

## Tips for Defining Your Search Word or Phrase

Follow these tips for searching ProQuest.

### *Handling Spelling Variations*

If you have **Spelling Variants** turned on (you can access this from the Advanced Search page), ProQuest will automatically search for British and American English spellings of words, as well as looking for the singular, plural, singular possessive and plural possessive forms of all search words. Use the truncation (\*) symbol to find other endings.

### *When You Need More Articles*

Try broadening your search by switching from **Search in: Citation and Abstract** to **Search in: Article Text** in Basic or Advanced Search Methods. In the Guided Search Method try changing **All Basic Search Fields** to **Article Text**.

### *Uppercase or Lowercase Letters?*

Search statements are not case sensitive. A search for **Federal Reserve Board** will find the same articles as **federal reserve board** in Basic, Guided, Advanced and Publication Search Methods. In the Natural Language Search Method, you should capitalize proper nouns.

### *Searching Two-Word Phrases*

Two-word searches are treated as an exact phrase. A search for **Federal Reserve** will find articles in which the word **Federal** immediately precedes the word **Reserve**.

### *About Longer Phrases*

Three or more contiguous words are searched in proximity. A search for **Federal Reserve system** will find articles in which the terms **Federal**, and **Reserve** and **system** appear within a 250-word block.

### *Searching Exact Phrases*

Use quotation marks to search exact phrases that are three or more words in length, e.g. "**Federal Reserve system**". Quotation marks also let you include **Stop Words** in your search.

A search for **fire and brimstone** will be interpreted as asking ProQuest to find articles containing both the word fire and the word brimstone within a 250-word block. The search "**fire and brimstone**" will be interpreted as a command to find that exact phrase.

A complete list of Stop Words can be found in the **Search Guide** or in the **Advanced Search Method**.

### *Searching Citations and Abstracts*

When you select **Search in: Citation and Abstract** in the Basic or Advanced Search Methods, the system actually searches in several areas:

- Author
- Abstract
- Article Title
- Company Name
- Geographical Name
- Personal Name
- Product Name
- Subject Terms
- Publication Name (Source)

Selecting **Search in: Article Text** searches the article title and abstract as well as the article text.