

A brief guide to using ATLA

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ATLA is an online bibliographic database that provides references to journal articles, essays and book reviews within the subject areas of the Bible, theology, church history, ethics, philosophy, pastoral ministry, Christian education and world missions. There is a more selective coverage of Hinduism, Islam and Judaism.

Moore provides access to ATLA accompanied by ATLASerials which provides fulltext access to ejournals.

A more detailed guide to searching ATLA is available at <http://www.library.moore.edu.au/libpqtk>

Moore College students, faculty, staff and library members may access ATLA from the *ATLA and Other Databases* link on the Library's homepage <http://www.library.moore.edu.au/>. You may be asked to enter your Student number and PIN. On the *Choose Databases* screen, click on the *ATLA Religion Database with ATLASerials* link.

Searching

Moore displays the Advanced search screen as the default screen.

Enter a keyword into the first box. To limit the search to a particular field, select the field from the drop down menu. Click *Search*.

To search more than one keyword, choose the connecting Boolean operator from the drop down menu and enter the keyword. Click *Search*.

Boolean operators

AND narrows the search by requiring that the two or more keywords appear in the same field or record.

OR broadens the search by including records with either or both terms in the record or chosen field.

NOT narrows a search by excluding the keyword.

A complex search may include a number of Boolean operators.

Interpreting the search results and locating the text

In a citation for works other than entire books, the title of the publication that contains the article, essay or review follows the wording **Source**. If the citation does not include a link to the fulltext, search this title in the Library catalogue to locate the fulltext.

The words following **Publication Type** indicate if the citation refers to a journal article, essay, or review.

The difference between various fulltext options and how to print the fulltext.

Click here for ATLA Serials electronic resource – This version stores the article as a graphic image with a pdf wrapper. Write down the page numbers for the article from the citation. Click *Click here for electronic resource* and click *Print* at the top of the next page.

In the *Print from page* box, enter the page numbers to be printed and click *Redisplay*. Click *Print* on your browser toolbar. All of the pages download as one continuous document. The entire article may be printed or saved. Sometimes the images may display in a reduced size but they will print in normal size.

HTML Full Text and PDF Fulltext– Click *HTML Fulltext* or *PDF Fulltext* and once the document has downloaded, click the print icon at the top of the document.

Saving to a folder

To save, print or email a citation, click the *ADD* icon to the right of the citation. This saves the citation in the folder. The *Folder is empty* note on the top right hand side will change to *Folder has items*.

When you have finished searching and want to print, e-mail or save your citation/s, click on *Folder has items*.

Saving, printing or emailing citations and fulltext

To print

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

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

Click *Print*.

To email

Click the *E-mail* icon. The E-mail Manager screen is displayed.

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

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

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

Complete the *Standard Field Format*, *Citation Format*, *Customized Field Format* as given above.

Click *Save*.

Follow the instructions given at the top of the screen.

The Library has constructed an Online Toolkit to assist Library users to use the bibliographic tools effectively. For other tools, visit <http://www.library.moore.edu.au/lib1tk>