

# How to Navigate GALE MA Library Databases



URBAN COLLEGE  
*of Boston*

# What is GALE?

GALE is an online library database that contains a collection of information of varying subjects.

GALE gives you access to tons of scholarly peer-reviewed sources, newspapers, dissertations/theses, etc. This access is helpful especially when doing research.

As an Urban College of Boston student, you have free access to GALE!

You can access the GALE Library Database with the following link:

[https://www.galepages.com/mlin\\_b\\_urbancb](https://www.galepages.com/mlin_b_urbancb)

You can also access GALE through the [LRC's homepage](#) under “LRC Resources”: <https://>

[www.urbancollege.edu/lrc-english](https://www.urbancollege.edu/lrc-english)

# Publications that you can access with GALE

- News sources
  - Boston Globe, New York Times, etc.
- Encyclopedias
  - Brittanica, etc.
- Peterson's Career Prep
- Educator's Reference
- Tons of subject specific databases

***Just to name a few!!***

When you are on the LRC homepage, click on “LRC Resources” to access the link to GALE.

GRADUATION APPLICATION COURSE REGISTRATION BRIGHTSPACE STUDENT PORTAL TRANSCRIPTS SEARCH >>

**URBAN COLLEGE**  
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ABOUT UCB ACADEMIC PROGRAMS ADMISSIONS & AID STUDENT SERVICES [DONATE](#)

## Learning Resource Center

**The LRC is Urban College's Learning Resource Center. LRC Staff members are a team of Learning Support Associates (or LSAs) who provide Urban College students with a variety of services.**

The LRC is open remotely Monday through Saturday from 11:00 to 7:00

The LRC is open in-person for walk-ins on Wednesdays and Thursdays from 11:00 to 6:00

*These services include:*

- Individual and group tutoring in English, math, and other academic subjects
- Language support in Spanish and Mandarin
- Technology assistance
- Study skills and professional skills workshops

[LRC RESOURCES](#)

[RECURSOS ACADÉMICOS](#)

[学术资源](#)

**Certificate in Clinical Research**

Once you get to the LRC Resources page, scroll to the bottom of the page and click on “GALE Library.”

The screenshot shows the Urban College of Boston website with an orange header bar containing navigation links: GRADUATION APPLICATION, COURSE REGISTRATION, BRIGHTSPACE, STUDENT PORTAL, TRANSCRIPTS, and SEARCH >>. Below the header is the college logo and a secondary navigation bar with links: ABOUT UCB, ACADEMIC PROGRAMS, ADMISSIONS & AID, STUDENT SERVICES, and a DONATE button. The main content area is divided into three columns: Academic Tip Sheets, Study with Quizlet, and Technology Assistance. The Academic Tip Sheets column lists links for Five-Paragraph Essay, Reading Strategies, Getting the Most Out of Your Tutoring Time, Avoiding Plagiarism, Plural and Countable Nouns, and Fragments and Run-On Sentences. The Study with Quizlet column lists Math 100 with sub-links for Unit 1, 2, and 3 Vocabulary and Practice Problems. The Technology Assistance column lists Who to Contact — Technology, Urban College Email Access, and WCOOnline Guide. At the bottom center, there is a teal button labeled GALE LIBRARY with an orange arrow pointing to it from the right, and a white button labeled REQUEST AN APPOINTMENT below it.

GRADUATION APPLICATION COURSE REGISTRATION BRIGHTSPACE STUDENT PORTAL TRANSCRIPTS SEARCH >>

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### Academic Tip Sheets

- [Five-Paragraph Essay](#)
- [Reading Strategies](#)
- [Getting the Most Out of Your Tutoring Time](#)
- [Avoiding Plagiarism](#)
- [Plural and Countable Nouns](#)
- [Fragments and Run-On Sentences](#)

### Study with Quizlet

- [Math 100](#)
  - [Unit 1 Vocabulary](#)
  - [Unit 2 Vocabulary](#)
  - [Unit 3 Vocabulary](#)
  - [Unit 1 Practice Problems](#)
  - [Unit 2 Practice Problems](#)
  - [Unit 3 Practice Problems](#)

### Technology Assistance


- [Who to Contact — Technology](#)
- [Urban College Email Access](#)
- [WCOOnline Guide](#)

**GALE LIBRARY**

**REQUEST AN APPOINTMENT**

This will take you to the Urban College of Boston's GALE Library landing page. Here, you can see an A-Z list of all topics available to you, including major news publications. Click on a topic to begin your search.

# Urban College of Boston

Discover MA Library Databases 

A-Z List College Educators Studio

## A-Z List

All Titles

Biography

Business

Careers

Education

General

Health

History

Hobbies

Humanities

Kids

Law

Literature

Magazines/Journals













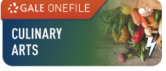


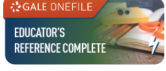



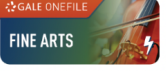
Multicultural

Search Resources on this Page

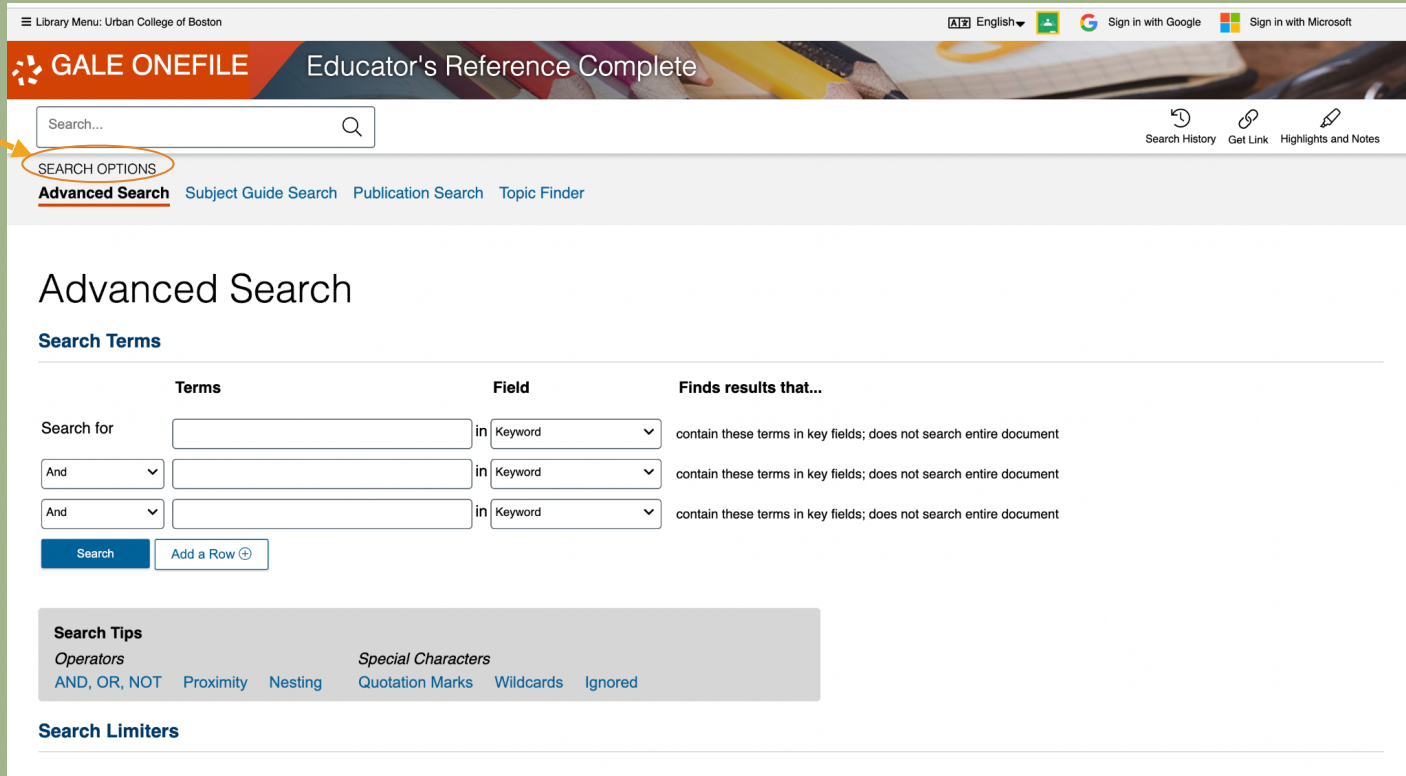
**Search**

↑ Included in PowerSearch results [all other page resources must be searched individually]

### All Titles

After clicking on your desired topic, depending on the topic you select, your screen should look similar to this. Your search option default is “advanced search,” however you can change this at the top of the page under “search options.” The search options are by subject, by publication, or by using the topic finder tool.



Library Menu: Urban College of Boston

English Sign in with Google Sign in with Microsoft

**GALE ONEFILE** Educator's Reference Complete

Search...

SEARCH HISTORY GET LINK HIGHLIGHTS AND NOTES

**SEARCH OPTIONS**

**Advanced Search** Subject Guide Search Publication Search Topic Finder

## Advanced Search

### Search Terms

Terms	Field	Finds results that...
Search for <input type="text"/>	in <input type="text" value="Keyword"/>	contain these terms in key fields; does not search entire document
And <input type="text"/>	in <input type="text" value="Keyword"/>	contain these terms in key fields; does not search entire document
And <input type="text"/>	in <input type="text" value="Keyword"/>	contain these terms in key fields; does not search entire document

[Search](#) [Add a Row](#)

**Search Tips**

*Operators* [AND, OR, NOT](#) [Proximity](#) [Nesting](#) *Special Characters* [Quotation Marks](#) [Wildcards](#) [Ignored](#)

### Search Limiters

The first search option is called “Advanced Search.” Here, you can narrow down your search using the operators listed in slides #14-16. In “terms,” enter the topic you’re researching, and in “field,” you can specify whether you are searching within a title, author, or just searching generally for keywords.

Library Menu: Urban College of Boston English Sign in with Google Sign in with Microsoft

**GALE ONEFILE** Educator's Reference Complete

Search... Search History Get Link Highlights and Notes

SEARCH OPTIONS  
**Advanced Search** [Subject Guide Search](#) [Publication Search](#) [Topic Finder](#)

## Advanced Search

### Search Terms

Terms	Field	Finds results that...
Search for <input type="text"/>	in <input type="text" value="Keyword"/>	contain these terms in key fields; does not search entire document
And <input type="text"/>	in <input type="text" value="Keyword"/>	contain these terms in key fields; does not search entire document
And <input type="text"/>	in <input type="text" value="Keyword"/>	contain these terms in key fields; does not search entire document


[Search](#) [Add a Row](#)




**Search Tips**  
*Operators* [AND, OR, NOT](#) [Proximity](#) [Nesting](#) *Special Characters* [Quotation Marks](#) [Wildcards](#) [Ignored](#)

### Search Limiters



In advanced search, if you scroll down to the bottom of the page, there is a section for search limiters. Here, you can filter by publication date, publication subject, and type of publication.



 Search History  Get Link  Highlights and Notes

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### Search Limiters

Documents with Full Text [?](#)

Peer-Reviewed Journals [?](#)

Document Contains Images [?](#)

**by publication date(s):** [?](#)

All Dates  Before  On  After  Between

**by document type:** [?](#)


**by publication title:** [?](#)

**by publication subject:** [?](#)

**by Lexile measure:** [?](#)

**Lexile measure:** [?](#)

The second search option is called “Subject Guide Search.” Similar to the search limiters in “Advanced Search,” this search option lets you search by the subject you’re researching, while limiting by type of document, and publication date and title.




[Search History](#) [Get Link](#) [Highlights and Notes](#)

**SEARCH OPTIONS**  
[Advanced Search](#) [Subject Guide Search](#) [Publication Search](#) [Topic Finder](#)


## Subject Guide Search




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**SEARCH LIMITERS**  
 Full Text Documents  
 Peer-Reviewed Journals  
**by publication date(s):**  
 All Dates  Before  On  After  Between  
**by publication title:**

 [ABOUT](#) [HELP](#) [DICTIONARY](#) [CONTACT US](#) [TERMS OF USE](#) [PRIVACY POLICY](#) [ACCESSIBILITY](#) [END SESSION](#) [Gale.com for over 60 years](#)

The second search option is called “Publication Search.” Here, you can search by publication. Publication type can range from scholarly journals to encyclopedias, to blogs.



 Search History  Get Link  Highlights and Notes

## Publication Search

[List All Publications](#)

The last search option is called “Topic Finder.” Using an algorithm, this tool takes the titles, subjects, and first 100 words from your top results in order to find new topics, or keywords that could aid your research, or even discover new connections. Keywords in the graphics were found most often in the text with your search term according to the algorithm.

Previous Page

Search History Get Link Highlights and Notes

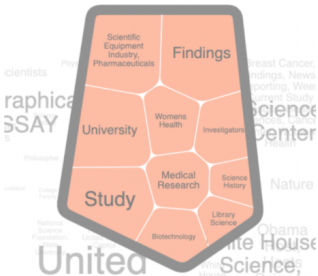
## Topic Finder

Find new topics or keywords and discover new connections found in the top results.

Search Terms: science

There are two ways to visualize below which words and subjects are found most often in the text of your search results.

Visualization:  Tiles  Wheel



RESULTS

Clicking on a topic wheel or tile narrows your original search results to the documents also containing that subject or term.

RESULTS FOR TOPIC: **LIFE SCIENCES** (23)

- Global - Life Sciences Tools & Services  
[Covance Inc.] [PAREXEL International Corp.] [Pharmaceutical Product Development Inc.] [Quintiles Transnational Corp.] [Scientific equipment industry]
- Global - Life Sciences Tools & Services  
[Covance Inc.] [Pharmaceutical industry] [PPD Inc.] [Quintiles Transnational Corp.] [Scientific equipment industry]
- Global - Pharmaceuticals, Biotechnology & Life Sciences  
[Biotechnology industries] [Pharmaceutical industry] [Scientific equipment industry]
- Global - Life Sciences Tools & Services  
[Scientific equipment industry]
- Global - Pharmaceuticals, Biotechnology & Life Sciences  
[Biotechnology industries] [Pharmaceutical industry] [Scientific equipment industry]
- Global - Life Sciences Tools & Services

[Help](#) [Reset](#)

### HOW IT WORKS

This tool takes the titles, subjects, and approximately the first 100 words from a subset of your top results and feeds them into an algorithm. Keywords shown in the graphics are those found most often in the text with your search term.

The topic for “Illinois” might bring up expected connections from the text like “Chicago,” along with unexpected but commonly related terms like “water,” “steel,” and the names of people who appear frequently in documents about Illinois.

# Phrases to know

Adapted from USC Libraries  
Research Guides

- **Boolean searches** → Allow you to combine words/phrases using the conjunctions AND, OR, NOT (aka Boolean operators) to limit, broaden, or define your search.
- **Keyword** → significant word/term in the title, abstract, or text of a resource that relates to its subject and is often used as a search term.
- **Peer-reviewed** → Peer-review almost acts as a stamp of approval/verification, ensuring the quality of an information source. Peer review is a process where articles/books submitted for publication are reviewed by experts in the field. For an article to be peer-reviewed, it must be valid.
- **Subject/Descriptor** → assigned word/s that describe a source's content to make finding information easier (e.g., MeSH terms (Medical Subject Headings))
- **Abstract** → summary or brief description of the content of an article.
- **Operators** → words like AND, NOT, and OR (for example) that help broaden/narrow/define searches

# Search Tips & Tricks!

<i>Operator</i>	<i>Description</i>	<i>Example</i>
<b>AND</b>	Look for documents that contain <b>all</b> of your words or phrases. Use <b>AND</b> to <b>narrow</b> your search and get fewer results. Order of operations: <b>NOT</b> → <b>AND</b> → <b>OR</b>	Food <b>AND</b> nutrition
<b>OR</b>	Look for documents that contain <b>any</b> of your words or phrases. Use <b>OR</b> to <b>broaden</b> your search and get more results Order of operations: <b>NOT</b> → <b>AND</b> → <b>OR</b>	Food <b>OR</b> nutrition
<b>NOT</b>	Look for documents that contain one of your search terms, but not the other. Order of operations: <b>NOT</b> → <b>AND</b> → <b>OR</b>	Nursing <b>NOT</b> shortage
<b>NEAR/n</b> or <b>N/n</b> (Proximity operator)	Look for documents that contain <b>two search terms, in any order, within a specified number of words apart</b> . Replace 'n' with a number. In the example, 3 means within 3 words. Used alone, NEAR defaults to NEAR/4. <b>Must provide a number</b> . Otherwise, <i>N or Near</i> is interpreted as a search term.	Nursing <b>NEAR/3</b> education Media <b>N/3</b> women
<b>Wn</b> (proximity operator)	Use the within operator to find terms after the first. Wn finds the second term within n# of words after the first	<i>"shared w3 values"</i> finds sources that contain the word <b>values within 3 or fewer words</b> after the word <i>shared</i>

# Search Tips & Tricks!

<i>Operator</i>	<i>Description</i>	<i>Example</i>
<b>PRE/n</b> or <b>P/n</b> or <b>-</b>	Look for documents that contain one search term that appears within a specified number of words before a second term. Replace 'n' with a number. In the example, <b>4 means the first term precedes the second term by 4 or fewer words.</b>	nursing <b>PRE/4</b> education nursing <b>P/4</b> education
<b>EXACT</b> or <b>X</b>	Use this operator to <b>define look for your exact search term in its entirety.</b> Used primarily for searching specific fields, like Subject. For instance, EXACT simply allows you to specify with precision occurrences of an 'exact' term, without returning occurrences of multiple-word terms that include your search terms. <b>Cannot be used with truncation (*) or wild card (?) characters because the EXACT operator implies the desire for exact precision.</b> EXACT is not a Boolean or a Proximity operator. EXACT simply allows you to specify an 'exact' term, without returning multiple-word terms that include your search terms.	A search on <b>su.exact ("higher education")</b> , or <b>su.x ("higher education")</b> show results with a subject term of "higher education funding". <b>*su = subject</b>
<b>LNK</b>	LNK allows you to <b>specify precise relationships between qualifiers and terms</b> in your search. Link a subject term to a Subheading (qualifier) by selecting the proper qualifier in the Thesaurus window, or by using the <b>LNK</b> (or <b>--</b> ) in Basic, Advanced or Command Line Search. Also, link two related data elements together, to ensure proper specificity in your search. LNK is neither a Boolean or a Proximity operator. LNK enables you to specify precise relationships between qualifiers and terms in your search.	<b>MESH(descriptor LNK qualifier)</b>  <b>MESH("aspirin" LNK "adverse effects")</b>

# Search Tips & Tricks!

<i>Operator</i>	<i>Description</i>	<i>Example</i>
<b>Parentheses ()</b> (Nesting operator)	Use nesting operators to <b>define complex searches</b> . Parentheses specify the order of operations (parenthesis → NOT → AND → OR). Nesting lets you control the order of operations (without parentheses, the AND operator will always go first. Adding parentheses can change your search to evaluate other operators first like OR or NOT).	<i>(milk OR dark) AND chocolate</i> finds sources that mention <i>milk chocolate</i> OR <i>dark chocolate</i> .
<b>Quotation marks (“ ”)</b>	Use quotation marks for <b>specific phrases</b> . Quotation marks ensure that the search engine finds sources with all of the terms within the quotation marks in the exact order specified. They will treat operators like AND, OR, & NOT as regular words.	“Wage gap” finds sources with <i>wage</i> and <i>gap</i> next to each other in order.
<b>Asterisk (*)</b> (truncation)	Use asterisks to get the <b>widest search</b> . Asterisks stand for any number of characters (even none). An asterisk is also known as a “wildcard character.”	child* finds <i>children</i> , <i>childhood</i> , etc.
<b>Question mark (?)</b> (truncation)	Use a question mark for a <b>specific word of an unknown length</b> . One question mark stands for exactly one character. A question mark is also known as a “wildcard character.”	Psych????y finds <i>psychiatry</i> , <i>psychology</i> , but not <i>psychotherapy</i>
<b>Exclamation point (!)</b> (truncation)	Use an exclamation point for <b>specific word variations</b> . An exclamation point stands for one character. An exclamation point is also known as a “wildcard character.”	Color! finds <i>color</i> and <i>colour</i> .



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