

Oxford African American Studies Center

User's Guide & Site Help

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1 Welcome

The User's Guide and Site Help contains all you need to know about using *the Oxford African American Studies Center*.

1.1 User's Guide and Site Help

This Guide is divided into sections, which you can navigate to by clicking on the links at the left. We have organized these sections according to the order in which you are likely to encounter them in the website. This means that the Guide can be read from beginning to end in narrative fashion as a general introduction to using the site.

You can also use the Guide as specific needs arise. You will always find a link to Help in the top right of the site. When you click that link, you will be taken to the section of this document related to your current location in the site.

1.2 Other Resources

If you do not find the information you need, you can try these other resources:

Our **FAQs** contain answers to your editorial, customer service and technical questions.

For general information about the *Oxford African American Studies Center*, see **About AASC**.

If, after consulting these other pages, you still have questions about the site, please **contact our customer service desk**.

2 Publicly Available Content

Some content on the site can be accessed without a subscription.

2.1 Descriptive Content

Information about the editorial content, general features and functionality of the *Oxford African American Studies Center* is available to all visitors to the site.

This includes our **Browse** feature, which contains an organized hierarchical list of all the content contained in this site. All visitors can view the Browse lists, but access to the items on the lists is only open to subscribers.

2.2 Feature of the Month

Each month, we will feature a selected topic on the site, one chosen because of its topicality and interest. The **Feature of the Month** is an editorially-curated section which will include specially commissioned essays and photo essays. In addition, it will include editorially-selected content from the site pertaining to the month's topic. This content, consisting of articles, images, maps, primary sources, charts and tables, will be available to all visitors while the topic is featured.

Past Features of the Month are archived on the site, but the site content they point to will no longer be accessible without a subscription.

2.3 Feature of the Month Email

You can sign up to receive the Feature of the Month email alert **here**. Once you have signed up, each month we will send you a notification that a new Feature has been posted to the site.

If you decide you no longer want to receive the Feature of the Month by email, you can remove yourself from the list by following the instructions at the bottom of each Feature email.

3 Accessing the Site

Once you or your institution have a subscription to the site, you can log in to the site in a variety of ways.

3.1 Automatic Authentication

This is the most common means of logging into the site. Most institutions will set up their access via IP-authentication or URL Referrer. If you come to the site through a subscribing institution, you will automatically be logged in when you access the site – you don't have to do anything.

If you believe your institution subscribes, but you are not automatically logged in when you go to the site, please consult your Librarian or Administrator.

Librarians, you can find out about setting up your institution here: **Subscriber services**.

3.2 Library Card

Some libraries allow remote access to websites to which they subscribe. Your librarian can tell you if that option is available to you.

If your library does allow remote access, enter your library card number in the Library Card field on the home page. If you encounter difficulties entering the site using your library card number, please consult your librarian.

3.3 Username and Password

If you have your own subscription to the site, type your username and password into the login fields on the home page.

Some institutions require username and password authentication. If you do not know your institution's login details, please consult your Librarian.

Remember that your password is case-sensitive.

If you have forgotten your password, click **here**. If you have problems logging in, please contact **Customer Service**.

4 The Basics

4.1 Structure



A. Site Header

The site header never changes.

The links in the top right corner provide access to information about the site.

You can always click on the Oxford African American Studies Center logo to return to the home page.

B. Site Navigation Bar

Once you are logged in, the site navigation bar never changes.

The site navigation bar gives you various options for discovering the site's content. When you roll over *Search*, *Browse*, *Timelines*, or *Learning Center*, more specific options will appear.

To start your exploration of the site, use the options in the site navigation bar or enter a word or phrase into the search box and click "Search." Once you are logged in, the Search box will be available from all pages of the site.

C. Tool Bar

The tool bar changes based on your location in the site. In general, it provides easy, consistent access to tools that apply specifically to the content on your page. Look here to navigate through your search results, or to print or email your current page. Other, more page-specific functionality in the tool bar will be discussed in the appropriate sections below.

4.2 Icons

 Roll your mouse over the blue question mark for a pop-up description of the text preceding it.

 The camera indicates an article that contains an image.

 Click on the plus sign to expand a contracted list.

 Click this icon to find a bibliography entry in your local library's resources.

4.3 Site Content

The site consists of a variety of **content types** from a number of different **sources**. The content types are: biographies, subject entries, primary source documents, images, maps, and charts & tables. These content categories are displayed in search results and many

can be searched on a dedicated Search Form (see below). For more information on each content type, refer to **What's Inside**.

Among the sources that the site draws its content are: *Africana*, the *Encyclopedia of African American History, 1619-1895*, *Black Women in America, Second Edition*, and the *African American National Biography*. For more information on these and the other sources for site content, read **About AASC**.

5 Search

The site features many ways to search its content, from the Quick Search box to the Search Forms. The Quick Search box is at the top right of every page of the site. You can access the Search Forms via the Search option in the site's navigation bar.

5.1 General Rules

The following rules apply all of the searches on the site. Some of them, however, are relevant only to non-numeric search fields.

5.1.1 Exact matches

Use quotation marks to tell Search that you are looking for a specific phrase. For example:

```
blue note
```

will return all results in which both the term "blue" and the term "note" appear, while

```
"blue note"
```

will return only results that have the exact phrase "blue note."

5.1.2 Boolean operators

Search supports the boolean operators AND, OR and NOT.

- **AND**
Unless you tell it otherwise, Search assumes that you only want results in which ALL of your search terms appear. This means that there is an implicit "AND" between all your search terms. So entering:

```
coltrane love supreme
```

will return the same results as if you had entered:

```
coltrane AND love AND supreme
```

- **OR**
You can use the OR operator to tell Search to return results in which either search term exists. For instance, if you enter:

```
alabama OR montgomery
```

your results will include any article in which either "alabama" or "montgomery" exist.

- **NOT**
The NOT operator excludes documents that contain the term after NOT. For example,

```
trumpet not "miles davis"
```

will return all results for "trumpet" which do not include the phrase "miles davis."

- **Nesting commands**
Boolean commands can be nested. Use parentheses to tell Search which expressions to evaluate first. For example:

```
("cassius clay" OR "muhammad ali") AND "malcolm x"
```

5.1.3 Wildcards

You can use the * and ? wildcards in most non-numeric search fields. The question mark or ? character represents any single character.

```
he?d
```

will return results for "head" and "heed."

The asterisk or * character represents any number of character. Entering

```
he*d
```

will return results for "head" and "heed," as well as "helped," "heard," "headquartered," etc.

5.1.4 Special characters

A search for

```
resume
```

will return results that match both the verb "resume" and the noun "résumé" while a search for

```
résumé
```

will only return results for the noun "résumé."

5.1.5 Case sensitivity and punctuation

Search terms entered in all one case (either all lower or all upper) will return results in both upper and lower cases. A search for

```
miles
```

will return results that match both the word "miles" and the name "Miles." If you capitalize the first letter of the search term, however, Search will look for the format you entered:

```
Miles
```

will only return results for "Miles," not "miles"

Search only searches on characters; it does not search for punctuation. To search using initials, put a space between each initial:

```
w e b du bois
```

will return results for "W.E.B. Du Bois."

5.1.6 Different word forms

Search will sometimes expand your search term to look for alternate forms of the word. For example, a search for

`protest`

will return results for "protest," "protests," "protesting," etc. If you only want a specific word form (i.e. "protest" but not "protests") use quotation marks.

5.1.7 "Stop" words

By default, Search ignores certain common words in English. A search for

`the temptations`

will look for any use of the word "temptations." To look for words that might be ignored by Search, use a quoted search:

`"the temptations"`

The stop words we use on the site are: a, an, and, are, as, at, be, but, by, for, if, in, into, is, it, no, not, of, on, or, such, that, the, their, then, there, these, they, this, to, was, will, with.

5.1.8 Proximity

Use the NEAR operator to specify search terms that you want to appear close to each other.

`henry NEAR gates`

will return all results in which the terms "henry" and "gates" appear within ten (10) words of each other.

5.2 Quick Search

The Quick Search box appears in the top right of every page of the site. Enter your search term into the box and click *Search*.

Quick Search searches against all types of site content. Specifically:

- Biographies: Full text excluding bibliography.
- Subject Entries: Full text excluding bibliography.
- Primary Sources: Full text of both commentary and primary source document.
- Images: Caption excluding source/collection.
- Maps: Caption excluding source/collection.
- Charts: Caption excluding source.
- Tables: Full text.

5.3 Main Search

You can get to the Main Search page from the Search tab in the Navigation bar. Compared with Quick Search, the Main Search page offers more control over the results and range of your search. For maximum control, use multiple fields along with the search operators and syntax mentioned above.

5.3.1 Entry Title

The title is the name of the piece of content. This refers to all content types, from articles to images.

5.3.2 Full Text

A full text search will look for your search term throughout the article, excluding the bibliography.

5.3.3 Entry Author

Use this field to look for articles written by a particular contributor.

5.3.4 Era & Category

All content in the site is classified as belonging to one or more Era and Category. Use these to limit your search to content concerning specific Eras and Categories. By default, all are included in your search.

Check the box next to the Eras and Categories you want to use to focus your search. You can select as many as you want.

For subject categories, click the plus sign to see additional category options.. For instance, "Arts & Leisure" contains specific categories ranging from "Sculpture" to "Golf."

5.4 Biography Search

You can get to the Biography Search page from the Search tab in the Navigation bar. Use the Biography Search to find people in the site that meet specific criteria.

5.4.1 Name

The "Name" field will search on any part of a person's name: first name, last name, nick name, title, etc. For more specificity, use the "First name" and "Last name" fields.

5.4.2 Birth Date

Use this area to search specific birth dates or on date ranges. For example:

- Enter "September" in the first Month field and "25" in the first Date field for everyone born on September 25.
- Enter "1866" in the first Year field and "1914" in the second Year field for everyone born between the end of the Civil War and the beginning of World War I.

When entering years, be sure to enter all the (usually four) digits of the year: "1967" instead of "67" or "'67."

5.4.3 Birth Place

The Birth Place field searches against city, state, province, country and sometimes region.

In general, do not use abbreviations when entering place: use "new york" instead of "NY."

5.4.4 Death Date

Searching on Death Date uses the same functionality and rules as searching on Birth Date.

5.4.5 Death Place

See the notes for Birth Place, above.

5.4.6 Sex

The Sex field lets you limit your search to just men or just women.

5.4.7 Activity/Profession

You can select a general activity or profession using the list on the form. To select more than one activity, or to select from a more specific list, click "Open full list." A pop-up window will appear.

The Activity/Profession pop-up window contains a hierarchy of activities and professions. For more specific choices, expand the list by clicking on the plus signs. Select any and all professions you want by clicking on them. When you are done, close the window by clicking on "Close." Your selections will appear on the search form in a box under Activity/Profession. You can remove those you no longer want by selecting them by clicking "Remove selected."

5.4.8 Place of Origin

Choose Place of Origin using the drop down list.

5.4.9 Full Text, Era & Category

Limit your search to articles that contain specific text using the Full Text field.

As with Main Search, above, you can limit your search to any number of specific Eras and Categories.

5.5 Image Search

The Image Search is accessible via the Search tab in the Navigation bar. Use the Image Search to find images whose Title, Caption, Source or categorization meet certain criteria.

- Title
- Caption
- Source or collection: Use this to find all images in the site from a particular collection. For example: "library of congress."
- Era & Category

5.6 Primary Source Search

The Primary Source Search is accessible via the Search tab in the Navigation bar. Use the Primary Source Search to discover Primary Sources.

- Document Title
- Document Text
- Document Author
- Document Year: You can enter a specific year or a range.
- Document Type: Pick from a list including Poem, Sermon, Slave Narrative, Speech and many others.

- **Commentary Text:** Use this field to search the commentary text. The commentaries were specifically written for this site, and provide context on and insight into the primary source document.
- **Era & Category**

5.7 Bibliography Search

The Bibliography Search is accessible via the Search tab in the Navigation bar. The Bibliography Search returns a list of articles that have a bibliography entry that meets the criteria you specify here.

- Author Name
- Journal Title
- Work Title (book or article)
- Publisher
- Publication Year
- Full Text
- Era & Category

5.8 Search Results

5.8.1 Results Page

The screenshot shows a search results page with the following components and annotations:

- E:** PRINT and EMAIL buttons.
- F:** Filter Results section, including Era (All) and Category (Arts and Leisure, Business and Labor, Education and Academia, Government and Politics, History, Religion and Spirituality, Science and Medicine).
- G:** More search options link.
- H:** Display Options section, including Results per Page (20) and Sort Order (Relevance).
- A:** Search Results header and content dashboard table.
- B:** Navigation bar with Previous, Page 1 of 20, Go to Page #, GO, and Next buttons.
- C:** At a Glance section showing search results for Parks, Gordon, Sr. (Alexander Buchanan), Parks, Rosa Louise McCauley, and Parks, Suzan-Lori.
- D:** Detailed search results list for Parks, Gordon, Jr. and Parks, Gordon, Sr.

All (381)	Biographies (215)	Subject Entries (151)	Primary Sources (1)	Images (10)	Maps (0)	Charts & Tables (4)
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At a Glance

Parks, Gordon, Sr. (Alexander Buchanan) (1912 - 2006)
Photographer, Motion Picture Producer / Director, Fiction Writer, Autobiographer / Memoirist, Composer / Arranger

Parks, Rosa Louise McCauley (1913 - 2005)
Civil Rights Activist, Civic Leader

Parks, Suzan-Lori (1964 -)
Dramatist, Pulitzer Prize Winner, Fiction Writer

show more ▶

- Parks, Gordon, Jr.** (Biography)
Parks, Gordon, Jr. 1934 – 1979 American filmmaker who inaugurated the blaxploitation film genre. The son of Sally Alvis and director, ...
Source: *Africana: The Encyclopedia of the African and African American Experience, Second Edition*
- Parks, Gordon, Sr.** (Biography)
Parks, Gordon, Sr. 1912 – 2006 American photographer famous for his portrait photography, and the first African American director of a major Hollywood ...
Source: *Africana: The Encyclopedia of the African and African American Experience, Second Edition*

A. Content Dashboard

By default, search results will contain all content types. The numbers next to each content type tell you the number of results in each.

You can choose to view the results from a particular content type by clicking on one of the tabs.

B. Search Navigation

Search Navigation gives you the ability to move through your search results. You can move through your results page by page, or you can jump to a particular page.

The Search Navigation also appears at the bottom of the page.

C. At a Glance

At a Glance pages provide an overview of the articles available on a particular topic. At a Glance results appear at the top of your Search Results list and will give you quick access to **At a Glance pages** for a person or subject entry.

If a "Show more" link appears in the At a Glance section of the results list, you can click it to display additional results.

D. Results

The results list is where you'll find all of the site content that meets the terms and parameters of your search. For each search result, you will see:

- Title
- Content type
- Image icon: The camera icon indicates if an article has an image associated with it.
- Context: If your search term is found in the article title, you will see the first few words of the article. If your search term is found in the article text, you will see the text surrounding the first occurrence of your search term in the article.
- Source: This indicates the original source of publication.

E. Print & Email

The Print button opens a new window with a printable version of the current page of your Search Results.

The Email button opens a new window with a form to fill out to email your search parameters. Clicking on the link in the email will re-run the same search in the site. You will need a subscription to the site in order to do so.

F. Filter Results

Select an Era and/or a Category to limit your search results. You can click the plus signs to see more specific options.

You can only select one Era and one Category. Selecting a second option will switch the filter from the previous selection.

To remove a filter, select "All" at the top of the list.

G. More Search Options

To further refine your search, click on "More search options." This will bring you to the relevant Search form with your search terms and selections already indicated.

H. Display Options

Use Display Options to view more results per page. You can also switch from Relevancy ranking to Alphabetical. For most searches, the default is Relevancy.

6 Browse

Browsing the site is an excellent idea to get an overview of the site's content. You can view the wide list, or you can apply a number of filters to narrow the content in your Browse List.

6.1 Browse Page

The screenshot shows the 'Browse' page interface. On the left, there is a 'Filter Results' sidebar (E) with 'Era' and 'Category' sections. Above the sidebar are 'PRINT' and 'EMAIL' buttons (D). The main content area (A) features a 'Browse' header, a tabbed interface for content types (All (7747), Biographies(3351), Subject Entries (2877), Primary Sources(87), Images(1169), Maps(141), Charts & Tables(122)), a search bar with 'rice' entered and a 'GO' button (B), and an alphabetical navigation bar (A B C D E F G H I J K L M N O P Q R S T U V W X Y Z). Below the navigation bar is a list of results (C) for 'Rice, Condoleezza', including titles, content types, and sources.

A. Content Dashboard

By default, search results will contain all content types. The numbers next to each content type tell you the number of results in each.

You can choose to view the results from a particular content type by clicking on one of the tabs.

B. Browse Navigation

Browse Navigation gives you the ability to move through your Browse List. You can move through your list page by page, or you can jump to a particular page.

The Browse Navigation also appears at the bottom of the page.

C. Browse List

For each entry in the Browse list, you will see:

- Title
- Content type
- Image icon: The camera icon will indicate if an article has an image associated with it.
- Biographical information: Biographies will display life dates and activity/profession.

- **Source:** This indicates the original source of publication.

At a Glance pages include links to articles on a particular topic. In the Browse List, you will see links to both the At a Glance page for a particular topic and the associated articles themselves.

D. Print & Email

The Print button opens a new window with a printable version of the current page of your Browse List.

The Email button opens a new window with a form to fill out to email your Browse parameters. Clicking on the link in the email will open the same Browse List.

E. Filter Results

Select an Era and/or a Category to limit your browse list. You can click the plussigns to see more specific options.

You can only select one Era and one Category. Selecting a second option will switch the filter from the previous selection.

To remove a filter, select "All" at the top of the list.

7 Timelines

Timelines give you the ability to chronologically browse through the many facets of African American history.

The screenshot shows the 'Timelines' page. At the top left, there are 'PRINT' and 'EMAIL' icons (labeled D). Below them is a 'View Timelines' sidebar (labeled E) with a 'Select: All / None' dropdown and six category buttons: 'General', 'Women', 'Business', 'Sports', 'Military', and 'Africa'. Each button has a corresponding vertical timeline with a dot and a checkmark. The 'General' category is selected. The main content area (labeled F) displays 'Displaying 30 Moments from 1915 - 1916'. Below this is a navigation bar (labeled B) with 'Previous', 'Jump to year: 1915', 'GO', and 'Next' buttons. The main content area (labeled C) lists several historical moments from 1915, each with a date, description, and a 'Learn more' link. Some entries include small images.

A. Current View

The years on display on the Timelines page.

B. Timeline Navigation

Timeline Navigation gives you the ability to move through dates in African American history. You can move through the Timelines page by page, or you can jump to a particular year.

The Timeline Navigation also appears at the bottom of the page.

C. Timeline Moments

For each entry on the timeline, you will see:

- Date
- Description: sometimes including an image

- “Learn more” link: go to an article or other content where you can learn more about this particular moment

D. Print & Email

The Print button opens a new window with a printable version of the current Timeline page.

The Email button opens a new window with a form to fill out to email links to your chosen timelines. Clicking on the link in the email will open these same timelines.

E. Select Timelines

Select All to view all timelines at once. *Clear All* to remove all timelines from your display.

You can add and remove timelines from the current view by clicking on the checkbox under the timeline title.

F. Timelines

The dots on these colored lines identify moments that belong to each Timeline. Many moments belong to more than one timeline. For instance, the moment that notes Althea Gibson becoming the first black player to compete at the U.S. Tennis Championship in 1950 belongs to the General, Women’s History, and Sports timelines.

As you navigate down the page, you can roll your mouse over the dots for a pop-up reminder of the Timeline's name.

8 At a Glance Pages

At a Glance pages provide an overview of the articles that matched your search term.. They also provide access to the key content in the site on that topic.

The screenshot shows a search results page for 'Charlie Parker'. On the left, there are several utility boxes: 'PRINT EMAIL' (C), 'Parker, Charlie on the Timeline' (D) with a snippet from 1955, 'Related Images' (E) with a photo, and 'You may also be interested in...' (F) with a list of related names. The main content area is titled 'AT A GLANCE Parker, Charlie' and features a biographical box (A) with details like sex, birth, death, and profession. Below this is a list of 6 articles, with the first one (B) highlighted, showing source, word count, and a preview of the article text.

A. Biographical Details

At a Glance pages for people display key biographical information:

- Sex
- Birth place
- Birth date
- Death place
- Death date
- Activity/profession

B. Articles

In order to help you choose the article most relevant to your research, each article listing contains:

- Title
- Source: The encyclopedia or resource where the article was originally published.
- Word count: The length of the article.

- Includes: Some articles have Tables of Contents that can help you locate relevant article sections.
- Excerpt from the article
- Link: Last but not least, each article listing contains a link to the full article.

C. Print & Email

The Print button opens a new window with a printable version of the At a Glance page.

The Email button opens a new window with a form to fill out to email a link to this page. Recipients of the email will have five (5) days' free access to the page, after which they will need a site subscription.

D. On the Timeline

Moments that relate to the topic of the At a Glance page are listed here. Click on the moment to jump to the Timeline and see what else was happening in African American history at that time.

E. Related Images

Browse through all of the images associated with this topic by clicking on the arrows. Click on the image to view a larger version of the image.

F. You may also be interested in...

This section contains links to other At a Glance pages that are related to the current At a Glance page.

9 Articles & Other Content

The screenshot shows a web article page for Harriet Tubman. At the top, a tool bar (A) contains links for PRINT, EMAIL, and CITE, along with navigation buttons: Previous Result, Results, Look It Up, Highlight On / Off, and Next Result. On the left, a sidebar (F) includes a metadata box (D) with author and source information, a table of contents (E) with links to sections like 'Early Life Experiences and Influences', and a 'Related Content' section. The main article (B) features the title 'Tubman, Harriet Ross', a biographical summary, a small portrait image, and a biographical data table. The table lists: Sex: Female; Born: Dorchester County, Maryland, c.1820; Died: Auburn, New York, 10 March 1913; Activity/Profession: Abolitionist, Slave. The article text describes her as a fugitive slave, abolitionist, and Underground Railroad conductor.

A. Tool Bar

Depending on how you reached the article, you will see some or all of the following tools:

- **Previous/Next Result:** If you came to the article from a search results or browse list, you can use these links to navigate through the entries on your search results or browse list.
- **Back to Results:** Click the Back to Results button to return to your search results or browse list.
- **Highlight On/Off:** Use this button to show or hide search-term highlighting.
- **Look It Up:** Select any text in the article and click this button to start a new search on the selected text.

The Tool Bar also appears at the bottom of the article page.

B. Article

Depending on the article you are viewing, you will see some or all of the following:

- **Title**
- **Biographical details:** This box displays key biographical information.
- **Text:** Most articles contain text that is linked to other articles on the site.
- **Images, charts or maps:** Images and maps appear with a link to view a larger version.
- **Tables**
- **Sidebar:** Some longer sidebars show only the beginning of the sidebar with a link to a second page with the full sidebar. The second page will have a link back to the main article page.
- **Bibliography:** Bibliography entries are enabled for OpenURL and will search your library's online catalog if the functionality has been activated by your library administrator. For more information on configuring OpenURL, refer to the **FAQ**.

C. Print, Email & Cite

The Print button opens a new window with a printable version of the article.

The Email button opens a new window with a form to fill out to email a link to this page. Recipients of the email will have five (5) days' free access to the page, after which they will need a site subscription.

The Cite button opens a new window with citation formatting for the current entry rendered in both MLA and Chicago Manual styles.. In addition, the citation can be downloaded and imported into these citation management software programs:

- EndNote
- ReferenceManager
- ProCite

D. Article Information

Fundamental information about the article appears in the top left of the article page, including:

- Title
- Author or Authors: Click on the author name for a list of all of their articles included in the site.
- Source: Rollover the question mark icon for a description of the source where the article was originally published

E. Table of Contents

If the article has a table of contents or sections, they appear to the left. Click to jump to a particular section.

F. Related Content

Site content that relates to this article is listed here.

If there are other articles in the site on the same topic, a link to the topic's At a Glance page will appear first in the list.

Other links will appear alphabetically following the At a Glance link. Primary sources, maps, images, and charts and tables will be identified as such in this list.

Click on "Show more" to expand the list.