

INTRODUCTION TO USING GALE ACADEMIC ONEFILE

Gale Academic OneFile provides millions of articles from over 17,000 scholarly journals, thousands of podcasts and videos. Subjects covered include business, economics, health, medicine, media & fine arts, criminal justice, literature, drama, science, technology, political science, psychology, and U.S. history. It provides weak coverage of religion/theology.

Log into Gale using your DTS login and password. At any point in your work, click Gale in the upper left-hand corner to return to the home page.

SPANISH, CHINESE, AND OTHER INTERFACES



To change the language of the interface, go to the top navigation bar and click the icon pictured at left. Then choose a language. The language choice will be saved for that session.

SEARCH EXAMPLE

The search below for PTSD and war brought up over 200 records with full text in academic journals in addition to hundreds of newspaper articles. Having PTSD as a keyword rather than part of the document title brought up around 900 articles in academic journals. Restricting part of the search to the title ensures that PTSD is important in the article. Including both PTSD and "Post Traumatic Stress Disorder" as options gives more complete results.

Advanced Search

Search Terms

	Terms	Field	Finds results that...
Search for	<input disorder\""="" post="" stress="" traumatic="" type="text" value="ptsd or \"/>	in <input type="text" value="Document Title"/>	have these terms in the title
And	<input type="text" value="war"/>	in <input type="text" value="Keyword"/>	contain these terms in key fields; does not search entire document
And	<input type="text"/>	in <input type="text" value="Keyword"/>	contain these terms in key fields; does not search entire document

SEARCH OPERATORS

The following work for both Basic and Advanced searches.

Type	Operator	Example
Logical	AND, OR, NOT	ephesians or colossians
Proximity: first word precedes the second by n words	Wn	king w2 israel
Proximity: within n words, either order	Nn	ahab n4 jezebel
Phrasing	""	"son of man"
Nesting	()	(james or john) and zebedee
Truncation and wild card	* for truncation, ? stands for one character, ! stands for one or zero characters	mount*, wom?n, colo!r
Default operator	N4	promise abraham

There are no stop words. Gale does not ignore any search terms.

Note Search Tips on the Advanced search screen for more information.

ADVANCED SEARCH

The advanced search allows you to create up to 10 rows. Choose the field to search by changing the default, Keyword, to another option.

Under the Advanced search fields use Search Limiters such as date and document type to create a more targeted search. The limiter, Full Text Documents, is checked by default.

Results default to full text and academic journals. But after you perform a search, you can change default filters. For example, click Magazines, News, etc., above the results to change the type of documents retrieved. You can also restrict results to peer-reviewed articles.

ADVANCED SEARCH EXAMPLE 2

How has the pandemic of 2020 affected student learning? Gale has good resources in education, but the records have sparse subject headings, so we will need to "or" more terms together. Our subject is education, and both "education" and "school*" are subject headings.

"COVID-19" is a subject heading, but pandemic is a subject heading for less than 50 records. Because it is a common term, we include it but not as a subject heading. A look at a few records brings up "epidemics" as a subject heading, but for this search we'll begin by or-ing together these three terms and leaving them as keywords since "pandemic" will be present in useful records.

The search below brings up more than 2500 full-text journal articles and over 14,000 news articles. Click Add a Row under the three search boxes to further restrict the search.

We are specifically interested in schooling or learning at home or online.

Advanced Search

Search Terms

	Terms		Field	Find:
Search for	<input type="text" value="education or school*"/>	in	<input type="text" value="Subject"/>	▼
And ▼	<input type="text" value="COVID or pandemic or epidemics"/>	in	<input type="text" value="Keyword"/>	▼
And ▼	<input type="text" value="home or online"/>	in	<input type="text" value="Keyword"/>	▼
<input type="button" value="Search"/>		<input type="button" value="Add a Row +"/>		

BROWSING

Browsing is available for only a few subjects. Click on the Gale name in the upper left-hand corner of any page to see the browse option.

BROWSE BY DISCIPLINE

Explore a range of topics broken down by subject for targeted results based on your interests.

Biology

Chemistry

Criminal Justice

Economics

Environmental Science

History

Marketing

Political Science


Psychology

Under Browse, click a box to see a break-down of subjects under the main heading. Choose one to see a list of items of all content types on that subject. Browsing subjects will be useful for a few topics that are of interest to many people, but most subjects are not listed. For example, Gale is strong on education, but that topic is not listed among the browsable options.


SEARCH TOOLS

Use Search Tools to find topics, subjects, and publications in Gale. Click on the Gale name in the upper left-hand corner of any page to see the Search Tools option.


SEARCH TOOLS



Topic Finder
Visualize connections between search terms and topics and view relevant articles for those topics.
[Go to Topic Finder >>](#)



Subject Guide Search
Search our subject index to find articles tagged with specific subject terms.
[Go to Subject Guide Search >>](#)



Publication Search
Search through the publications available in *Gale Academic OneFile*.
[Go to Publication Search >>](#)

TOPIC FINDER

Under Topic Finder, click Go to Topic Finder. Type your topic and view results as tiles or a wheel. For example, typing << church history >> brings up tiles labeled Ecclesiastical History,

Book, American Society, Christianity Church History, Politics Government Week, Early Church History, etc. Hover over a tile having three dots to see the label. Click a tile to see the breakdown of topics within that tile and to bring up a list of results.

SUBJECT GUIDE SEARCH

Under Subject Guide Search, click Go to Subject Guide Search. Type in a subject term to see related terms and the number of results from each. For example, typing << church history >> into the search box brings up Church History, Church History (Theological work), Church history, 1500- (Modern period), etc. Click the subjects that come up or click Subdivisions or Related Subjects under any heading to narrow or expand your search.

PUBLICATION SEARCH

Under Publication Search, click Go to Publication Search. You have the option to list all publications or to search for publications with particular words in the title, to limit publications to full text, to peer reviewed, and to a particular format, date, country, or language. Click on a title to see index coverage, full-text coverage, a brief description, etc., and to search within the journal.

RECORDS IN GALE

Results default to academic journals and full text, but change these after a search if desired. Each page of results will show up to 20 short records.

SHORT RECORDS

In a list of short records, click a title to see the full record. Click Results to the left of the search box at the top of the page in a full record to return to the results list. Each short record will list the title, authors, citation information, item format, number of words in the item, and say if it is peer-reviewed. Find two to three lines of the text at the bottom of the short record if text is included.

FULL RECORDS

Click the title in a short record to view the full record. The full record includes a list of related articles and broad but skimpy subjects on the right-hand side. The text of full-text items is in the full record but without pagination, tables, figures, and graphics. Hebrew and Greek characters are routinely replaced with [phrase omitted].

PDF FULL TEXT

PDFs exist for the items Gale has with full text. To access the PDFs, either download or email them as described below.

SAVING RESULTS

DOWNLOADING RESULTS

You may download up to 50 documents per session. Use the checkboxes beside the short records to select documents from a list of results. Choose the Download icon to the right of the search box at the top to download documents as PDF files.

EMAILING RESULTS

Email PDFs one at a time from the full records of items with full text. Choose the email icon above the full text in the full record. Then click the PDF radio button under Send As.

EXPORTING RECORDS

It is possible to export records from Gale into Zotero bibliographic management software. See <http://library.dts.edu/zotero> for a general introduction to Zotero.

HELP

Click HELP at the bottom of the screen on any page to see help for that page.

Click View All Topics on the upper right-hand side in Help to see all topics and scroll to the topic you want.