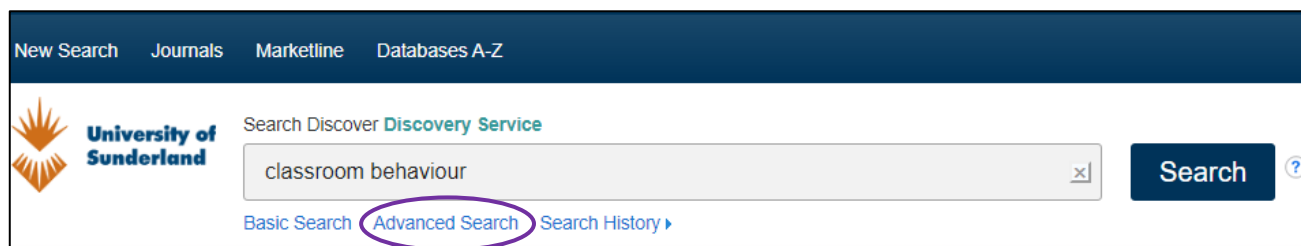


Library Search: Hints and Tips

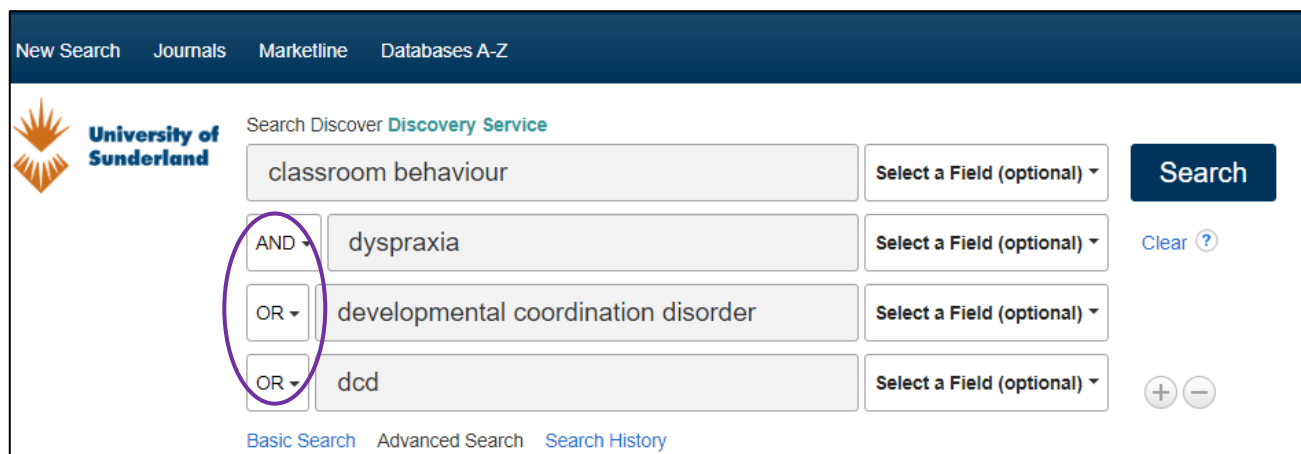
As well as the basic search box in Library Search, there is an advanced search option which will allow you to specify particular fields to search, and use some useful tricks to help make your results more relevant. Carry out a basic search and then select '**Advanced Search**'.



The screenshot shows the top navigation bar with links: New Search, Journals, Marketline, Databases A-Z. Below this is the University of Sunderland logo and the text 'Search Discover Discovery Service'. A search box contains the text 'classroom behaviour'. To the right of the search box is a 'Search' button and a help icon. Below the search box are three links: 'Basic Search', 'Advanced Search' (which is circled in purple), and 'Search History'.

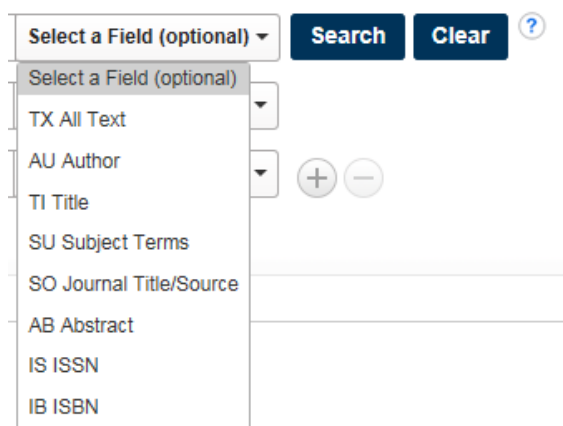
By using **Advanced Search** you are presented with a number of options to build your search. This includes using connecting words (AND/OR/NOT) to combine or exclude different or alternative concepts, and these can help to narrow or broaden your search.

Using connectors – AND/OR/NOT



The screenshot shows the 'Advanced Search' interface. It has the same top navigation bar as the previous screenshot. Below the search box, there are three rows of search terms, each with a connector dropdown menu to its left. The first row has 'classroom behaviour' and a 'Select a Field (optional)' dropdown. The second row has 'AND' (circled in purple), 'dyspraxia', and a 'Select a Field (optional)' dropdown. The third row has 'OR', 'developmental coordination disorder', and a 'Select a Field (optional)' dropdown. The fourth row has 'OR', 'dcd', and a 'Select a Field (optional)' dropdown. To the right of the search terms is a 'Search' button and a 'Clear' button. At the bottom, there are three links: 'Basic Search', 'Advanced Search', and 'Search History'.

Selecting fields to search



The screenshot shows the 'Select a Field (optional)' dropdown menu. The menu is open, showing a list of fields: TX All Text, AU Author, TI Title, SU Subject Terms, SO Journal Title/Source, AB Abstract, IS ISSN, and IB ISBN. To the right of the dropdown menu are 'Search' and 'Clear' buttons, and a help icon.

Try selecting different fields to search to see what this does to your search results:

- changing all fields to **abstract**
- type in an author's name who you know has written extensively in this subject and change the field to **author**
- Type in the title of a particular journal and select **Journal title/Source field**

Library Search: Hints and Tips

Using symbols

By adding symbols to your searches you can expand your search and find more results relevant to your topic.

Phrase searching: Using quotation marks around words will find the words as a phrase

- "Special educational needs"
- "Classroom management"

Truncation:

New Search Journals Marketline Databases A-Z

University of Sunderland Search Discover Discovery Service

classroom behavior*

Select a Field (optional) Search

AND dyspraxia Select a Field (optional) Clear ?

OR developmental coordination disorder Select a Field (optional)

OR dcd Select a Field (optional) + -

Basic Search Advanced Search Search History

A root word or part of a word with the * symbol will find all words containing letters after the symbol.

- Communicat* will find communicate/s and communication
- Child* will find child and children
- Teach* will find teach, teaching, teaches, teacher/s
- Math* will find math/s, mathematics, mathematical

Wildcards: Similar to truncation, but substitute a symbol for zero or one character.

In Library Search this symbol is #

- organi#ation will find organisation or organization
- wom#n will find woman or women
- behavio#r will find behavior or behaviour

Proximity searching: This allows you to search for two or more words that occur within a specified distance of each other:

Near Operator (N) – N5 finds the words if they are within five words of one another, regardless of the order in which they appear.

primary N5 teachers will find results such as:
'Primary teachers under pressure'
'primary mathematics performance improves with teacher led activities'

You can see the **full list of search tips** by clicking on the ? in the Discover search screen



To find more tutorials and guides on searching and many other academic skills visit the Library homepage

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