



SEARCH LIKE A PRO

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PHRASES IN QUOTATION

MARKS

“ Putting quotation marks around a phrase ensures the database searches for those words in that order. ”

TRUNCATION

Truncation broadens your search to include various word endings and spellings. To truncate, remove the ending of a keyword and replace it with an asterisk. For example: nurs* = nurse, nurses, nursery, and nursing
genetic*= genetic, genetics, genetically



BOOLEAN OPERATORS

For more precise searching, connect your keywords in a meaningful way using the words AND, OR and NOT.

Using AND narrows your search. The more keywords you connect with AND, the fewer results you will retrieve. For example:
homeless* AND youth AND "academic performance"

AND

OR

Using OR broadens your search. It's especially useful when a concept can be described equally well with more than one keyword. For example:
youth OR child* OR adolescent

Using NOT will narrow your search. This type of search is good when you know you don't want certain results. For example:
cloning NOT sheep

NOT



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GOOD SEARCH

- hazing AND military
- flexible workplace AND job satisfaction

BETTER

- hazing AND (military OR "armed forces")
- "flexible work*" AND "job satisfaction"

BEST

- (hazing OR bullying) AND (military OR "armed forces") NOT greek
- "flexible work*" AND (satisfaction OR "employee attitude*")