

**ProQuest Information and Learning** is a global leader in collecting, organizing and distributing value-added information to researchers. **Literature Online** is the world's leading academic full-text and reference online resource for literature in English.

### Welcome to Literature Online!

We suggest you begin exploring our service using the following examples:

1. Quick Search
2. Search Authors
3. Search Texts
4. Search Criticism and Reference
5. Other Features (Poets on Screen, Complete Contents, Information Centre, etc)
6. More Information

To access Literature Online, follow the links on your library web page or consult your librarian for instructions.

### 1. Quick Search

Quick Search is a simple way to find what you are looking for in Literature Online. A Quick Search box appears on the left-hand navigation bar of every page. You can use it to find all the resources in Literature Online related to a particular author, title of a work, or subject matter. You can even use it to search for word(s) in the text of any work contained in Literature Online.

1. Type what you want to look for in the search box.
2. Click the Go! button.
3. A List of Results page will appear listing the resources that match your search terms.

Literature Online allows you to combine your search terms so you can target your search at more specific areas. For example, you can list authors by the name of Smith and John living in the eighteenth century. You combine your search terms using the following special keywords, called Boolean operators:

- AND
- OR
- NOT

### 2. Search Authors

You can search for authors by name, or according to particular criteria; use the list displayed to go to an Author Page containing links to all the resources available for a particular author e.g. texts, criticism, biography, Web sites.

As well as the more obvious criteria, you can also search for authors who belonged to a particular literary period. (For example, Restoration 1660-1700 or Postwar Period 1945-), or who belonged to a particular literary movement (For example, Neoclassicism or Vorticism).

To list information about a particular author:

1. Enter the author's name in the Find Author(s) .
2. Click the Search button.

The Authors List of Results page will be displayed, listing all the authors with the name you entered.

EXAMPLE:

#### How do I list the works by Robert Browning?

1. Enter **Robert Browning** in the **Find Author(s)** box.
2. Click the **Search** button.

The Authors List of Results page will be displayed, listing author names that match the search criteria. From here you can choose to view the author's biography, or list works by that author or works about that author.

All searches are case-insensitive, so you don't have to know whether a word should be capitalized or not. For example, there is no difference between shakespeare, Shakespeare or ShakeSpeare.

### 3. Search Texts

You can use text in a way that was previously not possible in electronic form; you can search the full text of all the packages to which you are subscribed for instances of a particular word. For example, you can list all works that contain the word 'blue'.

**To list all texts containing a particular word:**

Enter the word in the **Keyword(s) in Work** box and click the **Search** button.

All keyword searches are, by default, *exact phrase* searches unless you are using Boolean or proximity operators. This means that *Literature Online* looks for exact matches for all of the words you typed into the search box.

For example, if you search for *host daffodils* using the **Keyword(s) in Work** search box on the **Search Texts** page you will not get any results. However, if you search for *host of golden daffodils* you will find the poem by Wordsworth.

As well as the more obvious criteria, you can also search for:

- The literary period; that is, when a work was produced. For example, Jacobean and Caroline, 1603-1660 or Modernist Period, 1899-1945.
- The publisher of a particular poem; for example Black Sparrow Press or Oxford University Press.

Search Texts is divided into different search pages. The Search Texts All page allows you to search works belonging to any literary category, including literary works in journals, e-texts held on third-party websites, and entries in *Early English Books Online* (accessible to subscribers to this service) whereas the Search Texts Poetry, Drama and Prose pages limit your search to works of that category and provide more genre-specific information.

You can quickly find a particular text or information about an author by using one or any combination of the basic search boxes.

All keyword searches are, by default, *exact phrase* searches unless you are using Boolean or proximity operators. This means that *Literature Online* looks for exact matches for all of the words you typed into the search box. For example, if you search for *host daffodils* using the **Keyword(s) in Work** search box on the Search Texts page you will not get any results. However, if you search for *host of golden daffodils* you will find the poem by Wordsworth.

*Literature Online* allows you to include typographical variants in your results automatically using the relevant checkbox on the Search page. If you check this box and submit your search, *Literature Online* will find variant forms of your search term in which the character v has been

substituted for u, u for v, j for i or y, i for j or y, y for i or j, w for vv or uu, and s for f.

EXAMPLES:

**How do I find all texts containing the word "fog"?**

1. Enter **fog** in the **Keyword(s) in Work** box.
2. Click the **Search** button.

The Texts List of Results page will be displayed, listing all the works containing the word 'fog'.

Tip: If you want to search for more than one word you don't have to divide up your search terms with a comma, a space between your words will do.

**How do I find all texts with the word "love" in the title?**

1. Enter **love** in the **Title Keyword(s)** box.
2. Click the **Search** button.

The Texts List of Results page will be displayed, listing all works whose titles contain the word 'love'.

Tip: *Literature Online* will search for exactly the words you have typed in. So entering *works referring to tempests* will produce a list of all works which contain the words 'works', 'referring', 'to' and 'tempest'.

Tip: You do not need to type an accented letter, as they are found if you type the unaccented form; for example, to search for rôle you can type role.

**How do I find a list of the works written by T.S. Eliot?**

1. Enter **Eliot T.S.** in the **Author(s)** box.
2. Click the **Search** button.

The Texts List of Results page will be displayed, listing Eliot's works.

#### 4. Search Criticism and Reference

You can produce a list of material written about an author or their works, including references to articles, monographs and dissertations, related entries in major reference works and relevant websites. This material is referred to as criticism and reference.

When you search for criticism and reference material, *Literature Online* lists information available in the MHRA's *ABELL (Annual Bibliography of English Language and Literature)*, the *MLA International Bibliography* (if subscribed), major reference works and on the World Wide

Web. These sources can be in the form of citations, full text, article page images or links to other websites containing relevant information.

**To list criticism and reference material containing a particular word:**

1. Select the desired page.
2. Enter the word in the **Keyword(s)** box.
3. Click the **Search** button.

The Criticism & Reference List of Results page will be displayed, listing criticism and reference sources containing your chosen word.

**To list criticism and reference sources for a particular subject:**

1. Select the desired page.
2. Enter a description of the subject in the **Subject** or **Author/Subject(s)** box and click the **Search** button.

**To list criticism and reference sources written by a particular author or reviewer:**

1. Select the desired page.
2. Enter their name in the **Author/Reviewer(s)** or **Author(s)** box and click the **Search** button.

You must enter full names of authors or reviewers in the format *last name, first name* e.g. Waugh, Evelyn.

Click the **Select from a list >** link to display a list of authors/reviewers or authors.

The Criticism & Reference List of Results page will be displayed, listing criticism and reference sources written by the person you selected.

**To list criticism from a particular journal:**

1. Select the Criticism page.
2. Using the **Combined search** page (default option), enter the journal's name in the **Journal** box and click the **Search** button.

Click the **Select from a list >** link to display a list of the journals you can search.

The Criticism & Reference List of Results page will be displayed, listing all criticism from the journal you selected.

**EXAMPLES:**

**How do I find out what criticism and reference information there is for John Keats?**

1. Enter **Keats, John** in the **Author/Subject(s)** box.
2. Click the **Search** button.

The Criticism & Reference List of Results page will be displayed, listing relevant materials and websites.

Tip: All searches are case-insensitive, so you don't have to know whether a word should be capitalised or not. For example, there is no difference between shakespeare, Shakespeare or ShakeSpeare.

**How do I list articles published in the Literary Review regarding modernism?**

1. Select Criticism search.
2. Using the **Combined search** page (default option), enter **modernism** in the **Keyword(s)** box.
3. Enter **Literary Review** in the **Journal** box.
4. Click the **Search** button.

The Criticism & Reference List of Results page will be displayed, listing all articles mentioning modernism that were published in the Literary Review.

## 5. Other Features

### Poets on Screen

The Poets on Screen link gives you access to the video content included in Literature Online. You can browse a list of poems read by contemporary poets; the poems can be viewed alphabetically by author or by title. Each poem title is a link to page that lets you choose which media player to use to play the clip.

### Search History

The **Search History** page records all the searches you have run during the current session (with the exception of Quick Searches). It allows you to run searches again, modify them, combine them with other searches or delete them from your list.

Note that the searches on the **Search History** page are only retained for a single session so that any information recorded there will be lost once you exit *Literature Online*. If you want to keep a search beyond the current session then you must

save it to the My Archive area from the List of Results page.

### Marked List

The Marked List page lists the bibliographic records you have selected and added from the List of Result pages during the current session. It allows you to create a list of records selected from searches in the current session, view the full text, email or print the list, remove records from your list, or save records to My Archive if you want to keep a record beyond the current session.

### My Archive

The My Archive feature allows you to access your own password-protected area of *Literature Online* where you can store information for future use or register for various services. The first time you access My Archive during a session you will be presented with a [login page](#). If you are a new user you will need to create a new profile/account before you can access My Archive.

When you click the **My Archive** link on the left-hand navigation bar and log in (if you haven't done so already), you will be taken to the My Archive welcome page. From the My Archive welcome page you can:

- Open the [Saved Records page](#) to access a list of the bibliographic records you saved earlier and annotate or email them.
- Open the [Saved Searches page](#) to access a list of the searches you have saved and run, annotate, modify or delete them.
- Update your account details on the [user profile page](#).
- Subscribe to the mailing list to receive a regular newsletter on new features and contents via email.
- [Register for email alerts](#) notifying you about new material added to *Literature Online* for a particular author.

When you are finished using My Archive, be sure to click the **Log out of My Archive** link at the top of the page to close your personal account, save any changes and prevent others from using it.

## 6. More Information

- **Product Help**  
Context-sensitive help and downloadable guides
- **Newsletters**  
Receive subject, product and content updates by email:  
[www.proquest.com/proquest/maillinglist](http://www.proquest.com/proquest/maillinglist)
- **Web training**  
Register for a free-one hour class with our professional trainers:  
[www.il.proquest.com/pqtraining](http://www.il.proquest.com/pqtraining)
- **Search Assistance, Technical Support**  
Phone: 800-889-3358  
E-Mail: [tsupport@il.proquest.com](mailto:tsupport@il.proquest.com)  
Web: <http://proquest.com/techsupport>