

Old Testament Abstracts on CD-ROM

Old Testament Abstracts (OTA) indexes journal articles, books and collections relating to Old Testament studies from 1978 to 2001. OTA provides complete citations and brief abstracts by noted scholars for each book or article. **This is a Command-line program that does not require use of a mouse.**

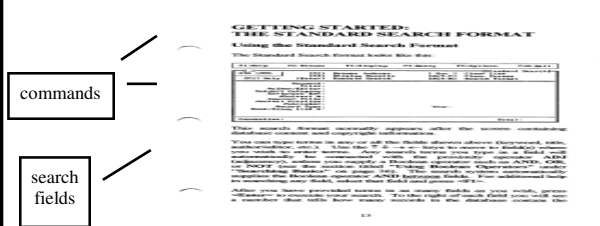
Getting Started

1. At the Workstation

Click on Old Testament Abstracts from the electronic resources icons on the desktop. You will see a screen entitled Old Testament Abstracts that instructs you to "Press any key to continue."

2. Standard Search Format

Next you will see a screen showing the Standard Search format:



Commands are at the top of the screen, while the various search fields are in the center.

Use the Arrow Keys (↑ ↓ → ←) to move between fields and the appropriate Commands to execute searches or change the screen.

Search Guidelines

- Browsing Indexes by Search Fields**
 To select search terms indexed by OTA in any field, arrow to that field and press F2; select *Entries* or *Words* and press *Enter*. An *Entries* index consists of both single-word and multi-word terms, whereas a *Words* index consists of all single words. To select single or multiple terms, highlight each one and press *Ctrl Spacebar* to mark it (√). Press *Enter* to paste all marked items. Press F3 to execute and display the search.
- Common Words**
 Avoid using conjunctions, prepositions, or very common words as search terms, or your retrievals may be too numerous.
- Boolean/Proximity Operators**
 Use the Boolean operator *AND* to retrieve records that contain both term A and term B (e.g., temple and sacrifice); use *OR* to retrieve records that contain either term A or term B (e.g., David or Solomon); use *NOT* to eliminate records that contain a particular term (e.g., desert not Sinai). The Proximity operator *ADJ* retrieves records in which the terms are next to each other (e.g., sin *adj* offering).
- Punctuation in Search Terms**
 You can use quotation marks to search for terms of more than one word (e.g., "Dead Sea"). The comma (,) is an alternative for the Boolean operator *OR* (e.g., David , Solomon = David or Solomon). If you enter terms with commas, you must enclose the entire term with quotation marks (e.g., "Brown, Raymond") or the system will retrieve all records with either of those terms. The truncation symbol (*) at the end of a term will retrieve any terms beginning with those letters (e.g., abra* retrieves Abram, Abraham, abrahamic, etc.). Parentheses can be used to tie parts of complex searches together [e.g., water and (rit* or ceremon*) will retrieve any records with "water" and any of the following: "rite," "ritual," "ceremony," "ceremonial," etc.].

Note: OTA's search system ignores letter cases (upper/lower) and accent marks.

Searching: Standard Search Screen

Enter the term or terms you wish to search in one or more of the search fields, keeping in mind the previous guidelines. Press *Enter* to execute the search; the number of matches will appear on the right side of the screen – opposite the field/s searched. Pressing F3 will then display the listed results (beginning with the most recent). Use the *Arrow Keys* to select individual results. Then press *Enter* to view the complete citation.

- Keyword:** retrieves any name, word or phrase found anywhere in a record.
e.g., pharaoh, jeremiah, "ark of the covenant," canaan *AND* archaeology
- Title:** retrieves records by title of books, articles or essays. Typing in a term in this field will retrieve any title containing that term.
e.g., typing isaiah retrieves *The Prophecy of Isaiah, Exposition of Isaiah*, etc.
- Author/Editor:** also includes reviewers and translators. Search by last name first. Due to variations in the way authors' names may be entered in the database, you may want to browse the *Entries* index before starting a search in this field. You may scroll down, or save time by just typing the author's last name – the index will take you directly to that name.
e.g., brueggemann, walter; typing brown retrieves "Brown, Raymond" "Brown, William P." etc.
- Subject Category:** Browse the index for this field to limit your search to one or more of the 27 valid OTA subject categories.
e.g., major prophets, historical books
- Scripture Reference:** Browse the index for this field to search by one or more particular scriptural passage.
Note: These passages are displayed in strict numerical order read from left to right, not in standard biblical order.
e.g., Genesis 1 ... Genesis 10 ... Genesis 2

- **Abstract Number:** corresponds to the indexing # in the print version of OTA (these are found in the hallway of Ryan Library, opposite the computer terminals).
- **Journal Title:** Find one or more of 617 specific journals. You may want to browse the *Entries* index before starting a search in this field. You may scroll down, or save time by just typing the first letters of the journal title (omitting "the") – and the index will take you directly to that title.
- **Journal Citation:** Searches for articles whose complete citations you know, or find by browsing under *Entries*.
- **Publisher:** Limit your search to works issued by one or more specific publishers.
e.g., Brill, Eerdmans, Doubleday
- **Language:** Browse to find the language/s you want of 25 represented languages.
- **Record Type:** Use this field to limit your search by medium. **A** = Journal Article, **B** = Book, **E** = Essay in a collection, and **S** = Software.
- **Book/Essay Link #:** appears in the display for essays in a collection. If you find this number in a citation and wish to see other writings in the same collection, return to the Standard Search screen, type the number in the *Book/Essay/Link #* field, followed by *Enter* and **F3** to display these other citations.
- **Year:** Finds records published in a specific year, or range of years.
e.g., 1992, 1994 = 1992 or 1994; 1992..1994 = 1992 through 1994; <1994 = prior to 1994; <=1994 = prior to, and including 1994

To narrow your search, see above under "**Search Guidelines: Browsing Indexes by Search Fields**" to find an exact term or name as listed in OTA's indexes, or you may use operators and punctuation marks to find results containing the desired terms.

Printing Results

- **Printing Single Records**
When the record you wish to print is displayed, simply press *Alt Q* to print. For printing options, press *Alt P* to access the Print Menu. In this menu you can arrow up or down (↑, ↓) between fields, and use the *Spacebar* to view options within fields. Pressing *Enter* will select the desired formats and print the record.
- **Printing Multiple Records**
Highlight the records you wish to print on the List screen and press *Ctrl Spacebar* to mark (✓) them. When all desired records are marked, press *Alt P* and proceed as above.
NB: you must change the format in the Print Menu from *Standard* to *Full* if you want to print more of each record than the title and author.

Exiting Old Testament Abstracts

Press *F10* to exit Old Testament Abstracts at any time.



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Guide to OLD TESTAMENT ABSTRACTS

