**Blackwell Reference Online** provides full text access to about 270 works such as dictionaries, encyclopedias and concise companions in humanities and social sciences. Subjects covered include business, management, economics, history, language, linguistics, literature, cultural studies, philosophy, religion, sociology and psychology.

### Access

1. At the Library Homepage (http://www.cityu.edu.hk/lib/), select **E-Resources**.
2. Click on **E-Reference Works**.
3. Access **Blackwell Reference Online** by choosing one of the following options:
   - Select **Access the collection** to enter the database.
   - Select **Available titles** to access individual titles held in the library catalogue.

### Search

At the top right hand side of the screen:

1. Enter search term(s) and click on the GO button to perform a search. (Search terms are automatically combined with the operator AND).
2. Click on down arrow to view list of available titles. Select from list and click on the GO button.

### Advanced Search

Click on the Advanced Search link on the navigation panel at top of the screen.

1. Enter search term(s)
2. Select one or more fields to search.
3. Select one of the search options.

[Optional] Click on □ to search individual books by topic.
OR Click on subject title to search individual books arranged by subtopic.

1. Boolean operator AND automatically applied unless different operator is entered in Search bar.
2. Finds exact and alike matches eg. encyclopaedia finds encyclopedia. Select the degree of precision from drop-down box.
3. Select number of words between search terms from drop down list. Has exact match for phrase searching.
Search tips
Library subscribed books have green dot next to title.
To increase the number of search results, select Pattern search.
Use quotation marks “ ” to search for a phrase. e.g. “crime prevention”.

- Use Boolean Operators to combine multiple words/phrases:

<table>
<thead>
<tr>
<th>Operator</th>
<th>Example</th>
<th>Finds</th>
</tr>
</thead>
<tbody>
<tr>
<td>AND</td>
<td>culture AND crime</td>
<td>records with both the words culture and crime</td>
</tr>
<tr>
<td>OR</td>
<td>web OR internet</td>
<td>records with the word web or internet or both</td>
</tr>
<tr>
<td>NOT</td>
<td>literature NOT poetry</td>
<td>records with the word literature but not poetry</td>
</tr>
</tbody>
</table>

Boolean operators must be typed in capital letters.
Use brackets ( ) to specify the order of the Boolean operators in your search statement. For example, art AND (modernism OR postmodernism), the operator inside the brackets (OR) is executed before the operators used outside the brackets (AND).

- Wildcard Symbols:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Function</th>
<th>Example</th>
<th>Finds articles containing...</th>
</tr>
</thead>
<tbody>
<tr>
<td>?</td>
<td>to substitute a single character</td>
<td>wom?n</td>
<td>woman or women</td>
</tr>
<tr>
<td>*</td>
<td>to replace zero or more characters in a search word</td>
<td>behavi*r</td>
<td>behavior or behaviour</td>
</tr>
<tr>
<td></td>
<td></td>
<td>manage*</td>
<td>manage, managed, manager, etc.</td>
</tr>
</tbody>
</table>

Display Search Results
Search results are grouped into topics (subject, place, period, people, key topics). Click on topic to access available books.
Click on □ + to see subtopics.
The number in parentheses indicates the number of results found for each topic.

Print Full-Text Record
To print an HTML full-text record, click on the printer icon on right hand side of the page of the full-text record or use the browser’s Print function.

Bookmark/Store/Save/Email
Select from options on right hand side of screen of full text record to bookmark, store, save or share record via email, social bookmarking or networking sites.

Reference Section
June 2009