



Gale Virtual Reference Library eBook Help Documentation.



(Use the Menu Bar  >  in Gale eBook Platform for online help pages)

Home Page

Gale Virtual Reference Library offers you a collection of premier **reference books** that you can view and search online.

Select a **book** to browse its **table of contents**. When the book is part of a **series**, you will first need to **select a specific volume**.

Search Box

Use the **search box** to search **all books** in your library's collection.

Type terms in the **search box** and then select one of the following options:

- **Basic Search:** A good all-purpose search
- **Subject:** Find content about a topic
- **Publication:** Look for a specific book
- **Entire Document:** Search every word
- **Within:** Search within your results (appears only when viewing search results or when reading an article)

Did You Know?

All book articles are available as **PDFs**, which you can **download to your computer, phone, or other device**.

Looking for More Features?

Click or tap **More** to find additional features, such as **Search History** and **Title List**.

About this Publication

From a publication's **Table of Contents**, you can link to its **About this Publication** page.

Publication Information and Tools

Use the About this Publication page to do the following tasks:

- view **publication details**
- **search within** the entire publication or within an edition or volume
- **cite the publication** and use other **Tools**

Advanced Search

Create a highly customized search query using a combination of **search terms**, **indexes**, and **limiters**.

Indexes

Use the all-purpose **Keyword** index, or focus your search on a specific kind of data, such as **Author** or **Document Title**.

Limiters

Use the **More Options** to include or exclude different kinds of content from your results. Limiters are a great way to narrow your search.

Book Index

The Book Index page appears for those books that contain an index. When a book has more than one index, the main index, as designated by Gale's editorial staff, is the first one displayed. You can select a different index from the list that is provided.

You can navigate the **Book Index** in the following ways:

- Use the **Previous** and **Next** links
- Type a word in the **browse box**
- Select a **letter link**


NOTE The Book Index **browse box** positions you in the index based on the starting letters of the term that you entered. It is not a search in the sense of finding all occurrences of the term within the index.

Bookmark

Use the **Bookmark** tool to get a persistent link to **search results** or **individual articles**.

1. Click or tap the Bookmark icon located in the product banner
2. Copy the bookmark link and paste it elsewhere, or click or tap **Email the Bookmark URL**

NOTE Only the Gale **Bookmark** tool will generate the correct bookmarking link.

On a mobile device, the Bookmark icon may only be visible after tapping  .

Document Tools

Tools (such as cite and download) are available in the **sidebar**. On a phone, tap **Tools**. There you will also find special research tools like **Highlights and Notes** and a way to **Save** content to My Folder.

Download

Users can download articles in a number of formats, including as a Google Doc, as a PDF, or as an HTML file. Downloading an article as a Google Doc saves the file to the user's Google Drive account. For more information, see instructions on [how to download to your Google Drive account](#). For information on saving documents to Microsoft OneDrive, see instructions on [how to download to your OneDrive cloud account](#).

Highlights and Notes

Here's how to highlight text and take notes:

1. Select text
2. Click or tap the **Highlight** tool to choose a color
3. Optional: Add notes

MOBILE TIP To select text, tap the first word and then tap the last word that you want to highlight.

To access your **Highlights and Notes** during your current session, click or tap **More**.

Save Content to a Personal List

To save the article for later citing and retrieval, select **Save** under **Tools**. This places the content in **My Folder**.

To access **My Folder**, click or tap **More**.

NOTE Articles are only saved in My Folder for the duration of a session. The contents of My Folder disappear when the session ends. To save content for later access, download as a PDF or to Google Drive.

Table of Contents

To view another article from the same volume, click or tap **Table of Contents**. To go to a different volume (if available), click or tap the **publication title**.

View eBook

Desktop and iPad users can click or tap **View eBook** to browse the full book. Clicking on Download from this view (under Tools) will download the PDF of the article being displayed.

On a phone or other device, return to your search results, expand the item, and tap the **PDF** link to view the PDF for that article.

Google Drive Integration

Click on the Google Sign In link at the top of the screen to sign into your Google account. If using a mobile device, tap to see the Google sign in.

Save to Google Drive

When you find a document that is useful to you, choose **Download** from the **Tools** menu and select **Save to Google Drive**. If you haven't already logged into your Google account, you will be prompted to do so at this step. You will receive a confirmation that your document was saved to Google Drive.

Go to Google Drive to find your document. It will be saved in a new folder named after the product you're using.

You can use **Download** and **Save to Google Drive** from My Folder to download multiple documents at the same time. Click the Save link for each article that interests you and it will automatically save to My Folder.

When you're ready to download to Google Drive, click or tap _____ to access **My Folder**. From there, choose **Download** from the **Tools** menu and select **Save to Google Drive**.

You can also download a summary of your **Highlights and Notes** (also found under _____) using **Download** and **Save to Google Drive**. If you haven't already logged into your Google account, you'll be prompted to do so at this step.

Google Classroom

Faculty members using **Google Classroom** may share GVRL content with their students via the Classroom plugin. [View more information on how to use Gale content in Google Classroom.](#)

Highlighted Articles

The **Highlighted Articles** screen (located in the _____ **More** menu) displays your highlights and notes from your current session.

TIP Before logging out, be sure to cite, email, etc., any highlights and notes that you wish to keep since your highlighted text is removed when your session ends.

Return to the Document

To view the highlighted text in its original context, click or tap the **article title**.

TIP When viewing a document, here's how to find and jump to each highlighted section:

1. In the **Tools**, select **Highlights and Notes (number)**
2. In the pop-up, select the **highlighted section** that you want to skip to in the document
3. Optional: Click or tap **View All Notes** to return to the **Highlighted Articles** screen

List of Illustrations

You can link directly to pages that contain some kind of image using the **List of Illustrations** screen.

NOTE Due to copyright restrictions, some images cannot be reproduced in this resource.

Listen to Documents

To hear a document read aloud, click or tap **Listen** to expand the player and begin playback.

Change the Settings

On the **Listen** player, you can **adjust the reading speed** and customize other **Settings**. By default, the **text is highlighted** as it is being read.

Download the Document as an Audio File

To download an audio file of the document, use the **Download MP3** tool on the **Listen** player.

Download MP3 is also available under **Tools**.

Listen to Part of the Document

1. **Select the text** that you want to hear read (ignore the **Highlight** pop-up)
2. Click or tap **Listen**

TIP To **reset the player**, close the player (click or tap the **Close Player arrows**) or **refresh the page**. You can then select a different portion of the text or listen to the entire document.

The amount of selected text that the audio player will read aloud depends on your web browser and operating system.

My Folder

Use **My Folder** to collect articles that you wish to **cite, email, download, or print all at once**.

How to Save Articles

When viewing an article, select **Save** under **Tools**. This places the content in **My Folder**. (The **Save** link is also available for results items.)

TIP Before logging out, be sure to cite, email, etc., any articles that you wish to keep since My Folder is cleared when your session ends.

Sample Bibliographic Citations: APA 6th Edition

Here are some examples of how to cite sources using the American Psychological Association (APA) 6th Edition style.

NOTE These examples cite a variety of sources. Not all of these sources may be available in this resource.

Books

City planning. In T. Carson & M. Bonk (Eds), *Gale Encyclopedia of U.S. Economic History*. Detroit: Gale, 1999. Retrieved from <http://include-website-address>

Hornbuckle, A., & Manning, M. (2003). Auto racing: the Indy 500 (1910s). In J. S. Baughman, V. Bondi, R. Layman, T. McConnell, & V. Tompkins (Eds.), *American Decades*. Detroit: Gale. Retrieved from <http://include-website-address>

Marsinko, A., Zawacki, W., & Roach, D., II. (2008). Forests. In G. A. Goreham (Ed.), *Encyclopedia of Rural America: The Land and People* (2nd ed., Vol. 1, pp. 411-414). Millerton, NY: Grey House Publishing.

Retrieved from <http://include-website-address>

Morley, I. (2007). City beautiful movement. In D. Goldfield (Ed.), *Encyclopedia of American Urban History* (Vol. 1, pp. 150-152). Thousand Oaks, CA: Sage Reference. Retrieved from <http://include-website-address>

Sample Bibliographic Citations: Chicago 16th Edition

Here are some examples of how to cite sources using the Chicago Manual of Style (CMoS) 16th Edition style.

NOTE These examples cite a variety of sources. Not all of these sources may be available in this resource.

Books

Edelman, Rob, Robert E. Schnakenberg, Tina Gianoulis, and Tom Pendergast. "1910s: Sports and Games." In *Bowling, Beatniks, and Bell-Bottoms: Pop Culture of 20th- and 21st-Century America*, 2nd ed., edited by Cynthia Johnson and Lawrence W. Baker, 215-227. Vol. 1, 1900s-1910s. Detroit: UXL, 2012. *Student Resources in Context* (accessed March 9, 2016). <http://include-website-address>.

Kuskowski, Alex. "Backyard Camping Essentials." In *Cool Backyard Camping: Great Things to Do in the Great Outdoors*, 6-7. Cool Great Outdoors. Minneapolis, MN: Checkerboard Library, 2016. *Gale Virtual Reference Library* (accessed September 26, 2016). <http://include-website-address>.

Morley, Ian. "City Beautiful Movement." In *Encyclopedia of American Urban History*, edited by David Goldfield, 150-152. Vol. 1. Thousand Oaks, CA: SAGE Reference, 2007. *Gale Virtual Reference Library* (accessed August 12, 2016). <http://include-website-address>.

"Urban Renewal." In *Gale Encyclopedia of U.S. Economic History*, 2nd ed., edited by Thomas Riggs, 1393-1395. Vol. 3. Farmington Hills, MI: Gale, 2015. *Student Resources in Context* (accessed July 5, 2016). <http://include-website-address>.

Sample Bibliographic Citations: MLA 8th Edition

Here are some examples of how to cite sources using the Modern Language Association (MLA) 8th Edition style.

NOTE These examples cite a variety of sources. Not all of these sources may be available in this resource.

Books

Edelman, Rob, et al. "1910s: Sports and Games." *Bowling, Beatniks, and Bell-Bottoms: Pop Culture of 20th- and 21st-Century America*, edited by Cynthia Johnson and Lawrence W. Baker, 2nd ed., vol. 1: 1900s-1910s, UXL, 2012, pp. 215-227. *Student Resources in Context*, <http://include-website-address>. Accessed 9 Mar. 2016.

Kuskowski, Alex. "Backyard Camping Essentials." *Cool Backyard Camping: Great Things to Do in the Great Outdoors*, Checkerboard Library, 2016, pp. 6-7. Cool Great Outdoors. *Gale Virtual Reference Library*, <http://include-website-address>. Accessed 26 Sept. 2016.

Morley, Ian. "City Beautiful Movement." *Encyclopedia of American Urban History*, edited by David Goldfield, vol. 1, SAGE Reference, 2007, pp. 150-152. *Gale Virtual Reference Library*, <http://include-website-address>. Accessed 12 Aug. 2016.

"Urban Renewal." *Gale Encyclopedia of U.S. Economic History*, edited by Thomas Riggs, 2nd ed., vol. 3, Gale, 2015, pp. 1393-1395. *Student Resources in Context*, <http://include-website-address>. Accessed 5 Jul. 2016.

Search Results

Your search results consist of **individual articles** from reference books.

Item Links

Each results item provides the following links.

- **View eBook:** View the article within the context of the full book
- **Save:** Add the item to **My Folder** for later citing, emailing, etc. during your session
- Clicking on the book cover takes you directly to the Table of Contents

On a phone, tap the arrow beneath a search result to expand the item and view the following links:

- **PDF:** View and save the article as a PDF document
- **Save:** Add the item to **My Folder** for later citing, emailing, etc. during your session

Search Within Your Results

To search your complete set of results, use the **search box** and the **Within** option.

Filter Your Results

Ways to filter, or limit, your results are available in the **sidebar**. On a phone, tap **Search Tools** to find the filters.

Subject Guide

The Subject Guide is like a **thesaurus** for finding the right search terms, especially when starting your research. Type in a topic and it will suggest **preferred spellings** and **related terms**. You can optionally limit your search using the **More Options**.

Why Use the Subject Guide?

- To find content **about a topic**, as opposed to mere mentions
- To **narrow** a broad topic
- To **discover new terms** to research

TIP To access the Subject Guide Search page, first go to the **Advanced Search** page. There you will find a link to the **Subject Guide Search**.

Subject Terms

The Subject Terms page allows you to **select a term and get results** (the number of results is shown). Or you can **continue browsing** subject terms to refine your search by using the **Related Subjects** links.

Related Subjects

The related subject terms are organized into the following categories. For example, for the topic of *Aircraft accidents*, here are some examples of related terms:

- **Narrower:** Such as a specific airplane crash

- **Broader:** Such as *Transportation accidents* in general
- **Related:** Suggests slightly different topics, such as *aircraft safety*

You can filter the related subject terms using the **Show Related Subjects By** drop-down list.

Table of Contents

The **Table of Contents** is one of several screens that help you navigate a book. **Expand sections** and then click or tap on any of the **front or back matter pages** or an **article title** to view the content.

Additional screens that you can access from the Table of Contents may include **About this Series**, **About this Publication**, **Book Index**, and **List of Illustrations**.

Multi-Volume Books

For **multi-volume books**, the Table of Contents page initially displays the contents of the **first volume**. To select a different volume, use the **Choose a volume** pull-down list.

Search Within the Book

Use the **search box** under **Tools** to search within the publication.

When the book is part of a **multi-volume or a serial publication**, you can search by selecting one of the following options:

- **all volumes:** Cross-searches all available volumes
- **within this volume:** Searches only within the currently-displayed volume

When **other editions** of the book are available, you can search by selecting one of the following options:

- **all editions:** Cross-searches all available editions or supplements
- **all volumes in this edition:** When an edition comprises multiple volumes, this option cross-searches all available volumes within the edition
- **within this volume:** Searches only within the currently-displayed volume

Search Tips

Want to improve your searches? Create a complex query? These Search Tips provide details and sample searches. Note that the examples used here illustrate generalized concepts and are not specific to any one Gale resource.

Search Tip Contents

Acronyms

It is not necessary to type the periods when searching acronyms. A search on *UN* is the same as *U.N.* (and is also the same as *un*, since case is ignored).

AND, OR, NOT Logical Operators

You can use the following logical operators (also known as Booleans) in your searches:

- Use **AND** to find **all** of your search terms
- Use **OR** to find **one, some, or all** of your search terms
- Use **NOT** before a term that you want to **exclude**

Some prefer to capitalize the logical operators, but this is not required.

Sample searches

children and travel finds documents that contain both terms, *children* and *travel* anywhere within the searched text.

postmortem or autopsy finds documents that contain either *postmortem* or *autopsy* or both. At least one of your terms must be present. OR is good to use when searching for variant spellings or synonymous terms.

"benjamin franklin" not bache finds documents that contain the term *Benjamin Franklin*, but that do not contain the term *Bache*. This would include documents that mention Benjamin Franklin, but not his great-grandson, Benjamin Franklin Bache.

How to search for *and, or, not* as words

When your search term includes *and, or, or not as words rather than logical operators*, enclose your search terms in **double quotation marks**. For example: *"black and white photographs"*

Highlighted Search Terms

Once your search terms are found within a document, they are highlighted throughout the document (applies to the **Keyword, Entire Document, Document Title**, and other select indexes).

N and W Proximity Operators

Proximity operators are used between two search terms to indicate how close the words must appear together in the document. They are most useful when searching large areas of text, such as keyword and full-text indexes.

A proximity operator has two parts:

- A **letter** (**N** or **W**) that indicates the *direction*
- A **number** that indicates the *distance* in words

There are two proximity operators: **Nn** and **Wn**.

Nn: Use the **N** (near) operator to find terms within *n* words of each other **in either direction**. For example, *memory n5 repressed* finds documents that contain *memory* and *repressed* within five or fewer words of each other.

Wn: Use the **W** (within) operator to find a term the occurs **n** words **after** another term. For example, *shared w3 values* finds documents that contain the term *values* within three or fewer words after the term *shared*.

Note that proximity operators can be used only between two search terms, not between a term and a nested expression.

Wrong: **fleas n10 (dogs or cats)**

Better: **fleas n10 dogs or fleas n10 cats**

Names

It is not necessary to type a person's name in any certain order. An **Author** index search on *rana foroohar* is the same as *foroohar, rana*.

When a name contains a middle initial, you may enter it, though it is not necessary. For example, an **Author** search on *fannie ward* finds both **Fannie B. Ward** and **Fannie Brigham Ward**. However, if an author uses a first initial, or first and middle initials, it is best to include the initials in your search. Example: *a. o. scott*

A search on *walter scott* will find *Sir Walter Scott*. Omitting the title can lead to a greater number of results when the rest of the name is entered.

Quotation Marks

Enclose your search terms in **double quotation marks** (" ") when you are looking for words **together in a specific order**. Note that even when quotation marks are used, [stop words](#) are ignored.

Sample searches

"time's winged chariot" finds documents where these words appear in the exact order listed, with no intervening words between, or only stop words such as *a, the, this, to* and the like appearing in the phrase.

"man in the mirror" searches for the significant words, *man* and *mirror*, and ignores the words *in* and *the*. Additionally, *man* must appear before *mirror* with no intervening words between, or only stop words such as *a, the, this, to* and the like appearing in the phrase.

"black and white photographs" In this example, the *and* is treated as a word and not as a [logical operator](#).

Stop Words

Stop words are **small, common words that are ignored** by the search engine. This includes words such as *a, an, as, at, in, is, on, that, the, which*, and the like. The list of stop words varies by product.

For example, a search on *the secretary of state* is the same as searching *secretary state*.

Too Few Results

The following represents sample results from a Gale database of contemporary newspapers using Advanced Search. Notice how the number of results increases by selecting an Advanced Search index that performs a broader search.

Searching for *bradford fire* using the **Document Title** index may find 54 results

Searching for *bradford fire* using the **Keyword** index may find 125 results

Searching for *bradford fire* using the **Entire Document** index may find 286 results

Searching for *bradford AND fire* using the **Entire Document** index may find 293 results

TIP Keep track of the searches you have performed on the **Search History page**. Here you will find the number of results produced by each search and links to re-run or revise the search.

Too Many Results

When searching a large digital resource, you may find that your searches produce too many results that are not relevant to your needs. This may be especially true when your search terms consist of common words or names. Here are some ways to better focus your search:

- Add more search terms to your query using the [AND logical operator](#). For example: *cancer AND symptoms AND tests* (You do not have to capitalize the AND, although some searchers like to.)
 - When using Advanced Search, select from the **More Options** limiters. For example, you can select a specific **document type** and/or limit your search by **publication date**.
 - When using Advanced Search, select an **index** that matches what you are searching for, such as **Author** or **Company Name**.
-

What the Search Engine Ignores

- **Capitalization:** Searches are not case sensitive. A search on *harry potter* produces the same results as *Harry Potter*
 - Small, common words (known as [stop words](#))
 - **Most symbols and punctuation** are ignored. However, the following symbols are generally recognized: & / . ' (use periods when searching on initials; use apostrophes when your search terms include contractions or names that have an apostrophe).
 - **Possessives:** A search on *occam razor* produces the same results as *occam's razor*. However, a search on *occams razor* will be treated as spelled and likely will not produce any results.
-

Wildcard Characters (Truncation Characters)

You can substitute a special symbol known as a wildcard character for one or more letters when you do not want to include, or do not know, exact spellings.

There are three wildcard characters:

- The **asterisk (*)** stands for **any number of characters**, including none
- The **question mark (?)** stands for **exactly one character**
- The **exclamation point (!)** stands for **one or no characters**

Sample searches

*carib** finds: *Carib, Caribs, Caribbean, caribe, caribou*, etc.

psych????y finds: *psychiatry* and *psychology* (but not *psychotherapy*)

colo!r finds: *color* and *colour*

TIP Many Gale resources require a minimum number of characters (usually three) before you can use the asterisk wildcard, so the following search would not be allowed: *ma**

Truncation

The asterisk (*) character is often referred to as a **truncation character**. It allows you to take a root word or common part of a word and look for any ending. For example, content about teenage drivers may use the terms, *teenage drivers, teen driver, teen driving*, and so on. To find all of these variations in a single search, type only the common letters followed by the asterisk (*), as follows:

teen driv**