Welcome to the user guide for The Digital Library of Classic Protestant Texts. This guide has been designed to help you get the most out of the collection.

Collection Overview

The Digital Library of Classic Protestant Texts brings to life the principal works of the most eminent writers of the Reformation and post-Reformation eras, alongside works of lesser-known authors of the period. These invaluable biblical commentaries, catechisms, treatises, pastoral writings, sermons, church histories, disputations and personal letters by Protestant writers provide a sweeping view of the birth of early-modern Western Europe that no other collection can hope to offer.

Including hundreds of volumes, every document has been hand-keyed, topically indexed and carefully marked-up according to the highest-quality digital standards. Almost all works in The Digital Library of Classic Protestant Texts are period editions which have been presented in their original languages of Latin, English, French and German. Complementing the theological writings is an extensive selection of confessional documents, biblical commentaries, polemical treatises, catechisms and liturgical works.

Accessing the material is quick and easy. Tables of Contents allow users to browse through the documents whilst detailed Author and Works search options enable users to perform more complex searches.

Home Page

The Home Page includes some information about the collection and provides the first navigation route through the different sections of the resource:

- **About** – this link takes you for detailed information about the resource
- **Tables of Contents** – here you can browse through the lists of Authors, Works, Topics, Genres and the Orders/Affiliations of authors
- **Search** – users can search for specific information about authors or works, choosing to search across all the content simultaneously or restricting searches to specific bibliographic fields
- **Help** – instant access to comprehensive, online Help files

Once you have selected a section of the collection, you can continue to move through the resource using the Navigation bar that appears at the top of your screen. As you choose sections of the resource, you will notice that its title turns to blue to indicate its selection.

Tables of Contents

The collection includes five Tables of Contents, which enable you to browse through the content of the resource:

- **Authors** – provides a list of every author in the collection, including their religious tradition and links to works written by them
- **Works** – a complete list of all works included in the resource, in alphabetical format, detailing the author of the work and the date of its first edition, plus direct links to the work itself, its table of contents, its bibliographic details and the option to view the images and text of the work and to carry out a search within the work
- **Topics** – a complete list of theological topics, in alphabetical order, with direct links to the works that are about that topic
- **Genres** – this table includes a list of genres plus direct links to the works about each genre
• **Religious Traditions** - this lists the religious traditions of the authors in the resource with direct links to information about the author and their works.

You can move through the different tables by clicking on the titles or you can choose to access other sections of the resource by clicking the links in the navigation bar.

To access the content of each table, simply follow the links as indicated.

**Tables of Contents: Authors Search Example**

- Select “Authors” from the Tables of Contents.
- Authors are ordered alphabetically by surname by default, but you can also choose to sort the list by religious tradition if you wish. Select the relevant letter to retrieve the list of authors.
- Select the “Documents” link for your relevant author. You are taken to a search page where you can search across all works for that particular author.
- From here, you can either view the full work, view its table of contents or bibliographic details by selecting the relevant link or you can perform keyword or phrase searching across the work using the search box provided. Terms can be combined using Boolean operators AND, OR, or NOT but must be entered in UPPERCASE. Search terms can also be entered using Wildcard operators (see end of Guide for a complete list of operators) or by specifying a proximity operator.

The search results are automatically returned with the search term displayed in context within a particular passage of a work (highlighted in red). However, you can also choose to view the results by:

- Frequency by Title – displays the number of times a word appears in a given title, with the frequency per title order in descending numerical order.
- Frequency by Title per 10,000 – displays the frequency rate of a given term, per every 10,000 words, ordered by title.
- Frequency by Author - displays the number of times a word occurs in relation to a given author, with the frequency per author order in descending numerical order.
- Frequency by Author per 10,000 - displays the frequency rate of a given term, per every 10,000 words, ordered by author.
- Frequency by Years - displays the number of frequencies of a given word by year, in descending order of frequency.
- Frequency by Years per 10,000 - displays the frequency rate of a given term, per every 10,000 words, ordered by year.

Select Year Group (Year, Decade, Quarter Cent, Half Cent, Century)

- Collocation Table - allows users to generate a collocation table which indicates the frequency of words adjacent to a search term/phrase, allowing for the discovery of lexical collocations within the collection and how these change over time.
- Word in Clause Position (Theme-Rheme) – allows users to generate a report for single words or word pattern only (e.g. concord*). Word positions are calculated as follows: Front of Clause (first 35%); Last (last 10%); Remainder (middle 55%).
Table of Contents search examples:  Works

- Select “Works” from the Tables of Contents navigation bar. The list of works can be sorted by title, author or first year of publication.
- From the list you can choose to view the images of a work, the full text, its tables of contents, its bibliographic details or perform a search within the text.

Table of Contents search examples:  Topics

- Choose a topic and select “View Results” to retrieve a relevant list of documents about that topic.
- From the results list, you can view the full text of the work, its table of contents or bibliographic details or you can view the specific text division that has been indexed for your chosen topic.

Table of Contents search examples:  Genres

- From this table, you can jump to the works that are from a specific genre, for example, Sermons, Lectures and Orations.
- When you click on the number of works relating to your genre, you are taken to a search page where you can perform keyword or phrase searching across the works in that genre. As you move down the search page, you will see the list of works relating to that genre and from here, you can go directly to the full text, table of contents or bibliographic details for each work.
Table of Contents search examples: Religious Traditions

- This table lists the traditions within the collection with links to the authors and their works.
- Select the "Authors" links to view the authors associated with a specific tradition or select "Works" to perform a search across all works associated with each tradition.

Search: Authors

The Authors search allows you to locate specific authors that wrote about particular topics or to trace how authors used particular words or themes in their writings. The Search Authors page offers four bibliographic search fields, which can be combined to perform precision searching.

Select Author - here you can enter an author or authors you are trying to locate either by entering the term(s) directly, or selecting them from the list of terms.

Keyword or Phrase – use this field to enter your search term or phrase, using Boolean or Wildcard operators as appropriate. Terms can be searched for across a complete work or they can be limited by sentence or paragraph. Choose the Phrase Separated by X Words radio button if you are looking for a particular phrase, but are unsure of its exact wording, e.g. if you were looking for a passage that contained “divinity of Christ” or “Christ's divinity”, you would enter search terms divinity christ in the search box, then specify the relevant number of words that you wish to allow between the first and second search term.

Biblical Citation – this field allows you to search for citations of a book, a chapter or a verse of the Bible. All variations of how a citation is referred to have been accounted for by our index tagging (e.g. Corinthian 2, Cor. II), allowing users to return a comprehensive, accurate set of results without the need to search for multiple formats.

Topic – this search field lets you search for specific topic(s) by selecting the relevant terms from the drop down menu. A number of topics can be searched simultaneously, by selecting the AND or OR Boolean operator.

Enter "Luther" in the Select Author search box, or choose from the list of terms.
Enter "christi dei" in the Keyword or Phrase search box, select the Phrase separated by X words radio button and enter 2 in the box.
Click Search.
The results list is automatically ordered with your search term(s) in context however, you can choose to order the results as Line by Line, Frequency by Author, Frequency by Title or Frequency by Year.
Select the Page, Paragraph, SubSect, or Section links to view that area of a work.
Search: Works

This search allows you to perform detailed searches across the complete body of works within the collection, combining a number of bibliographic fields to retrieve a more focussed set of results.

- **Keyword or Phrase** – users can enter Keywords or Phrases in this box, choosing to limit searching by sentence, paragraph or within a given number of words.
- **Biblical Citation** – searches can be limited to particular citations of a book, a chapter or a verse of the Bible by selecting the book from the drop down menu and enter the relevant chapter or verse.
- **Topic** – this search field lets you search for specific topic(s) by selecting the relevant terms from the drop down menu. A number of topics can be searched simultaneously, by selecting the AND or OR Boolean operator.
- **Author** – this field allows the search to be limited to a specific author or authors
- **Title** – this field allows the search to be limited to a specific title or titles.
- **Theological Tradition** - this field allows the search to be limited to a specific tradition
- **Genre** - this field allows the search to be limited to a specific genre or genres
- **Publisher** - this field allows the search to be limited to a specific publisher or publishers
- **Publication City** - this field allows the search to be limited to a particular city in which a work was published
- **Publication Country** - this field allows the search to be limited to a particular country in which a work was published
- **Publication Date** – this field lets you retrieve works published on a given date or date range
- **Publication Language** – this field lets you retrieve works published in specific languages

For example, if we wanted to discover how often the term heretic is used in works published in Geneva between 1550 and 1575, we would do the following:

- Enter “heret*” in the Keyword or Phrase field
- Select “Genesis” from the Book drop-down list in the Biblical Citation field
- Enter the date range “1550-1575” in the Publication Date 1 Ed. field
- Click Search.

You also have a number of options for refining your search results:

- **Frequency by Title** – displays the number of times a word appears in a given title, with the frequency per title order in descending numerical order.
- **Frequency by Title per 10,000** – displays the frequency rate of a given term, per every 10,000 words, ordered by title.
- **Frequency by Author** - displays the number of times a word occurs in relation to a given author, with the frequency per author order in descending numerical order.
- **Frequency by Author per 10,000** - displays the frequency rate of a given term, per every 10,000 words, ordered by author.
- **Frequency by Years** - displays the number of frequencies of a given word by year, in descending order of frequency.
- **Frequency by Years per 10,000** - displays the frequency rate of a given term, per every 10,000 words, ordered by year.
• **Select Year Group** (Year, Decade, Quarter Cent, Half Cent, Century)

• **Collocation Table** - allows users to generate a collocation table which indicates the frequency of words adjacent to a search term/phrase, allowing for the discovery of lexical collocations within the collection and how these change over time

• **Word in Clause Position (Theme-Rheme)** - allows users to generate a report for single words or word pattern only (e.g. concord*). Word positions are calculated as follows: Front of Clause (first 35%); Last (last 10%); Remainder (middle 55%).

• **Line by Line (KWIC) Sorted by keyword and word** - allows users to sort results alphabetically by the word that is located immediately to the right or left of the keyword.

• **Sort full text search results by bibliographic information** - allows users to sort full-text search results alphabetically by author name or title or chronologically by year of publication

Click on the SEARCH button.

**Using Wildcards, Boolean operators and Punctuation**

Wildcards, Boolean and Punctuation operators can be used in the collection as follows:

. (period): matches any single character (e.g., gentlem.n will retrieve gentleman and gentlemen).

(asterisk): matches any string of characters, anchoring the match at the beginning of a word (e.g., cigar* will match cigar, cigars, cigarette, etc.).

* (asterisk): matches any string of characters, anchoring the match at the end of a word (e.g., *habit will retrieve habit, cohabit, and inhabit), or in the middle (e.g., c.*eers matches compeers, cheers, and careers).

.? (period question mark): matches the characters entered or the characters entered plus one more character in place of the question mark (e.g., hono.?r matches both honor and honour and cat.? matches cat and cats, but not cathedral, Catherine, etc.).

[a-z] (brackets): matches a single character found in the specified range (e.g., [c-f]at will match cat, dat, eat, and fat) or any letters within the brackets (e.g., civil[i]ze] will match both civilize and civilise).

# (hash mark): matches capitalized words only (e.g., #bacon will retrieve Bacon, but not bacon). Otherwise word searches are case insensitive. Please note that this operator does not work properly in conjunction with the vertical bar (e.g., searching #hamlet|#bacon will not retrieve accurate results).

E (capital letter): matches all accented and non-accented forms (e.g., to search naïveté regardless of accents type naIvetE).

The Boolean Operators AND, OR, and NOT are available in full-text and bibliographic searching. To take advantage of these operators, simply enter AND, OR, or NOT in uppercase letters between the desired terms.

The vertical line ( | ) is the OR operator (e.g., avarice|greed or holy ghost|spirit).
Space: serves as the AND operator in sentence and paragraph Proximity Searching (e.g., church state retrieves all cases where church and state appear in the same specified context; this is not the case in phrase searching).

Hyphens: Hyphens act as word separators, so if you are searching for a hyphenated word, you must enter the word as two separate components (e.g., if searching for all-powerful, enter the term as all powerful).

Apostrophes: You must include the apostrophe in your search string if searching for words where an apostrophe is included (e.g., if searching for God’s, you must enter God’s).

Ampersands: The ampersand (&) is not a searchable character. Avoid Phrase Searches where an ampersand may be used as a conjunction and realize that &c must be entered as simply c.

Abbreviations and Ligatures

- Abbreviations: Abbreviations have been resolved whenever provided in the encoding (e.g., "&abper;son: becomes "person"). The expanded text appears underlined. Unresolved abbreviations appear mostly as a tilde (˜) (e.g., sol˜nly for solemnly). The tilde is a non-word-breaking, unsearchable character. One must search for solemnly to find solnly. It is best to use a wildcard such as sole*nly, which finds solemnly, solemnly, sole'nly, and sole'nply.
- Ligatures: Ligatures (ae, oe, and dz) have been resolved into two letters for searching (e.g., enter ae, not ae
tenial).
- Macron and Breve: These diacritics are not to be entered in word searches. To find wrath with a long mark, enter wrath. The text will show as wrath in the results. Unfortunately, &breve; does not display properly so the démûrelie with short marks looks as follows in display: d&ebreve;mûrelie.
- End of Line Word Breaks: Words that are broken at the end of a line are brought together for searching.
- Illegible Text [gap]: Illegible text is indicated with a [gap]. These annotations are word-breaking since gaps can be many words as well as a few letters.

Help files

Comprehensive, online Help files can be accessed at any stage during your session by selecting the link on the navigation bar.