



Truncation/Wildcards/Phrase searching: Advanced

This table shows the use of wildcards, truncation and phrase searching in our major databases. There may be more complex functions offered in some databases. The advantages of wildcards are that you can match

- both the singular and plural forms of a word
- words that begin with the same root
- words that can be spelled in different ways

Database title	Truncation	Wildcard	Phrase searching
ACM digital library	* represents zero or more characters at the end of a string eg <i>work*</i> finds <i>work, worker, working</i> etc.	*represents one or more characters within a string eg <i>behavi*r</i> finds <i>behavior</i> as well as <i>behaviour</i> .	Enclose phrases in double quotes eg " <i>change management</i> "
Annual reports collection	* represents zero or more characters at the end of a string eg <i>work*</i> finds <i>work, worker, working</i> etc.	Not available	Enclose phrases in double quotes eg " <i>change management</i> "
Cambridge Scientific Abstracts	* represents zero or more characters at the end of a string eg <i>work*</i> finds <i>work, worker, working</i> etc. ? represents one character within, or at the end of a string. Use one ? for each character eg <i>work???</i> will find <i>working</i> <u>but not</u> <i>work, works</i> or <i>worker</i> .	*represents one or more characters within a string eg <i>behavi*r</i> finds <i>behavior</i> as well as <i>behaviour</i> . ? represents one character within, or at the end of a string. Use one ? for each character eg <i>bernst??n</i> finds <i>bernstein</i> and <i>bernstien</i> .	Two or more words default to a phrase
CCH	* represents zero or more characters anywhere in a string eg <i>work*</i> finds <i>work, worker, working</i> etc.	? represents a single character within a word eg <i>wom?n</i> finds <i>women</i> or <i>woman</i>	Two or more words default to a phrase. To include 'reserved' words eg <i>and, or, not</i> , in a search, enclose the phrase in double quotes eg " <i>law and order</i> "

Database title	Truncation	Wildcard	Phrase searching
Compendex	<p>* represents zero or more characters anywhere in a string eg <i>work*</i> finds <i>work, worker, working</i> etc.</p> <p>Terms are automatically stemmed, except in the author field, unless the "Autostemming off" feature is checked. eg <i>management</i> finds <i>manage, managed, manager</i> etc</p>	<p>? or represents a single character within a word eg <i>wom?n</i> finds <i>women</i> or <i>woman</i></p> <p>* represents multiple characters within a word eg <i>sul*ate</i> returns <i>sulphate</i> or <i>sulfate</i></p>	To search for an exact phrase, or phrases containing stop words (and, or, not, near), enclose terms in braces or quotation marks eg { <i>strength of materials</i> } or " <i>strength of materials</i> "
Computer Database	<p>* represents zero or more characters at the end of a string eg <i>work*</i> finds <i>work, worker, working</i> etc.</p> <p>! represents zero or one character eg <i>work!</i> finds <i>work</i> and <i>works</i> <u>but not</u> <i>working</i></p>	? represents a single character in a string eg <i>wom?n</i> finds <i>women</i> or <i>woman</i> .	Enclose phrases in double quotes eg " <i>change management</i> "
EbscoHost	* represents zero or more characters at the end of a string eg <i>work*</i> finds <i>work, worker, working</i> etc.	? represents a single character in a string eg <i>wom?n</i> finds <i>women</i> or <i>woman</i> .	Two or more words default to a phrase. To include the operators <i>and, or, not</i> , in a search, enclose the phrase in double quotes eg " <i>sink or swim</i> "
Emerald Management Xtra	* represents zero or more characters at the end of a string eg <i>work*</i> finds <i>work, worker, working</i> etc.	? represents a single character in a string eg <i>wom?n</i> finds <i>women</i> or <i>woman</i>	Enclose phrases in double quotes eg " <i>change management</i> "
Index to theses	<p>* represents zero or more characters at the end of a string eg <i>work*</i> finds <i>work, worker, working</i> etc.</p> <p>** at the end of a term represents stemming. eg <i>computer**</i> finds <i>compute, computer, computing</i> etc. Stemming finds words that have same meaning as the stem. ie <i>tin</i> will find <i>tins</i> and <i>tinned</i>, but <u>not</u> <i>tint</i>..</p>	Not available	Enclose phrases in double quotes eg " <i>change management</i> "
Informit	* represents zero or more characters at the end of a string eg <i>work*</i> finds <i>work, worker, working</i> etc.	? represents a single character anywhere in a string except as the first letter. eg <i>wom?n</i> finds	Two or more words default to a phrase

Database title	Truncation	Wildcard	Phrase searching
		<p><i>women</i> or <i>woman</i></p> <p>* also represents one character in a string, but you can use one * for each character eg <i>bernst**n</i> finds <i>bernstein</i> and <i>bernstien</i>.</p>	
Ingenta Connect	* represents zero or more characters at the end of a string eg <i>work*</i> finds <i>work, worker, working</i> etc.	? represents a single character eg <i>wom?n</i> finds <i>women</i> or <i>woman</i> .	Enclose phrases in double quotes eg " <i>change management</i> "
INSPEC	* represents zero or more characters anywhere in a string eg <i>work*</i> finds <i>work, worker, working</i> etc. Terms are automatically stemmed, except in the author field, unless the "Autostemming off" feature is checked. eg <i>management</i> finds <i>manage, managed, manager</i> etc	? or * represents a single character within a word eg <i>wom?n</i> finds <i>women</i> or <i>woman</i> * represents multiple characters within a word eg <i>sul*ate</i> returns <i>sulphate</i> or <i>sulfate</i>	To search for an exact phrase, or phrases containing stop words (and, or, not, near), enclose terms in braces or quotation marks eg { <i>strength of materials</i> } or " <i>strength of materials</i> "
JSTOR	* represents zero or more characters anywhere in a string eg <i>work*</i> finds <i>work, worker, working</i> etc	? or * represents a single character within a word eg <i>wom?n</i> finds <i>women</i> or <i>woman</i>	Enclose phrases in double quotes eg " <i>change management</i> "
Justis	* represents zero or more characters anywhere in a string eg <i>work*</i> finds <i>work, worker, working</i> etc	? or * represents a single character within a word eg <i>wom?n</i> finds <i>women</i> or <i>woman</i>	Enclose phrases in double quotes eg " <i>duty of care</i> "
Lawbook Online	* represents zero or more characters anywhere in a string eg <i>work*</i> finds <i>work, worker, working</i> etc	? represents a single character within a word eg <i>wom?n</i> finds <i>women</i> or <i>woman</i>	Enclose phrases in double quotes eg " <i>duty of care</i> "
Lawlex	Not available.	Not available	Enclose phrases in double quotes eg " <i>duty of care</i> "
LexisNexis AU	! represents zero or more characters anywhere in a string eg <i>work!</i> finds <i>work, worker, working</i> etc. The singular form of a word will also find the plural and possessive forms as well eg <i>city</i> will find <i>city, cities, city's</i>	* represents a single character within a word eg <i>wom*n</i> finds <i>women</i> or <i>woman</i>	Two or more words default to a phrase

Database title	Truncation	Wildcard	Phrase searching
Library Catalogue	? represents zero or more characters anywhere in a string eg <i>work?</i> finds <i>work, worker, working</i> etc.	? represents zero or more characters anywhere in a string eg <i>wom?n</i> finds <i>women</i> or <i>woman</i>	<i>Keywords (Quick Search):</i> enclose phrases in double quotes.
NewsBank newspapers	* represents zero or more characters at the end of a string eg <i>work*</i> finds <i>work, worker, working</i> etc	? represents a single character eg <i>wom?n</i> finds <i>women</i> or <i>woman</i>	Enclose phrases in double quotes eg "change management"
Ovid (Advanced Search only)	* or \$ represents zero or more characters at the end of a string eg <i>work\$</i> finds <i>work, worker, working</i> etc. The number of characters can be limited by using any digit after the truncation symbol eg <i>dog\$1</i> will find <i>dogs, dog</i> <u>but not</u> <i>dogma</i> .	# represents a single character in a string eg <i>wom#n</i> finds <i>women</i> or <i>woman</i> . ? represents one or no characters in a string eg <i>colo?r</i> will find <i>colour</i> or <i>color</i> .	Two or more words default to a phrase
ProQuest	* represents zero or more characters at the end of a string eg <i>work*</i> finds <i>work, worker, working</i> etc.	? represents a single character anywhere in a string except as the first letter. eg <i>wom?n</i> finds <i>women</i> or <i>woman</i>	Two words default to a phrase. Enclose phrases of three or more words in double quotes
ScienceDirect	* represents zero or more characters anywhere in the word eg <i>work*</i> finds <i>work, worker, working</i> etc.	? represents a single character anywhere in a string eg <i>wom?n</i> finds <i>women</i> or <i>woman</i> . Use one ? for each character eg <i>bernst??n</i> finds <i>bernstein</i> and <i>bernstien</i>	Enclose phrases in double quotes eg "change management" Enclose phrases in single quotes to include stop words or special characters eg 'C++'.
Scopus	* represents zero or more characters at the end of a string eg <i>work*</i> finds <i>work, worker, working</i> etc.	? represents a character anywhere in a string eg <i>wom?n</i> finds <i>women</i> or <i>woman</i> . Use one ? for each character eg <i>bernst??n</i> finds <i>bernstein</i> and <i>bernstien</i> .	Enclose phrases in double quotes eg "change management"
SwetsWise online content	* represents zero or more characters at the end of a string eg <i>work*</i> finds <i>work, worker, working</i> etc.	? represents a single character in a string eg <i>wom?n</i> finds <i>women</i> or <i>woman</i> . Use one ? for each character eg <i>bernst??n</i> finds <i>bernstein</i> and	Two or more words default to a phrase

Database title	Truncation	Wildcard	Phrase searching
		<i>bernstien.</i>	
WARC	* represents zero or more characters at the beginning or end of a string eg <i>work*</i> finds <i>work, worker, working</i> etc.	Not available	Enclose phrases in double quotes eg " <i>change management</i> "
Web of Knowledge	* represents zero or more characters anywhere in a string. eg <i>work*</i> finds <i>work, worker, working</i> etc. The * must be preceded by at least three characters eg <i>uro*</i> is allowed, but <i>ur*</i> is not.	? represents a single character anywhere in a string eg <i>wom?n</i> finds <i>women</i> or <i>woman</i> . Use one ? for each character eg <i>bernst??n</i> finds <i>bernstein</i> and <i>bernstien</i> . * represents zero or more characters eg <i>leuk*mia</i> finds <i>leukemia</i> and <i>leukaemia</i> .	Enclose phrases in double quotes eg " <i>change management</i> "
WebSpirs	* represents zero or more characters at the end of a string eg <i>work*</i> finds <i>work, worker, working</i> etc.	? represents one or no characters in a string eg <i>colo?r</i> will find <i>colour</i> or <i>color</i> .	Two or more words default to a phrase
Westlaw	! represents zero or more characters at the end of a string eg <i>work!</i> finds <i>work, worker, working</i> etc.	* represents a single character anywhere in a string eg <i>wom*n</i> finds <i>women</i> or <i>woman</i>	Enclose phrases in double quotes eg " <i>duty of care</i> "
Wiley InterScience	* represents zero or more characters at the end of a string eg <i>work*</i> finds <i>work, worker, working</i> etc. In keyword and abstract searches terms are automatically matched using stemming eg <i>computer</i> also finds <i>compute, computers, computing</i> etc. Stems are not just truncated versions of words ie <i>tin</i> <u>will not</u> find <i>tint</i>	Not available	Two or more words default to a phrase