



DATABASE GUIDE

Gale Virtual Reference Library

Contains 12 ebooks that are searchable by keyword.

Business plans handbook, Encyclopedia of business and finance, Encyclopedia of food and culture, Encyclopedia of leadership, Encyclopedia of major marketing campaigns, Encyclopedia of management, Encyclopedia of small business, Encyclopedia of white-collar & corporate crime, Gale e-commerce sourcebook, Gale encyclopedia of E-commerce, Gale encyclopedia of mental disorders, Gale encyclopedia of nursing & allied health, International encyclopedia of the social sciences.

How to Access the Gale Virtual Reference Library Database

To access this database go to: <http://library.vu.edu.au>

1. Click **Databases & E-journals**
2. Select '**G**' (for **Gale Virtual Reference Library**)
3. Please read general guidelines for database use
4. Click **Connect**
5. Under 'InfoTrac' Click on login to proceed

Basic Search

The basic search using keywords will find terms in the text, title, author or subject. Enter terms within the text box. See "search tips".

Browse titles

Browse the publications by title, click on 'show all' then click on the subject area and drill down to an individual title.

You can either browse the table of contents, list of illustrations and the Index or "search within this title" using keywords.

Book mark Feature- You can revisit any page after your session. While viewing a page, click on the bookmark link on the toolbar at the top. A separate window will open. Copy and paste the URL into another document or email it to yourself or others.

Advanced Search

The Advanced search will combine criteria such as keyword, image captions, full text, title or ISBN.

Using Browse publication, you can search up to 10 books at the one time. Click the checkbox to the left of the title, then submit.

Search Tips

Link keywords using AND **travel and ecology**

Use synonyms using OR **youth OR adolescent**

Use truncation **murder*** will search for murder, murders, etc

W operator **time W1 travel** will find those two words within one word of each other.

Use quotation marks to find phrases "**financial accounting**"

? will replace one character **wom?n** will search for women woman womyn

! matches one or no characters **analo!!** Matches analog or analogs but not analogues
Parentheses are used in a more complex search query to separate query terms. For example:
("cowboy*" OR ("gold rush" AND California)) AND (1849 or nineteenth century)

Results

Can be sorted by document title, date, publication title, or by relevance (the default).
Choose one of the three options from the dropdown box above the results list.
The yellow search box on the left can be used to narrow the current results.
Create a list or link directly to an article.

From the blue tab, you can refine your results by clicking on the Expand/Limit link. Limit by results with images, by date ranges, or to publications by title.

To do a new search from the results page, enter a term in the Quick search field adjacent to the blue tab.

From the list of results, link to the full text by clicking on the article title, or full text link below each citation. You view a description of the title by clicking on "about this publication".

Printing, Emailing & Saving

Tick the check box next to the article. You can add to the marked items folder (top of the screen) at any stage.

Documents are in PDF Format (requires Adobe Acrobat Reader).

Printing -click on Adobe's print icon. Then click on print.

Saving- click on Adobe's save icon then Name the file using with a PDF extension name .pdf

Email- use the bookmark feature with URL link or attach the saved article to your email.

Referencing

Please be aware that you will need to acknowledge the source of your information.

If quoting an extract from the Gale Virtual Reference Library, look at the Reference at the end of the article you are reading. You will need to change this to the Referencing Style your Faculty requires, for example Harvard or APA.

Here is an example entry in Gale under "Source Citation"

McMahon, Eric Patrick. "Interior Painting Service." Business Plans Handbook. Ed. Lynn M. Pearce. Vol. 11. Detroit: Gale, 2006. 151-163. Gale Virtual Reference Library. Gale. Victoria University. 29 July 2008 <http://0o.galegroup.com.library.vu.edu.au:80/ps/start.do?p=GVRL&u=vut_main>.

Here is the above entry for your assignment using the Harvard Style

McMahon, E 2006, 'Interior Painting Service', in *Business Plans Handbook*, Gale, Detroit, vol. 11, pp. 151-63, viewed 28 July 2008, retrieved from Gale Virtual Reference Library database.

Here is the entry for your assignment using the APA-5th Style

McMahon, E. (2006). Interior Painting Service. In *Business Plans Handbook* (Vol. 11, pp. 151-163). Detroit: Gale, viewed 28 July 2008, retrieved from Gale Virtual Reference Library database.

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