

Periodicals Archive Online – A User Guide

COVERAGE

Periodicals Archive Online supports research in the arts, humanities and social sciences. An archive of over 350 journals, including full text content in over 40 languages and dialects, provides access to a collection of over 1 million articles.

ACCESS

PAO may be accessed from any PC connected to the Internet, either on or off-campus. Go to the Library homepage at <http://library.ulster.ac.uk/> and select **Periodicals Archive Online** from the Library's list of Databases (see under **Electronic Resources**). You will need an Athens username and password to access the service. If you need to look this up, connect to the Student Web at <http://studentweb.ulster.ac.uk> using your student registration number and PIN, where you will find your Athens details.

SEARCHING

Quick search

The Quick Search option appears at the top of every page. Type the search term(s) in the **Search for** box. Choose to search in Article Title, Article Title and Text, Article Author, Journal ISSN or Journal Title, then click **Go**.

■ ARTICLE SEARCH

Article Search is available on the PAO homepage menu and on the toolbar of every other page. Searching can be done using a combination of the following: keyword(s), article title keyword(s), Author, Journal Title, Language, Journal Subject, Year of Publication and ISSN. You can choose whether to search for keywords in citations and article full text, citations only or article full text only. Note: if you have entered search terms using more than one search box, PAO treats them as if they were combined using the **AND** operator (see under **Combining Terms** below).

■ FIND JOURNALS

Find Journals is available on the PAO homepage menu and on the toolbar of every other page. This allows you to browse PAO journals by title, language or subject.

By Title: the journals are arranged alphabetically. Click a letter in the A-Z list on the right-hand side of the screen to find all journals listed under that letter.

By Language: click a language on the list on the right-hand side of the page to see all the journals listed under that language.

By Subject: click a subject on the list on the right-hand side of the page to see all the journals listed under that subject.

Combining Terms

You can combine search terms using the Boolean Operators **AND**, **OR** and **NOT**.

AND retrieves records that contain all search terms:

For example:

Article Title Keyword(s)

OR retrieves all records that contain either or both of the search terms:

For example

Article Title Keyword(s)

NOT retrieves all records that contain the first search term but not the second:

For example

Article Title Keyword(s)

Proximity searching

It is possible to use proximity operators to find words that are near each other. The proximity operators are NEAR and FBY (followed by).

NEAR Operator: use this to search for terms within a given number of words of each other in any order. For example:

Article Title Keyword(s)



FBY Operator: use this to search for terms within a given number of words of each other in the specified order. For example:

Article Title Keyword(s)

Truncation

It is possible to search for documents containing variations on a search term using the * (asterisk) character. The * character can represent one or more characters in a search term. For example politic* will find politic, politics, political, politician, etc.

VIEWING RESULTS

The results of a search are displayed on an article search results page. This gives you access to all the articles in PAO containing your search term(s). From here it is possible to access the full text. Click on  [View Article](#) to view the article one page at a time. Click on  [View Article as PDF](#) to download the entire article.

It is also possible to:

- 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

Selecting Records

Add citations to your **marked list** by checking the checkbox below the citation. To deselect a citation, click on the checkbox again. It is possible to add all the citations to the marked list by clicking on *Mark/Clear all citations on this page*. To view the marked records, click on the **Marked List** link near the top of the page. **Records only remain in the Marked List for the duration of the current session.** To keep a permanent record of search results, save the records to My Archive, or email, download or print the results.

PRINTING AND SAVING RESULTS

Emailing

To email citations and journal records, first select your items in the Marked List, then click on the *Email selected Citations* or *Email Selected Records* link on the right of the page. Note that article and journal records are held in separate lists. Click the Articles/Journal Records links at the top of the Marked List page to switch between the two lists. It is possible to store up to 200 articles and 200 journal records in the Marked List at any point in time.

Downloading

To download your citations, first select your items in the Marked List (see above) and then click the **Download Selected Citations** link on the right hand side of the Marked List page. It is possible to download to a citation manager software, including **RefWorks**.

Printing

To print your citations or journal records, first select your items in the Marked List (see above) and then click the **Print Selected Citations** or **Print Selected Records** link on the right hand side of the Marked List page.

HELP

Help is available from the Toolbar.

EXITING FROM DATABASE

Click on **End Session** at the bottom of the PAO screen.

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