



Online Database Shortcuts

Some databases may offer more complex searching options. Check the HELP files in the specific database for details.

database name	truncation symbol	wildcard symbol	boolean operators*	quotes	proximity/adjacency, range operators*
Academic Search Complete	*	*	and, or, not	no	w (with), n (near)
Acta Sanctorum	*	?	and, or, not		near, fby(followed by)
AGRICOLA	no symbol	no symbol	AND(&), OR(+), NOT(-)	no	none
America: History & Life	*	?	and, or, not, and not	yes	none
American Chemical Society	no symbol	no symbol	AND, OR, NOT	no	none
American National Biography	?	*	AND, OR, NOT	yes	NEAR
AnthroSource	no symbol	no symbol	none	yes	none
Art Abstracts & Art Index Retro	*	?	and, or, not	yes	in, near, with
Article First	* or +	# or ?	and, or, not	no	w (with), n (near)
Biography Reference Bank	*	?	and, or, not	yes	in, near, with
Biological Abstracts	*	*	and, or, not	no	w (with), n (near)
BioOne	\$	%	ALL, ANY, PHRASE	no	! (soundex), &
Books in Print	*	*	and	no	none
Business Source Complete	*	*	and, or, not	no	w (with), n (near)
Child Abuse, Child Welfare & Adoption	* or ?	no symbol	and, or, not	yes	nearX, adjX
Christian Science Monitor	?	*	AND, OR, AND NOT	yes	within, not within, Pre/, W/DOC
CINAHL	?	*	AND, OR, AND NOT	yes	within, not within, Pre/, W/DOC
ClasePeriodica	* or +	# or ?	and, or, not	no	w (with), n (near)
Communications & Mass Media	*	*	and, or, not	no	w (with), n (near)
Congressional Sources	!	*	AND, OR, AND NOT	no	w/s, w/p, W/n, PRE/n, NOT W/n
Country Watch	*	?	and, or, not	no	none
CQ Public Affairs	*	*	and, or, not	yes	w/#
CQ Researcher	*	*	and, or, not	yes	w/#
Criminal Justice Abstracts	*	? or *	and, or, not	yes	within/n (n=number), near, before, after

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Criminal Justice Per. Ind.	?	*	AND, OR, AND NOT	yes	within, not within, Pre/, W/DOC
Criminology	*	? or *	and, or, not	yes	within/n (n=number), near, before, after
CRISP	%	%	and, or	no	none
DARTS: Dep. Access to Reports, Tech & Sci ²	no symbol	no symbol	and, or, not	no	none
Dissertation & Theses	?	*	AND, OR, AND NOT	yes	within, not within, Pre/, W/DOC
EconLit ¹	* or +	*	and, or, not	no	w (with), n (near)
Education Research Complete	*	*	and, or, not	no	w (with), n (near)
Encyclopedia Americana	*	? or \$	AND, OR, NOT	no	W/n, Near/n (n=number), ADJ
Encyclopedia Britannica	*	*	none	no	none
Engineering Village	*	?	AND, OR, NOT	yes	NEAR, ONEAR
ERIC	*	*	and, or, not	no	w (with), n (near)
Funk and Wagnalls Encyclopedia	*	*	and, or, not	no	w (with), n (near)
GEOBASE ¹	* or +	*	and, or, not	no	w (with), n (near)
GEOREF	*	*	and, or, not	no	w (with), n (near)
GeoScienceWorld	*	*	and, or, not	yes	none
GPO ACCESS	*	*	AND, OR, NOT	yes	ADJ
GPO Catalog of Government Publications	* or +	*	AND, OR, NOT	yes	w (with), n (near)
Health Source (consumer & nursing editions)	*	*	and, or, not	no	w (with), n (near)
HEIN Online	no symbol	no symbol	and, or	yes	none
Historical Abstracts	*	?	and, or, not, and not	yes	none
Historical Newspapers	?	*	AND, OR, AND NOT	yes	within, not within, Pre/, W/DOC
IEEE Xplore	* or ?	* or ?	and, or, not	yes	in,
IngentaConnect	*	*	AND, OR, NOT	no	none
JSTOR I, II, III, IV & V	* or +	no symbol	AND, OR	yes	NEAR
Legal Collection	*	*	and, or, not	no	w (with), n (near)
Lexis-Nexis Academic	!	*	AND, OR, AND NOT	no	w/s, w/p, W/n, PRE/n, NOT W/n
Library & Info Science Technology Abstracts	*	*	and, or, not	no	w (with), n (near)
Library Literature & Information Science	*	?	and, or, not	yes	in, near, with
Literature Online (LION)	*	?	and, or, not	yes	near, FBY (followed by)
Los Angeles Times	?	*	AND, OR, AND NOT	yes	within, not within, Pre/, W/DOC

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Making of American Journals	*	*	and, or , not	no	near, not near, followed by
Marquis Who's Who	*	* or ?	and, or	no	none
MasterFILE Premier	*	*	and, or, not	no	w (with), n (near)
Medline	* or +	*	and, or, not	no	w (with), n (near)
Medline Plus	*	*	or, not	yes	none
Mental Measurements Yearbook	*	?	and, or, not	no	adj, near, with
MLA - Directory & Bibliography	*	*	and, or, not	no	w (with), n (near)
Music Index	*	*	and, or, not	no	w (with), n (near)
National Newspapers	?	*	AND, OR, AND NOT	yes	within, not within, Pre/, W/DOC
New York Times (current and archive)	?	*	AND, OR, AND NOT	yes	within, not within, Pre/, W/DOC
Newspaper Source	*	*	and, or, not	no	w (with), n (near)
Oxford Reference Online	*	no symbol	AND, OR, NOT	yes	none
Papers First	* or +	*	and, or, not	no	w (with), n (near)
Patrologia Latina	*	?	and, or , not		near, fby(followed by)
Philosopher's Index	*	?	and, or, not	no	adj, near, with
Proceedings First	* or +	*	and, or, not	no	w (with), n (near)
Professional Development Col.	*	?	and, or, not	yes	w (with), n (near)
Project Muse	*	no symbol	and, or , not	yes	none
PsycARTICLES	*	?	and, or, not	yes	w (with), n (near)
PsycBooks	*	*	and, or, not	no	w (with), n (near)
PsycINFO	*	*	and, or, not	no	w (with), n (near)
PublicADMINISTRATIONetBASE	* or ?	* or ?	and, or, and not		w/#, notw/#, contains
Pubmed Central	*	no symbol	AND, OR, NOT	no	none
Regional Business News	*	*	and, or, not	no	w (with), n (near)
RIA Checkpoint	*	?	and, or, not	yes	/#, pre/#, /s, pre/s, /p, pre/p
Sage Publications	*	*	and, or, not	yes	none
Science Direct	!	*	AND, OR, AND NOT	no	W/nn, NOT W/nn, PRE NN (N"number)
SciFinder Scholar	no symbol	no symbol	none	no	use conjunctions like AND or EXCEPT
Serial Set	!	*	AND, OR, AND NOT	no	w/s, w/p, W/n, PRE/n, NOT W/n
Social Work Abstracts	*	?	and, or, not	no	adj, near, with
SocINDEX	*	*	and, or, not	no	w (with), n (near)

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STAT-USA ²	*	*	and, or, not	no	@
TOPICsearch	*	*	and, or, not	no	w (with), n (near)
USA Trade Online ²	*	*	and, or, not	no	@
Wall Street Journal (archive and current)	?	*	AND, OR, AND NOT	yes	within, not within, Pre/, W/DOC
Washington Post	?	*	AND, OR, AND NOT	yes	within, not within, Pre/, W/DOC
Web of Science	*	? or \$	and, or, not	no	same
World Almanac	* or +	*	and, or, not	no	w (with), n (near)
World Cat	* or +	*	and, or, not	no	w (with), n (near)

* If the operators are capitalized in the grid, they must be capitalized in the search

1 - Password required

2 - In-library use only; Password required

8/09 KMR