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As we develop our platforms, the range of options listed here is subject to change. We will update this page as developments happen, and please note that some of these options may not be available in older interfaces. For more information on our scheduled updates, visit the Product Enhancements home page

SEARCH OPTIONS

BASIC SEARCH

The **Basic Search** enables you to search the entire database for the presence of any word or words within the full text of works (Full Text); within a range of key fields (Keyword); within the text of the author field (Author); within the text of the title field (Title) The default search is Full Text. Search terms/phrases entered cannot exceed one hundred characters and twelve words. Some archives will have additional categories and options depending on the nature of the documents that were scanned.

Within Basic Search, you may limit your search to works published in a particular year or range of years and include works with no known publication year. The default setting excludes works with no known publication year.

Full Text

Searches for any word or words within the full text of a work as well as the fields of information included in the Keyword search. For each work returned, relevant pages containing your search term or phrase are listed in the left navigation bar within the page image full view; search terms are highlighted on the page image of each relevant page. This is a good search to use if you are looking for a particular line of text or an unusual phrase.

Keyword

Searches the entire database for the presence of any word or words within key fields of information, including author metadata fields, which include author name/authoring institution name, as well as added/variant author names and institutions; title metadata fields, which include main, variant, collective, and uniform titles; chapter/section headings.

Author

Searches for any word or words contained within the author metadata fields only, which include author name/authoring institution name, as well as added/variant author names and institutions.

Title

Searches for any word or words in the title metadata fields only, which include main, variant, collective, uniform, and series titles.

Subject

Searches for any word or words within the Library of Congress subject headings assigned to the work.

ADVANCED SEARCH

While some Gale Primary Sources archives may have unique Advanced Search options, there are many that are common across archives, including those listed below. While every option on this list may not be available in the archive you use, many of them should be.

With the Advanced Search, accessible via the top navigation bar from all views, you can conduct a search using a variety of criteria. This enables you to retrieve very specific results. You can search on

a word or words occurring within the full text and the key fields of documents, as well as limit your search on the values of several fields of information. Below are descriptions of the types of searches you may conduct and the search limiters you may employ.

You may enter up to five search strings and use each to query a different or the same search index, using Boolean search operators of AND, OR, or NOT to combine search indexes. After entering your search term(s), select the index you wish to search by making a selection from the index type drop-down menu to the right of the search term box. Search terms/phrases entered cannot exceed one hundred characters and twelve words.

Person as Subject: searches for any word or words within the Library of Congress personal name subject heading fields.

Geographic Subject: searches for any word or words within the Library of Congress geographic subject heading fields.

Front Matter: searches for any word or words within the front matter only of works within the database, including tables of content, prefaces, forewords, and other preliminary material.

Main Text: searches for any word or words within the main body only of works within the database.

Indexes: searches for any word or words within the printed indexes only of works within the database.

Publisher: searches for any word or words within the publisher field only of works within the database.

Place of Publication: searches for any word or words within the place of publication field only of works within the database.

Source Library: Searches for any word or words within the source library field only of works within the database.

ADVANCED SEARCH LIMITERS

Gale Primary Sources archives also offer a range of limiters to help refine search results. As with the Advanced Search options, the limiters depend on the archive you are using, but some commonly available ones include:

Year of Publication: limits your search to works based on the year in which they were published. Users can input a year or a range of years. You may also choose to include works with no known publication year.

Serials Title: limits your search to specific serial publications. You may select up to ten titles to search.

Serials Only: limits your search to serials titles only.

Language: limits your search to works published in a particular language.

Number of Pages: limits your search to works containing a particular number or range of page images.

Illustrated Works: limits your search to works containing any or particular types of illustrations.

Gale Document Number: limits your search to a work or page based on the number assigned by Gale to that document in the database, which appears at the bottom of each document display.

MARC Record Number: limits your search to a work based on the MARC bibliographic number.

Searching Gale Primary Sources: FAQ

What does a full-text search cover?

A full-text search looks at the full-text of the entire document--the text after Optical Character Recognition (OCR) has been applied--from every page of the document as well as the 'corrected' fields covered by a keyword search (author, title, chapter headings, etc.) to ensure the best accuracy possible on those key fields.

What does a keyword search cover?

While many archives have certain features that are unique to the content involved, there are several areas common to Gale Primary Sources archives.
A keyword search will limit the search to the following fields:

- Author (including any secondary author fields)
- Title (and all variations of the title--short title, full title, variant title, etc.)

The author and title fields are coming from the MARC records and have been manually corrected to make the results as accurate as possible.

Can I use wildcards in my searches?

Yes, wildcards can be used in Gale Primary Sources archives. These include the following:

- The * (standing for any number of characters) is placed at the end of the term's root. The search retrieves all words sharing the same root. For example, the term acqui* retrieves documents that contain the words acquit, acquitted, acquire, acquires, acquired, acquiring and acquisition.
- The ? is used to replace exactly one character within a word to retrieve various forms of that word. For example, the term wom?n retrieves documents that contain either woman or women; and psych????y matches either psychology or psychiatry but not psychotherapy
- The ! point stands for one or no characters. For example, analo!! matches analog, analogs, and analogue but not analogous

A word can NOT have both a wildcard and fuzzy search level applied to it. If both are specified, the wildcard will take precedence.

Is the text on maps or other illustrations searchable?

For the most part no; however, if the text is large enough it may be picked up by the Optical Character Recognition (OCR) process. All text on the page is run through the OCR process and will be searchable. If the word is in a graphic, like a map, and can be picked up by the OCR engine, then it is searchable. As technology improves, so do the results, so newer archives may yield better results for these types of document.

Why might search results show the wrong word?

Many times this has happened due to an error in the Optical Character Recognition process, where one word was read as another. For example, if there was a poor original image, broken type or fading ink, a word such as "king" can be misread as 'kind". Fuzzy search will also increase the range of acceptable words for any given search: to minimize problems set your fuzzy search to "Low".

Why do search results appear at times with no search term highlighted?

There can be several causes for this. First check to see if you executed a "Keyword Search': this type of search includes the metadata for the article as well as the printed content. Secondly, make sure that you have checked all the pages in the article.

I cannot find something I am certain is in the database: why?

Try spelling variations for the terms that you are searching for. For people, realize that they may not have been referred to with the title that we commonly associate with them today, so try different variations on the name. Also take into account historical names that have changed over time, in particular countries, where searching two names with an 'or' operator can help improve the results: for example, search 'Ceylon' or 'Sri Lanka' to get results that contain one or the other.

SEARCH TIPS

GENERAL TIPS

This advice will help you improve your results when using the full-text search:

1. **Use at least two or three search terms**. By using more search terms to narrow your search, you can locate documents that fit your information needs better (Note: By default, the search engine only produces results containing all of the words you specify. See Search Operators below to learn how to use the AND, OR, NOT, and proximity operators.)

2. **Be specific**. When looking for documents about ancient Rome, enter both of those words in your search query. If you enter just Rome, your search may give you essays that discuss modern Rome or Rome, N.Y., in addition to ancient Rome.

3. **Find an exact phrase with the help of the W operator.** You can narrow your searches by requiring that the search terms appear as a phrase in the order that you typed them. For example, when looking for works that discuss European travel, search for these words as a phrase, European W1 travel. (It literally means find European "within 1 word of" travel.) This narrows the results from hundreds of matches to a few dozen matches, assuming the phrase typed is not too common.

4. **Mix phrases and single search terms in the search box**. For example, enter "ancient Rome" AND Caesar.

5. **Broaden your search by using the OR operator**. For example, "Great Britain" OR England. Unless you tell the search engine otherwise, it finds only those works containing all of the words

specified. By using OR between search words, terms, or phrases, you'll find works that contain as few as one of the requested words. Using the OR operator will increase the number of results that are found; use OR if the search isn't finding enough works.

6. **Use plural or other word endings**. For example, when looking for discussions of murder, search for various forms of the word using the OR operator as the connector, e.g. murder or murders or murderer or murderous. It is also possible, depending on the desired search term, to use the truncation (or wildcard) feature to retrieve multiple forms of a word, e.g., murder*.

7. **Try using synonyms for your original words**. For example, enter "nervous breakdown" or "mental breakdown" or "nervous disorder" or "mental instability".

8. **Check your spelling**. If you type literature instead of literature, your search won't find any matches, unless you have activated some level of fuzzy searching.

SEARCH TECHNIQUES

Capitalization

The search engine is not case sensitive. That is, use of capitalization does not affect the results of a search. For example, the following full text searches are considered the same:

caesar and antony or "ancient Rome"
caesar AND antony OR "ancient Rome"
Caesar and Antony or "ancient Rome"
cAEsar and antony or "ancient ROME"

Punctuation

Hyphen. A hyphen (-) used between two words is considered part of the term. When searching for a word or phrase that normally contains a hyphen, include the hyphen:

"seventeen-thirties"
"self-doubt"

Ampersand. Ampersands (&) are not recognized by the search engine. Use the W (Within) proximity operator. (See Search Operators below to learn more about proximity operators.)

Tulips W2 Chimneys (means "tulips within two words of chimneys"; instead of Tulips & Chimneys)
Socialism Radicalism W2 Nostalgia (instead of Socialism, Radicalism & Nostalgia)

Diacritics

Gale Primary Sources archives support searching on and display of diacritics--letters that include phonetic markings, e.g., á, ô, ü, etc.--and special characters such as Æ and ø, which often occur in foreign-language terms and names.

Searching on a term that includes a diacritic, such as "Abbé", will return results matching both "Abbé" and "Abbe". Likewise, a search on "Abbe" will return results matching both "Abbe" and "Abbé".

Diacritics can be included in a search term or phrase by either copying and pasting a term containing a diacritic into the search term box, or by typing the diacritic using special combinations of keys on a standard keyboard. A useful document that provides information on using a standard keyboard to produce diacritics and other special characters is available online from Pennsylvania State University.

Truncation (Wildcard) Characters

The * (asterisk) and ? (question mark) and ! (exclamation point) are used to search for words or numbers sharing a similar pattern.

The * and ? and ! replace alphabetical and numerical characters.

The * (standing for any number of characters) is placed at the end of the term's root. The search retrieves all words sharing the same root. For example, the term faith* retrieves works that contain the words faith, faithful, or faiths.

The ? is used to replace exactly one character within a word to retrieve various forms of that word. For example, the term wom?n retrieves works that contain either woman or women; and psych????y matches either psychology or psychiatry but not psychotherapy.

The ! point stands for one or no characters. For example, analo!! matches analog, analogs, and analogue but not analogous.

Date Ranges

A date range is used to search for multiple years in date fields (such as year of publication).

1801-1900 (to search for any year in the nineteenth century)
1920-1929 (to search for any year in the 1920s)
1836-1842 (to search for any year from 1836 through 1842)

Boolean Search Operators

The operators AND, OR, NOT, and proximity operators may be used to refine your search. Whether the operators are typed in uppercase or lowercase does not affect the search. Please note, however, that if an operator appears in a title you are searching for, such as *The Road Not Taken*, it will still be interpreted as a search operator. This may lead to irrelevant results. If you are searching for a title that contains a search operator, enclose the title in quotation marks.

AND. Use the AND search operator to retrieve documents that contain both of the specified search terms. This operator places no condition on where the terms are found in relation to one another; however, both terms have to appear somewhere in the field you are searching. For example, a full text search for apples AND bananas will find any document that contains mention both of apples and bananas.

OR. Use the OR search operator to retrieve documents that contain one or both specified search terms. This operator places no condition on where the terms are found in relation to one another; however, one or both terms must appear somewhere in the field you are searching. For example, a full text search for apples OR bananas will find documents that mention apples, documents that mention bananas, and documents that mention both types of fruit.

NOT. Use the NOT search operator to retrieve documents that do not contain the specified term. For example, a full text search for apples NOT bananas will find essays that mention apples but not bananas.

PARENTHESES. The operators described above each operate on either simple terms (words or phrases) or a more complex query delimited by parentheses ( ). Parentheses allow you to construct very powerful queries. For example:

"ancient Rome" AND ((caesar or antony AND cleopatra) OR tiberius)
("enlighten*" OR ("philosophy" AND religion)) AND (1751 OR eighteenth century)

Boolean operators are applied in the order in which they appear. Therefore, the following searches are equivalent:

apples AND bananas OR oranges
(apples AND bananas) OR oranges

Proximity

The proximity operators W (within) and N (next to) may be used to refine your search:

- *The W operator* will find documents containing the specified words in the specified order within the number of words you indicate. For example, old w4 sea finds documents that contain the word old within four words of the word sea, and old must precede sea.
- *The N operator* locates documents containing the words you specify within the number of words you specify, but the words can be in any order. For example, apples N4 bananas finds documents that contain the words apples and bananas within four words of each other, regardless of their order (that is, bananas could precede or follow apples).

Field Length

The length of any given field is not limited to the window you see on the screen. As a search term or terms is keyed, the text will continue to scroll to the left, so that you can see the search expression as it is being keyed.

Stopwords

Because the search engine does not recognize stopwords, search terms must be included in quotes or you can drop the stopword from the title or phrase.

For example, when searching for a title containing the word "to":

Enclose the phrase in quotations marks. The search will work on the exact phrase (example: "Farewell to Arms").

Omit the word "to" from the search (example: A Farewell to Arms would be entered as Farewell Arms).

Stopwords include the following: a, an, and, but, etc, for, from, if, in, into, is, it, its, of, on, or, that, the, to, with.

TOOLS FOR DISCOVERY

Gale has spent years building, developing and refining tools to aid discovery in our primary source archives, making them more than simple text-searchable scans of original documents: our digitized

archives act as a resource to help researchers develop innovative and original ideas, and take advantage of efficiencies in their research process that they do not get with other digitized archives.

With that aim in mind, we create tools that aid “serendipitous discovery”, the moment that a researcher discovers something that they didn’t expect or could have ever guessed would be an avenue of research.

Who can benefit from these tools?

Our tools help researchers at all levels: finding a new research topic for your first assignment, inspiring ideas for dissertations, or developing chapters for an upcoming monograph.

How many archives can they be used with?

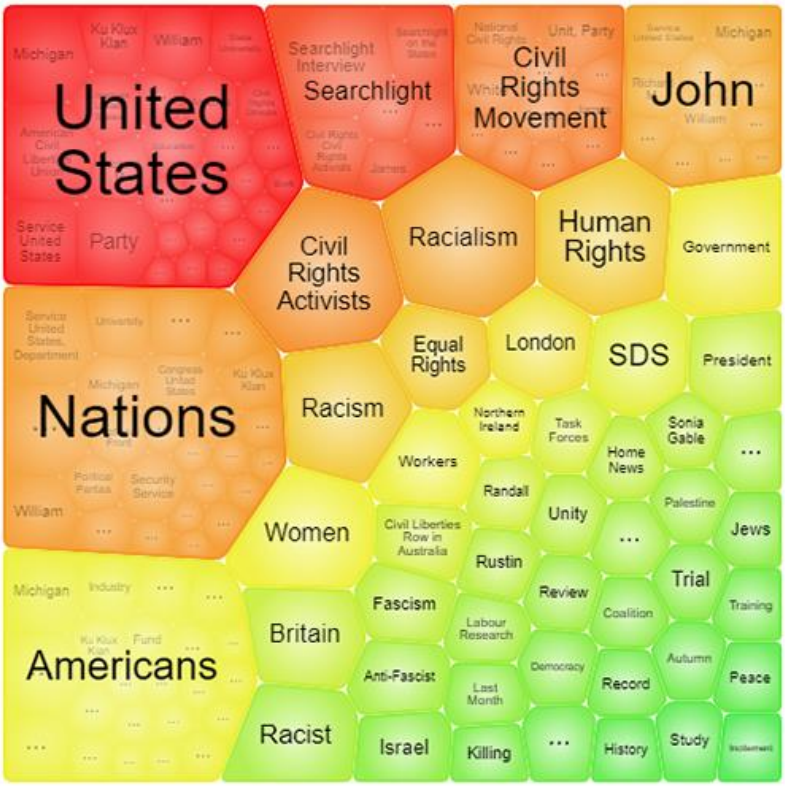
These tools can be used on one of our archives at a time, or on as many Gale Primary Sources archives as a researcher chooses, so they can be used to suit a research project of any size and scale.

TOPIC FINDER

You can transform your search results into an interactive, visual format known as a Term Cluster. Use the cluster to discover the context of your search term, and to find additional search terms that are related to your topic.

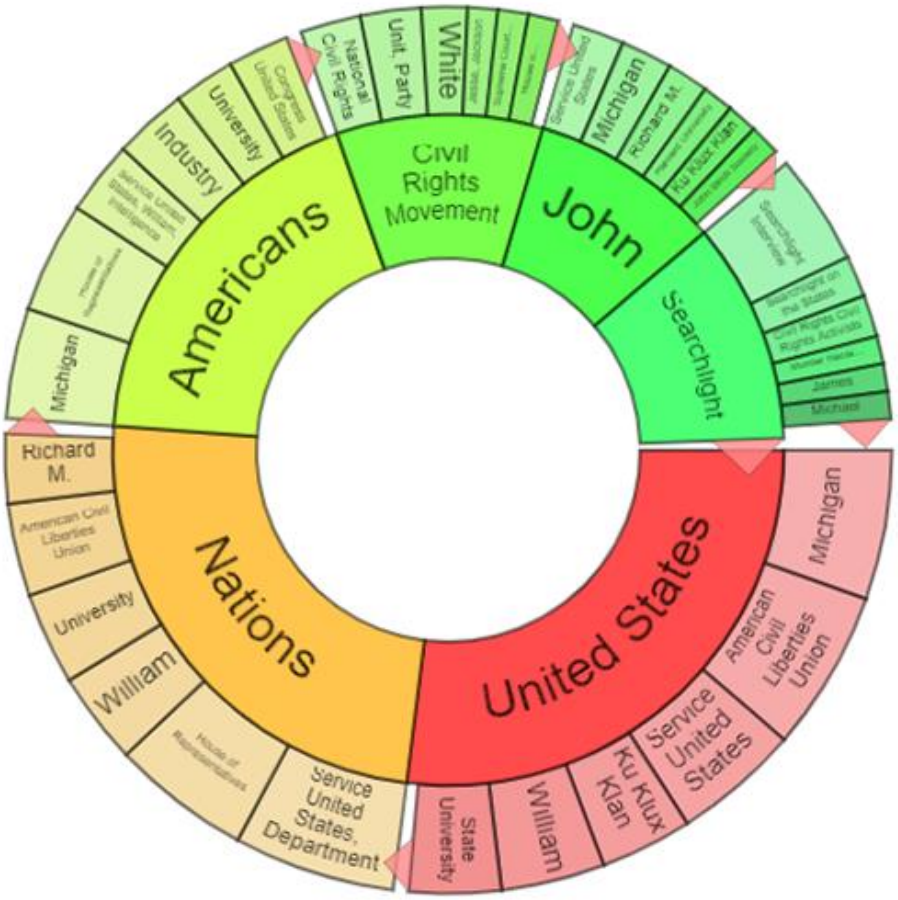
This tool displays a visual representation of your results by showing the keywords that are found most often. The titles, subjects, and approximately the first 100 words from a subset of your top results are fed into an algorithm and are analyzed for frequently occurring and related terms.

Whether you are researching or teaching, this can help you to quickly generate curated lists of documents on specific areas of your research projects. For teaching, these lists can be integrated into reading lists to help students become familiar with using primary sources.



The **tiles** view initially displays only top-level terms (those also found in the inner ring of the wheel) and more of them. Words in the largest tiles are more closely related to your search results. When a tile has additional, related terms, clicking on the tile zooms to display those terms. You can also use the mouse wheel to zoom in and out on the tile view.

The **wheel** view displays terms by the level of frequency. Those terms that occur most frequently appear in the inner ring. Where applicable, topics in the inner ring are connected to a cluster of more specific terms on the outer ring, narrowing your results even further. An arrow appears when a ring has additional terms that you can view. When your results set is small, there may be only one ring present.



If you select a segment on the visualization, it will provide links to the articles in which your search term and your second term appear.

This gives researchers an easy way to create curated lists on research topics and offer the additional benefit to teachers of gathering direct links to include in reading lists.

TERM FREQUENCY

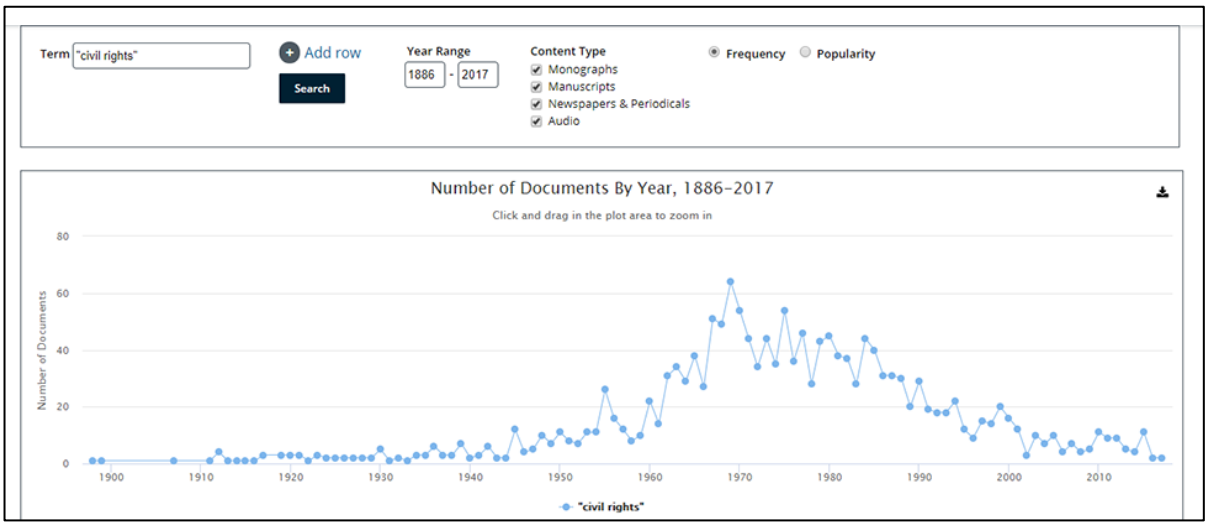
This graphing tool shows how frequently your search terms occur over the duration you choose, offering insight into how individuals, events, and ideas interact and develop over time.

The vertical y-axis shows the number of documents or the percentage of documents, based on your selection; the horizontal x-axis shows the year range. You can click a search term in the legend to hide its data line from the graph; click the search term again to re-display it.

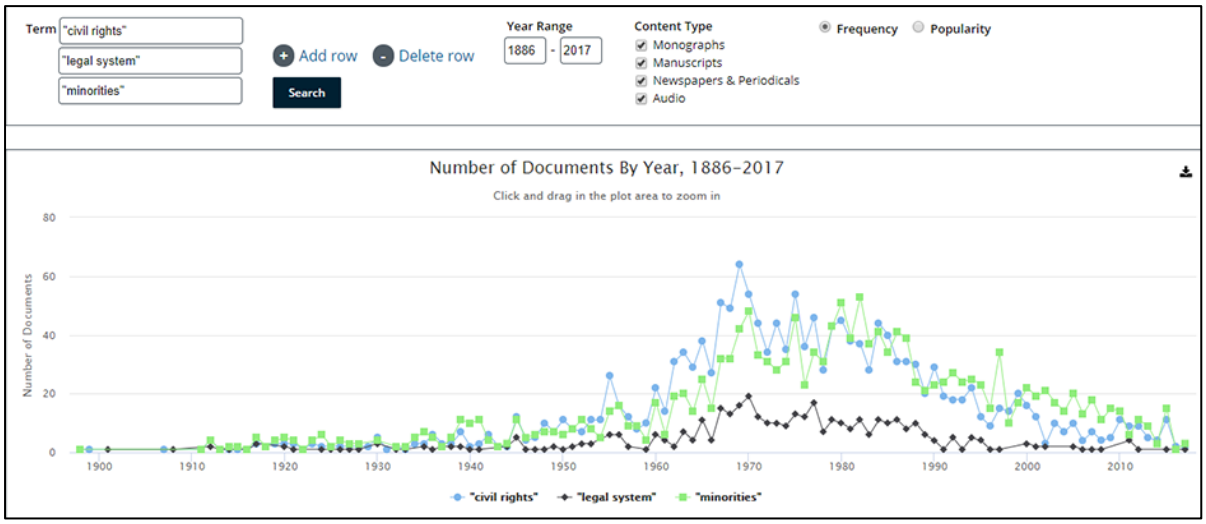
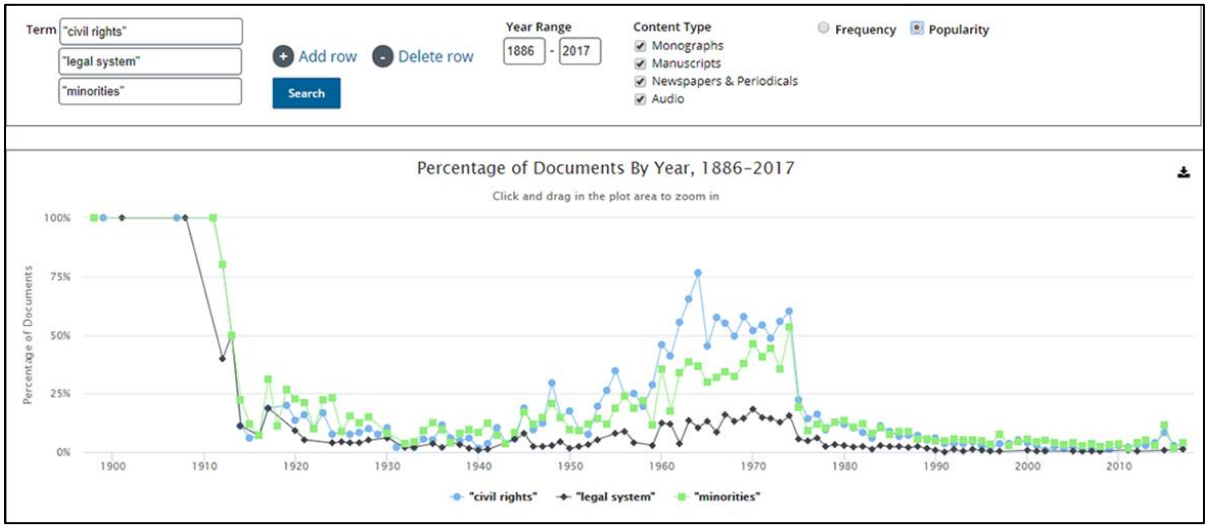
You can interact with the graph in a variety of ways:

- Hover the pointer over a data line to display a tooltip box showing the year, the search term and the number/percentage of results found
- To zoom in, use the pointer to draw a rectangle on the graph over the years and the number/percentage of documents that you want to magnify
- Click a data point to get results for the selected year and search term. Your results will be limited to the Content Type selections that you made in your original search parameters
- Click **Print** graph on the graph toolbar to print the graph as displayed
- Click **Download** graph or data on the graph toolbar, and then select one of the following export options: click or tap Download graph to download the graph image as displayed to a PNG file; or click Download data to download the graph data to a CSV file
- To revise the graph, change the search term, Year Range, Content Type, or Frequency/Popularity, and then click Graph

A search in the *Political Extremism and Radicalism* archive--in this example, we track the frequency of the term “civil rights” across the entire date range of the archive:



You can track the comparative frequency of a set of terms across the entire date range of the archive. We can see patterns and discrepancies between the usage of terms over time, which can prompt further research questions:



This tool can also run the same searches to analyze the popularity of terms, which can be run on a single term or multiple terms just like the frequency option: