SMART SEARCH STRATEGIES
DMIN PREACHING STUDENTS,
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Agenda

- Useful guides on the Learning Commons website
  - Getting Started guide
  - Doctor of Ministry Guide
  - Dmin Preaching Guide

- Finding search terms for your research topic
  - Keyword searches vs subject searches
  - Library of Congress Subject Headings
  - Working with database subject index/thesaurus
  - Working with the Text This Week

- Search strategy tools
  - Boolean searches
  - Phrase searches
  - Wildcards and truncation

- Working with filters
  - Limiting search results
  - Sorting search results

- EBSCO database tools
  - Creating folders
  - Creating notes
  - Citation tools
  - Permalinks

- Citation & Reference Tools
Keyword Searches vs Subject Searches

What’s the difference?

- **Keyword Searching:** you can use **any words** or **phrase**, and results will include these words somewhere in the record (the title, table of contents, summary, etc.)
- **Subject Searching:** these are **authorized search terms**, and the catalog only searches the subject field of each record.
- Library of Congress Subject Headings used mostly by academic libraries and WorldCat
- Subject headings are hierarchical; they start from the general to the more specific:
  - Bible
  - Luke
  - Commentaries (The notation would be: **Bible Luke -- Commentaries.**)
Finding authorized subject headings

Method 1
- Start with a keyword or subject search, then look at subject headings

Method 2
- Use the browse search feature in the catalog

Method 3
- Search the Library of Congress Subject Headings
  - [http://id.loc.gov/search/](http://id.loc.gov/search/)
  - [https://www.loc.gov/catdir/cpso/lcco/](https://www.loc.gov/catdir/cpso/lcco/)
Database subject index/thesaurus

To access EBSCO Thesaurus go to: EBSCO Academic Search Complete

1. To browse a thesaurus of terms available in the database, click the Subject Terms link at the top of the screen. If you are searching multiple databases, several subject lists may be available.

2. Select the thesaurus that you want to browse. The thesaurus name appears above the Browse field.

3. Enter your search terms in the Browse field, and then select from: Term Begins With, Term Contains, or Relevancy Ranked radio buttons and click Browse. A list of headings is displayed and your search terms are retained in the Browse field.

4. Mark the headings that you want to use, combine your selections with AND, OR, or NOT if needed, and click Add. (You always have the option of searching the terms requested. If a subject heading is not found for your search terms, the terms are displayed at the bottom of the list. You can mark the check box so that your terms are searched as a keyword search.)

5. Click the Search button. A Result List is displayed.
1. **Scripture Citation Search:** Narrow search for articles on specific verse/verses
   - Select ATLA Super Search from the Database A-Z List
   - Under More at the top, Select Indexes → Select one of the Indexes
   - From the drop-down menu beside Browse an Index, select Scripture Citation (ATLA database) or Scripture Reference (CPLI or NT/OT Abstracts databases)
   - In Browse for search box, enter biblical reference (i.e. Romans 8:1-4)
   - Use the Previous/next buttons to move through the list to check the boxes by any relevant verses or ranges of verses. (Verses will not be listed in exact numerical order but in 1, 10-19, 2, 20-29 3, 30-39, etc).
   - Select the verses you wish to search, and click on the Add button below the Browse window
   - This will find articles on the specific verses or ranges of verses you selected

2. **Scriptures Search:** Focused searching for articles that include your verse
   - Under More at the top, Select Scriptures → ATLA Hierarchical Scripture Authority → Select Book you wish to find articles for Locate the biblical book and click on the expand button.
   - Find your chapter and click on Expand.
   - Click on the verse.
   - This will find articles covering that verse or a range of verses including that verse. OR
   - Under More at the top, Select Scriptures → Old Testament (excluding Deuterocanonical books) OR
   - Under More at the top, Select Scriptures → New Testament books are listed in canonical order. Select needed verse range.
Bible search using Subject Heading Search in ATLA Database

To search for all articles about a specific section of a biblical book (ATLA database), you can narrow results by date, source type, subject etc. in the left column or by adding a second search term in the search box (i.e. (Bible.Romans 5-8) and Spirit).

Under More at the top, Select Indexes → ATLA Religion Database with ATLA Serials.

From the drop-down menu beside Browse an Index, select Subjects All.

In Browse for search box, enter Bible. Name of Biblical Book (i.e. Bible. Romans). You must include the period after Bible.

Scroll through the list and select the topics that are relevant to your search.

Click on the Add button below the Browse search box.

You can narrow results by date, source type, subject etc. in the left column or by adding a second search term in the search box (i.e. (Bible.Romans) and Spirit).
The Text This Week

- The Text This Week offers resources for liturgical use and for the study of scripture.
- It includes links to articles in ATLASerials that are relevant to lectionary readings, sermon and worship preparation.
- Append the following proxy prefix to any ATLAS permalink you find in The Text This Week: https://cts.idm.oclc.org/login?url=
- If you are off-campus you will be asked to login to access the article. Use your CTS email username and password to login.
Search strategy tools

Boolean Operators (AND, OR, NOT)

- **Social media AND Facebook** - only returns records in which both terms appear
- **Social media OR Facebook** - returns records in which either term appears, not necessarily both terms
- **Social media NOT Facebook** - only returns records in which *social media* appears and *facebook* does not appear
- **Quotation marks “Social media”** searches the exact phrase rather than social AND media
- **Nesting with ()**. "((mouse OR rat) AND trap) OR mousetrap"
Wildcards and Truncation

Truncation

Truncation is represented by an asterisk (*). To use truncation, enter the root of a search term and replace the ending with an *. Most databases will find all the forms of that word.

- Commun* - search terms may be communion, community, communal, commune, etc
- The Truncation symbol (*) may also be used between words to match any word.
- For example, a midsummer * dream will return results that contain the exact phrase, a midsummer night’s dream.

Wildcard

The wildcard is represented by a question mark (?) or a pound sign (#)

- Wom?n - search terms may be woman, women or womyn OR
- Ne?t, search term could be neat, nest or next but NOT net because the wildcard is used to replace a missing character.

To use the # wildcard, enter your search terms, adding the # in places where an alternate spelling may contain an extra character. EBSCOhost finds all citations of the word that appear with or without the extra character.

- For example, type color to find all citations containing color or colour.
- Note: Searching the U.S. spelling of words will also include some spelling variations (i.e. colour or odour) but not all spelling variations.
- When using the pound/hash (#) wildcard, plurals and possessives of that term are not searched. For example, when running a search for the term color, the terms "colors" and "colours" will not be searched (which they are by default when using the singular "color" or "colour" without a wildcard operator).
- You can’t combine the * and # in a single search
Working with Filters and Sorting Results

- **Limiting by Date**
  Create a "before" year, an "after" year, or a range of years to return results published before, after, or within the years specified.

- **Limiting by Format or Item Type**
  Specify what format of material you want to access. Formats include sound or video recordings, as well as electronic resources such as e-books or DVDs.

- **Limiting by Topic**
  You can select one of the available subtopics with which to limit your search results.

- **Limit by Author**
  Specify which author you would like to view. Only the works of one author can be viewed at a time.

**Sorting Results:**
Sort by Relevance, Date, Author A-Z, Title A-Z, Popularity
Create a MyEBSCOhost account to:

- Create folders for different projects
- Save articles for later
- Create notes for articles as you’re searching
- Use citation tools
- Create search alerts
Use the 8th edition of *A Manual for Writers of Term Papers, Theses, and Dissertations* (Turabian) for footnote and bibliographic citations. However, you can choose another style manual after consulting with your advisor (e.g., SBL). Keep in mind that you must use a selected style consistently. The Learning Commons provides access to the following style guides:

- [Chicago Manual of Style Online](#)
- [Turabian Quick Guide](#)
- [Quick Guide to the Chicago Manual of Style](#)
- [SBL Student Supplement](#)
Noodle Tools

- NoodleTools is a citation management tool that helps you organize the information you use.
- You can: build accurate footnotes and bibliographies, outline topics, and create note cards.
- For tutorial on how to use NoodleTools see: http://libguides.ctschicago.edu/ld.php?content_id=36492717
Evaluation

Please take the time to fill out this confidential evaluation form.

🔗 https://goo.gl/forms/DO6FqqGwKJHWGruA3

Access PowerPoint notes