Search Tips

- **Use quotation marks** (" ") to search for **exact phrases**.
- **Two word queries** such as advertising campaigns are searched as an **implicit AND**.
- Results where a **multiple word query** (e.g., childhood obesity) appears together as a phrase are ranked as more relevant than those where the words are separated.
- **Singular and plural**-The search does not distinguish between plural and singular forms of a word. For example, a search on Treaties will return content containing either Treaties or Treaty.
- **Case sensitivity**-Search terms are not case-sensitive, so words may be entered in upper or lower case.
- **Basic Search**: If a specific field is not entered with a search query, the default is to search across **All Fields including full text** (all indexed fields of the full record plus the full-text from ProQuest)
- **Advanced Search**: The default is to search **All Fields except full text** (all indexed fields of the full record, but not including the full-text).
- **Spelling variants** enable the search engine to recognize and match differences in spelling between American and British versions of a given word such as humor vs. humour and between English and older English versions of a given word such as sing and syng when appropriate.
- **Stemming** enables the search engine to recognize and match different grammatical forms of a word such as with plurals and adjectives. For example, searching for mouse will also produce hits on mice. Searching on tall will also produce hits on tallest. If you do not want Lemmatization to be applied to your search, enter your term in quotation marks ".

Truncation & Wildcards

The **asterisk (*)** is the **Truncation character**, used to replace one or more characters. The truncation character can be used at the beginning (left-hand truncation), the end (right-hand truncation), or in the middle of a word.

**Example:**
- Searching for econom* will find economy, economics, economical, etc.
- Searching for *old will find told, household, bold, etc.

The **question mark symbol (?)** is the **Wildcard character**, used to replace any single character, either inside or at the right end of the word. The wildcard character **cannot** be used to begin a word.

**Example:**
- Searching for t?re will find tire, tyre, tore, .
- Searching for ad??? will find added, adult, adopt
Boolean and Proximity Operators

**AND** - Finds all the words
  Example: internet AND education

**NOT** - Finds articles which have the first word, but not the second word.
  Example: internet NOT html

  **Note:** If you include NOT in your search, it should be the last connector you use. Otherwise, it may produce undesired results.

**OR** - Finds any of the words.
  Example: internet OR intranet

**NEAR or NEAR/#** - To find a document with words near each other, use the NEAR/n command.
  Default NEAR value is 100 words. Example: Iran NEAR/5 will return documents with the words Iran and Iraq within 5 words of each other.

  **RULE:** never use multiple NEAR operators in the same query without separating them by a Boolean.

**ALLCAPS** – Searches for the search phrase in all upper case letters.
  Example: ALLCAPS (epa) will return documents with the three letter acronym EPA in upper case letters.

Operator Precedence

The query builder parses query terms from the left to the right. For more controlled searching, use parentheses to override ProQuest's default operator precedence.

For instance, a search on **rico NEAR crime OR civil NOT (porto OR Puerto)** would not be the same as **crime OR civil NEAR rico NOT (porto OR Puerto)**. It would need to be **rico NEAR (crime OR civil) NOT (porto OR Puerto)** to work properly.

Stop Words

Non keywords (also known as stop words) include and, or, not, near, a, an, the, on, in, *, ?

Search by Number Tips

Legislative Citations for the common “triad” (Bill, PL, Stat.) will retrieve the citation (if available) and any related documents.