

### Search Tips

- Multiple word queries (e.g., **childhood obesity**) are treated as though there is an **AND** between each word (e.g., **childhood AND obesity**).
- Use quotation marks ("") to search for exact phrases.
- 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.

### Special Characters

- \* The asterisk (\*) is the Truncation character, used to replace one or more characters, at the right end (right-hand truncation) of a word, or in the middle of a word.

*Example:* Searching for **econom\*** will find **economy**, **economics**, **economical**, **etc.**

Searching for **wo\*n** will find **wooden**, **woman**, **worn**, **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(2017-2019)**

### Operators

Boolean, 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).

*Example:* computer NEAR/3 careers

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

*Example:* management PRE/5 education

**EXACT** Used primarily for searching indexed 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.

### Spelling Variants and Grammatical Variants

**Spelling variants** enable the search engine to recognize and match spelling differences between American and British versions of a word. In addition, it recognizes and matches contemporary English and older English versions of a word, when appropriate.

*Example:* Searching for **labor** will also find **labour**.

Searching for **theatre** will also find **theater**.

**Grammatical variants** enable the search engine to recognize and match different grammatical forms of a word such as with plurals and adjectives.

*Example:* Searching for **mouse** will also find **mice**.

Searching for **elephants** will also find **elephant**.

Searching for **tall** will also find **taller** and **tallest**.

You can override both the spelling variants and grammatical variants by placing your search terms in quotation marks.

*Example:* Searching for "**labor**" will ONLY find **labor**.

Searching for "**mouse**" will ONLY find **mouse**.

### More Resources

The ProQuest Customer Experience team maintains and creates a number of tools for assistance with ProQuest resources. These include:

**LibGuides** These database guides give information about a particular database, including the content, search tips, sample searches, and much more.

<https://proquest.libguides.com/home>

**ProQuest Platform Education** This provides training and education materials including short videos, recorded webinars and more.

<https://proquest.libguides.com/proquestplatform/education>