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.
- Use special characters and operators to focus queries.
- If a specific field is not entered with a search query, the default is to search across Anywhere (all indexed fields of the full record plus the full-text from ProQuest) or Anywhere except full text (all indexed fields of the full record, but not including the full-text). This default is determined by your ProQuest administrator and the preference can also be chosen in the account preferences section of your My Research account.
- 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. If you do not want Spelling Variants to be applied to your search, enter your term in quotation marks " ". This default is determined by your ProQuest administrator and the preference can also be chosen in the account preferences section of your My Research account.
- Lemmatization 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 " ". This default is determined by your ProQuest administrator and the preference can also be chosen in the account preferences section of your My Research account.

Special Characters – Truncation, Wildcard and Hyphen

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

  Example: Searching for econom* will find economy, economics, economical, 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, etc.
  Searching for ad??? will find added, adult, adopt

- Use a hyphen to indicate a range when searching numerical fields, such as Publication date.

  Example: YR(2005-2008)
Boolean, Proximity and Adjacency Operators

Proximity and adjacency operators are used to broaden and narrow your search.

**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

**OR**
Finds any of the words.

Example: internet OR intranet

**NEAR/#**
Finds documents where these words are within some number of words of each other (either before or after).

*Note:* You must specify a number or “near” will be treated as a search term, rather than an operator.

However: computer NEAR/3 careers

**PRE/#**
Finds documents where these words are within some number of words of each other in the specified order.

*Note:* If you do not specify a number, a default value of 4 words will be applied.

Example: business management PRE/5 education

**EXACT**
Used primarily for searching specific fields, like Subject, EXACT looks for your exact search term in its entirety, rather than as part of a larger term.

Example: Type EXACT("higher education") in the Subject field

Will retrieve: documents with the subject term "higher education"

Will *not* retrieve: documents with the subject terms of "higher education administration", "women in higher education", etc.
Operator Precedence

ProQuest assumes your search terms should be combined in a certain order. If you include operators such as AND and OR, we will combine them in this order: NEAR, PRE, AND, OR, NOT.

For instance, a search on education AND elementary NOT secondary would be interpreted as (education AND elementary) NOT secondary. So in this case, (education AND elementary) is considered first.

This search will return results regarding education with information on elementary but not secondary education. You can also use parentheses to control the order in which your search terms get combined, instead of using the standard operator precedence. The use of parentheses and Boolean operators in combination is perfectly acceptable.

Stop Words

There are no stop words within the ProQuest platform. However, the natural language processing used by the FAST search engine will naturally filter out certain “overabundant” words as being irrelevant. While the number of times a term appears within a document does increase its relevance, this only works up to a certain point, at which time its relevance begins to decrease.