DELRdi Tutorial

The purpose of this tutorial is to provide directions for navigating the National Dance Education Organization’s (NDEO) Dance Education Literature and Research descriptive index (DELRdi). DELRdi, pronounced DEL REE dee, is NOT a general search engine for the broad field of Dance. Rather it is a discipline focused online resource for Dance Education to locate documents that “impact teaching and learning in and through dance”. To gain full access to the DELRdi you must be a member of NDEO and sign into the NDEO website with your username and password, OR be affiliated with an institution that has an annual library subscription. If you are not yet a member or subscriber, you may gain general access, but you will be unable to view detailed citations. If you would like to become an NDEO member, or subscriber, visit www.ndeo.org.

This tutorial involves Five Steps. First read directions on this tutorial document. Then minimize this window, and apply directions on the online DELRdi search page.

STEP ONE – Search Page Resources

Directions:

NDEO members: when you sign into the NDEO website, on the top menu bar, you will see “Research”. When you click Research, DELRdi will be the top choice on the menu. Click DELRdi for a search page.

Institutional subscribers: you will automatically access the search page without seeing the NDEO website.

SEARCH PAGE

Across the top you see: Quick Resources  Tutorial  About DELRdi  What/How to Submit

Also, located at the top right hand side is a floating widget containing a question mark “Help” button.
NOW minimize this tutorial document so you can sign into the website and locate DELRdi search page under Research. Take a few minutes to click “Quick Resources”, “About DELRdi”, “What/How to Submit”, and the question mark “Help” button. Briefly familiarize yourself with information that each contains, because these topics will become useful as you navigate DELRdi.

WHEN FINISHED bring up the tutorial document you just minimized.

STEP TWO – Primary Search Criteria

Directions:

Look at the main body of the search page. As you see, there are familiar search fields, called Primary Search Criteria:

Author, Title, Document Type, Institution (usually schools, colleges, universities), Year (start year/finish year), Journal/Publication name, Publisher name, and Keywords.

Below “Keywords” you see a Search button and a Reset button. You will use the “Search” button when you have entered search criteria. When that search is concluded and you wish to initiate a new search, you will use the “Reset” button to clear the search fields.
NOW minimize this tutorial document, and return to the online search page and locate the “Primary Search Criteria” and the “Search” and “Reset” buttons. Take time to explore the list of options on each of the drop down menus for “Document Type”, “Institution”, “Journals”, and “Publishers”. Then return to the tutorial document.

STEP THREE – Conducting Searches

Directions:

To enter specific searches there are some basic rules.

AUTHOR’S NAME. Usually entering last name only is sufficient.

This is especially true when you have additional information such as document type (dissertation, published article, etc), year, or name of a publication or institution.

Additionally this works because author’s name on citations is entered last name, first name, and then middle name or initial if listed. Multiple authors, following the first author, are entered first name, middle name or initial if listed, and last name. Therefore because the same author’s name may be listed differently on different citations, or in some cases initials rather than full names have been used, entering the last name only may be most efficient.

TITLE can be entered in full or part.

Also DELRdi is not case sensitive.

OTHER PRIMARY SEARCH CRITERIA.

When you do not know a specific author or title, you can conduct other “Primary Search Criteria” searches using the drop down menus and dates.

Example: a specific “Journal” within “Specific Start and Finish Years” or a specific “Document Type” from a specific “Institution”, etc.

Less is often more.

Entering two “Primary Search Criteria” rather than entering three or more can go a long way for successful DELRdi specific document searches.

This is true because if one of several criteria that you enter is incorrect, then DELRdi may not find the document even if it is included.

Example: Search Rachael Palermo’s M.A. thesis. Type Palermo in the “Author” field. Select Thesis on the “Document Type” drop down menu. Hit the “Search” button. This listing will appear.
Click View button in the upper right corner, and the full DELRdi citation appears.

NOTE: If you do not get the “View” button on the citation, it means that you are not signed in to the NDEO website, and you are getting only the limited information that non-members and non-subscribers receive. To continue the search below, return to the website, log in, and then return to resume search.

In this instance DELRdi has full text, so you will be able to “Download” the full document.

When full text is not available on DELRdi, information to access full text will be found in the “Location Details” field of the citation just above the “Download” button. This same field will include a direct link for the online source when available.

When search is completed click “Return to Previous Page” at the bottom of the citation. This returns you to the search page and you can “Reset” your search to clear the search page.
Remember that depending on the information you have, there are various ways to conduct “Primary Search Criteria” searches. For example, you could also find Rachael’s thesis by selecting New York University on the “Institution” drop-down menu and typing 2013 in both the “Start Year” and “Finish Year” fields.

NOW minimize this tutorial document and return to the online DELRdi search page and begin a search for a specific author or document of your choice. Take time to read the initial citation that appears. Then click the “View” button on that citation and read the additional information.

After conducting “Primary Search Criteria” searches, return to the tutorial document.

**STEP FOUR – Additional Search Criteria**

Directions:

Besides these “Primary Search Criteria” fields, DELRdi is unique from other indices because it has five “Additional Search Criteria” fields for constructing and refining general topic searches relevant to dance education. These are found on the right side of the search page.

The first three criteria identify topics relating to Education Issues (from the U.S. Department of Education), Populations Served (defined by NDEO), and Areas of Service (related to the field of dance education).

The last two criteria of the five fields identify Research Methods, and Research Techniques used in our field.

Each of these five “Additional Search Criteria” has multiple choices within them, which you can see by scrolling down the side menu.

NOTE: Definitions for these choices can be found by clicking the question mark “Help” button on the floating widget at the top of the search page. Scroll down the list of topics to “Definitions”. This breaks down further to
“Education Issues”, “Populations Served”, “Service to the Field”, “Research Methods”, and “Research Techniques”.

You may select multiple choices within each field by holding down the Control key on a PC (or the Apple Command key on a MAC) as you click desired choices. When two or more choices are made within one of the five fields, you will be asked to select an And or an Or search condition.

NOTE: If you select “And”, you will retrieve citations that include all the selected topics in that field. If you select “Or”, you will retrieve citations that concern at least one of the topics, but not all. Therefore “Or” searches generate more results but they may be less specific.
There is no limit to the number of choices you can enter in any or all of these five fields at one time. However, for the best results, limit your choices to no more than a total of nine from these fields at one time. After entering the desired criteria in the appropriate search fields, press “Search.”

**STEP FIVE – Additional Resources**

Directions:

In addition to the “Primary Search Criteria” and the “Additional Search Criteria” discussed above there are two more available search resources on DELRdi: “Quick Resources” and “Keywords”. You found “Quick Resources” at the top of the DELRdi search page in STEP ONE. These are specific collections of documents that are either currently especially relevant, or are rare. Everything cited there is full text in DELRdi. Because readers may not know the authors’ names, exact titles, or publishers of these specific documents, “Quick Resources” provides quicker access.

Now that you are more familiar with DELRdi, you may wish to look at some of those collections more closely.

Finally, the “Keywords” search is similar to other databases. With DELRdi, “Keywords” search is used to find specific names or terms found in citations. These might be something like Inclusive Education, STEAM, or Laban. There are three boxes for typing specific words or short phrases. “Keywords” search also allow for AND or Or searches, if you wish to search more than one term or name at a time. Just remember that an AND search will retrieve only citations that include all selected terms or names, and an OR search may just retrieve documents with only one of the selected terms or names.

**FAQ**

Q: Once I initiate a search and want to get different results, do I have to reset and start all over, or can I change some but not all of the search criteria on the existing search?
   A: If you want to keep some of your original search criteria, you do not have to start over. Once you have received one set of results, you can delete and/or add criteria to the initial search (using the control button as needed) and press the search button again and see how the number of results changes.

Q: I can’t seem to get any results from ‘Keywords” searches. What am I doing wrong?
   A: In DELRdi “Keywords” searches retrieve only words that appear in the document’s citation, not the document itself. Therefore in DELRdi use “Keywords” searches when you are seeking a specific name or term. For general topic searches, use selections from “Additional Search Criteria” rather than “Keywords”.

Q: I don’t see “feminist theory” under research methods or techniques.
   A: Research methods and techniques do not specify individual theories by name. Therefore use a “Keywords” search. Type “feminist theory” in the first box and search. To possibly get some additional listings, try “feminist” in the first box, “theory” in the second box, and designate an AND search.

Q: I don’t find dance education as an option in the five “Additional Search Criteria”.

NOW minimize this tutorial document and return to the online search page to take some time to explore possibilities within the five “Additional Search Criteria”. Create searches using a variety of criteria from the five fields. Then return to this tutorial document.
A: The closest match for that is arts education as an “Educational Issue”. After selecting other research criteria, you can refine your search further by including “dance” as a “Keywords”, but you may find this redundant because DELRdi focuses on documents that impact teaching and learning in and through dance.

Q: I can’t find boys dance under “Populations Served” or “Areas of Service to the Field”.
A: “Populations Served” and “Areas of Service to the Field” do not specify gender. Therefore, try a “Keywords” search. Type “boys dance” in the first box and search. Additionally, type “boys” in the first box, and type “dance” in the second box. Specify an “And” search, and you will get more results than the initial search. If you wish to distinguish boys dance from men in dance, try boys dance, males dance, and mens dance in the three key word search boxes and select an “Or.” For gender related topics, you might also select “Equity” under “Educational Issues” criteria.

Q: I see “Creative Process” as a choice for both “Education Issues” and “Services to the Field”. What is the difference?
A: You will find the same for “Interdisciplinary Education”. It is also listed as a choice in both criteria. Documents are included in DELRdi because they impact teaching and learning in and through dance. However, some documents may not even mention the word dance. Rather they address topics that are important to dance educators as educators. As a result, topics listed as “Educational Issues” discuss that particular topic as a general educational process. When they are listed as “Services to the Field”, they relate specifically to applications in dance practice. For further clarity you may search “definition of terms” via the question mark “Help” button at the top right corner of DELRdi search page.

Q: I can’t find full text for many citations.
A: Due to copyright restrictions we are unable to offer full text for all citations. However, each citation gives information regarding online access, DOI, and/or physical address to contact regarding full text. If you are affiliated with a university library, copy the bibliographic information including the DOI number from the DELRdi citation and go through your university research database to access the article. DELRdi works well in conjunction with university research databases.

Q: How do I tell if a document is full text in DELRdi?
A: If DELRdi has uploaded a document as full text, it will say “FULL TEXT” on the title line and there will be a “Download” button in the citation. However, there are also documents on DELRdi that have direct links to open access full text. Those documents have a button stating “Full Text” in the citation itself. The difference between the two is that if the link ever expires for the direct link open access, it will no longer be available through DELRdi as full text.

Q: What is the earliest date of included citations?
A: There are no documents before 1910.

Q: I am looking for an article published in American Educational Research Journal. The journal is listed in the “Journal” drop down menus, but I can’t find the article I want.
A: There are several hundred journals cited in DELRdi. However, journal inclusion in the DELRdi “Journal” dropdown menu does not mean that complete indices for that journal are in DELRdi. It means there is at least one dance related article from that journal cited in DELRdi. If you do locate the article in question, please send us a copy so we can include it.

Q: How come my university is not listed under institutions?
A: If an institution is not listed under “Institutions”, it means that no one has submitted any documents from that institution to DELRdi, which totally depends on people submitting documents for inclusion. Perhaps you can talk to people in your department and encourage their attention to document submission. DELRdi is a way for institutions to build an online archive of work.
Q. How are documents selected for inclusion?
A: All published articles, conference proceedings, theses, dissertations, projects, government documents, reports, individual research projects, and unpublished papers that “impact learning and teaching in and through dance” are eligible for inclusion. They also fit at least one of the topics listed under each of the “Additional Search Criteria”: “Education Issues”, “Populations Served”, and “Service to the Field”. Go to the “What/How to Submit” button at the top of the DELRdi search page to find out submission process.

Q. Does DELRdi accept blogs?
A: Yes, as long as they meet the criteria stated in the previous answer and they have been published by a known online publisher like The Huffington Post for example. Because blogs are often shorter than journal articles, DELRdi will include only full text. Therefore author needs to hold copyright and give permission.

Q. Are documents peer reviewed for DELRdi inclusion?
A: No. But most, if not all, documents have already been vetted by faculty, conference committee chairpersons, publishers, and/or other officials. Past that, if the document meets the criteria stated in the previous answer and is of publishable quality, it is eligible for inclusion. DELRdi’s mission is not to evaluate/compare work, but rather to provide a record, or archive, of what dance educators have been thinking, talking, and writing about over time.

Q. Do documents have to reflect the mission/ideas of NDEO?
A: No. You will find documents that present different points of view on the same dance education topic.

Q: Who has access to the DELRdi?
A: DELRdi was funded and developed by the National Dance Education Organization. Therefore NDEO members automatically have full access, and universities and other institutions can subscribe for unlimited computer access. Potential subscribers can request a 30 day free trial. Limited access to bibliographic information only for DELRdi citations is available to anyone with internet access.

Q: What was the Research in Dance Education project?
A: The United States Department of Education granted funds to NDEO in 2001 for a three year project to identify, locate, review, and analyze dance education research in the U.S. since 1926. To learn more about this project click “About the DELRdi” at the top of the DELRdi search page.