

USING THE ATLA RELIGION DATABASE

2003/04

THE GOAL: To locate scholarly journal articles, essays, book reviews and books in religion and theology, from 1946 to the present, with selected records going back to 1818. This database has over 1,200,000 records with full-text articles from selected publications. You can view a full list of journals that are indexed in this database at: <http://www.atla.com/products/titles.html>.

OPEN THE PROGRAM:

1. If you are accessing this program from off-campus you will be prompted to type in your Regent University email login id and password. If you do not know your login ID and password please contact Regent University Computer Services at 757.226.4076
2. Select "ATLA Religion Database" from the Regent University Library [Databases & Article Searching page](#).
3. The Advanced Search screen is displayed. Scroll down to view the complete screen.

DO AN ADVANCED SEARCH:



1. Click inside each "**Search for**" box and type in your search terms. Type "w" between two terms to search for records containing both terms, in a phrase. Type "w" and a number 1-25 between two terms to search for records containing both terms, in the order typed, with no more than that number of other words between them. For example, "**Paul's w message**" or "**spirit w3 lord**". The database is not case sensitive. You can click on the down arrow to select other indexes besides keyword.
2. Select "And," "Or," or "Not" using the down arrow option in front of the second or third line to combine, include, or exclude terms in your search.
3. If too many records come up, limit your search by filling in one or more of the "Limit to" boxes:
 - A. Limit to: **Year** by typing in a single year or a range of years such as, "1990-2001," or "1990- ."
 - B. Limit to: **Language** by clicking on the down arrow and selecting, "English" or "Non-English."
 - C. Limit to: **Document Type** by clicking on the down arrow and selecting, "Article," "Book," "Essay," "Review," or "Serial." **or**
 - D. Limit to: **Record Stream** by clicking on the down arrow and selecting, "**IBRR**:Index to Book Reviews in Religion," "**RIO**:Religion Index One: Periodicals," "**RIT**:Religion Index Two Multi-Author Works," or, "**Image**, i.e., full-text image."
4. Limit only to full text material, if you wish, by clicking inside the small white box beside, "**Limit to:**"
5. Limit to only Regent University material, if you wish, by clicking inside the small white box beside, "**Limit availability to:**"

6. Click on the down arrow beside, "**Rank by:**" to choose whether you wish your search results displayed by frequency of search terms entered in your search or by date, starting with the latest first. "**No ranking**," the default setting, means that records retrieved in a search are numbered and listed in the order they were added to the database. The most recently added record appears first.

7. Click on the gray "**Search**" button at the bottom left or top and a list of citations is displayed containing your term. The total number of records found is displayed at the top right, in the dark gray box.

VIEW DETAILED RECORDS:

Click on the hyperlinked title of a brief record to view a detailed record. **From the detailed record you can:**

- A. Open up the full text of the article if there is a full-text icon, ", " and the message, "Go to Remote Full Text."
- B. Note the library icon, ", " indicating that Regent University Library may own this publication.
- C. Mark the record for later printing or email by checking the small box under the top dark gray box.
- D. Search for other works by the same author by clicking on the hyperlinked author's name.
- E. Search for other works with the same subject heading by clicking on the hyperlink, "Descriptor."
- F. See a list of libraries that own the item by clicking on the "Libraries worldwide that own item:" hyperlink.
- G. E-mail the record.
- H. Reformat a record for printing by clicking on the "Print" icon.

PRINT RECORDS:

- 1. If you have marked records click on, "**Marked Records**" in the blue field area at the top to view your list of records for printing.
- 2. Click on the **Print** icon and use your web browser "File," "Print" function.

EMAIL RECORDS: Click on the **Email** icon at the top and fill in the form.

FOR MORE HELP: Click on the **Help ?** icon at the top.

DO A BASIC SEARCH:

- 1. Click on "Basic Search" in the blue field area at the top.
- 2. Type in your search words such as, **spirit w3 lord**.
- 3. Click on the "**Search**" button and a list of citations is displayed containing your search term(s).