



Truncation/Wildcards/Phrase searching: Basic

This table shows the use of truncation, wildcards and phrase searching in our major databases. The advantages of truncation and wildcards are that you can match

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

Database Title	Truncation Symbol e.g. educat*	Wildcard Symbol e.g. wom?n	Phrase Searching e.g. change management
ACM digital library	*	*	Enclose phrases in double quotes
Annual reports collection	*	Not available	Enclose phrases in double quotes
Cambridge Scientific Abstracts	*	?	Two or more words default to a phrase
CCH	*	?	Two or more words default to a phrase
Compendex	*	?	Enclose phrases in double quotes
Computer Database	*	?	Enclose phrases in double quotes
EbscoHost	*	?	Two or more words default to a phrase
Emerald Management Xtra	*	?	Enclose phrases in double quotes
Index to Theses	*	Not available	Enclose phrases in double quotes
Informit	*	?	Two or more words default to a phrase
Ingenta Connect	*	?	Enclose phrases in double quotes
INSPEC	*	?	Enclose phrases in double quotes
JSTOR	*	?	Enclose phrases in double quotes

Database Title	Truncation Symbol e.g. <i>educat*</i>	Wildcard Symbol e.g. <i>wom?n</i>	Phrase Searching e.g. <i>change management</i>
Justis 2.0	*	?	Enclose phrases in double quotes
Lawbook Online	*	?	Enclose phrases in double quotes
Lawlex	Not available	Not available	Enclose phrases in double quotes
LexisNexis AU	!	*	Two or more words default to a phrase
Library Catalogue	?	?	Keyword searches (Quick Search) - enclose phrases in double quotes
NewsBank Newspapers	*	?	Enclose phrases in double quotes
Ovid (<i>Advanced Search only</i>)	* or \$	#	Two or more words default to a phrase
ProQuest	*	?	Two words default to a phrase. Enclose phrases of three or more words in double quotes
ScienceDirect	*	?	Enclose phrases in double quotes
Scopus	*	?	Enclose phrases in double quotes
SwetsWise online content	*	?	Two or more words default to a phrase
WARC	*	Not available	Enclose phrases in double quotes
Web of Knowledge	*	?	Enclose phrases in double quotes
WebSpirs	*	?	Two or more words default to a phrase
Westlaw	!	*	Enclose phrases in double quotes
Wiley InterScience	*	Not available	Two or more words default to a phrase