Electronic resources for Egyptology and Assyriology workbook

Tuesday 10th October, 2pm-4pm, SSL Information Skills Training room

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New to Oxford:
- Searching SOLO
- Using e-journals

Exploring a topic:
- Building a structured search
- Online Egyptological Bibliography
- Dyabola (Classical focus, but still has E&A results)
- Art Full Text
- Worldcat (finding publications beyond Oxford)
- Finding Theses and Dissertations (Proquest platform. Proquest History search - https://search.proquest.com/history - useful for literature searching)

Finding and using images
- ArtStor and Brightman Education
- Citing and captioning images
Searching SOLO

SOLO is an entry point for accessing Oxford’s print and online collections of books, journals, databases and resources. You will also use SOLO to manage your loans, renew books, and place hold requests for closed stack material. SOLO can also help you to manage references and create lists.

This task sheet is a reminder of how to use your SOLO account: signing in, making requests for off-site books; renewing your books.

Note that to find Chinese language publications, you will need to use the Allegro catalogues at: www.bodleian.ox.ac.uk/col/catalogues.

➢ Getting started with SOLO:

- Go to http://solo.bodleian.ox.ac.uk;
- Log in with your Single Sign-On in the top right-hand corner of the screen. This is essential to check book availability and use personalised functions such as renewals and hold requests.

➢ Searching for books:

You are looking for the book *A Cinema of Poetry: aesthetics of the Italian art film*, by Joseph Luzzi. Use keywords in the basic search box, or go to advanced search and select title and author filters.

Your results will be automatically sorted by Relevance (when needed, you can alter this to sort by Date, newest etc.). Note the number of versions on the right-hand side.

SOLO ‘clusters’ together different editions or versions of the same work. Click on View all 3 versions to expand the record and see further details of individual editions. The first record is an e-book (note the green dot and Online access note, click View online to access the e-version); but in this case you would like a print copy.

PLEASE TURN OVER
Select the Find & Request tab of the second record, to view where the book is held. Click on the + button next to the library location you are interested in to expand the list for more details; this changes to a – when expanded. Then click the arrow for copy-specific information.

➤ Placing a hold request

Make sure you are signed in to SOLO with your Single Sign-On.
If the book you want is in the stack or remote storage facility (indicated on SOLO by a status of Closed Stack), or currently on loan to another reader, you will need to place a hold.

Items on open shelves and some other items may have restricted or confined status and holds cannot be placed. SOLO will only allow holds to be placed for items that can be requested.
Make sure you are in the Find & Request tab. Click Hold to make your request.

Select the pickup location from the drop down list, and set a last interest date if you wish. There is no need to fill in the other fields unless you are ordering a journal and need to specify more detailed volume information.

Click Hold to finalise your request. You should see the message
Your request has been placed and you will be notified by e-mail when it arrives.

To check the progress of a request or to cancel a request choose My Account (top right of the screen), followed by Requests (in the left-hand menu). (You can also cancel hold requests here.) Once the item has arrived in the reading room and is available for you, it will move to the Loans section of My Account. You will receive an email notification when your item is ready for collection.
There is also a **Scan & Deliver** option which allows you to request scanned copies of material (within copyright regulation: usually one article per journal issue or one chapter per book). This service costs £2 and a link to the PDF of the scanned article or chapter will be emailed to you within 24 hours.

> **Renewing your books**

Choose **My Account** (top right). Choose **Loans** (in the left-hand menu). You will see a list of your current loans in the body of the screen with renewal options on the left.

If you need help with a renewal or your renewal has failed please contact the library from which you borrowed the item. **My Account** is also where you can check fines, blocks and messages.

You can find additional help with using SOLO in the **SOLO LibGuide** ([http://ox.libguides.com/solo](http://ox.libguides.com/solo)), or via the **SOLO Live Help Service**, which is a 'live chat' online enquiry service usually available Monday to Friday, 9am to 5pm. You can access the SOLO Live Help Service via the SOLO webpage.

> **SOLO Search Tips**

**Advanced Search** in SOLO allows you to use drop-down boxes to construct a more specific search query, by searching specific fields and combining such searches, using Boolean operators (AND, OR, NOT). Advanced Search also gives you additional options such as specifying language or limiting to range of publication dates.

When SOLO presents the search results, it will also offer options to **Refine your results** in a column to the left of the search results, for example by topic (ie subject heading within), library, language etc.
There are several different ways to browse SOLO. The **Browse Search** allows you to browse A-Z lists of Authors, Titles or Subjects. So, for example, this can help to make your search more accurate if there is more than one author with the same name:

![Browse Search](image)

**No of records**  | **Entry**
--- | ---
19 | Notan, Christopher, 1965-2009
20 | Notan, Christopher, 1970-

You can also browse using the Subject Headings in SOLO records. These can be seen in the Details & Links part of the SOLO record. Clicking on a phrase in the Subjects field will produce a search of all records that also have that subject heading. This can be a good starting point for expanding your research but do be aware that it is not comprehensive; subject headings are not always used consistently on SOLO (for example older records will not usually have subject headings).
E-journals

Oxford University e-Journals (http://ejournals.bodleian.ox.ac.uk)

What is it?
- It's an A-Z of over 50,000 e-journals available to Oxford-based researchers;
- Use it to find full-text journals by title;
- DO NOT use it for keyword or author searching.

Why can't I just use JSTOR?
- Oxford subscribes to the e-versions of many more journals than are on JSTOR;
- JSTOR is NOT UP TO DATE. Each journal on JSTOR has a “moving wall” – usually 3-5 years – that defines the time lag between the most current issue published and the content available so the most recent volumes are not available.

➢ Find an online article
You are researching Peter Greenaway and Derek Jarman and have come across a relevant article. You want to access the full text online of: B. Grantham, 'In For A Downer? Notes on Some British Film Institute Feature Film Productions of the 1980s', Cinema Journal v. 47 no. 4 (Summer 2008), pp. 155-63.

- Go to http://ejournals.bodleian.ox.ac.uk (or select the OU e-Journals tab in SOLO or OxlIP+);
  When you are off-campus you will usually need to log in, using your Single Sign-On, to access online resource.
  - Type the journal title (NOT the article title) into the Title search box and click the button
  - Click on the journal title in the results list

➢ View the full-text version
A new window will open giving details of Full text options (and also Print holdings)
Full text options lists the databases / platforms that hold the journal
For each platform you will see:
- The name of the database preceded by Full text available via (e.g. Full text available via Chadwyck, OR Full text available via JSTOR)
- Date coverage (eg Available from 1961 to 2010)
- Check the date coverage for each database before making your choice (eg in this case, you need the platform's coverage to include 2008).
- Click on the link (Full text available via) for the platform that holds the periodical's date-range you want
Downloading
Each e-journal platform usually has its own way of allowing you to download or print an article. You will need to follow the sequence of instructions carefully.

Use SOLO to find e-journals (and hard copy journals)
All electronic journals included in Oxford University e-Journals can also be found on SOLO. SOLO also includes all of Oxford's holdings of print journals, so if you are looking for a journal in either electronic or print form, use SOLO.

Find an article via SOLO
Find:
Tamara Trodd, 'Lack of Fit: Tacita Dean, Modernism and the Sculptural Film', Art History v. 31 no. 3 (June 2008), pp. 368-386
You want to know whether Oxford has the article in either print or electronic form:

- Go to SOLO (http://solo.bodleian.ox.ac.uk)
- Search for the journal Art History (DO NOT SEARCH FOR THE ARTICLE!)
- More efficient searching:
  - Select Journals using the left-hand drop-down menu below the search box
  - Select Starts with using the centre drop-down menu below the search box

- The first record (above) includes the phrase [electronic resource] in the title
- It also includes the phrase Online access is restricted to library computers in any of the Bodleian Libraries (see screenshot on next page)
This indicates it is the e-Legal Deposit version

Government regulations (not the Bodleian Libraries) control how you access this version

The second record (see first screenshot again) tells you that there are two versions of this version

Click on View 2 versions. You will see the below two records

You will see a second e-version

This is because the University has paid for more flexible e-access to the journal

You can access this version from anywhere in the University network:
- Click View Online; you will see options for access to the journal
- Check the date coverage for the volume you want (2008)
- Choose a suitable platform to view the journal
- Browse to find the article you are looking for in vol. 31 no. 3

You can also see the record for the hard copy version

This is important because some platforms (eg Jstor) DO NOT necessarily include the most recent journal issues
Building a Structured Search

Building a well structured search is important when doing a literature review. This allows you to systematically search across a variety of databases for the relevant literature on your topic.

**Example:**

My research area: Temple architecture in Abydos

Identify your key concepts:
Temple architecture in Abydos

**Tips**
Identify keywords and consider synonyms, alternative spellings, broader and narrower terms

Apply truncation (usually *) for alternative word endings and plurals
Use wildcards (usually ?) to replace single characters

Define relationships with Boolean logic:
'AND' for both terms
'OR' for either term
'NOT' to exclude a term

<table>
<thead>
<tr>
<th>My keywords</th>
<th>Temple</th>
<th>Architecture</th>
<th>Abydos</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alternative words</td>
<td>Monument</td>
<td>building</td>
<td>Abdju</td>
</tr>
<tr>
<td>Mortuary Funerary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use truncation</td>
<td>(Temple OR monument OR mortuary OR funerary)</td>
<td>(architecture OR buildin*)</td>
<td>(Abydos OR Abdju)</td>
</tr>
</tbody>
</table>

(Temple OR monument OR mortuary OR funerary) AND (architecture OR buildin*) AND (Abydos OR Abdju)
<table>
<thead>
<tr>
<th>My keywords</th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Alternative words</td>
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</tr>
<tr>
<td>Use truncation</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

My search string:
Online Egyptological Bibliography (OEB)

- SOLO

- Type "online Egyptological bibliography" in search box and choose "Databases" in the first drop-down box of "Limit your search"

- Click Search

- 1 result

- Click "view online"

- Type Khufu in the Search slot

- Click on magnifying glass

- It is found because the abstract and key words are searched as well as the bibliographic citation and it found the synonym Cheops

- Click on the triangle ⬤ to the left of one of the citations to see the abstract and/or key words if available

- NB: the OEB is a work in progress so some of the abstracts/key words have not been added yet
Dyabola: Archäologische Bibliographie

Dyabola is a database interface program providing access to (among other databases) the Archäologische Bibliographie, a near-comprehensive bibliographical store of the monograph and periodical literature of classical archaeology from 1956 to the present day based on the subject catalogue (Realkatalog) of the unrivalled library collection of the Deutsches Archäologisches Institut in Rome. Against its unquestioned value as a research tool should be set its old-fashioned, non-intuitive and at times unforgiving interface. Hence the rather detailed instructions below.

1. Connect to OxLIP+ (http://oxlip-plus.bodleian.ox.ac.uk or via SOLO) and find Dyabola
2. Tick activate IP access and click start:
   For entering the Dyabola databases...
   activate ✔ IP access and press Start

3. At the next screen from the list of databases select Archäologische Bibliographie, English version by clicking on the Union Jack next to it). You will then reach the Dyabola search screen.

4. To find works by A. Di Vita on the Libyan site of Sabratha:
   Type “sabratha” in the search box at the top and click start search. You can browse through the (174) results by clicking on the arrows at the top or bottom of each page. They can be retrieved subsequently by clicking on “sabratha” under Session Results on the right. Return to the search screen by clicking on Search at top right. Under Expert Search type “Di Vita” (capitals as shown – this is case-sensitive) in the search box with Author checked and click start search. Select A. Di Vita from the list. The results (220 in this case) will again appear and another item added to Session Results. Return to the search screen and under Combine Results set the Second Result to “sabratha” using the drop-down menu. In the New result box type a recognisable name for the combined set (eg. “divitasab”) and click on combine. The new list has 29 items.

5. To list articles and books on the site of Kaiseraugst in Switzerland published in the last 5 years and save for later use:
   Return to the search screen, type “kaiseraugst” in the search box at the top and click start search.
   Click on date range of publication under the displayed list and enter the date range (eg. 2011-2017) in the Explorer User Prompt box as prompted.
Click on OK. The results file is reduced in size from 303 to 70 items: the new smaller file replaces the older one under Session Results.

Return to the search screen by clicking on Search at top right. Under Export / Print Results select “kaiseraugst” in the Result box, using the drop-down menu if necessary, and click on export (print).

A small but expandable Export/Print Result window appears. It may be necessary again at this stage to temporarily allow pop-ups.

The full Export/Print Result window now appears. Select Page from its menu bar and Save As from the drop-down menu. You can now save to a USB memory stick or to another location. Alternatively you could select Send Page by E-mail on the Page menu and send to your e-mail address. The contents of the window can also be copied and pasted into another file or e-mail message (Control/A, Control/C etc.) if there is a problem accessing the menu bar.

To create a bibliography on a specific subject, eg. Minoan/Mycenaean use of cosmetics:

Returning to the search screen under Browse Tree of Subject headings click on Browse. When the first level menu of subject headings appears, click on the + next to Minoan-Mycenaean culture.

On the second level menu click on the + next to private and public life.

Select cosmetics from the third level menu. The relevant items will be displayed as results and stored under Session Results. They can be further date-limited, combined or saved as described above.

Much of the functionality and bibliographic coverage of Dyabola is now available in a free access web version via Zenon DAI (the central online catalogue of the DAI library network – see http://zenon.dainst.org/). This is more intuitive and easier to use, but it should be noted coverage is not as comprehensive and that when used to perform the exercises above, it tends to return fewer results.
Find journal articles on ART / ARCHITECTURE / FILM / VIDEO:

Art Full Text**

What is it?
- Covers:
  - Art, architecture, film & video, performing arts
  - All geographical areas
  - All time periods
- Provides information about:
  - Articles in journals
  - Book, reviews
  - Exhibition
  - Film reviews
  - Summaries of most articles
  - E-texts of some articles

**Despite the title of this resource, it is NOT completely Full Text**

Why should I use this database?
- It's very up-to-date.
- It covers the contents of a lot of art- and film-related journals not included in other full-text databases (such as JSTOR)
- It's a good place to look if you are starting work on a topic that's unfamiliar to you.
- Each publication item has an abstract (summary). This will help you decide whether you want to read the entire article. *(Particularly useful when the article is in a language you may need help translating.)*

Access Art Full Text

- Connect to SOLO, Oxford’s online catalogue: [http://solo.bodleian.ox.ac.uk](http://solo.bodleian.ox.ac.uk) (OR type solo bodleian in your browser’s search box)
- Type art full text in SOLO’s Search box & hit Search
- Select View only Online Resources
- Click on the View Online link

You can also access this database via OxLip+ ([http://oxlip-plus.bodleian.ox.ac.uk/](http://oxlip-plus.bodleian.ox.ac.uk/))

Find articles, reviews, etc.

You are working on Steve McQueen’s movie “Twelve Years a Slave”. You want to find the most recent articles on it.

- In the first Search box, type steve mcqueen slave and hit the Search button.
- Above your Results list, select the drop-down tab Relevance

[TURN OVER]
• Change the tab to Date Newest
• Look at the abstracts (Click on the title of each item)

The abstract will help you decide whether the article is relevant to your research. If it doesn’t look useful, you don’t need to waste time looking for it in the library or finding a full-text e-version. Abstracts are especially useful for articles in a language you don’t read.

How do I keep a copy of the reference/s I’m interested in?

• From your Results list, choose the full record for the item you are interested in
• From the Tools side-bar (right)
  EITHER E-mail the record to yourself
  OR Export the record (if you have already set up your RefWorks account)

How do I access the full text of items I’ve found?

E-TEXTS:

  EITHER: Direct from Art Full Text:
  Select the HTML Full Text icon or the PDF Full Text icon (below Brief Record, OR left of Full Record).

  OR: Via SOLO
  Search the journal title (NOT the journal article) in SOLO, then click Online Resources.
  If you get no results you will need to look for the hard copy.

HARD COPY: You will usually see a Select the button (to the left of the full record)

What do I do if I can’t see an e-text version or there’s no button?

• Go direct to SOLO
• Search the journal title NOT the journal article
• Check the journal volume/year/issue you want is available
• EITHER Go to the holding library
  OR Use your Single Sign On to request the item from offsite (place a Hold request)

What do I do if I can’t find a copy in Oxford?

EITHER Fill in a Recommend a book form:
http://www.bodleian.ox.ac.uk/subjects-and-libraries/recommendations

OR Request an InterLibrary Loan (ILL):
http://www.bodleian.ox.ac.uk/bodley/using-this-library/ill
Find publications beyond Oxford

WorldCat

What is it?

- Union catalogue for thousands of libraries & archival collections around the world (a gigantic, international SOLO)
- Catalogue records for millions of: books (mostly), journal titles, journal articles (sometimes), and archival materials

Why should I use it?

- You can usually find more information on your research topic
- Use it to find items that are not available at Oxford
- It has more sophisticated search techniques than SOLO

Access WorldCat

- Connect to SOLO, Oxford’s online catalogue: http://solo.bodleian.ox.ac.uk
- Search for worldcat
- From the first record for WorldCat, select View Online

You can also access this database via OXLip+ (http://oxlip-plus.bodleian.ox.ac.uk/)
When you are off-campus you will usually need to log in, using your Single Sign-On (= your e-mail & password) to access online resources

Find publications

Your research topic is: ‘Shirin Neshat’s use of film in her art works’.

You want to be sure you’ve found all recent publications on her.

- Select the Advanced search tab
- Fill in the boxes as below, limiting by publication Year and Language; click on Search
You'll see a list of brief bibliographic records:
- Click on the Sort button (upper left, above the list of records)
- Sort by Date (use the drop down box)
- Select the Descending button
- Click on the Set button

*Note that you will not be given a Sort option if the search results are too big; you will need to refine your search to reduce the results.*

**View the full record**

- Click on the title of one of the records
- Scroll down to review the full bibliographic record
  - Some records include the Contents of the book
  - Check the ISBN. *(The ISBN is essential when communicating with librarians and booksellers about a title you are interested in.)*

**How do I keep a copy of the reference/s I'm interested in?**

- From the Results list check the box next to the number of each record
- (e.g. Contemporary Iranian photography: five perspectives)
- Select the Marked records button (see menu in the blue bar above search results)
- Either E-mail the record to yourself
- Or Export the record (if you have already set up an EndNote account)

Some of the books listed in WorldCat are indicated as available online (you will see Internet Resource).

*Sometimes, all this means is that the TOC is available online. Other times, it can mean that a WorldCat library has an online version of the text. You probably won't be able to access this e-text via SOLO.*

**How do I access the e-text?**

Search for the book on SOLO:

*E-text version (if available): If you are off the University network use your Single Sign On (email + password) to access the full text*

If you find the hard copy only:

**EITHER**

- Go to the holding library in person

**OR**

- Use your Single Sign On to request the item from offsite (place a Hold request)

**What do I do if I can't find a copy in Oxford?**

**EITHER**

- Fill in a Recommend a book form:
  [http://www.bodleian.ox.ac.uk/subjects-and-libraries/recommendations](http://www.bodleian.ox.ac.uk/subjects-and-libraries/recommendations)

**OR**

- Request an InterLibrary Loan:
  [http://www.bodleian.ox.ac.uk/bodley/using-this-library/jill](http://www.bodleian.ox.ac.uk/bodley/using-this-library/jill)
Finding Theses and Dissertations:

The Proquest Dissertations & Theses database/s

What’s in it?

- Theses and dissertations written mostly for academic institutions in N. America (mostly) and the UK & Ireland.
  *Some are available full-text but not all of them.*

Why should I use it?

- Find out who has worked on your topic (including very recently) and what the approach/es has/have been.

Access the database

- Connect to SOLO (Type solo Bodleian in your browser OR go to http://solo.bodleian.ox.ac.uk).
  *(You can also get to this database via OxLIP+: http://oxlip-plus.bodleian.ox.ac.uk)*
- In SOLO’s Search box, type proquest dissertations theses
- Click on the View Online link for Proquest Dissertations & Theses (Global full text plus UK & Ireland abstracts)

Search for theses

- The default search option is a **Basic search**. For a more effective search, click **Advanced search** above the search box.

  **Search for theses on Tarkovsky’s film “Andrei Rublev”** (or search your own topic).

- Fill in the boxes as below:
  - Enter your keywords in the left-hand boxes.
  - Change the drop down menus (right) to “Abstract-AB*”.

  *Limiting your search to abstracts will return a relatively small number of results but they are likely to be relevant because the keywords you entered will have appeared in the thesis abstract. This is usually preferable to searching “All fields + text” which will return a large number hits some of which will be less relevant.*

Access full-text

- From your search results click on a title for more information (e.g. the author’s abstract of the thesis).

- If the thesis is available in full text on Proquest you will see [Full text - PDF]

  [Click on the link to download the thesis.]

  **Proquest does not have the full text of all the theses listed on the database. If you do not see [Full text - PDF] you will need to find the full text elsewhere.**

Save records

- If you have found some useful theses, email details about them to yourself now (or export them to your chosen reference management software – eg. RefWorks):
  - Tick the check boxes next to the relevant theses
  - Choose **Email** or **Export/Save** to send to your chosen reference management software.
What do I do if the full text isn’t available in the Proquest database?

**EITHER:**


Many recent theses are often available in full text from “research repositories” (online collections of research papers put together by universities or other scholarly bodies). OpenDOAR includes a search option which allows you to search repositories from around the World.

- Go to OpenDOAR at [http://www.opendoar.org/](http://www.opendoar.org/)
- Choose Search Repository Contents
- Enter keywords from the thesis title and/or the author’s surname

**OR** (for UK theses ONLY):

Search EThOS ([http://ethos.bl.uk/](http://ethos.bl.uk/))

Some UK Theses are available in full text from the British Library’s electronic theses service – EThOS. Please note that although some theses are available free of charge and for immediate download, in other cases you will need to place an order for the thesis to be digitized. This takes 30 day and in some cases you will be expected to pay £49 to cover the digitization costs.

- Go to EThOS at [http://ethos.bl.uk/](http://ethos.bl.uk/)
- Enter keywords from the thesis title and/or the author’s surname

- If the thesis is available to download for free you will see

  **This thesis is not available from the EThOS service. Please contact the current institution’s library directly if you wish to view the thesis.**
Artstor and Bridgeman Education

What are they?
- Image subscription databases that the University subscribes to.
- **Both** cover many subject areas (despite Artstor’s name suggesting otherwise).

What’s in them?
2 million+ images of objects, locations, events, worldwide, from photo agencies, archives, libraries, museums, artists’ estates, etc.

What’s the point of using them?
- Images in these databases have extremely useful associated information
- Using these images for educational purposes (teaching & research) is **legal**
- Image quality is guaranteed

You may find that one database has more/better quality images right now but this will depend on the subject/s you are researching and whether the database has added images of relevance to your latest research topic.

Find images
Open a browser, and go to SOLO (Oxford’s online catalogue): [http://solo.bodleian.ox.ac.uk](http://solo.bodleian.ox.ac.uk) (or type solo bodleian in the Search box)
In the SOLO Search box, type one of the following database names
From the SOLO results list, click View Online below the database’s name

- **Artstor**: You MUST register if you want to use the images you find (Register button is top right)
- **Bridgeman Education**: No need to login or register. **DO NOT TRY TO SEARCH the database called Bridgeman; this is not for educational use and we do not have access to it.**

Search both databases to compare content
Use keyword/s to search your own topic OR try searching:
a cultural icon (eg maria callas)
-a text (eg macbeth)
-a location (eg delhi)
-an event (eg french revolution)
-a concept (eg discrimination)
View a larger image
- Double-click on a thumbnail (or hover over the image with the mouse pointer in Bridgeman Education for a preview)

Zoom an image
- Artstor: Click on "+" / "−" to ZOOM/zoom out (or use the icon)
- Bridgeman Education: Click on the eye symbol ( ) to ZOOM and then click on the "+" / "−" buttons.

Compare image information
Click on the text below the thumbnail
Textual data can range from brief to extremely long and informative. Most data should provide:
- Image ID number
- Copyright holder. You cannot publish the image without first contacting the copyright holder.

Save one image/several images

Save ONE image to your desktop or memory stick
- Artstor: Double-click on the image, then click on the Download button & follow instructions. You must be logged on to do this.
- Bridgeman Education: Click on the icon below the thumbnail.

Save several images
- Artstor: Save several images to an Image Group
  - Tick the 'Select' option and click on several thumbnails (borders will change colour)
  - Select the Organize tab
  - From the drop-down window, choose Save selected images to new image group. Give the image group a name
- Bridgeman Education: Save several images to a Slideshow
  - Click on the Select box below each thumbnail you want to save
  - Select Create slideshow (right), then From selected assets, then name your slideshow
  - If you want to make your Slideshow private: Unclick the Make public box and type in your email address
  - Hit the Save button
Download an image set

- **Artstor:**
  - Select the **Browse** tab, then **Image groups**
  - Select **Private**, then the image group you are working with
  - Select the **Share** tab, then **Download Image Group**
  - Select **Request PPT** and then **Download PPT**, and save the PowerPoint.

- **Bridgeman Education:**
  - Select the relevant Slideshow, then **Download**. Your Slideshow will download as a PDF document.

Need more HELP?

- **ARTstor**: Use the **Support tab**: very detailed instructions
- **Bridgeman Education**: Select the **User Manual** tab

Need more image resources?

- Open a browser and go to Oxford's research guides (“libguides”): http://ox.libguides.com
- Click on the **Subjects A-Z icon**, then select **Art and Architecture**
- Select the **Images** tab for other databases recommended by Oxford researchers
- OR Select the **Training** tab for links to other sites and documents

**Rights & Permissions Information for Images in Artstor & Bridgeman Education**

You do **not** need to request permission to use an image if:

- it _IS_ for a presentation or a paper/ essay
- you are _NOT_ planning to publish it

(See next two pages)
Captioning/Citing Images

How do I caption/cite my images?

No single specific style for image citation and captioning exists. Guidelines exist from:

- Citation style guides, eg:
  - Chicago Manual of Style
- Professional organisations, eg:
  - College Art Association (CAA) - Modern Languages Association (MLA)
- Journals/publishers, eg:
  - Art Bulletin

Further Information

Art Bulletin/CAA’s full standards
See http://www.collegeart.org/standards-and-guidelines

See more images captioned using Art Bulletin/CAA’s style

Look at CAA’s journal, Art Bulletin (access online via SOLO):

- Go to SOLO (Oxford’s online catalogue): http://soloblodleian.ox.ac.uk (or type solo bodleian in your browser’s search box)
- Search for the journal Art Bulletin (restrict your search to Journals, then Online Resources)
- Select Art Bulletin, then View Online

You will see that Art Bulletin is available via various platforms:

- Select the most comprehensive platform (JSTOR)
- Select a recent issue, then Front matter

On or around p. 3 you will see Captions instructions

- Return to the contents list for the journal issue
- Select an article, then look at the images to see the captions

MLA’s full standards

MLA issued the 8th edition of its style guide in 2016. Its new approach aims for greater simplicity and flexibility. It recommends a universal set of guidelines that researchers can apply to any source, in any format, in any field. See the Purdue Online Writing Lab for details:

https://owl.english.purdue.edu/owl/resource/747/01/