

> Basic

In the **Basic** search screen, you can search by keyword or phrase. Simply enter your keyword in the search box. You can join these words with Boolean operators **AND**, **OR** and **AND NOT** to focus your search. To search for a phrase of more than two words, use quotation marks. You can also use the proximity operators **WITHIN** and **Pre**.

To narrow your search further, you can

- Select a **Database**, by using the drop down box to choose a subject database relevant to your query
- Specify a date range, using the drop down **Date range** menu
- Restrict documents to full-text documents, by checking the box next to the **Full text documents**
- Restrict documents to scholarly journals, by checking the box marked **Scholarly journals, including peer reviewed**



For more choices, click on **More Search Options**. This gives you the option to search by author, publication title, and look for terms in citation and abstract only.

> Advanced

Choose **Advanced** if you would like assistance to perform more complex searches. It provides a structured framework to help you build your search.

1. Enter your keyword in the box
2. Select the index field you wish to search within from the drop down field list on the right hand side, for example **Subject**. You can select items from dropdown menus with the most popular indexed fields including subject, author name and type of article
3. Once you have chosen your search range, click **Browse** to open a browse window. You can then select an item to add it to your search criteria if you wish
4. Select the field in which you wish to search for your second search term, and repeat the steps above
5. Use the Boolean and proximity operators in the left-hand drop down lists to help build your search
6. If you want to use more than three search terms, click on **Add a row** and repeat the steps above

As with the **Basic** search screen, you can

- Select **Databases**
- Restrict date ranges using the drop down menus
- Limit your results to **Full text documents** only by checking the box
- Limit your results to **scholarly reviewed titles** only by checking the box
- Add search criteria using **More search options**

For more information on additional search fields, click on **Search Tips**.



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Basic Search Advanced Search Topic Guide Publication Search Marked List : 0 articles

Databases selected: ABI/INFORM Global, ProQuest Newspapers, ProQuest Research Library

Basic Search Tools: Search Tips Browse Topics 4 Recent Searches

Search Clear

Database: multiple databases... Select multiple databases

Date range: dates

Limit results to: Full text articles only Scholarly journals, including peer-reviewed

More Search Options Hide options (This will clear any options selected below.)

Publication title: Browse publications, About

Author: About

Look for terms in: Citation and abstract About

Article type: Any article type

Publication type: All publication types

Sort results by: Most recent articles first

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- A – Target Your Database** – if needed. Best to use multiple to start.
- B – Use Date Limits** – specific or range.
- C – Limit results** (a good feature for focusing on scholarly journals & full text only)
- D – More Search Options** – To focus your search
- E – Limit Where to Search** – ie Search in Citation/Abstract/Article Text fields.
- F – Sort Results by** – by most recent for example.