



**Oxford Reference Online: Premium Collection**

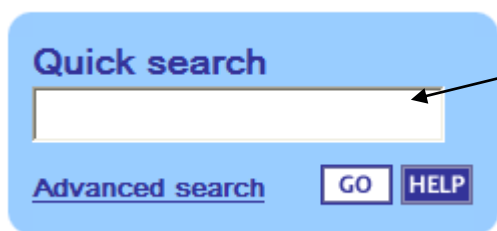
**Oxford Reference Online: Premium Collection** offers access to more than 170 language and subject dictionaries and reference works published by Oxford University Press. It covers a wide range of subjects from mythology, business and the sciences to language, the arts and history.

**Access**

1. At the Library Homepage (<http://www.cityu.edu.hk/lib/>), select **E-Resources**.
2. Click on **E-Reference Works**.
3. Access **Oxford Reference Online: Premium Collection** 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 left hand side of the screen:



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

**Advanced Search**

Click on the **Advanced Search** link on the main navigation bar at top of the screen or under Quick search box.

The screenshot shows the 'Advanced Search' page with several key elements and annotations:

- Search Input:** A text box for entering search terms, with an annotation: "Enter search term(s). [Optional] Check box(es) to deselect subject(s) from search".
- Refine your Search:** A dropdown menu currently set to "Full Text", with an annotation: "Select field: Full Text, Entry Headings, People or Dates from drop-down menu." and "GO" and "HELP" buttons.
- Select subjects to search:** A list of subject categories with checkboxes, including Art & Architecture, Biological Sciences, Computing, etc. An annotation points to the "English Dictionaries & Thesauruses" category: "Click on subject title to select individual titles to search." Another annotation points to the "SELECT ALL" and "CLEAR ALL" buttons: "OR".
- Search Options:** Three radio buttons for search types:
  - Standard search:** "This basic concept search will find plurals and derivatives of a term. Example: world will find matches for this search term, but will also find world line, world-system, world-wide web, and First World War. Help"
  - Boolean search:** "Example: Cubist NOT Picasso will find articles on the art movement that do not mention Picasso. Help" (This is the selected option).
  - Pattern search:** "This will find exact and similar matches to your search term, and can be useful if you are unsure of the spelling. Examples: liason will find liaison and impenetrable will find impenetrable. Help"

**Search tips**

- To increase the number of search results, select either **Pattern search** or **Standard search**.
- In the **Quick Search** option, you can increase the number of results by clicking on the **Widen Your Search** button on search results page.
- Use quotation marks “ ” to search for a phrase. e.g. “French impressionists”.
- Click on **Links** on toolbar to view links by subject to external sites.

Use Boolean Operators to combine multiple words/phrases:

| Operator | Example                            | Finds   |
|----------|------------------------------------|---|
| AND      | culture <b>AND</b> crime           | records with both the words <i>culture</i> and <i>crime</i>         |
| OR       | web <b>OR</b> internet             | records with the word <i>web</i> or <i>internet</i> or both         |
| NOT      | statistics <b>NOT</b> econometrics | records with the word <i>statistics</i> but not <i>econometrics</i> |
|          |                                    |   |

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).

Boolean operators are not case sensitive.

• 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<br>manage* | <i>behavior</i> or <i>behaviour</i><br><i>manage, managed, manager</i> etc. |

Display Search Results

Select one of the options to re-order results by category.

The screenshot shows a search results interface with several key elements and annotations:

- Re-ordering:** A box labeled "REORDER THESE RESULTS ALPHABETICALLY" with a "HELP" link. An arrow points to it with the text "Click to re-order results alphabetically."
- Refine by Subject:** A list of subject categories with hit counts: Art & Architecture (11 hits), Biological Sciences (2 hits), History (11 hits), Literature (12 hits), Medicine (2 hits), Performing Arts (11 hits), Politics & Social Sciences (11 hits), and Science (2 hits). An arrow points to "Art & Architecture" with the text "Click on a subject heading to view results sorted by subject".
- Results per page:** A dropdown menu set to "25 per page" and a "GO" button. An arrow points to it with the text "Options for displaying results".
- Search Level and Subjects:** Text indicating "Search level: Boolean search, full text" and "Subjects searched: Biological Sciences, Encyclopedia, Literature".
- Full Text Display:** Two search results are shown. Arrows point to the titles "Langone, John" and "Vega, Ed" with the text "Click on title to display full text. Or Click on book title to search or browse book Or Click on subject heading to: \*browse entry headings from books \* search other books on same subject \* view links to useful websites."

Cross-reference

Highlight a word or a group of words in a full-text entry then click on the Cross-reference tab to the left of the entry to search for that word or words across the whole database.



Print/E-mail

To print/email list of **search results**, click on relevant icon on the top of the page.

To print/email **full text entry** click on icon on the left hand side of the page.