

# Periodicals Archive Online

## What is the Periodicals Archive Online?

Periodicals Archive Online is a major archive that makes backfiles or periodicals (journals) in the humanities and social sciences available electronically. The archive provides access to the full text of hundreds of titles. Content spans more than two centuries, with the most recent content being published in the early 2000's.

## Accessing the Periodicals Archive Online

Periodical Archive Online is accessed via the **E-resources Guide**.

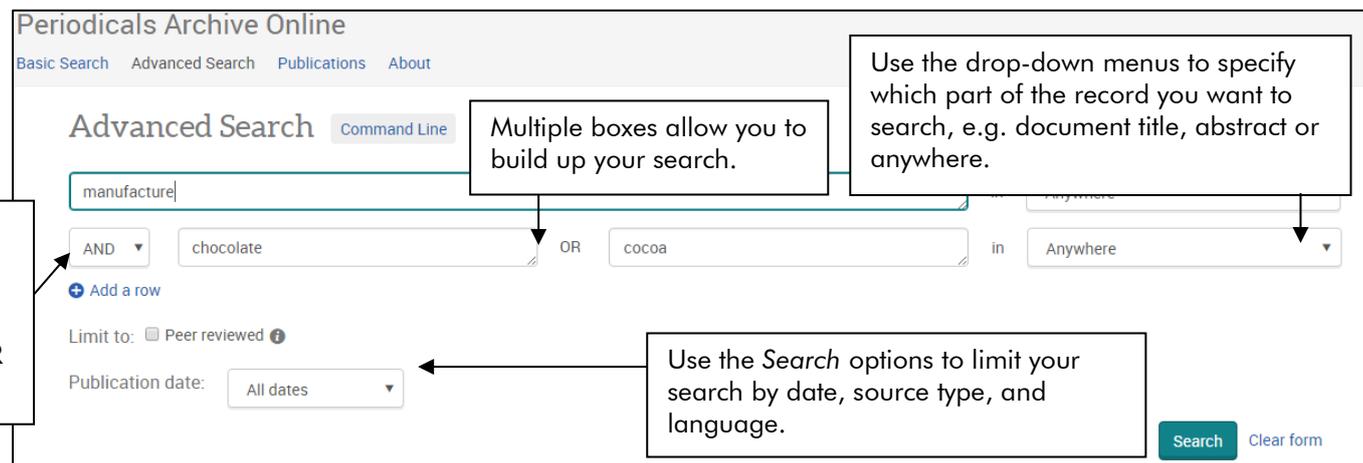
1. To open the E-resources Guide, go to: <http://subjectguides.york.ac.uk/e-resources>
2. When the E-resources Guide has opened select the **P** tab from the A-Z list at the top of the screen. An alphabetical list of resources is then displayed.
3. Click on **Periodicals Archive Online**. You may be asked to log in with your IT Services username and password. The resource will now open in a new window.
4. A list of databases available to you via the ProQuest service will be displayed. Select **Periodicals Archive Online** and click on **Use selected database**.

## Searching the Periodicals Archive Online

Periodicals Archive Online has a number of different search options; we recommend that you use the **Advanced search**.



In the **Advanced search** you are able to perform more complex searches, i.e. to combine a number of different search terms and to specify where in the record they occur.

A screenshot of the Periodicals Archive Online Advanced Search interface. The search terms 'manufacture', 'chocolate', and 'cocoa' are entered in separate boxes, with 'AND' and 'OR' operators between them. The 'in' dropdown menu is set to 'Anywhere'. Annotations include: 'Link concepts together using AND/OR /NOT.' pointing to the 'AND' dropdown; 'Multiple boxes allow you to build up your search.' pointing to the search boxes; 'Use the drop-down menus to specify which part of the record you want to search, e.g. document title, abstract or anywhere.' pointing to the 'in' dropdown; and 'Use the Search options to limit your search by date, source type, and language.' pointing to the 'Limit to' and 'Publication date' sections. The 'Search' button is highlighted in red.

## Viewing your search results

The Results screen contains all the items matching your search criteria.

The screenshot shows a search results interface. At the top left, a callout box points to the text '667 Results'. Below this, there are filters for 'Relevance' and 'Sort', and a 'Narrow results' section with options like 'Peer reviewed', 'Source type', and 'Publication date'. The 'Source type' filter is expanded to show 'Scholarly Journals (524)', 'Historical Periodicals (73)', and 'Magazines (70)'. A callout box on the left says 'Refine your results e.g. limit by publication, date, subject.' The main results list shows three items. The first item is 'How a Study of Cocoa Led...' with a callout box pointing to the 'Cite' link that says 'Click on Cite to view the bibliographic information.' The second item is 'Cocoa' with a callout box pointing to the 'Full text' link that says 'Click on the title or the Full text link to view the full text article.' The third item is 'Chocolate Manufacture, 1765-1940' with a callout box pointing to the 'Full text' link that says 'Click on the title or the Full text link to view the full text article.'

## Printing, saving and emailing your results

- To print an article, click on the **Full text – PDF** link, and hover the mouse of the bottom right hand corner of the PDF to reveal the print option. Click on the print icon and the article will appear in a new window. You can then use the print option in your browser to print the article.
- To save a copy of an article, go to the **Full text**, and click **Export/Save** in the menu above the full text article. Choose the PDF option and select from the **Content** drop down **Full text (citation, abstract, full text, images, indexing)**. Click on **Continue** to download the article.
- To email yourself either reference information or the full text article, go to the **Full text** page, and click **Email** in the menu above the full text article. Fill in your email address and click **Continue**.

## Search tips

**AND** combines search terms so that each search result contains all of the terms. For example, assessment and children finds results that contain both terms (use double quotes “like this” to search for a phrase).

**OR** combines search terms so that each search result contains at least one of the terms. For example, crime or deviance finds results that contain either term.

**Wildcard (?)** use a question mark to replace a single letter anywhere in a word, except the first character. Wildcards are particularly useful for finding variations in spelling, for example behavio?r finds results that contain either behaviour or behavior.

**Truncation (\*)** use an asterisk to truncate (shorten) a word and find all the words made by adding letters to the end of it. For example, polic\* finds results that contain the terms policy or policies or policed etc.

**Proximity (NEAR/n)** use NEAR/n when there is a connection between your search terms and you need to find the terms near each other. For example, juvenile NEAR/15 crime finds results that contain the terms within 15 words of each other (usually the same sentence).

