

	<b>General OneFile</b>	<b>Emerald</b>	<b>Ovid (Database mapping must be turned off for wildcards to work)</b>	<b>ProQuest</b>	<b>Science Direct</b>	<b>EBSCO(SocINDEX and CINAHL)</b>	<b>Google Scholar</b>
<u>Excluded words</u>	Change <i>and</i> to <i>not</i> in drop down menu	Change <i>and</i> to <i>not</i> in drop down menu	e.g. psychology not psychologist	Use <i>and not</i>	Use <i>and not</i>	Change <i>and</i> to <i>not</i> in drop down menu	Use - e.g. bass – fishing or <i>not</i>
<u>Multiple words</u>	Change <i>and</i> to <i>or</i> in drop down menu	Change <i>and</i> to <i>or</i> in drop down menu	e.g. psychology or psychologist or perform 2 searches, then click combine	Use <i>or</i>	Use <i>or</i>	Change <i>and</i> to <i>or</i> in drop down menu	Use   or <i>or</i>
<u>Truncation</u>	Use * for any or ? for plurals only	Tick box	Use \$ or ? for unlimited or \$ and number of required letters following root e.g. dog\$1 retrieves dog and dogs	Use * or ? for one letter only	Use ! e.g. behave! to find all variants or * at the end to find exact number of letters e.g. transplant** finds transplant, transplanted and transplanter not transplantation	Use * for any or ? for each letter	
<u>Exact phrase/match</u>	“inverted commas”	Tick box	Default	Default	“inverted commas”	Default	“inverted commas”

	<b>Infotrac</b>	<b>Emerald</b>	<b>Ovid (Database mapping must be turned off for wildcards to work)</b>	<b>Proquest</b>	<b>Science Direct</b>	<b>EBSCO/SocIndex</b>
<u>Similar words</u>	Look at <i>subject terms</i> on left after search or perform subject guide search	Default Also fuzzy search e.g. “roam~” finds foam and room	Click on “find similar” under each search result. If searching CINAHL only, ticking “Map term to subject heading” gives a subject list when a search is performed.	Suggested topics offered after search is performed	Default for regular plurals	Look at <i>narrow results by subject</i> on left after search or perform <i>subject terms</i> browse. Finds similar by default in search results.
<u>Other wildcards within words to find variant spellings</u>	e.g. defen?e, colo?r, psych????y	e.g. wom?n or wom*n – also finds women’s etc., psych????y or psy*y	e.g. wom#n or wom?n but not with only one letter before e.g. d#g or d?g	e.g. wom?n used inside or to the right of a word	e.g. wom*n	e.g. Sm?th?, psych????y
<u>Nesting</u>	e.g. (race or color) and discrimination	e.g. (race or color) and discrimination	e.g. (race or color) and discrimination	e.g. (race or color) and discrimination	Order of precedence of terms: 1. OR 2. W/nn 3. PRE/nn 4. NOT W/nn 5. W/SEG 6. NOT W/SEG 7. AND 8. AND NOT	e.g. (race or color) and discrimination – also finds similar words e.g. racial

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<u>Proximity operators</u>	W(within) e.g. <b>shared w3 values</b> matches any records in which the word <i>values</i> occurs three or fewer words after the word <i>shared</i> . N (near) e.g. <b>memory n5 repressed</b> matches any records in which the words <i>memory</i> and <i>repressed</i> occur within five or fewer words of each other in either direction.			W/ (within) e.g. computer W/3 careers W/PARA – words in the same paragraph W/DOC – words within the document text NOT W/# - where # is the number of words apart PRE/# - where # is the number of words before e.g. world PRE/3 web used when searching citation and/or document text.	e.g. W/15 NOT W/15 PRE/15 W/SEG searches for 2 search terms in the same document field e.g. lesion W/SEG pancreatic	e.g. risk W4 cancer	e.g. “caring ** family member” replaces * with 1-3 words occurring between search words
<u>Searchable/ Browsable Subject Index (in addition to searching by subject field)</u>	Search for a subject with <i>see references</i> in results	Browse - default subjects only	CINAHL only – tick map term to subject heading	Search and browse subjects to paste into search	Browse journals/books by subject	Search for a subject with <i>use</i> prompts for alternative subject headings	

**Other search tips for Google Scholar**

The following can be inserted before the search words e.g. author:Berners-lee

intitle: results include the search term in the page title

allintitle: search for all the works in the page title

inurl: search for word in URL

allinurl: search for all words in URL

author: search for word in author's name

filetype: restricts search to specific file format