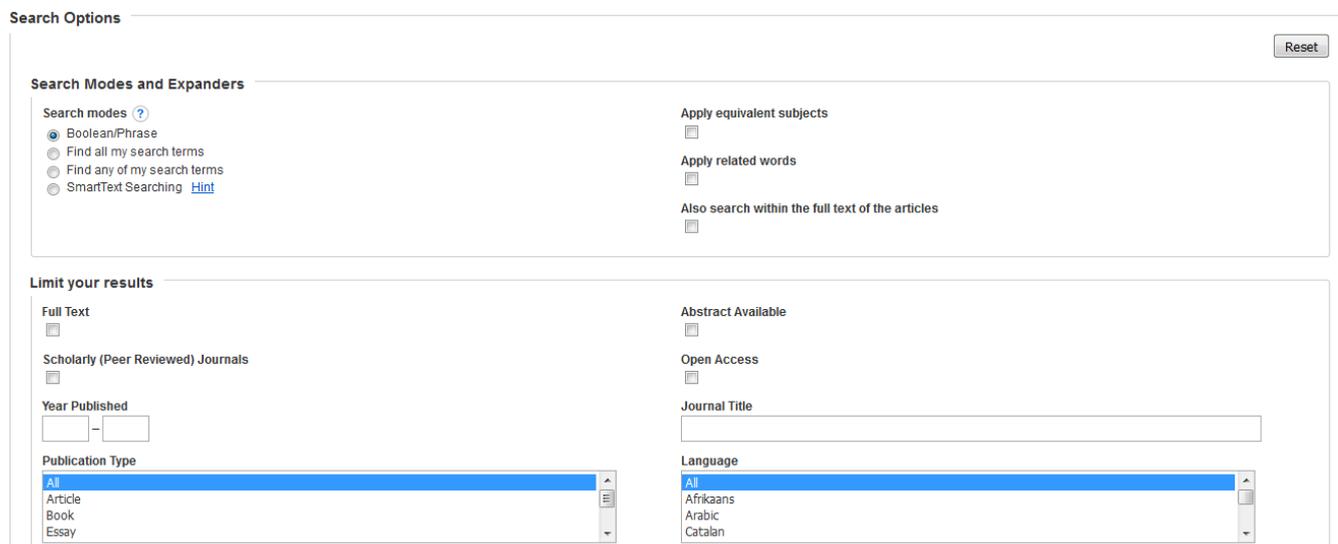
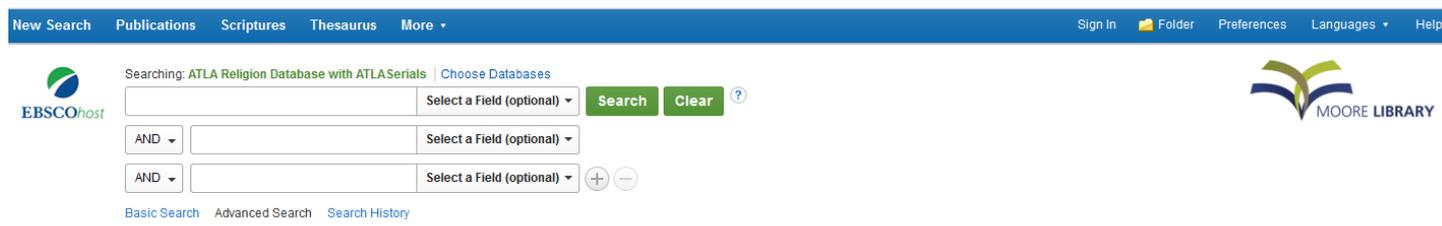
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## Top tips for creating effective search strategies

- To retrieve records that contain any two or more keywords in any part of the record, enter AND between the keywords – Jesus AND cross. When two or more keywords are entered into the Find box without AND, OR or NOT between them (Boolean operators), the database treats the two words as a phrase -- Jesus cross is searched by the database as a phrase Jesus' cross.
- Enter the Boolean operator OR between any two or more keywords that are synonyms of each other. The database will search for records that contain either term – Justice OR righteousness.
- If you do not nominate a field to be searched, the database searches for the word or words in any field in the record. The word **grace** would retrieve journal articles by Dr Philip Grace as well as book reviews by Dr Grace Stone and journal articles entitled *Grace in the age of the DVD player*.
- The database search may also return results with regional spellings (e.g., color, colour), acronyms (e.g., TV, T.V.) and a limited number of synonyms.
- To have greater control over the search, use parentheses. Without parentheses, a search is executed from left to right. However, words that are enclosed in parentheses are searched first. An example is:(Jesus OR Christ OR saviour OR lord) and prophet. The database searches for all records that contain either *Jesus, Christ, saviour or lord* and then from that group of records identifies those records that contain the word *prophet*. Without the brackets, the database would search for records that contain either the words Jesus, Christ, saviour or that contain both lord and prophet.
- A substantial proportion of ATLA citations are for reviews of books. To eliminate these from your search, add the limiters from Publication Type (*book or article or essay*) to your keyword search. To select more than one limiter, hold down the CTRL key while you select.
- Use the wildcard and truncation symbols to create searches where there are unknown characters, multiple spellings or various endings. Neither the wildcard nor the truncation symbol can be used as the first character in a search term.
- The *wildcard* is represented by a question mark (?). To use the wildcard, enter your search terms and replace each unknown character with a ?. For example, type wom?n to find all citations containing the word women or woman.
- *Truncation* is represented by an asterisk (\*). To use truncation, enter the root of a search term and replace the ending with an \*. For example, type christia\* to find the words **Christianity, Christians**.
- You can use a proximity search to search for two or more words that occur within a specified number of words (or fewer) of each other in the databases. Proximity searching is used with a keyword or Boolean search.
- The proximity operators are composed of a letter (**N** or **W**) and a **number** (to specify the number of words). The proximity operator is placed between the words that are to be searched, as follows:  
**Near Operator (N)** - **N5** finds the words if they are within *five words* of one another regardless of the order in which they appear.  
For example, type **Jesus N5 Lord** to find results that would match *Lord Jesus* as well as *Jesus Christ the Lord*.
- **Within Operator (W)** - In the following example, **W8** finds the words if they are within *eight words* of one another and *in the order in which you entered them*.  
For example, type **Jesus W8 Lord** to find results that would match *Jesus Christ the Lord* but would **not** match *Lord Jesus*.

# The Search Screen



Moore College ATLA defaults to the Advanced Search screen.

The search screen provides two options:

1. Enter keywords into the search boxes and click *Search* and allow the database to search in all areas of the record.

OR

2. Enter keywords into the search boxes and select the field in which to search the keyword as well as selecting the Boolean operators between the keywords. This type of advanced search is useful if you are sure of the details and you are searching for a specific title.

**Search modes** can be used to indicate how the search terms should be searched.

**SmartText Searching** can be used to copy and paste chunks of text (up to 5000 characters including spaces) to search for results. SmartText Searching leverages a technology that summarizes text entered to the most relevant search terms then conducts search.

When you click the **SmartText Searching** radio button, the **Find** field grows to indicate that you can enter as much text as you want. Type in text, or copy and paste text from an article (or other source) into the **Find** field, select any other limiters or expanders, and click **Search**.

SmartText Searching will run the search using the citation's abstract and a new Result List will display. If no abstract is available, SmartText Searching will run the search on the article title.

SmartText Searching will take your chunk of text, devise a search strategy and search the database for additional citations.

To **limit** your search and results, check the relevant boxes located lower down on the screen. For example, you may select full text only, or limit your search to a particular type of material such as a review.

Click *Search* to conduct your search.

Search results may be refined by selecting the options underneath **Refine Results** on the left hand side. The results list will update automatically.

# How to interpret search results and locate the fulltext

Some examples of ATLA citations and how to locate the full text in either print or electronic format:

## Journal article

### 1. Paul G. Hiebert's 'the flaw of the excluded middle'



Periodical

By: Anane-Asane, Andrew; Eckert, Timothy L; Tan, Jason Richard; Priest, Robert J. Source: Trinity Journal, ns 30 no 2 Fall 2009, p 189-197. Language: English; Publication Type: Article; (AN ATLA0001756501)

Subjects: Hiebert, Paul G, 1932-2007; Wagner, C Peter; Kraft, Charles H; Sociology, Christian; Demonology; Spiritual warfare; Missions – Theory; Peer reviewed

[PDF Full Text \(779.4KB\)](#) [Check Moore Library for Availability of Full Text](#)

#### Interpretation of this citation and location of the journal article

The journal article is published in the journal entitled Trinity Journal, Vol. 30, No. 2, Fall 2009 pages 189-197. The article is available electronically by clicking on the PDF Full Text link. The link to the Moore College catalogue reveals that we hold the issue of that title in print format.

## Book

### 1. Gender, tradition and Romans: shared ground, uncertain borders



Book

By: Grenholm, Cristina (Editor); Patte, Daniel (Editor). Source: New York, London : T & T Clark, 2005. Language: English; Publication Type: Book; (AN ATLA0001483400)

Subjects: Bible. Romans -- Criticism, interpretation; Bible. New Testament -- Criticism, Feminist; New Testament

[Search the Library Catalogue for this title](#)

#### Interpretation of this citation and location of the book

This book entitled *Gender, tradition and Romans* was edited by Cristina Grenholm and Daniel Patte. Clicking on the link to the Library catalogue will show the catalogue record - the book is available in print format.

Note that ATLA frequently includes a citation for the book as well as a citation for the review of the book.

## Book chapter

### 1. Jesus as bridegroom and lover: critical retrieval of a medieval metaphor



Periodical

By: Dreyer, Elizabeth. Source: Who do you say that I am?: confessing the mystery of Christ, Notre Dame : Univ of Notre Dame Pr, 2004 p207-235.. Language: English; Publication Type: Essay; (AN ATLA0001427376)

Subjects: Jesus Christ -- Mystical body; Mystical marriage; Love -- Religious aspects; Mysticism

[Search the Library Catalogue for this title](#)

#### Interpretation of this citation and location of the essay

This essay entitled Jesus as bridegroom ... is a chapter in the book entitled Who do you say that I am? Clicking on the link to the Library catalogue will show the catalogue record - the book is available in print format. Note that ATLA frequently includes a citation for the book as well as a citation for the chapter.

## Review

### 1. For God so loved the world: missiological reflections in honor of Roger S. Greenway



Review

By: Van der Weele, Steve J. Source: Calvin Theological Journal, 42 no 2 Nov 2007, p 419-421. Language: English; Publication Type: Review; (AN ATLA0001626323)

Subjects: Peer reviewed

[PDF Full Text \(301.4KB\)](#) [Check Moore Library for Availability of Full Text](#)

#### Interpretation of this citation and location of this review

Click on the link to locate the PDF.

## Book

### 2. Henry Mitchell on gardening



Book

By: Mitchell, Henry. Source: New York: Houghton Mifflin. Language: English; Publication Type: Book; (AN ATLA0000056320)

Subjects: Environmental Studies/Ecology

#### Interpretation of this citation and location of the book

This book does not appear in the Moore College catalogue. A search of Libraries Australia does not provide a library location. The only option is to speak with the Library Manager, Julie Olston to see if the Library is interested in purchasing a copy – or order it online or at a bookshop for yourself.

## How to print or email the fulltext document

**PDF Fulltext** – Click *PDF Fulltext* and once the document has opened, click the *Print* icon at the top right hand corner of the document or *E-mail* in the sidebar on the right. Note that the E-mail Manager allows you to include the PDF as a separate attachment.

To print from the Moore College Library network, you need to download the PDF and save it, then log in to PaperCut (<http://www.moore.edu.au/library/access-papercut>) and upload the file.

## How to print the citations, send to email, or save to a file

### To select citations

To save a list of citations, click the *Add to Folder* icon on the right of each citation.

When all citations have been selected, click on *Folder View* on the right of the screen.

### To print the citations

Click the *Print* icon at the right of the screen.

The Print Manager is displayed. Check the *Remove these items from folder after printing* if you want to empty the folder.

On the right hand side of the screen: Include when printing:

Choose EITHER a *Standard Field Format* from the drop down menu – default is set at Detailed Citation and Abstract.

OR choose a *Citation Format* from the drop down menu – indicate a specific format that you would like your citations printed in.

Click the button at *Customized Field Format* – to indicate what fields are to be included in your results.

Click *Print* – the citations are displayed in the browser window.

Click *Print*.

### To email

Click the *E-mail* icon (an envelope) at the right of the screen.

The E-mail Manager screen is displayed.

Enter your E-mail Address, Subject and Comments to accompany the email.

Choose EITHER a *Standard Field Format* from the drop down menu – default is set at Detailed Citation and Abstract.

OR choose a *Citation Format* from the drop down menu – indicate a specific format that you would like your citations emailed in.

Click the button at *Customized Field Format* – to indicate what fields are to be included in your results.

Click *Send*.

An Email Confirmation box is displayed.

### To save

Click the *Save as File* icon at the right of the screen.

Choose EITHER a *Standard Field Format* from the drop down menu – default is set at Detailed Citation and Abstract.

OR choose a *Citation Format* from the drop down menu – indicate a specific format that you would like your citations emailed in.

Click the button at *Customized Field Format* – to indicate what fields are to be included in your results.

Click *Save*.

Follow the instructions for saving the file – this will depend on which internet browser you are using.

## How to save citations to Zotero

Zotero describes itself as “a powerful, easy-to-use research tool that helps you gather, organize, and analyze sources and then share the results of your research.” It is a Firefox extension (which can also be used with other browsers), and can be downloaded from [www.zotero.org](http://www.zotero.org)

To save individual citations directly to Zotero, select a title from your results list, and then click on this icon:  in the address bar of your browser.

If you have several citations saved into a folder, click on *Folder* at the top of the screen, then in the menu on the right hand side click *Export*

The default setting is *Direct export in RIS format (Zotero)*

Click Save.

For help using Zotero, Moore students should visit <http://www.moore.edu.au/library/zotero>

## Publications searching

The Publications Authority File lists the titles included in the database by publication name.

Click *Publications* on the blue bar at the top of the screen.

The Publication Authority File appears, with a list of all periodicals in alphabetical order by title.

Enter keywords relating to the title you are looking for in the Browsing box

Titles appearing near the title you have entered will be displayed.

To see details of the publication itself, click on the hypertext title link. Once in this screen, to search within the journal, click *Search within this publication*.

If you wish to limit your search, add additional search terms using the Boolean operator AND.

## A note about searching Bible references in ATLA

There are two ways to search a Bible reference:

1. using the *Scriptures* tab to search in the *Scripture Citation* field
2. searching the Subject heading index from the *Indexes* tab

### How do the two searches differ in their results?

A search of the Scripture Citation field using the Scriptures tab displays results that are based entirely on reference to the text of the work [uncontrolled vocabulary] Note that as the Scripture Citation field was added to ATLA in 1986, records created earlier will not be included in search results.

The Subject Heading index displays records that have been assigned a predefined subject heading that often includes a range of verses or chapters [controlled vocabulary] Subjects headings in ATLA take the form: *Bible. Romans 12-16.*

A Scripture Citation reference may be included in the record while no reference to the Scriptures are made in the Subject headings.

A study of the fields *Subjects* and *Scripture Citation* in the record below shows the difference between the two fields.

## Temple and holiness in 1 Corinthians 5.

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### Author(s):

[Rosner, Brian S.](#)

### Source:

[Tyndale Bulletin](#) 42 no 1 May 1991, p. 137-145.

### ISSN:

0082-7118

### Publication Year:

1991

### Language:

English

### Subjects:

[Bible. Corinthians I 5-10](#) ; [Holiness Code](#) ; [Church discipline--Biblical teaching](#) ; [Peer reviewed](#)

### Scripture Citation

**Corinthians, 1st 5 ; Corinthians, 1st 3:16-17**

### Publication Type:

Article

### Issued by ATLA:

20110525

### Accession Number:

ATLA0000839274

We suggest that Bible references be searched by both the Scriptures tab and the subject heading index. If you have time for only one approach, use the Scriptures tab search.

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## Scriptures searching

Click *Scriptures* on the blue bar at the top of the screen.

If you want to see all citations in ATLA relating to the book of Exodus, click on the blue Exodus link. If you want to see citations relating to a specific chapter in Exodus, choose [Expand] and click on the chapter. If you want a verse, choose [Expand] and click on the verse.

Other search terms can be added, for example, AND temple.

## Index searching

Limiting your search to a particular field in the record helps to define your term and thereby retrieve more relevant references. An index search enables you to browse through the indexes and tells you how many records for the term in that field are in the database.

Note that searches on place, year of publication and on publisher will be at the level of the journal title or the book title and not at journal article or essay level.

Click *Indexes* in the *More* drop-down menu at the top of the screen.

**How to do an Index search** – In the *Browse an index:* box, select the field in which you would like to search from the drop-down list. — e.g. Geographic name as subject.

In *Browse for:* enter, for example, Sydney

Click *Browse*

Check the boxes of all terms that you want to search.

Select one or more operators to link any search terms together - AND, OR, or NOT. If in doubt, choose the default of OR.

Click the ADD button to get the search strategy into the search box at the top of the page.

Click *Search*

### **Some of the indexes are:**

Author, ISBN, ISSN, Journal title, Language, Geographic Name as Subject, Publisher, Scripture Citation, Series and Year of Publication.

## Bible reference searching using the Subject headings field in Indexes

Note that the Library of Congress allocates a subject heading for a range of Bible chapters and not for individual verses or Bible chapters.

### **How do I work out the range of chapters for each book?**

Use the subject index or do a keyword search (such as 1 Peter 2) and look at the matching records to see what subject heading is used.

Note that more specific headings for chapters are included also in the entry for the more general heading.

Click *Indexes* in the *More* drop-down menu at the top of the screen.

In the *Browse an index:* box: highlight *Subjects all* in the drop down menu

In the *Browse for* box, enter the book of the Bible using the style

Bible. Corinthians i (Roman numeral, lowercase i) and chapters in Arabic numerals: 1-4.

The database will search the Subject index and will display relevant subject headings and the number of records in the database for each heading.

If you enter the word *Corinthians* a much more varied list of subject headings will be displayed.

Select the headings that are relevant, click the ADD button to get the search strategy into the search box at the top of the page, then click *Search*.

## Sign in to My EBSCOhost

Why sign in to My EBSCOhost?

Creating your own username and password provides an area for you to save your own searches and search preferences as well as persistent links to searches to your personal profile so that you can access them from any computer. Click on *Sign In* at the top left right side of the screen to log in or to create a new account.

You may also arrange your research into folders. Click the Folder icon at the top of the screen. My Folder is displayed. Click the *New* link to the right of the *My Custom* link. The Create New Folder Screen displays. Enter a name and/or a description for your folder. When you have found a citation that you want to save, click the folder icon on the right hand side, then select the desired folder.

You can also set up email alerts so that you are updated whenever a new search result or a new issue of a particular journal is indexed.

To set up a search alert, perform a search with your desired parameters (e.g. date range, language, article type). At the top of the result list, click *Share*, then select *Email Alert* and enter your email address. You can also select the format and frequency of the email.

To set up a journal alert, click on *Publications* at the top of the screen, then search or browse to find journal titles. Click on the journal title, then click *Share*, select *Email Alert* and enter your email address.

To modify or cancel an alert, log in to your personal folder and click Journal Alert or Search Alert from the left-hand side menu.

My EBSCOhost also displays any EBSCO eBooks you have downloaded.