

**FACHSPRACHE – International Journal of Specialized  
Communication**

# **Bibliography of Recent Publications on Specialized Communication**

## **Database User Guide**

Translated by Claudia Kropf and Christa Mandl  
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## 1 Database URL and general information

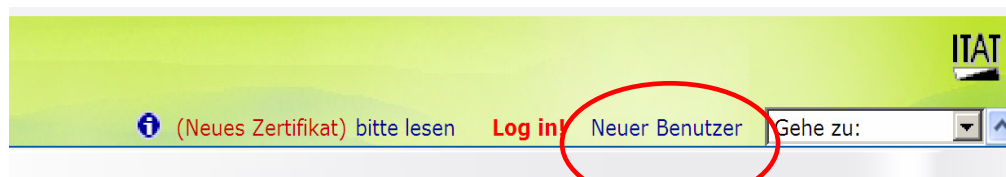
The journal *Fachsprache – International Journal of Specialized Communication* offers an online database of publications on specialized communication. This database includes all titles listed in the bibliographies of the printed *Fachsprache* issues beginning with issue 1–2 (2009). Gradually, the titles listed in the bibliographies of previous issues are entered. This manual describes the different search options this database offers and explains how to use them and create individual bibliographies.

To access the database, follow the link BIBLIOGRAPHY on the left of the *FACHSPRACHE* website <http://www.fachsprache.net>.

The database also offers you the option to save your search results in order to include them in your own bibliographies. To be able to use this feature, please register as described in Section 2.

## 2 Registration

In order to save your search results and use them to create your own bibliographies, please register by following the instructions below:

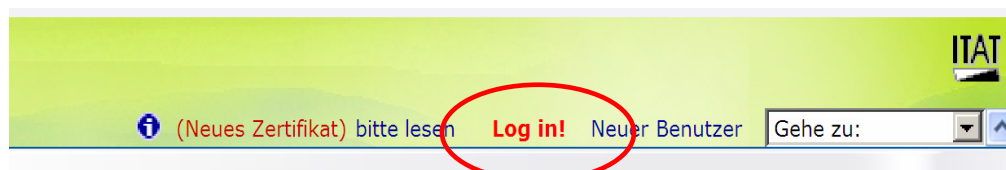


1. Click on NEUER BENUTZER at the top right hand corner.  
A new window opens.
2. Click on WEITER ZUR BENUTZER-REGISTRIERUNG >> at the bottom of the page.  
A new window opens.
3. If an error message (Zertifikatfehler) appears, click on LADEN DIESER WEBSITE FORTSETZEN (NICHT EMPFOHLEN).
4. Enter your personal data and click on REGISTRIEREN. If you want to cancel registration, click on ABBRECHEN/SCHLIEßEN.

Once you are registered, you are automatically logged in.

## 3 Login

This section describes how to log in.



1. Click on LOG IN!  
A new window opens.

2. If an error message (Zertifikatfehler) appears, click on LADEN DIESER WEBSITE FORTSETZEN (NICHT EMPFOHLEN).
3. Enter your username and password.
4. If you share a computer with others, make sure that *Gemeinsam genutzter/öffentl. Computer (nicht automatisch anmelden)* remains checked.
5. Click on LOGIN. If you want to cancel Login, click on ABBRECHEN.

## 4 Search

This section describes how to search the database.

The database offers three main search functions:

- Searching for keywords (Schlagworte)
- Searching for authors (Autoren)
- Searching for publications (Publikationen)

### 4.1 Searching for keywords

The database offers three search options for keywords:

- Searching in the thesaurus
- Searching in the keyword list
- Searching using the publications search function (Publikationen – SUCHE)

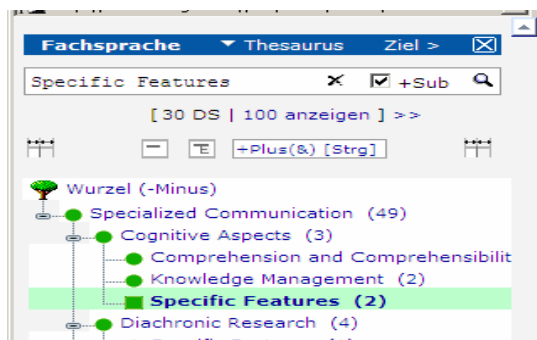
#### 4.1.1 Option 1: Thesaurus

The thesaurus lists all keywords in a hierarchical order.

Please note that any filters selected and search terms entered in the publications search function (Publikationen – SUCHE) influence your search results in the thesaurus.



1. Click on DESKRIPTOREN.




The database thesaurus opens in a new window.

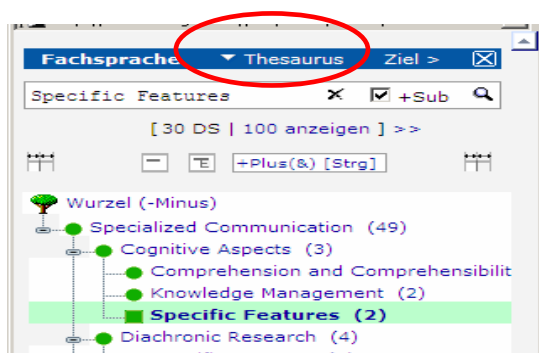
2. Click on the desired keyword.

A table appears listing all data records that contain this keyword in the selected hierarchy.

3. If you want to select several keywords at the same time, click on +PLUS(&) [STRG] or press <STRG> while selecting the keywords.

You can also search for thesaurus keywords by entering them in the search field. To do so, follow the instructions below:

1. Enter the keyword in the search field at the top of the window.
2. Press <ENTER> or click on .



5. If you want to go to the keyword list (see Option 2), mouse over THESAURUS.
6. Click on SCHLAGWORTE.

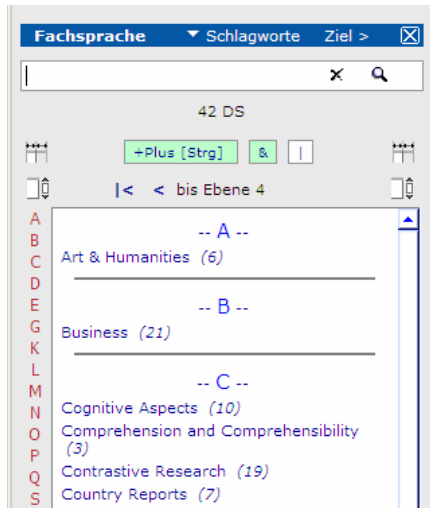
**IMPORTANT:** To be able to use the thesaurus, the list of publications (as opposed to the list of authors) has to be displayed in the main window. If this is not the case, a warning message appears. Click on OK or click on CANCEL and then on ZIEL> in the thesaurus window.

#### 4.1.2 Option 2: List of keywords

**IMPORTANT:** If you have already conducted a search for authors or a search for publications (see Sections 4.2.1 and 4.3.1), empty the field *Suchbegriffe* (search terms) and click on FINDE. Now you can search the list of keywords.



1. Mouse over DESKRIPTOREN.
2. Click on SCHLAGWORTE.



The list of keywords opens in a new window.

3. Click on the desired keyword.

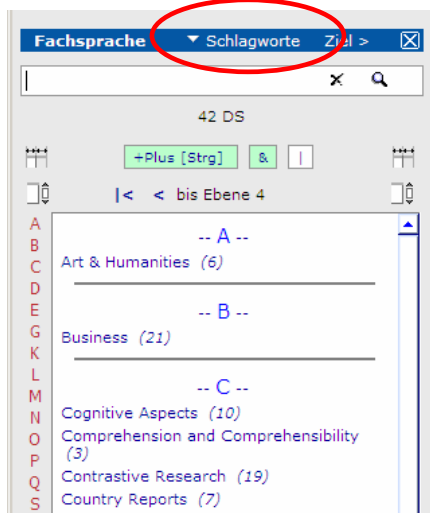
A table appears listing all data records that contain this keyword in any hierarchy.

4. If you want to select several keywords at the same time, click on +PLUS(&) [STRG] or press <STRG> while selecting the keywords.

You can also search for keywords by entering them in the search field. To do so, follow the instructions below:

1. Enter the keyword in the search field at the top of the window.

2. Press <ENTER> or click on .



3. If you want to go to the thesaurus (see Option 1), mouse over SCHLAGWORTE.

4. Click on THESAURUS.

5. If you want to return to your first search result, click on ZIEL>.

### 4.1.3 Option 3: Publications search function (Publikationen – SUCHE)



1. Click on PUBLIKATIONEN – SUCHE ANZEIGEN.
2. Enter the keyword you are searching for in the field *Deskriptoren*.
3. If you want to further narrow down your search, read the section “Additional search filters” on page 10.
4. Press <ENTER> or click on FINDE.

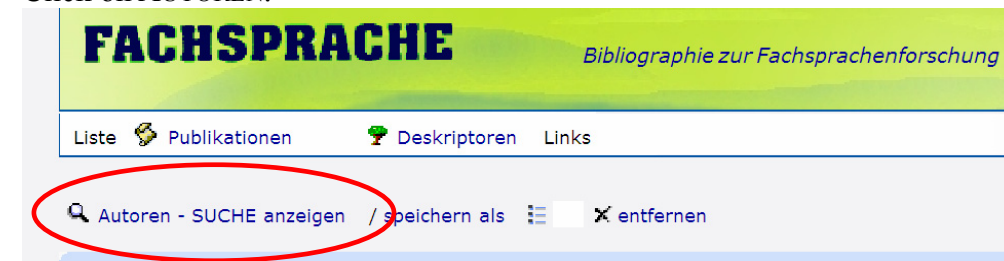
## 4.2 Searching for authors

You have two options to search for authors, editors etc.

### 4.2.1 Option 1: Author search function (Autoren – SUCHE)



1. Mouse over LISTE PUBLIKATIONEN at the top left hand corner. AUTOREN appears in the drop-down menu.
2. Click on AUTOREN.



3. Click on AUTOREN – SUCHE ANZEIGEN.
4. Enter the name you are searching for in the field *Suchbegriffe* (search terms).

You can search for last names, first names and parts of names. In the drop-down menu *Funktion (alle)* (function (all)) you can choose between *Autor* (author) and *Hrsg.* (editor). In the drop-down menu *Geschl. (alle)* (sex (all)) you can choose between *weiblich* (female), *männlich* (male) and *Unbekannt* (no sex specified).

5. Press <ENTER> or click on FINDE.

#### 4.2.2 Option 2: List of authors



1. Mouse over LISTE PUBLIKATIONEN at the top left hand corner.

AUTOREN appears in the drop-down menu.

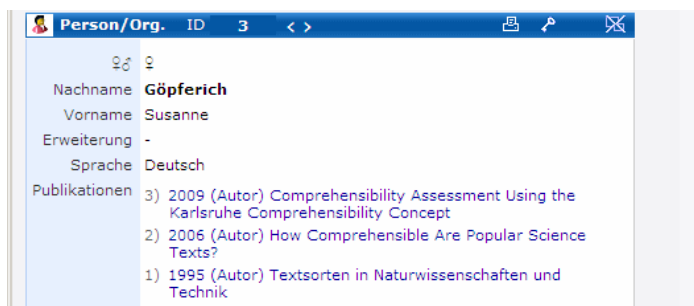
2. Click on AUTOREN.

A table appears listing all authors included in the database in alphabetical order by last name (A to Z).

3. If you want to reverse the order (Z to A), click on NACHNAME.

If you want to order the list by first names, sex or ID, click on VORNAME, ♀ ♂ and ID respectively.

4. Click on the name of the person you are searching for.



A new window opens in which information on the person and their included publications is displayed.

### 4.3 Searching for publications

You have two options to search for publications.

#### 4.3.1 Option 1: Publications search function



1. Click on PUBLIKATIONEN – SUCHE ANZEIGEN.

2. Enter the entire title or parts of it in the field *Suchbegriffe* (search terms).



3. If you want to further narrow down your search, read the section “Additional search filters” on page 10.
4. Press <ENTER> or click on FINDE.

### Additional search filters

The screenshot shows a search interface with several input fields and filters. A red circle highlights a dropdown menu titled "Suche in (allen) Feldern (oder)" with the following options: ID, Autor, Jahr (bei min. 3 Zif.), Titel des Werks, and Band. The "Titel des Werks" option is selected by default. Below the dropdown, there are checkboxes for "Diakritika-tolerante Suche" and "Suchbegriffe markieren". At the bottom, there is a "Finde" button and a status bar showing "Suchtreffer: 229 aus 245".

The filters in the box at the right side allow you to further narrow down your search.

**IMPORTANT:** These filters refer exclusively to the text entered in the field *Suchbegriffe* (search terms). You can choose from the following filters:

- *ID* (ID)
- *Autor* (author)
- *Jahr* (year)
- *Titel des Werks* (title of the publication)
- *Band* (volume number)
- *Ort* (place of publication)
- *Verlag* (publisher)
- *Reihe-(Band)* (series-(volume))
- *Zeitschrift* (Journal) **IMPORTANT:** If you tick this box, the database is searched for journals that carry your search term in their title.
- *Heft (Sondernummer)* (magazine (special edition))
- *Jahrgang* (annual volume number)
- *Bib. Standort* (library)
- *Signatur* (shelfmark)
- *WWW (URL)*
- *Anmerkung* (annotation)

The filter *Titel des Werks* is selected by default.

1. Select the desired filter.

If you want to select all filters, click on *Suche in (ALLEN) Feldern* (search all fields). In this case, the search may take more time than usual.

2. Press <ENTER> or click on FINDE.

The screenshot shows a search interface with various filters. The filters 'Jahr (alle)', '- Jahr (alle)', 'Erscheinungsform (alle)', and 'Texttyp (alle)' are circled in red. The search results show 'Suchtreffer: 229 aus 245'.

The filters in the drop-down menus allow you to further narrow down your search. You can choose from the following filters:

- JAHR – JAHR (year – year)
  - ERSCHEINUNGSFORM (form of publication)
  - TEXTTYP (text type)
1. Select the desired filter.
  2. Press <ENTER> or click on FINDE.

You can also search for publications in certain languages:

The screenshot shows the search interface with the 'Sprache-Kürzel' filter circled in red. The search results show 'Suchtreffer: 229 aus 245'.

1. Click on SPRACHEN.

A new window opens in which all languages included in the database are displayed.

2. Choose the desired language(s) and click on ÜBERNEHMEN.
3. Press <ENTER> or click on FINDE.

### 4.3.2 Option 2: List of publications

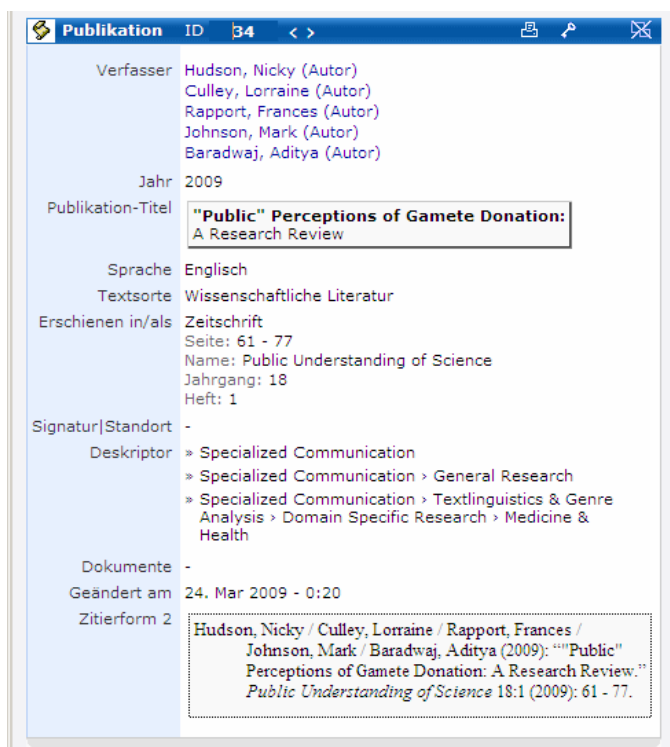
After logging in, the list of publications is displayed by default. If this is not the case, start with step 1.

The screenshot shows the database home page with the 'Liste Publikationen' button circled in red. The page title is 'FACHSPRACHE Bibliographie zur Fachsprachenforschung'.

1. Click on LISTE PUBLIKATIONEN.

A table appears listing all publications included in the database in alphabetical order by title.

2. If you want to change the sort sequence, click on the respective column header.
3. Click on the desired publication.



A new window opens in which further information on the publication is displayed.

## 5 Saving your searches

It is particularly useful to save searches, if you search the database on a regular basis for publications on a certain topic or by a certain author. The system saves your entries in the search mask. If the database is updated with new matching data records, they will be displayed in the table of results to your saved search.

In order to save searches for publications, authors and keywords, follow the instructions below:

1. Conduct a search as described in Sections 4.1, 4.2 and 4.3 (e.g. by the keyword "Analysis")

The screenshot shows a search interface with a top navigation bar containing the following items: '- SUCHE anzeigen', 'speichern als', 'Analysis', 'entfernen', and 'kopieren'. The 'speichern als' and 'Analysis' items are circled in red. Below the navigation bar, there is a search form with the following fields and options:

- Suchbegriffe: Analysis
- Sprache-Kürzel: (empty)
- Person: (alle) - 0
- Deskriptoren: (empty)
- Options: ^ (mehrere &),  Exakt,  +Unterkategorien
- Year filters: Jahr (alle), - Jahr (alle)
- Appearance form: Erscheinungsform (alle)
- Text type: Texttyp (alle)
- Buttons: Finde, Suchtreffer: 13 aus 245

2. To save this search under a name of your choice (e.g. “Analysis”), enter this name in the field *speichern als*.

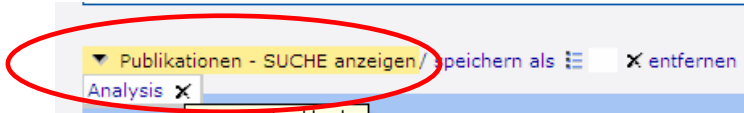
3. Click on KOPIEREN.

The search is now saved.

4. To go back to the default setting (a table of all included data records), click on ENTFERNEN.

## 6 Retrieving and deleting saved searches

In order to retrieve or delete saved searches, follow the instructions below:



1. Mouse over PUBLIKATIONEN-SUCHE ANZEIGEN or AUTOREN-SUCHE ANZEIGEN.

A list of all saved searches appears.

1. Click on the desired saved search.

2. If you want to delete a saved search, mouse over PUBLIKATIONEN-SUCHE ANZEIGEN or AUTOREN-SUCHE ANZEIGEN.

A list of all saved searches appears.

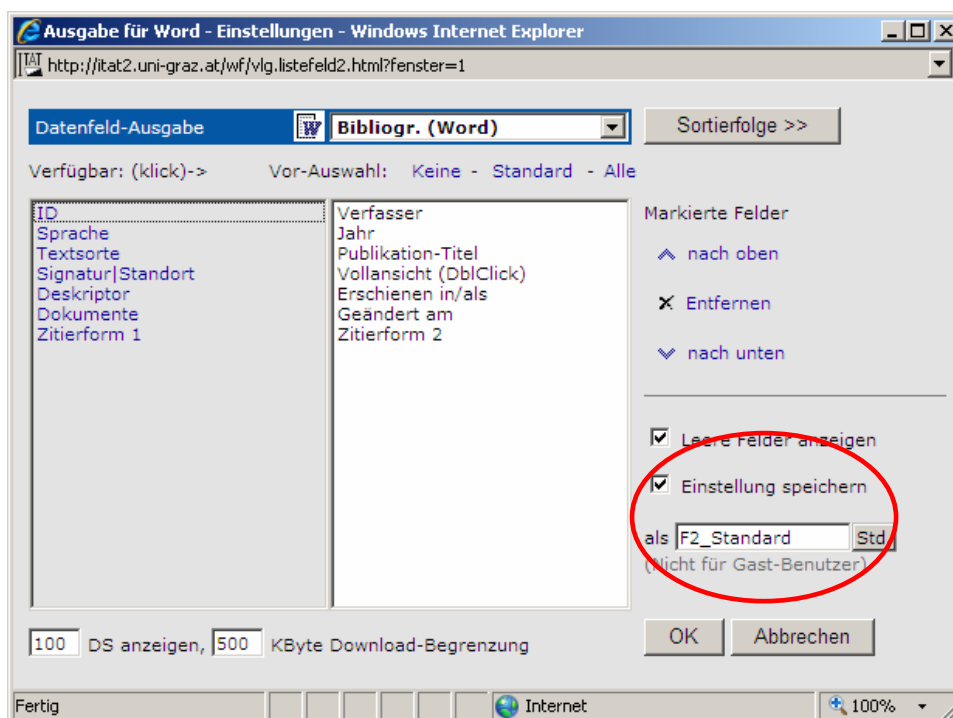
3. Click on the X next to the name of the search. The name will appear crossed out. The search will be deleted the next time you retrieve the list of saved searches.

## 7 Saving and retrieving individual bibliographies in Word

In order to save a bibliography of your search results as a Word file, follow the instructions below:



1. Mouse over PUBLIKATIONEN above the list of results.  
A list appears including all possibilities to display results.
2. Click on BIBLIOGR. (WORD).

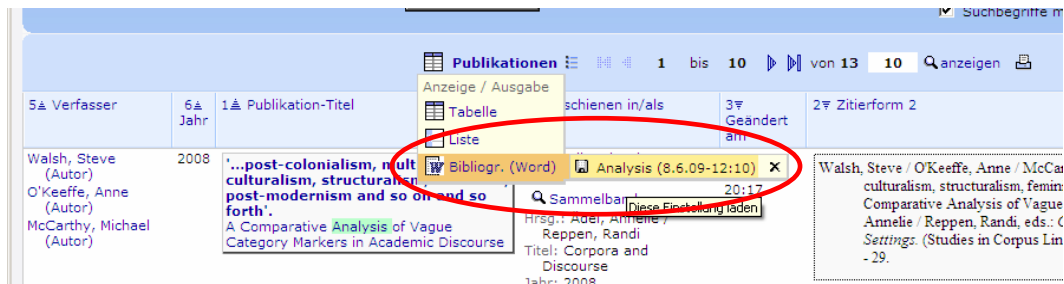


A new window opens in which you can adjust all settings for the output as a Word file.

3. Enter a name of your choice for the bibliography in the field *Einstellungen speichern als*. The default setting is “F2\_Standard”.
4. Click on OK.

If you do not want to save your bibliography, click on ABBRECHEN.

After clicking OK, a Word file of your bibliography opens.

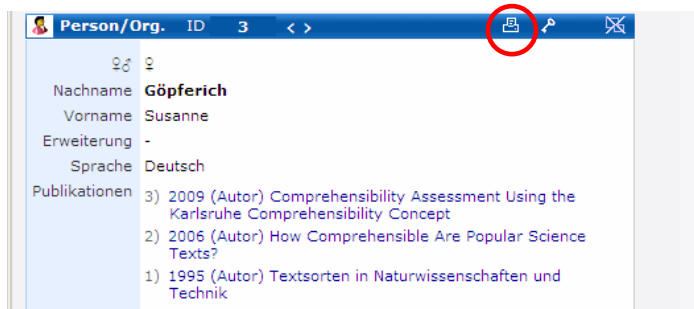


1. If you want to retrieve your bibliography, mouse over PUBLIKATIONEN. A list appears including all possibilities to display results.
2. Mouse over BIBLIOGR. (WORD). A list of your saved bibliographies appears.
3. Click on the desired bibliography.


## 8 Printing

To print out data records, follow the instructions below:

1. Click on the desired data record.



A new window opens in which information on the author and the publication is displayed.

2. To print this data record, click on .