

ON-LINE RESOURCES FOR STUDENTS AND STAFF:

AN EASY GUIDE TO ACCESSING AND USING ATLA

ACOM provides its students and staff with access to an online database known as ATLA (American Theological Library Association). ATLA is also linked to the Religion and Philosophy database. Together these databases represent a world-class resource for studies in the fields of theology and religion, making available some 500,000 citations, articles and book reviews. Of particular interest to ACOM students and staff is the fact that about 30% of the on-line resources are available as full-text items. ATLA is easy to access and use. What follows is a step-by-step tutorial that assists you to get into ATLA and make your ATLA searches fruitful and enjoyable.

INSTRUCTIONS:

Step 1:

- Contact ACOM's Registrar, Stephen Parker sparker@acom.edu.au, to request access to ATLA
- You will be supplied with an access key and a password

Step 2:

- Open the your Internet Explorer page and type in the ATLA URL address which is <http://search.ebscohost.com/>, and insert the required access key and password

Step 3:

- Under the ATLA **Religion Database** line there is a **More Information** button – press it
- a non-interactive tutorial window will pop up
- read through each of the categories ... [[About the Database](#)] [[Searching Tips](#)] [[Searchable Fields](#)] [[Definition of Fields](#)] [[Publications Authority File](#)] [[Scriptures Authority File](#)] [[Index Browse](#)] [[Copyright and Restrictions of Use](#)] [[Where to Send Your Comments](#)].

Step 4:

- Return to the **Choose Database** page, click the ATLA and Religion and Philosophy database boxes, and press **Continue**
- tick the Full Text box (this will ensure that only items which have full-text articles, abstracts or book reviews which conform to your search 'Fields' will come up)

Step 5:

- The Advanced Search window will pop up
- Enter your search term or terms, and press **Search**
- It is possible to search using the Boolean options encased in the search boxes, under 'Find', using the terms AND, OR, and NOT.

Step 6:

- When doing a large search, it is helpful to make use of the Folder icons to the right of your screen. Click articles you wish to return to. They will be stored for access at the end of your search phase
- Articles can be saved to your computer, emailed and printed as you desire
- When citing articles you find on ATLA:
 - Do **not** mention ATLA in your citation
 - **Do** use the standard journal article citation method which includes author name, article title, journal (*italics*), number, year, & page ##. This information is often found at the bottom of the page of the article itself.

Conclusion:

ACOM recommends that students use ATLA to broaden and augment the resources provided in their Unit Readers. Students wishing to achieve Distinctions or High Distinctions should routinely use ATLA.