



Gale Virtual Reference Library

The subscribed titles in this collection cover subjects such as arts, biography, business, education, environment, history, law, literature, medicine, multicultural studies, nations and world, science, social science and technology.

Access

1. At the Library Homepage (<http://www.cityu.edu.hk/lib/>), select **E-Resources**.
2. Click on **E-Reference Works**.
3. Access **Gale Virtual Reference Library** 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

Enter search term(s) and click on the **Search** button to perform a search.
 (Search terms are automatically combined with the operator AND)

OR

Select a subject heading to search individual publications

Advanced Search

Click on the **Advanced Search** link on the main navigation bar.

1. Enter search term(s) in the box(es).

2. Select field to search.

3. Select an operator to combine the search term(s) in the different fields.

[Optional limits]

*Limit results to document(s) with images.

*Select publication date(s).

*Enter a title or click on **Browse** to select a title.

*Select a subject area and/or target audience.

4. Click on **Search**.

Search tips

- Use quotation marks “ ” to search for a phrase. e.g. “crime prevention”.
- Use Boolean Operators to combine multiple words/phrases:

Example	Finds
culture AND crime	records with both the words <i>culture</i> and <i>crime</i>
web OR internet	records with the word <i>web</i> or <i>internet</i> or both
education NOT secondary	records with the word <i>education</i> but not <i>secondary</i>

Boolean Operators are not case sensitive.

Use brackets () to specify the order of the Boolean operators in your search statement. For example, *zen and (art or painting)*, the operator inside the brackets (or) is executed before the operators used outside the brackets (and).

- Wildcard Symbols:

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

Display Search Results

Click on title to display document.


Enter additional search terms to refine search.

Click on the down arrow to narrow search results by: **Document Type**, **Publication Title** or **Subjects**.

Then click on relevant links shown below.

Check box to mark results for later printing, emailing and downloading.

Bookmark

A bookmark can be used to save searches, results and documents. Click the **Bookmark** link  [Bookmark](#) on the toolbar at the top of the page to copy and paste a Bookmark into another document, add a Bookmark to your browser's bookmark and/or email it.

Print/Download/Email/Export

To print/download/email/export a full text document, select option from **Tools** box.

- Use the Print/Save button of the Adobe Reader to print/save articles in PDF.
- Click on **Download MP3** to listen to all or part of the full-text document.
- The **Citation Tools** option allows you to generate citations in a preferred format or to export to bibliographic management software such as RefWorks.

To print/email/export marked record(s):

- Click on **Marked Items** link on the toolbar at the top of the page and select option from **Tools** box.