

Search Guide: Periodicals Archive Online

Since Periodicals Archive Online has recently been redesigned and enhanced, based on customer feedback, please be aware of the following information whether you are a new or experienced user.

Periodicals Archive Online has 1.4 million articles and over 8.9 million pages of text. It offers a permanent archive of retrospective journals for the **humanities and social sciences** disciplines. Some 20 percent of the journals (currently 475) are in non-English languages, mirroring the broad international scope of PAO. A **new platform** and **new, fast search engine** provide powerful and easy searching across the **scholarly content** covering the period of **1802 – 1995**. **Hit-Term Highlighting** has been incorporated into the product!

Enhanced functionality includes **free MARC records**, Z39.50 support for federated searching, **OpenURL** compliancy, citation software support, and **COUNTER-compliant usage statistics**. A **Quick Search** is now featured on the Home page and on every page of the service for convenient searching for any level of user. Sophisticated post-search **results filtering** and sorting enhance the user's ability to quickly get to the right results. **Links to JSTOR** and **Project Muse** are also available. The **My Archive** feature allows every user to **save searches, save records, and take notes** between sessions, allowing each user to create his or her own research area. Use PAO to quickly identify and assess **full-image articles**. **Search** the index fields by author, title, publication, date, and other operators, **then view, print or download, citations or page images**

Search Tips

Article Search: You can search PAO using a combination of the following criteria:

- Keyword(s)
- Article Title Keyword(s)
- Author
- Journal Title
- Language
- Journal Subject
- Year of Publication
- ISSN

You can choose to search for keyword(s) in:

- citations and article full text,
- citations only, or
- article full text only

Search Options: You can either search across all data available in PAO or restrict your search to just book reviews, or just articles. You can also choose whether to search in citations with links to full text. Use the check boxes in the Search Options box to alter the scope of your search.

Sorting Results: can be sorted one of four ways:

- By relevance
- Alphabetically by journal title
- Oldest record first, or
- Most recent record first

The sort order can be selected on the search page before the search is run by selecting the relevant

options from the **Sort Results** drop-down list, or afterwards from the results page. The default is to relevance order.

Displaying Results: You can choose to display 20, 50, or 100 entries on the **Article Search Results**

page using the **Display** drop-down list; click the arrow to the right of the box and choose the relevant

option from the list that appears. You can change this on the results page also. The default is 50 results per page.

Entering Search Terms: There are two ways to enter search terms in **Article Search**. You can:

- Click on the select from a list link next to a search field to open a list of terms. Check one or more terms and click the **Select Terms** button to paste them back to the search page.
- Enter your own keywords or phrases in the relevant search fields.

Article Search Results: The results gives you access to all articles in PAO containing your search term(s). A reminder of what you searched for is at the top of the page, along with the number of results retrieved. On the **Article Search Results** page you can:

- Start a new search
- Modify your search
- Filter your results set by Journal Title, Language, Date or Journal Subject
- Re-sort your results set
- Change the number of results per page
- Add citations to your Marked List
- Add your search to My Archive
- Access full text
- Navigate to other pages of results

Filtering Results: Results can be filtered by Journal Title, Language, Date or Journal Subject. You can use the navigators in the **Results options** box to apply these filters:

- Click on the plus (+) icon next to a heading to expand that section, or the minus (-) icon next to a heading to collapse the section. By default a section will expand to display a maximum of 10 entries; if you wish to see more, click the **More** link underneath the list of 10.
- Once you have expanded a section, click on a link to apply that filter to the current results set.

- A message will appear at the top of your new results list indicating that the results are now filtered by your chosen criteria. Click the **Remove filter** button next to this message to remove it and return to your previous results set.

Adding citations to your Marked List:

Add a citation to your **Marked List** by checking the checkbox below the citation. The background color of the result should change and this will show that the citation is now in your **Marked List**. To remove it, uncheck the box.

Adding your search to My Archive:

Add your search to **My Archive** by clicking on the **Add search to My Archive** link at the top of the page. If you are logged into **My Archive**, this will add the search to the **Saved Searches** section, and will ask you for a name for the search. If you are not logged in, you will need to enter your username and password.

Access full text: You can view the article full text for all citations in PAO. Click on the View article link at the end of each citation.

Find Journals: You can browse a list of the journals in PAO by title, language or subject. You can access Find Journals by clicking the Find Journals link in the toolbar.

Navigating Find Journals: The **Find Journals by Title** list will appear by default. To access **Find Journals by Language** and **Find Journals by Subject**, click the appropriate link at the top of the page.

- The **Find Journals by Title** list is divided alphabetically; click a letter in the A-Z list at the top of the page to see all of the journals indexed under that letter.
- The **Find Journals by Language** list is divided a language per page; click a language in the list at the top of the page to see all of the journals indexed under that language.
- The **Find Journals by Subject** list is divided a subject per page; click a subject in the list at the top of the page

to see all of the journals indexed under that subject.

Click any **Journal Title** link to see the associated Journal Record page and List of issues.

Adding Records to your Marked List:

Add a record to your **Marked List** by checking the checkbox below the record. The background color of the record should change and this will show that the record is now in your **Marked List**. To remove it, uncheck the box.

To add all of the records on the page to your **Marked List**, check the option to **Mark all records on this page**. To remove them, uncheck the box.

Truncation and Wildcard Characters

- The symbol * is used at the end of a term to match all terms with more than one letter or number.
Example: econom* will find "economy", "economics", and "economical".

If you are performing a phrase search, you can only use wildcard operators in the final word in the phrase.

Operators

Boolean, proximity and adjacency operators are used to broaden and narrow your search.

AND Retrieves all records which contain both of the terms it separates. Using AND reduces the number of documents you retrieve. **Example:** religion AND education.

Note: If you want to search the word „and’ in a phrase, you should enclose it in double quotes; for **Example:** “religion and education”.

OR Retrieves all records which contain either or both of the search terms it separates.

Using OR increases the number of documents you retrieve.

Example: religion OR education

Note: If you want to search the word „or’ in a phrase, you should enclose it in double quotes; for **Example:** “religion or education”

NOT Retrieves all records that which contain the first term but not the second term.

Example: religion NOT education

Note: If you want to search the word „not’ in a phrase, you should enclose it in double quotes. **Example:** “religion not education”

NEAR Searches for terms that have a specified distance between each other, and are in a specified order. **Examples:** religion near education

religion fby.4 education

FBY Searches for terms that have a specified distance between each other, and are in a specified order.

Examples: religion fby education

religion fby.6 education

Where to find help

In North America:

- **Technical Support**
Phone: 800-889-3358
Email: tsupport@proquest.com
Web: <http://proquest.com/techsupport>
- **Search Assistance**
Phone: 800-889-3358
Email: technicalsupport@proquest.com
Web: <http://proquest.com/techsupport>
- **Product Help**
Product help and downloadable guides:
http://proquest.com/products_pq/training

Outside of North America:

- **Technical Support**
Email: support@proquest.co.uk
Freephone: 0880 220 710 (UK only)



Telephone: +44 1223 271 496 (Outside of UK)

- **Product Help**
Product help and downloadable guides:
<http://proquest.co.uk/pgtraining>