

# USER GUIDE for Gale Virtual Reference Library

It is a e-book database of encyclopedias, almanacs and reference sources supporting multidisciplinary research. Currently, the database includes the following titles:

## **Arts**

- Creating Digital Video in Your School: How to Shoot, Edit, Produce, Distribute and Incorporate Digital Media into the Curriculum 2005

## **Biography**

- Dictionary of Women Worldwide: 25,000 Women Through the Ages 3v, 2007

## **Business**

- Encyclopedia of Management 5th ed., 2006

## **Education**

- Advanced Teaching Methods for the Technology Classroom 2007
- Advances in Computer-Supported Learning 2007
- Collaborating for Real Literacy: Librarian, Teacher, and Principal 2004
- Collaborating to Meet Literacy Standards: Teacher/Librarian Partnerships for Grades K-2 2007
- Copyright for Schools: A Practical Guide 4th ed., 2005
- Encyclopedia of Bilingual Education 2v, 2008
- Encyclopedia of Education 2nd ed., 8v, 2003
- Encyclopedia of Educational Leadership and Administration 2v, 2006
- Encyclopedia of Language and Education 2nd ed., 10v, 2008
- Future Directions in Distance Learning and Communication Technologies 2007
- Games and Simulations in Online Learning: Research and Development Frameworks 2007
- Instructional Design: Case Studies in Communities of Practice 2007
- Integrating Information Communications Technologies into the Classroom 2007
- Internet-Based Student Research: Creating to Learn with a Step-by-Step Approach, Grades 5-12 2006
- Making the Transition to E-Learning: Strategies and Issues 2007
- Managing Curriculum and Assessment: A Practitioner's Guide 2006
- Psychology of Classroom Learning: An Encyclopedia 2v, 2009
- Redefining Literacy for the 21st Century 2004
- Teaching Information Technology Skills: The Big6 in Secondary Schools 2000
- Teaching Information & Technology Skills: The Big6 in Elementary Schools 1999
- Technology Application Competencies for K-12 Teachers 2008
- Technology and Diversity in Higher Education: New Challenges 2007
- The Big6 in Middle School: Teaching Information and Communications Technology Skills 2007
- User-Centered Design of Online Learning Communities 2007
- World Education Encyclopedia 2nd ed., 3v, 2001

## **Environment**

- Encyclopedia of Global Warming and Climate Change 3v, 2008
- Environmental Encyclopedia 3rd ed., 2v, 2003

## **General Reference**

- Acronyms, Initialisms, and Abbreviations Dictionary 38th ed., 4v, 2007

## **History**

- Cambridge World History of Food 2v, 2000
- Encyclopedia of Modern Asia 6v, 2002
- Encyclopedia of Modern Europe: Europe Since 1914: Encyclopedia of the Age of War and Reconstruction 5v, 2006
- Gale Encyclopedia of World History: Governments 2v, 2008
- Gale Encyclopedia of World History: War 2v, 2008
- Renaissance and Reformation, 1500-1620: A Biographical Dictionary 2001

## **Information and Publishing**

- Encyclopedia of Information Science and Technology 5v, 2005

## **Law**

- Governments of the World: A Global Guide to Citizens' Rights and Responsibilities 4v, 2006

## **Library Science**

- Archival Appraisal: Theory and Practice 2004
- Catalog It! A Guide to Cataloging School Library Materials 2nd ed., 2006
- Collaborating to Meet Standards: Teacher/Librarian Partnerships for 7-12 2002
- Continuing Professional Development: Pathways to Leadership in the Library and Information World 2007
- IFLA Cataloguing Principles: Steps towards an International Cataloguing Code, 5: Report from the 5th

- IFLA Meeting of Experts on an International Cataloguing Code, Pretoria, South Africa, 2007 2008
- IFLA Library Building Guidelines: Developments and Reflections 2007
- Library Management and Marketing in a Multicultural World: Proceedings of the 2006 IFLA Management and Marketing Section's Conference , Shanghai, 16-17 August, 2006 2007
- Management, Marketing and Promotion of Library Services Based on Statistics, Analyses and Evaluation 2006
- Marketing Library and Information Services: International Perspectives: Edited on Behalf of IFLA by Dinesh K. Gupta, Christie Koontz, Angels Massisimo and Rejean Savard 2006
- Measuring Quality: Performance Measurement in Libraries 2nd ed., 2007
- Networking for Digital Preservation: Current Practice in 15 National Libraries 2006
- Reference Skills for the School Library Media Specialist: Tools and Tips 2nd ed., 2005
- The Principal's Guide to a Powerful Library Media Program 2005
- The Standards-Based Integrated Library: A Collaborative Approach for Aligning the Library Program with the Classroom Curriculum 2nd ed., 2004

#### **Literature**

- Cambridge Guide to Children's Books in English 2001
- Cambridge Guide to Women's Writings in English 1999

#### **Medicine**

- Encyclopedia of Drugs, Alcohol, and Addictive Behavior 2nd ed., 4v, 2001
- Encyclopedia of Public Health 4v, 2002
- Gale Encyclopedia of Children's Health: Infancy through Adolescence 4v, 2006
- Nutrition and Well-Being A to Z 2v, 2004

#### **Multicultural Studies**

- Junior Worldmark Encyclopedia of World Cultures 9v, 1999

#### **Nation and World**

- Encyclopedia of National Anthems 2003
- Junior Worldmark Encyclopedia of World Cities 4v, 2000
- Treaties and Alliances of the World 8th ed., 2007
- Worldmark Encyclopedia of Nations 12th ed., 5v, 2007

#### **Religion**

- Cambridge Dictionary of Philosophy 2nd ed., 1999
- Encyclopedia of Buddhism 2v, 2004
- Encyclopedia of Islam and the Muslim World 2v, 2004
- Encyclopedia of Philosophy 2nd ed., 10v, 2006
- Encyclopedia of Religion 2nd ed., 15v, 2005
- Encyclopedia of Science and Religion 2v, 2003
- Religion and the Physical Sciences 2008
- The Illustrated Encyclopedia of Zen Buddhism 2002
- Worldmark Encyclopedia of Religious Practices 3v, 2006

#### **Science**

- Basics of Biology, The 2004
- Biotechnology: Changing Life Through Science 3v, 2007
- Encyclopedia of Science, Technology, and Ethics 4v, 2005
- World of Sports Science 2v, 2007

#### **Social Science**

- 21st Century Psychology: A Reference Handbook 2v, 2008
- Child Development 2002
- Encyclopedia of Bioethics 3rd ed., 5v, 2004
- Encyclopedia of Cancer and Society 3v, 2007
- Encyclopedia of Children, Adolescents, and the Media 2v, 2007
- Encyclopedia of Counseling 4v, 2008
- Encyclopedia of Educational Psychology 2v, 2008
- Encyclopedia of Health and Behavior 2v, 2004
- Encyclopedia of Industrial and Organizational Psychology 2v, 2007
- Encyclopedia of Measurement and Statistics 3v, 2007
- Encyclopedia of Sex and Gender: Culture Society History 4v, 2007
- Encyclopedia of Social Problems 2v, 2008
- Encyclopedia of Social Psychology 2v, 2007
- Encyclopedia of Survey Research Methods 2v, 2008
- Encyclopedia of World Poverty 3v, 2006
- Encyclopedia of the Life Course and Human Development 3v, 2009
- Gale Encyclopedia of Psychology 2nd ed., 2001
- Information Technology and Social Justice 2007
- International Encyclopedia of the Social Sciences 2nd ed., 9v, 2008
- Psychologists and Their Theories for Students 2v, 2005
- The SAGE Encyclopedia of Qualitative Research Methods 2v, 2008

## Technology

- Adapting Information and Communication Technologies for Effective Education 2008
- Applied E-Learning and E-Teaching in Higher Education 2009
- Architecture Solutions for E Learning Systems 2008
- Cases on Managing E-Services 2009
- Computer-Supported Collaborative Learning: Best Practices and Principles for Instructors 2007
- Control and Constraint in E-Learning: Choosing When to Choose 2007
- Developing Successful ICT Strategies: Competitive Advantages in a Global Knowledge-Driven Society 2008
- Electronic Resource Management in Libraries: Research and Practice 2008
- Emerging E Collaboration Concepts and Applications 2007
- Encyclopedia of Information Ethics and Security 2008
- Encyclopedia of Networked and Virtual Organizations 3v, 2008
- Enhancing Learning Through Human Computer Interaction 2007
- Expectations and Demands in Online Teaching: Practical Experiences 2008
- Handbook of Research on Computer-Enhanced Language Acquisition and Learning 2008
- Handbook of Research on Effective Electronic Gaming in Education 3v, 2009
- Handbook of Visual Languages for Instructional Design: Theories and Practices 2008
- Higher Creativity for Virtual Teams: Developing Platforms for Co-Creation 2007
- Human Computer Interaction Research in Web Design and Evaluation 2007
- Information Systems and Technology Education: From the University to the Workplace 2007
- Information Technology Ethics: Cultural Perspectives 2007
- Information and Communication Technologies for Economic and Regional Developments 2007
- Innovative Mobile Learning: Techniques and Technologies 2009
- Intelligent Music Information Systems: Tools and Methodologies 2008
- Interactive Multimedia Music Technologies 2008
- Interactive Web Based Virtual Reality with Java 3D 2009
- Issues and Trends in Technology and Human Interaction 2007
- Learning Objects for Instruction: Design and Evaluation 2007
- Linguistic and Cultural Online Communication Issues in the Global Age 2007
- Management Practices in High-Tech Environments 2008
- Online Education for Lifelong Learning 2007
- Online and Distance Learning: Concepts, Methodologies, Tools, and Applications 6v, 2008
- Social Information Retrieval Systems: Emerging Technologies and Applications for Searching the Web Effectively 2008
- Strategic Applications of Distance Learning Technologies 2009
- Student Plagiarism in an Online World: Problems and Solutions 2008
- Tools for Successful Online Teaching 2007
- Understanding Online Instructional Modeling: Theories and Practices 2008
- Videoconferencing Technology in K-12 Instruction: Best Practices and Trends 2008

## Part A. Searching the entire database (all publication)

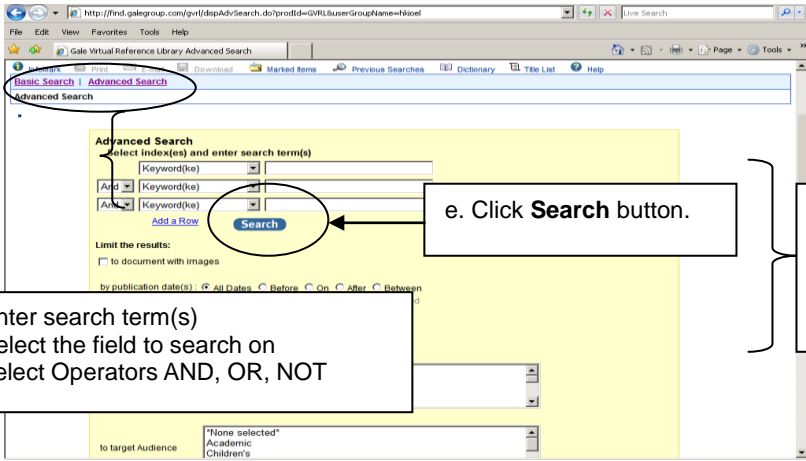
### 1. Basic Search

The screenshot shows the Gale Virtual Reference Library search page. The navigation bar includes 'Basic Search' and 'Advanced Search'. A 'Dictionary' link is circled in the top right. The main search area has a 'Find:' input field, a 'Search' button, and radio buttons for 'Document title', 'Keyword', and 'Entire document'. Below this is a list of publication categories with 'View publications' links. Annotations include: 'a. Enter search term(s)' pointing to the search input field; 'b. Select the field to search on' pointing to the radio buttons; 'c. Click Search button to search across all titles' pointing to the Search button; and a 'Dictionary' callout box pointing to the Dictionary link. A 'Note' box explains 'Keyword search' and 'Full text search'.

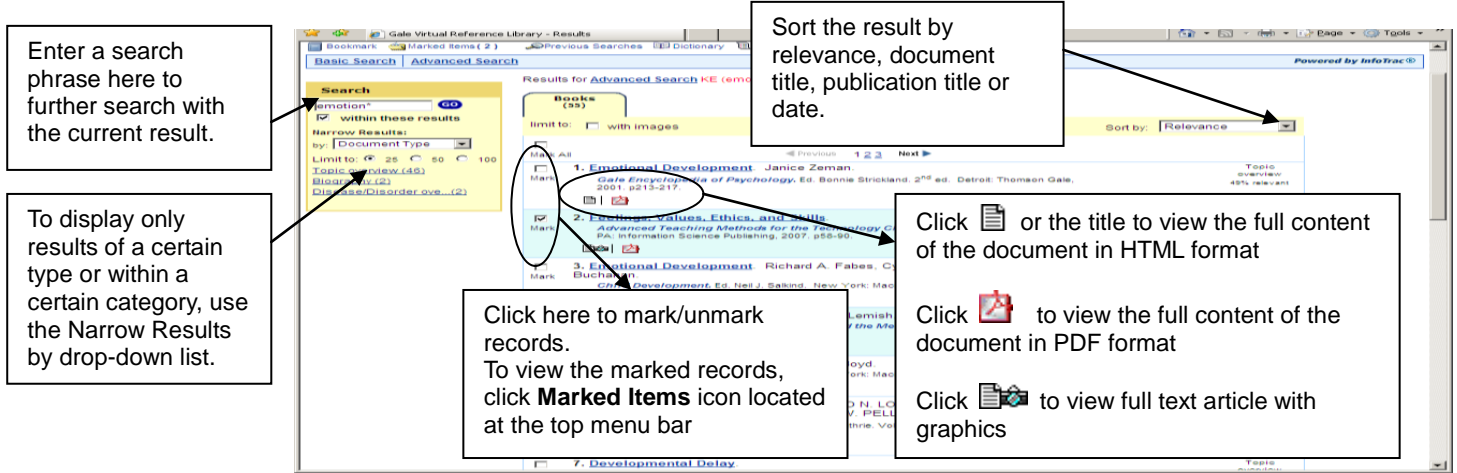
**Dictionary:** to look up a word in the online Merriam-Webster's Collegiate Dictionary

**Note**  
**Keyword search:** Search on significant fields in documents, including titles, introductory text, and authors. Also the first 50 words in the article as well as back-of-the-book index terms on a topic that have been assigned to articles.  
**Full text search:** Looks for any word or words within the entire text of all documents and all fields of information included in the Keyword search.

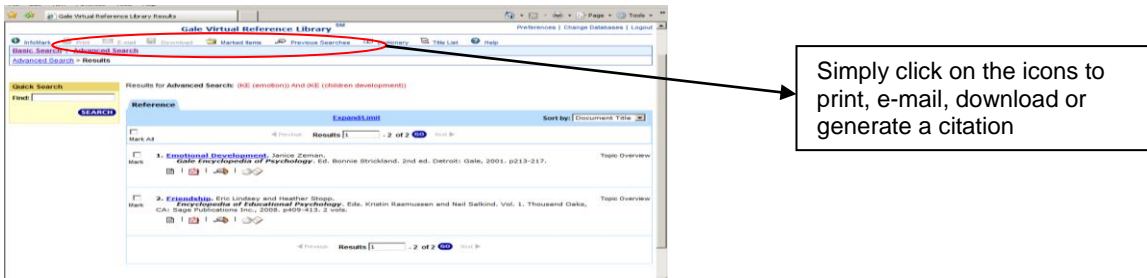
## 2. Advanced Search



## 3. View Full Text from the Result List



## 4. Print, E-mail, Download Records or Generate a Citation



## Part B. Browsing an e-book & Searching within an e-book

