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Introduction to Database Searches

Ways You Can Search

Buttons to each search type are displayed on the page banner.



1. [Basic Search](#)

Allows you to search by Keyword, Subject, Publication Title or Entire Document for your search term(s). Options for [limiting your search](#) include retrieving documents only from full-text sources, peer-reviewed publications and/or only those containing images.

You may also use the [Search box](#), which is visible on non-search input pages, such as the results page or when viewing content, to perform a Basic Keyword Search.

2. [Subject Guide Search](#)

Browses an interactive list of subject terms (known as the Subject Guide), allowing you to select topics and link to related subjects. Subject Guide Searches are a good way to look for information by topic. Also recommended if you want to take your research in a slightly different direction by viewing narrower or broader terms. Several options for [limiting your search](#) are available.

3. [Advanced Search](#)

Lets you conduct a search on a [particular field or a combination of fields](#), including Author, Company Name, ISBN/ISSN, Name of Work and many others. Many options for [limiting your search](#) are available.

4. [Previous Searches](#)

Re-run or revise searches you've performed during your current session.

Search Tips

Searching Made Easy:

Enter your search terms in the search box on the [Basic Search](#) page. The **Keyword** tab is initially displayed, but you may choose another search option. Commonly-used ways to limit a search are listed below the search input box.

Use [Advanced Search](#) when you need to enter additional search criteria. Other search types you can use are [Subject Guide Search](#) and [Publication Search](#).

The left-hand sidebar of your search results lets you select results for a **specific kind of content**. **Search within results** and easily **limit by** subject, document type, publication and date.

Search Assist:

With Search Assist, the search input boxes will **suggest words as you type**, allowing you to select correct/preferred spellings of terms, as well as most commonly searched terms.

Begin typing the first several letters and the system will start making suggestions in the drop-down list, refining the suggestion list as you enter more letters. Use the up/down arrows on the keyboard or scroll

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the list for more terms. Click on a term to select it and then click the magnifying glass icon to perform the search.

Also Try:

"Also Try" recommendations help you find the most relevant content based on your search terms. For example, enter *death penalty*, and the system will offer an "Also Try" suggestion of "Capital Punishment" as part of your search results.

When your search term matches a publication title, the system will ask if you want to read that publication and provide a link to a results list of all articles from the publication.

Too Many Results:

With large and diverse periodical collections, you may find that a [Basic Search](#) produces too many results not pertaining to what you are looking for. This may be especially true when your search terms consist of common words or names. Here are some ways improve your search:

- Let [Search Assist](#) help you. Enter your terms, or just the first few letters, and Search Assist will suggest topics and phrases.
- Try a [Subject Guide Search](#), which provides an interactive guide offering topics within (subdivisions) and related subjects.
- For a more focused search, use any of the field-specific indexes of [Advanced Search](#), such as Author, Brand Name, and Company Name and so on.
- Search on multiple indexes and/or use search limiters when creating your search. For example, use Advanced Search, select the **Keyword** index, and use a combination of additional indexes and/or search limiters to focus your search.

Too Few Results:

You can generally increase the number of search results by selecting a [Basic](#) or [Advanced Search](#) index (search type) that performs a broader search. The following hypothetical results show how the number of results increases by changing the index.

Search #1

Advanced Search	Search Term	Hypothetical Number of Results
Document Title	<i>global oil market</i>	87

Search #2

Advanced Search	Search Term	Hypothetical Number of Results
Keyword	<i>global oil market</i>	3013

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Search #3

Advanced Search Index	Search Term	Hypothetical Number of Results
Entire Document	<i>global oil market</i>	9027

Limiters-Only Search:

With [Advanced Search](#) you can leave the search input boxes blank and select only from the [search limiters](#). Most [search limiters](#) can be used as stand-alone searches, although a few require you to enter at least one search term. The system will display a message if you attempt a limiters-only search that is not supported.

Search History:

Keep track of the searches you have performed on the **Previous Searches page**. Here you will find the number of results produced by each search and a link to revise the search.

Searching: The Technical Details

This section is for those users with complex research needs or who are interested in a more technical explanation of how the search engine works.

What the Search Engine Ignores:

- **Capitalization:** A search on *harry potter* produces the same results as *Harry Potter*
- **Stop words:** A search on *the secretary of state* is the same as *secretary state*.
- **Most symbols and punctuation** are ignored. However, the following symbols are generally recognized: & / ' (use periods when searching on initials; use apostrophes when your search terms include contractions or names that have an apostrophe).
- **Possessives:** A search on *Occam razor* produces the same results as *Occam's razor*. However, a search on *Occam's razor* will be treated as spelled and likely will not produce any results.

Stop Words:

Stop words are small, common words that are ignored in search queries and in the text of documents. This includes words such as **a, an, as, at, in, is, on, that, the, which**, and the like. The list of stop words varies by database collection.

Searches with Multiple Search Terms or Phrases:

For [Advanced Searches](#) using Basic Search, Keyword, Entire Document, and Document Title, the search engine looks for the presence of your search terms in any order with up to four words between them, not including stop words. Therefore, it is generally not necessary to do anything special other than enter your terms.

For example, a search on *archives department* is the same as *department archives*. Possible results could include documents containing the following text:

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"...according to the **Archives department**..."

"...the **archives** of the **Department** of Pathology..."

"...the Justice **Department** reported to the National **Archives** and Records Administration ..."

Tip: Once the search engine finds at least one occurrence of your phrase in proximity in an article, it will highlight every occurrence of each term, even if some occurrences do not include the entire phrase.

When should you use **quotation marks** around your search terms? When you are looking for words in a **specific order** with no intervening words. Or if you are searching on a **phrase that contains *and, or, or not*** and you do not want those words treated as logical operators.

Examples:

"black and white photographs"

"time's winged chariot"

Searching Names:

It is not necessary to type an individual's name in any certain order. Thus, an Author index search on *Michelle Higgins* is the same as *Higgins, Michelle*. When a name contains a middle initial, you may enter it, though it is not necessary. For example, an Author search on *Fannies Ward* finds both **Fannie B. Ward** and **Fannie Brigham Ward**. However, if an author uses a first initial, or first and middle initials, it is best to include the initials in your search.

Example: *a. o. Scott*

Searching Acronyms:

It is not necessary to type the periods when searching acronyms. Thus, a search on *UN* is the same as *U.N.* (and is also the same as: *un*).

Logical (Boolean) Operators:

You may use logical operators in your search queries:

Boolean Operator	Description	Example	Notes
AND	Finds all your search terms in the searched text.	<i>children and travel</i>	Generally speaking, you do not need to use AND between your search terms as the search engine automatically looks for all your search terms in proximity to one another. However, you can use AND to find terms anywhere in the searched text, and not just in proximity to one another. The AND operator is most effective when doing an Advanced Search .

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OR	Finds one, some or all of your search terms in the searched text.	<i>postmortem or autopsy</i>	OR is good to use when searching for variant spellings or synonymous terms. Note: this will increase your search results.
NOT	Use before a term that must not be found in the searched text.	<i>crime not murder</i>	It is generally better to enter what you are looking for, rather than what you are not. So rather than searching on crime not murder , search on a specific aspect of crime, such as <i>campus crime, hate crimes, organized crime</i> , and so on.

Tip: When you want to search on *and, or, or not* as words rather than logical operators, enclose your search terms in **quotation marks**.
For example: *"black and white photographs"*

Wildcard Characters:

Wildcards let you substitute symbols for one or more letters when you do not want to include, or do not know, exact spellings.

There are three wildcard characters:

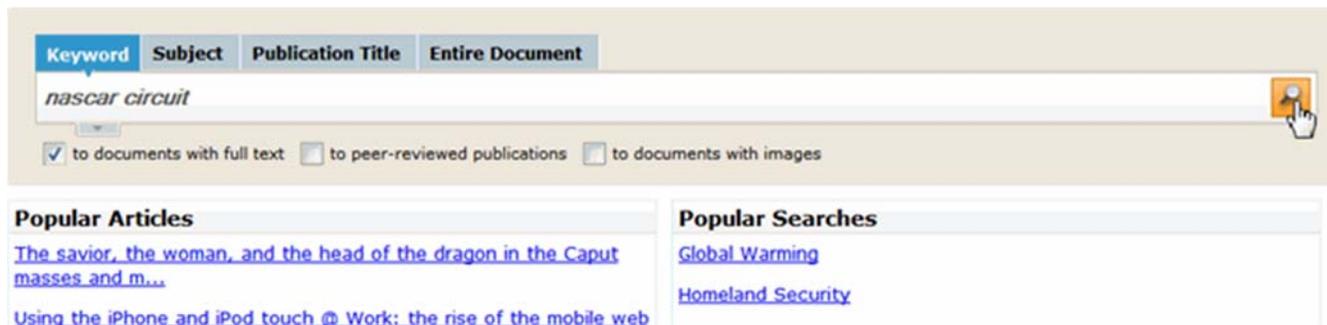
Wildcard	Description	Example	Notes
*	The asterisk stands for any number of characters , including none.	A search on <i>carib*</i> finds: Carib, Caribs, Carribbean, caribe, caribou	Many databases require a minimum number of characters (usually three) before you can use the asterisk wildcard, so the following search would not be allowed: <i>ma*</i>
?	The question mark stands for exactly one character .	A search on <i>psych????y</i> finds: psychiatry and psychology (but not psychotherapy).	
!	The exclamation point stands for one or no characters .	A search on <i>colo!r</i> finds: color and colour	

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Basic Search

Basic Search gives you the choice of searching in one of several ways. The Basic Search page also provides links to popular articles and search topics.



1. Select a search option by clicking one of the tabs above the input box:
 - **Keyword:** Searches significant fields in documents, including titles, introductory text, authors, and subject terms. This is a good all-purpose option that searches a broader range of fields than more specific searches, such as by Subject. A keyword search may grab articles that do not speak about your topic. **Search results may simply have found your search word(s) in the article(s).**
 - **Subject:** Searches for topics such as academic disciplines, companies, events, laws, geographic locations, organizations, people, etc. using a hierarchical Subject Guide developed by Gale editors. This is a good search to use when beginning your research or when you want to link to related subjects suggested by the system. **A subject search will ensure the entire article speaks about your topic.**
 - **Publication Title:** Searches for all documents available where the publication title contains the word(s) you entered.
 - **Entire Document:** Searches for your search term(s) within the entire text of all documents in the database, as well as in the fields of information included in the Keyword search. This is a good search to use if Keyword or Subject searches are not returning enough results, or if you are looking for a particular line of text or an unusual phrase.
2. Enter one or more words in the input box. The [Search Assist](#) feature will make suggestions based on the text you type.
3. Optionally check one or more of the boxes below the input box to limit your search ([refer to the table below](#))
4. Click the search icon 
5. The system will display your [search results](#), with documents organized by [type of content](#). In the left-hand sidebar, you'll be able to further refine your results.

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Ways to Limit a Basic Search:

You may wish to limit the kinds of results your search will produce. Check one or more of the following options:

Limit Results	
Option	Description
documents with full text	You can limit the results of your search to include only documents with full text, thus eliminating any citation-only and abstract-only articles .
peer-reviewed or scholarly publications	You can limit the results of your search to include only articles from peer-reviewed publications . Peer-reviewed and Scholarly refers to articles published by experts or peers within the field.
documents with images	Limits results to only those documents that contain some kind of image, such as an illustration, map, chart and the like.

Depending on how your location is set up, one or more boxes may be checked by default.

Note: If you want to enter additional search criteria, click the [Advanced Search](#) menu button.

Search Assist

[Search Assist](#) is a learning, intuitive search term suggestion tool that displays terms, phrases and trending topics as you type.

Advanced Search

Advanced Search lets you conduct a search using a variety of criteria, enabling you to retrieve very specific results. You can search on specific word or words occurring within key fields of data, within the full text of documents, and many other searchable fields of information.

1. Click the **Advanced Search** menu option .
2. Select an index (search type) from the drop-down menu.
3. Enter your search term(s) in the top-most input box.
Tip: Search Assist suggests words as you type.
4. Optionally select a [boolean operator \(AND, OR, NOT\)](#), select an index (search type) and enter additional search term(s) in the next row -- you may add as many rows as needed by clicking **Add a Row**.
5. Optionally enter one or more search limits (if enabled) to limit your search results using the fields found below the search input boxes.
Tip: You may leave the input boxes blank and build your search using only the search limiters.
6. Click the **Search** button.

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Ways to Limit an Advanced Search

Search limiters let you impose specific controls on the search result to produce a smaller result set that is more precisely focused on what you want. The following table lists the ways you can limit an Advanced Search. **Instructions from your instructor for your research or assignment will provide with direction on how to “limit” your search.**

Limiter	Description
Documents with full text	<p>You can limit the results of your search to include only documents with full text, thus eliminating any citation-only and abstract-only articles. Depending on how your location is set up, the box might be checked by default.</p> <p>In some cases, you will find a link that takes you to the full text of the article on a publisher’s website. These articles will appear in your full-text limited searches.</p>
Peer-reviewed or scholarly publications	<p>You can limit the results of your search to include only articles from peer-reviewed or scholarly publications.</p>

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Documents with images	Limits results to only those documents that contain some kind of graphic, such as an illustration, map, chart and the like.
Publication date(s)	You can limit your search results to include only documents published by a date or range of dates. Click the appropriate radio button to search by All Dates , or to search for documents Before , On , or After a specific date or within a range of dates (Between). Next use the drop-down boxes to select the exact date or range of dates that you want.
Document type	You can restrict results to a specific kind of article as selected from the list. Examples may include "Book Review," "Cover Story," "Interview", and "Poem," to name a few. Press and hold the CTRL (Control) key to make multiple selections. Or, you may check the Exclude these document types box and then select the documents you do not want included in your search results.
Publication title	You can limit a search to specific sources. Begin typing a term and the system will present a list of titles beginning with that term for you to choose from. You may enter multiple titles.
Publication subject	Use this option to limit your search to specific subjects. Begin typing a subject term and the system will present a list of subjects for you to choose from. You may enter multiple terms.
Lexile reading level	Limit your search results to only those documents matching the Lexile® reading level(s) you select. Press and hold the CTRL (Control) key to make multiple selections.
Lexile score	Lexile® scores range from 0 to 1300 and rate the difficulty of text based on word frequency and sentence length. The higher the range, the more advanced the text will be. If the Lexile score box is left blank, your results may include documents with any score.
JSTOR	This option limits your results to only include listings for periodicals that have back issues available in JSTOR.

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Advanced Search Examples

Method 1: Select One or More Indexes and Enter Terms

Example 1.1

The **Subject** [search](#) works well for finding articles focused on a particular topic.

Index	Search Term
Subject	<i>consumer spending</i>

Tip: For a broader search, use the **Keyword** search, which in addition to searching titles and authors, also searches the beginning text. If you wish to further broaden your search, use the **Entire Document** search.

Tip: To search on different aspects of a subject, including related subjects, use the [Subject Guide Search](#).

Example 1.2

Use the **Entire Document** search to search for articles that contain your search terms appearing within the complete text of the articles.

Index	Search Term
Entire Document	<i>great diversity of culture</i>

The **Entire Document** search also works well when searching for an unusual word or technical jargon, especially if searching the **Subject** or **Keyword** searches are not producing enough results.

Tip: The **Entire Document** search automatically looks for all your search terms in close proximity to one another. In some cases, other words may occur between your search terms. The search on *great diversity of culture* may find an article with the text, "...*Turkish culture, resulting in great diversity...*" To find your search terms in the sequence you entered them with no other intervening words, enclose your terms in quotation marks. For example: "*great diversity of culture*"

Example 1.3

You can search more than one search type at a time. For example, to find articles that mention *cassava*, or any of its alternate or regional names, use the OR [boolean operator](#) to connect multiple rows.

For example:

Logical Operator	Index	Search Term
	Keyword	<i>cassava</i>
OR	Entire Document	<i>yucca</i>
OR	Entire Document	<i>manioc</i>

Note: A more restrictive search would be to use the AND operator between rows, which would find only articles matching all terms. You may have less results, but these results may match your topic better.

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Method 2: Enter Indexes, Terms and Search Limiters

Example 2.1

If you find that a specific search produces results that are too diverse, you can [limit your results](#). The example below uses the **Publication Subject** limiter to find anthropology articles in which the term *kinship* appears in the document title.

Index	Search Term
Document Title	<i>kinship</i>

Limit Results to...	Selected option
Publication subject	Type <i>anthropology</i> in the input box and then make the appropriate selection from the list generated

Tip: You can also apply search limiters to your search results and/or filter your results.

Example 2.2

Multiple [search limiters](#) are used in the following example. This search finds Country Overviews of India published after 2000 that contain full text and images.

Index	Search Term
Subject	<i>india</i>

Limit Results to...	Selected option
To documents with full text	<i>check the box</i>
To documents with images	<i>check the box</i>
Publication year(s)	<i>select the After radio button, and then select 2000 from the Year drop-down list</i>
Document Type	Country Overview

Method 3: Enter Search Limiters Only

Example 3.1

This example shows how to find all documents of type Aerial Photograph that exist in the database, regardless of the subject matter.

Index	Search Term
Keyword	<i>leave all search term input boxes blank</i>

Limit Results to...	Selected option
Document type	Aerial Photograph

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Sample Searches

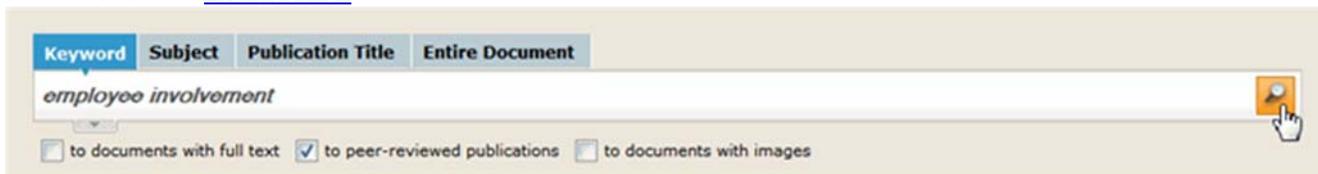
Search 1:

Find peer-reviewed articles pertaining to employee involvement.

Solution

1. Perform a Basic Search using the **Keyword** tab.
2. Enter the following search:
employee involvement
3. Check the **to peer-reviewed publications** limiter.
4. Click the the search icon .

Here's what this [Basic Search](#) would look like:



The screenshot shows a search interface with four tabs: **Keyword**, **Subject**, **Publication Title**, and **Entire Document**. The **Keyword** tab is selected. The search input field contains the text *employee involvement*. Below the input field, there are three checkboxes: to documents with full text, to peer-reviewed publications, and to documents with images. A search icon is visible on the right side of the input field.

Tip: Your results may contain citation-only and abstract-only citations. Use the left-hand sidebar to further limit results **to documents with full text**, if desired.

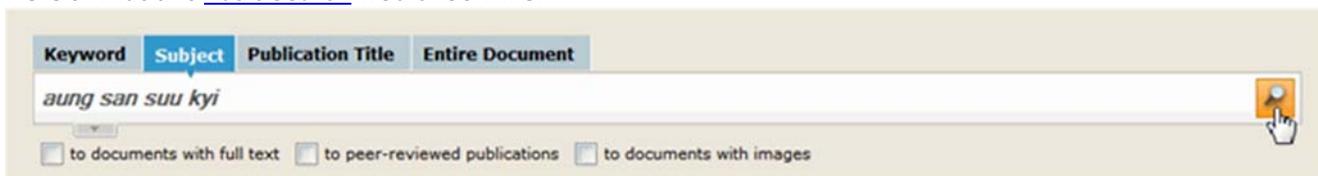
Search 2:

Find information about Aung San Suu Kyi.

Solution

1. Perform a Basic Search using the **Subject** tab.
2. Enter the following search:
aung san suu ky
3. Click the the search icon .

Here's what this [Basic Search](#) would look like:



The screenshot shows a search interface with four tabs: **Keyword**, **Subject**, **Publication Title**, and **Entire Document**. The **Subject** tab is selected. The search input field contains the text *aung san suu ky*. Below the input field, there are three checkboxes: to documents with full text, to peer-reviewed publications, and to documents with images. A search icon is visible on the right side of the input field.

Tip: To research a particular aspect of a subject, use [Subject Guide Search](#). Enter your search term(s) and then click through the [interactive Subject Guide](#) for specific topics within a subject, or to find related subjects.

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Search 3:

Retrieve all full-text articles in the Council on Foreign Relations journal, *Foreign Affairs* making reference to the term "New World Order".

Solution

1. Perform an Advanced Search.
2. Select the **Entire Document** index.
3. Enter the following search:
"new world order" (enclose the term in quotation marks)
4. Check the **to documents with full text** limiter.
5. Enter *foreign affairs* in the **by publication title** limiter box (as you type, choices will begin to appear; click on a publication title)
6. Click the **Search** button.

Here's what this [Advanced Search](#) would look like:

Advanced Search
Select index(es) and enter term(s) to search

And ▾	Entire Document ▾	"new world Order"
And ▾	Keyword ▾	
And ▾	Keyword ▾	

Add a Row Search Assist **On** | Off

Search Clear

limit results:

- to documents with full text
- to peer-reviewed publications
- to documents with images

by publication date(s): All Dates Before On After Between

by document type: Exclude these document types

- *None selected*
- Abstract
- Advertisement
- Aerial photograph
- Agency overview
- Analyst report
- Appendix

by publication title: Foreign Affairs

Type in a search term

by Lexile reading level: None Selected 200L to 400L 300L to 500L

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Your Search Results

Once you have performed a search, your search results will be returned, sorted by default with the most recent documents shown first.

Here are some sample search results:

The screenshot displays a search results interface with three main columns:

- Left-hand column (Refine Results):** Includes filters for document types (e.g., Magazines (1218), Books (16), News (9070)), related subjects (Dalai Lama (244), Tibet (114)), document types (Brief article (662), Article (382)), and publication titles.
- Middle column (Search Results):** Shows 1218 results for 'Basic Search KE (dalai lama)'. Results are sorted by 'Publication Date (Descending)'. Four results are visible:
 - 1. Tibet's endgame.** Book review. *National Review*, 63.6 (Apr. 4, 2011) p46. Word Count: 1849. Summary: Tragedy in Crimson: How the Dalai Lama Conquered the World but Lost the Battle with China, by Tim Johnson (Nation, 352 pp., \$26.99) [ILLUSTRATION OMITTED] FOR many political and religious exiles from China, the past ...
 - 2. The best politics is no politics.** Brief article. *Maclean's*, 124.11 (Mar. 28, 2011) p10. Word Count: 108. Summary: Given his status as a revered spiritual leader, retirement was never really an option for the Dalai Lama. But the 76-year-old's decision to formally relinquish his political duties to an elected member of Tibet's ...
 - 3. Tibetan leaders give in to Dalai Lama.** Brief article. *DNA (Daily News & Analysis)*, (Mar. 27, 2011) Word Count: 270. Summary: Byline: Ajay Bhardwaj Members of the 14th Tibetan parliament-in-exile, which concluded its 10-day session in Dharamshala on Friday, finally gave in to the desire of the Dalai Lama to give up his political role in Tibet's ...
 - 4. The Dalai Lama is upping his game against the Chinese: DNA Analysis.** Article. *DNA (Daily News & Analysis)*, (Mar. 25, 2011) Word Count: 723.
- Right-hand column (Saved Documents, Tools, Related Images, Related Videos, Related Podcast):** Includes a 'Saved Documents (1)' section with a link to 'In Depth: NBC News Exclusive: Interview With The Dalai Lama'. It also features 'Tools' (Save this search, Bookmark this Document, Share), 'Related Images' (a grid of photos), 'Related Videos' (Dalai Lama Blasts China on Tibet Anniversary..., In Depth: NBC News Exclusive: Interview With The...), and 'Related Podcast' (Dalai Lama: Committed To Promoting Human Value (Audio file) (Broadcast transcript) (Interview)).

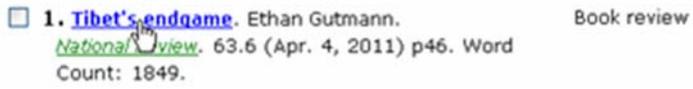
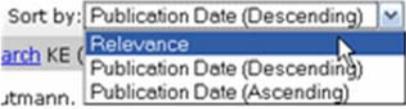
Notice the page is divided into three main sections:

- **Left-hand column:** Lets you refine your results, select a different [content type](#) (Academic Journals, Magazines, Books, and so on) and limit your search.
- **Middle column:** Displays a list of results for the selected content type.
- **Right-hand column:** Provides [tools](#), as well as recent multimedia results.

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You may do the following tasks from your search results page:

Task	How To
View an article	<p>Click the article title to view the content.</p> 
Get publication details and link to other issues from the same publication (when available)	<p>Click the publication title, which takes you to the About this Publication page.</p> 
Bookmark this search	<p>The  tool lets you can create a Gale Bookmark so that you can re-run the search that created these results and view the current results, including any new content that has been added to the database.</p>
Create a search alert	<p>The  tool lets you request a search alert to be sent to you via email, or you can subscribe to an RSS feed.</p>
Share	<p>The  tool lets you share this page via a social bookmarking system or service.</p>
Revise your search	<p>Click the hyperlinked search name</p> 
Change the sort order	<p>You may change the order in which your results are listed using the Sort by menu.</p> 
Refine your results	<p>Use the left-hand sidebar to search within your results or to apply common</p>

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	<p>limiters.</p>
<p>View results from a different type of content</p>	<div data-bbox="505 338 771 680"> <p>Content Types</p> <ul style="list-style-type: none">  Academic Journals (588) <li style="background-color: #e0e0e0;"> Magazines (1218)  Books (16)  News (9070)  Images (1)  Videos (10)  Audios (86) </div> <div data-bbox="779 338 1433 533"> <p>The "Content Types" box to the left organizes the different kinds of resources your search found. The shaded content type is what you are currently viewing. Click a different type to view its results. The number in parentheses is the number of results found.</p> </div>
<p>View multimedia results</p>	<div data-bbox="505 709 820 1520"> <p>Related Images View All</p>  <p>Related Videos View All</p> <ul style="list-style-type: none">  Dalai Lama Blasts China on Tibet Anniversary...  In Depth: NBC News Exclusive: Interview With The... <p>Related Podcast View All</p> <ul style="list-style-type: none">  Dalai Lama: Committed To Promoting Human Value (Audio file) (Broadcast transcript) (Interview) Morning Edition February 22, 2010 Reading Level </div> <div data-bbox="828 709 1433 905"> <p>If your search found related images, videos and/or podcasts, these will be listed along the right-hand side. The most recent items will be displayed on the search results page. Click the View All button for a complete list of all items within a category.</p> </div>

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<p>Other ways to limit your results</p>	<p>Limit Search by Use the "Limit Search by" box to the left to filter your results.</p> <p>RELATED SUBJECTS:</p> <ul style="list-style-type: none"> Dalai Lama (244) Tibet (114) China (94) Book reviews (94) Chinese foreign rela... (90) View More <p>DOCUMENT TYPES:</p> <ul style="list-style-type: none"> Brief article (662) Article (382) Book review (192) Interview (54) Letter to the editor (40) View More <p>PUBLICATION TITLES:</p> <ul style="list-style-type: none"> Booklist (91) DNA (Daily News & An... (79) The Economist (US) (71) National Catholic Re... (44) Newsweek Internation... (34) View More <p>PUBLICATION DATES:</p> <ul style="list-style-type: none"> Past Week Past Month Past Year Custom Date Range
<p>Save one or more results items</p>	<p>Place a check in the Save box <input checked="" type="checkbox"/> for individual results items, or click Save All <input checked="" type="checkbox"/> Save All to save the results shown. Items you save will be shaded and will appear in the your Saved Documents folder.</p>
<p>View more pages of results</p>	<p>To navigate to the previous and next page of the results list, use the small arrows to the left and right of the results list page numbers located below the results list display.</p>

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