Manual for **1833-1949 Chinese Periodical Full-text Databases**

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1. **About Browser**

   Please use the Browser of IE 7.0 and above, or Firefox web browser.

2. **System Logon**

   2.1 **Website Logon**

   Log on to our database by entering the URL of [www.cnbkysy.cn](http://www.cnbkysy.cn) or by clicking the Site Link in Shanghai Library’s website. (see Figure 2-1)

   **URL:** [www.cnbkysy.cn](http://www.cnbkysy.cn)

   ![Database homepage](image)

   **Figure 2-1: Database homepage**

   2.2 **Database Logon/Retrieval: Two modes**

   1) **Username and Password**

   Please enter your username and password on the upper left corner of the page (see Figure 2-1), and then click on “登录Logon”. (see Figure 2-2)
2) IP Access

Please click on “IP登录IP logon”. (see Figure 2-1 & Figure 2-2)

![Quick Search: Enter search term, and click the button of "搜索". It's a full-fields search.]

![To experience more search functions by clicking “进入检索中心Go to Search Center” or through the other links.]

Figure 2-2: Successful Logon by the username and password

Database search: Enter the search term in the search bar or click “进入检索中心Go to Search Center” to use more search functions such as advanced search, professional search, etc. Besides, you can also select any databases under the “Resource Service”. (see Figure 2-2)

3. Search Functions

Search fields include classification, title, author, author affiliation, serial title, volume, issue, abstract, fund, subject term and full fields. Search fields also offer fuzzy and exact search.

3.1 Quick Search
Enter search term in the search bar to have a full-field search.

3.2 General Search
General Search Interface is the default page of Search Center. Search fields of General Search contain classification, title, author, author affiliation, Journal title, volume, issue, abstract, fund, subject term and full fields. (see Figure 3-1)
Figure 3-1: Search fields of the general search

Search steps:

**Step 1:** Select the database(s), limit the time period and enter search term.

For example, select “the Late Qing Dynasty Periodical Full-text Database (1833-1911)” →

Search fields: Title → Search term: 银行(Bank)→ Select “fuzzy” or “exact” Search → Period:

1833-1911 → Search method: New Search → Click on “search” button. (see Figure 3-2)

Figure 3-2: General Search results
**Step 2:** Select any title of the search results to get details of the record.

For example, click on the second record (see Figure 3-2), and then view detailed contents. (see Figure 3-3)

![Figure 3-3: Detailed content](image)

**Step 3:** Hyperlink Search makes for easy link to all the entries related to the author or journal title you choose.

For instance, click on journal title of “中国商业研究会月刊” in Figure 3-2, and then all the entries of the articles issued in “中国商业研究会月刊” of the Late Qing Dynasty Periodical Full-text Database (1833-1911) will be listed. (see Figure 3-4)
Step 4: Search within Results

You may conduct a second search within the results you’ve gotten. The function of Search within Results contains “search in results”, “add to results” and “remove from results”.

For example, in Step 1, some search results have the content of “信义 (faith)”. Search fields: Title → Search term: 信义(faith) → Select “search in results” → Click on “search” button. (see Figure 3-5)
Step 5: Article Download and Document Delivery Service

Article Download: Click on the PDF icon of “PDF下载” to download or open the full text in PDF format.

Document Delivery Service: If the PDF full text is not available, you can request for the document by email. Check the box of the index you’re interested in, and then click on “add to shopping cart” button at the bottom of the page to ask for the document.

3.3 Advanced Search

Advanced Search function offers search fields including classification, title, author, author affiliation, serial title, volume, issue, abstract, fund and subject term.

Use Boolean Operators to specify relationships between your search terms. You can click “+” button or “-” button to add or remove search rows.

The advanced search allows the logic group of multi-field search.

The advanced search provides a Boolean search between fields:

1. Choose search fields as required which is on the left of input box. Then choose “AND”, “OR” or “NOT” to conduct Boolean search.

2. Priority of Boolean operation: “NOT” has the highest priority. “AND” has the second highest priority. “OR” has the lowest.
**Step 1:** Click on the “Advanced Search” which is under the “Literature Search” to go to the “Advanced Search” (see Figure 3-6 & Figure 3-7).

![Figure 3-6: Click on “Advanced Search” to enter the page of advanced search](image1)

**Step 2:** Select the database and period. Enter multiple search terms in search bars and build their logical relations. For example, select “the Late Qing Dynasty Periodical Full-text Database (1833-1911)”. → **Title:** 银行 (Bank) “AND” **Journal title:** 东方杂志 (The Eastern Miscellany). (see Figure: 3-8)

![Figure 3-7: Advanced Search](image2)
Figure 3-8: All articles including “bank” in titles issued in The Eastern Miscellany published between 1833 and 1911

**Step 3:** Conduct the second search in the advanced search results. For instance, remove all the articles which contain “墨西哥 (Mexico)” in titles in the search results of Step 2. First, choose “title” as search fields. Enter “墨西哥 (Mexico)” in the search bar. Choose “remove from results”. Click on “search” button (see Figure 3-9).
Step 4: Full text download and the document request (the same as those of “3.2 General search”).

3.4 Professional Search

Professional search function is applied for library and information professionals to assist their research of subject retrieval, novelty search, information analysis, etc by writing Boolean-expression by themselves.

You can directly write Boolean expression in the input box. Please use “field code” (see “definition of field codes” below). The Boolean operator and other search operators are explained as follows.

**Definition of field codes:** [Title= TI] , [Serial Title = ST] , [Author = AU] , [Abstract = AB] , [Issue = SE] , [Subject Term = SU] , [Classification = CLC] , [Author Affiliations = AF] , [Fund = FU] , [Year = YE]

**Boolean operator:** perform the operation of “NOT” “AND” "OR"

**Operator priority:** “NOT” has the highest priority. “AND” has the second highest priority. "OR" has the lowest.

**Other search operators:** "(" can change priority. (Note: It should be half-width character.)

For example, to search all articles whose titles have "银行 (Bank)" and they should be published in "东方杂志 (The Eastern Miscellany)" between 1833 and 1911. Expression: TI:银行 AND ST:东方杂志 AND YE:[1833 TO 1911]
**Step 1:** Click on the “Professional Search” to go to the page of “Professional Search” (see Figure 3-10).

![Figure 3-10: Professional search](image)

**Step 2:** Construct the search expression of TI:银行 AND ST:东方杂志 AND YE:[1833 TO 1911]

→ Click on “search” button (see Figure 3-11).

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3.5 Refine Search

You can do a refine search related to the search results you’ve already got. This function provides three choices of “search in results”, “add to results” and “remove from results”.

1. Search in results: Search in the previous search results by using a different search strategy to enhance precision ratio by narrow the search range.
2. Add to results: Aim to increase search results to enhance precision ratio.
3. Remove from results: Aim to decrease search results to enhance precision ratio.

**Step 1:** On the page of general search, check “the Late Qing Dynasty Periodical Full-text Database (1833-1911)”.→ Search field: Title → Search term: “上海 (Shanghai)” → Period: 1833-1911 → Search method: New Search “重新检索”→ 2,047 records are shown in Figure 3-12.
Step 2: Search in results. In Figure 3-12, select “title”. → Search term: “银行 (Bank)” → Search method: Search in results → Click on “search” button to check 23 records which have “上海 (Shanghai)” and “银行 (Bank)” in title (see Figure 3-13).
Step 3: Add to results. In Figure 3-12, select “title”. → Search term: “银行 (Bank)” → Search method: Add to results → Click on “search” button to check 2,900 records which have “上海 (Shanghai)” or “银行 (Bank)” in title (see Figure 3-14).

Step 4: Remove from results. In Figure 3-12, choose “title”. → Search term: “银行 (Bank)” → Search method: Remove from results → Click on “search” button to check 2,024 records which have “上海 (Shanghai)” but not “银行 (Bank)” in title (see Figure 3-15).
3.6 Search Results Clustering

Every search result can be clustered in terms of sub-databases, literature resources and years. It can be used to analyze search results and figure out the distribution of literatures. It is a good reference for research. Figure 3-16 shows the distribution of literature resources and years, which is about all the articles having “银行 (Bank)” in title.
Figure 3-16: Literature clustering results are on the left side of the page, which hyperlink to much other information.

**Step 1:** Click on “东方杂志 (The Eastern Miscellany)” which is under the “literature resource” on the left side of Figure 3-16 and you will get 47 records including “bank” in title published in “The Eastern Miscellany” between 1833 and 1911 (see Figure 3-17).
Step 2: Click on “cross” icon on the top left corner of Figure 3-17 to go back to the last search page.

3.7 Search Result Export (see Figure 3-18)
(1) Display options of 10 records, 20 records or 50 records per page.
(2) The search results cover the information of title, author, serial title/conference title, year and volume.
(3) To export search results, please check the records you need and then click on the button of “索引导出 (Index export)” at the bottom of the page to export and download the records.

Other operations:
We provide three “sorting orders” including “relevance”, “year” or “literature resource” to help users sort search results as required.
“Select All”: Select all the search result records on the current page.
“Index export”: Export the contents of all the search results records selected.
“Add to shopping cart”: To request for the full texts which are not included in the full-text databases you have purchased, please click on this button.

3.8 Literature Source Navigation
Users can navigate literature source such as journals and conferences by browsing In the order of the first letter of Pinyin, by typing search terms, or by choosing years, volumes, and issues of full-text periodicals.
(1) Click on “Literature Source Navigation” under the “Document Service” to enter the interface of “Literature Source Navigation”. → Publishing place: “上海 (Shanghai)”. → Database: Select “the Late Qing Dynasty Periodical Full-text Database (1833-1911)”. Click on “search” button to check search results (see Figure 3-19).
Figure 3-19: Navigation of the Late Qing Dynasty Periodical Full-text Database (1833-1911)

(2) Navigation of periodicals (years, volumes and issues)

Select “the Late Qing Dynasty Periodical Full-text Database (1833-1911)”. → Journal title: “月月小说 (The All-Story Monthly)”. → Click on “月月小说 (The All-Story Monthly)” to have a detailed navigation page, which shows details like year, volume and issues of this journal (see Figure 3-20). Click on the 10th issue of 1st volume in 1907 (see Figure 3-21) and click on PDF icon behind the record of “含冤花” to download and browse the full text (see Figure 3-22).
Figure 3-20: The content (years, volumes, issues) of "The All-Story Monthly"

Table: Periods and Issues of "The All-Story Monthly"

<table>
<thead>
<tr>
<th>Year</th>
<th>Volume</th>
<th>Issue</th>
</tr>
</thead>
<tbody>
<tr>
<td>1906</td>
<td>1st</td>
<td></td>
</tr>
<tr>
<td>1907</td>
<td>2nd</td>
<td></td>
</tr>
<tr>
<td>1908</td>
<td>3rd</td>
<td></td>
</tr>
</tbody>
</table>

Figure 3-21: Details of the 10th issue of 1st volume in 1907 and download the full text by clicking on PDF icon.
含冤花

第一章 家庭教育

含冤花

路德傑姆司德意志之婚姻子也年未弱冠學樹藝之術於愛去倍革之子嫡
府中之園丁某性極聰慧能盡得種花之訣其師愛之如已出傑姆司之為人極
誠驚遇人又復謙和因此為愛去倍革地方之人所尊敬業後執事於子婿
府中子自見其忠誠無恥貞不華心甚愛之及傑姆司年已老子婿遂賜伊
茅屋數椽映地十畝為之養傑姆司既得主人之厚蒙不勝感激因就茅屋
為宅園地為園圍盡出其技以莳花植木雖春餘年初傑姆司曾入基督敎
於教中娶一婦其婦亦貧家女也父無父母依賴於教中與傑姆司結婚後夫
婦甚相得生一女子名梅蘭梅蘭五歲時即喪母傑姆司既痛愛妻更憐弱女
遂矢志不再娶故年至六十餘髪白如山頂之積雪僅止此學上一顆明珠

Figure 3-22: The document of “含冤花”