BODLEIAN i·Skills

Finding Articles

MLA (for literature, linguistics & languages)

The MLA Bibliography is an excellent database for finding articles in the subject areas of literature, linguistics, language and folklore. It provides searchable indexed records from over 4,400 journals and has coverage from 1925 to the present.

Connecting to the MLA and Searching

1. Go to SOLO (http://solo.bodleian.ox.ac.uk) and search for MLA.

Once you have found the online version **MLA International Bibliography (EBSCO)** click **Online access** to connect. Alternatively, go to Databases A-Z (https://libguides.bodleian.ox.ac.uk/az.php) and search for MLA. Follow the link to connect.

2. Click Advanced Search

Look at the search terms that you came up with in the 'Building a search' exercise earlier and work out how to use the terms you identified in MLA. Here is an example on the topic of the role of fate in Shakespeare's plays:

- What key concepts did you identify in the 'Building a search exercise'?
- In MLA, it is easiest to put each distinct concept on a separate line in the search form, e.g. in the example above the key concepts are Shakespeare, plays and fate. By default, there are two rows in the search form, if you have more than two search concepts click the plus button to add rows.

- If you identified any synonyms or alternative words enter these on the same line in the search form with **OR** in between them. This ensures that articles are returned which include one of the terms (or both), e.g. *play OR drama* will find records with one of these terms (or both).
- To find alternative word endings use * e.g. *traged** finds tragedy, tragedies.
- You can replace a single character with a ? This is useful for alternative spellings

  e.g. wom?n finds women and woman.
- For each line in the search form, make sure you choose the appropriate option from the drop-down menu on the right e.g.:
  - In literature subjects, one of your key concepts may be an author (e.g. Shakespeare). If so, choose **SA Primary Subject Author** from the drop-down menu. This will return items about the author (not by the author). To ensure that you enter the author's name correctly, use the **Browse Authors** button at the top of the page to find the exact term to search by.
  - Likewise, one of your key concepts may be literary work (e.g. Hamlet). If so, use the **SK Primary Subject Work** from the drop-down menu.
  - For other concepts (i.e., not authors or works) use **TX All Text Fields** from the drop-down menu.

Working with your results

3. Look through your search results:
- If you have too many results, try adding more keywords to make your search more specific. If you have too few results, try removing some of your search terms or search for a broader topic.
- Please feel free to ask one of the staff for help with searching.
- Once you are happy with your results try out some of the following actions:

Callout labels on the screenshot:
- Options for refining your search
- Email, print, export options etc.
- Sort options
- View full details/abstract
- Check for 'full text'
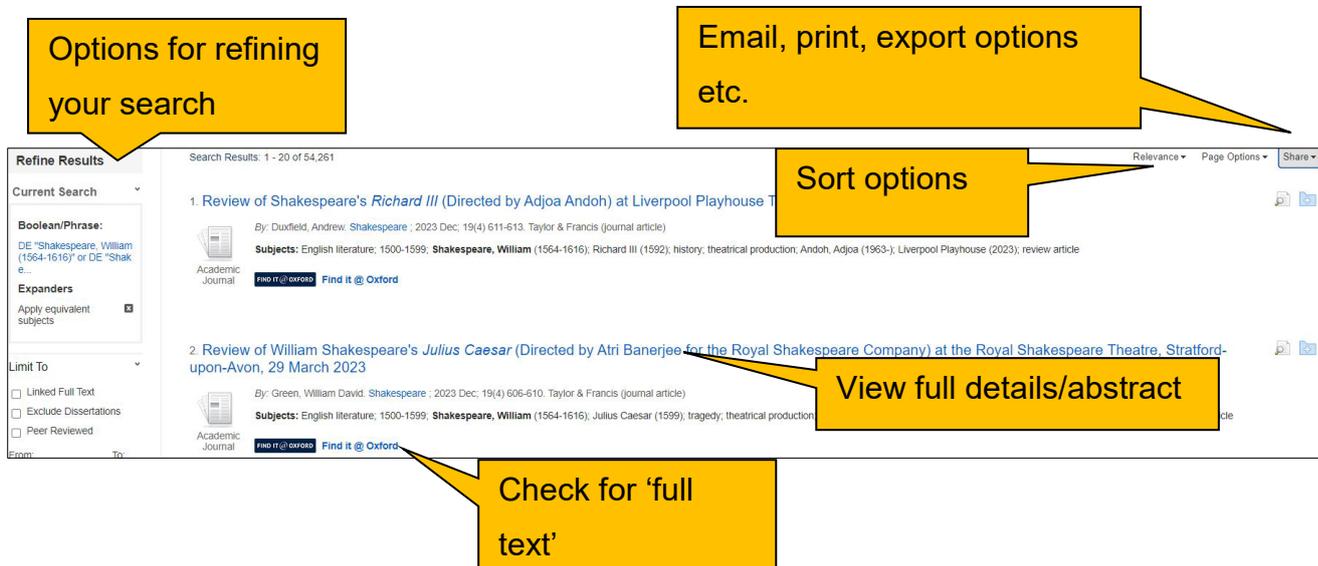
- Use the options on the left to refine your results list (e.g. by subject) or use the **Relevance** drop down to re-sort your results by **Date Oldest** or **Date Newest**.

- Click on the title of one of the articles to see more information. Notice the list of subjects that have been associated with the article. Note down any that look useful for your topic as you may want to use them in further searches later. Alternatively, click on a subject to see all the articles on that subject in the MLA. Noting down the relevant subjects is usually more useful than clicking on the subject link because you will often want to combine the subject with your own choice of keywords.

- **Email** the article to yourself or **export** it to a reference management software such as EndNote or RefWorks using the options on the right-hand side of the screen.
  Note, to email or export several items at once - for each item in the results screen, click the blue folder button (on the right), then choose **Go to Folder view** (also on the right).

Connecting to the full text

6. To find the full text click 'Find it @ Oxford'. You will be taken to SOLO, which will display the item's details. Depending on the availability of the text, you will be given options to read the PDF online or find a print copy of the item in the Bodleian Libraries.

Finding more databases for your subject

7. Find the recommendations for your subject on Databases A-Z.

- To do this go to https://libguides.bodleian.ox.ac.uk/az.php and choose your subject area from the subject drop down menu.

- Once you have chosen a subject, you will then see a full list of databases in your chosen subject.