



Save time and effort by using the database features such as truncation, wildcard symbols and phrase searching.

To get the best results when searching, you have to include all the variations of a word in your search. This can be frustrating as it means entering singular and plural versions, words that begin with the same stem or root, and words that can be spelt in various ways!

Then there's the problem of keeping phrases together, so that you get an exact match rather than random instances of your keywords.

The solution? Use **wildcards, truncation** and **phrase searching!**

Truncation/wildcard symbols assist in finding:	Examples
Both <b>singular</b> and <b>plural</b> forms of a word	Using the asterisk * truncation symbol: <b>work*</b> finds <b>work, works</b>
Words that begin with the same <b>stem/root</b>	Using the asterisk * truncation symbol: <b>work*</b> finds <b>work, works, worker, workplace</b> etc.
Words <b>spelled</b> in different ways	Using the question mark ? wildcard symbol: <b>organi?ation</b> finds <b>organization, organisation</b>

## Phrase searching

*Finding words together in exact order*

- Two or more words may default to a phrase e.g. **change management**
- You may need to enclose phrases in double quotes e.g. **"change management"**
- You may need to select an option e.g. **exact phrase** or **phrase**

Different databases use a range of truncation and wildcard symbols and phrase searching features. The table over the following pages shows the use of these in a selection of databases. Check the table or refer to the platform/database **help** to locate the appropriate symbol or feature.



Database/platform	Truncation	Wildcard	Phrase searching
AustLII	*	?	Enclose phrases in double quotes or select <b>this phrase</b> from the <b>Find</b> menu  If a phrase includes a common word precede with # or + e.g. <b>"crime +and punishment"</b>
Cochrane Library	*	?	Enclose phrases in double quotes
Computer Database (via Gale Cengage)	*	? represents one character ?? represents two characters etc ! represents zero or one character	Enclose phrases in double quotes
EBSCOhost e.g. Academic Search Premier, Business Source Complete, CINAHL	*	? represents one character # represents zero or one character	Enclose phrases in double quotes
Emerald Management Plus	*	?	Enclose phrases in double quotes
Engineering Information Village 2 e.g. Compendex, Inspec, Referex	*	?	Enclose phrases in double quotes
Informit e.g. APA-FT, ARCH, ENGINE, Health Collection, TVNews	*	? represents one character	Enclose in double quotes
IngentaConnect	*	?	Enclose phrases in double quotes
JSTOR	*	?	Enclose phrases in double quotes
Justis 2.0	*	?	Enclose phrases in double quotes
LegalTrac	*	? represents one character ?? represents two characters etc ! represents zero or one character	Enclose phrases in double quotes
LexisNexis AU	!	*	Two or more words default to a phrase



Database/platform	Truncation	Wildcard	Phrase searching
Libraries Australia	*	? represents one character ?? represents two character etc	Enclose phrases in double quotes
Library Catalogue	*	?	Enclose phrases in double quotes
NewsBank Newspapers	*	? represents one character ?? represents two characters etc	Enclose phrases in double quotes
OvidSP (Advanced Search only) e.g. AARP Ageline, EMBASE, Ovid MEDLINE	* or \$	# represents one letter or number ? represents zero or one letter or number	Two or more words default to a phrase
Passport GMID (Euromonitor)	*	Not available	Not available
Project MUSE	*	Not available	Enclose phrases in double quotes
ProQuest e.g. Dissertations and Theses, ProQuest Legal Module	*	? represents one character ?? represents two characters etc	Enclose phrases in double quotes
PubMed	*	Not available	Enclose phrases in double quotes
SAGE Full-Text Collections	*	?	Two or more words default to a phrase
ScienceDirect	*	?	Enclose phrases in double quote
Scopus	*	?	Enclose phrases in double quotes
Trove	*	Not available	Enclose phrases in double quotes
Web of Knowledge e.g. Web of Science, Derwent Innovations Index	*	? represents one character \$ represents zero or one character	Enclose phrases in double quotes
Westlaw	!	*	Enclose phrases in double quotes
Wiley Online	*	* ? represents one character	Enclose phrases in double quotes

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