

USING THE CHRISTIAN PERIODICAL INDEX DATABASE

THE GOAL: To locate citations for evangelical journal articles and book reviews in religion from 1956 to the present. Over 100 evangelical publications are indexed. There is no full text. To view the titles of the periodicals indexed and more information about the *Christian Periodical Index* see <http://www.acl.org/cpi.htm>.

OPEN THE PROGRAM:

1. If you are accessing this database 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 757.352.4076
2. Select "*Christian Periodical Index*" from the Regent University Library [Databases and Online Indexes page](#).
3. At the "Select Databases/WebSPIRS" screen, click on the small box to the left of the "*Christian Periodical Index*" name; then click on the gray/green "Open Selected Databases" button at the top right. The *Christian Periodical Index* WebSPIRS main search screen is displayed.

DO A SEARCH:

1. Type in your search term or phrase. If you are using more than one term, use the boolean operators, "near," "and," "or," or "not" between terms as appropriate. The database is not case-sensitive.
Examples: **voice near God**
 spirit and church
 bible or scripture
 youth and education not video
2. At the top of the main search box select which index you wish to search: "**Words Anywhere**," "**Title**," "**Author**," or "**Subject**." The program defaults to, "**Words Anywhere**."
3. If you wish, limit the date range by filling in the buttons below the main search box, "**Any Year**," "**2001 to 2003**," or another time span of your choice.
4. Click on the gray/green "**Start Search**" button. If too many records come up, limit your search.

LIMIT A SEARCH

1. Click on the gray/green "**Back to Search**" button at the top right.
2. Select a shorter date range by filling in the buttons below the main search box; **or**,
3. Type another search term into the main search box starting with the connector, "and." The program will automatically combine your new term(s) with your previous search term(s). If you wish, you can change indexes when you enter new terms. For example:

First & second search terms: **spirit and church**
Third Search term: **and Smith** (changing the index at the top to "Author")

4. After trying a few searches you may use the search history display area at the bottom of the screen to combine previous searches. Click on the boxes to the left of each search you wish to include in your new search. Click on the "**Combine Checked**" button and click on, "**Display**," at the top right of the search history area, under the word, "**Results**."

VIEW RECORDS: With a list of records in view you can click on a hyperlink author, source title, or subject heading and thereby expand your research.

PRINT RECORDS:

1. Mark records for printing by clicking on the small box to the left of each record number of the records you wish to print.
2. Click on the "**Print**" button at the top right of the screen. A "**Print Records**" screen will come up.
3. Click on the gray/green "**Print Records**" button at the top right of the screen to print off your marked records.
4. Click the "**OK**" button on the Print function screen.

EMAIL RECORDS: Click on the "**Email**" button at the top right and type in an email address and subject line.

FOR MORE HELP: Click on the "**Database Information**" or "**Help ?**" icon button in the blue right-hand margin.