**Additional Searching Tips**

*Truncation:* Truncation allows you to search words that begin with similar letters, but end differently. Most catalogs and databases use an asterisk (*) to represent remaining letters.

*Phrase Search:* It is possible to search adjacent words or phrases. In most databases, putting quotes around the words will retrieve search terms occurring next to each other in the order entered.

*Boolean Searching:* When using multiple terms you can use ‘and’ ‘or’ and ‘not’ to determine the means by which the terms are combined:

<table>
<thead>
<tr>
<th>Boolean operator</th>
<th>Examples</th>
<th>Retrieves...</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AND</strong></td>
<td>• rodgers AND hammerstein&lt;br&gt;• children AND poverty</td>
<td>Retrieves records containing both terms.</td>
</tr>
<tr>
<td><strong>OR</strong></td>
<td>• studies OR 80s OR 1980s&lt;br&gt;• labor OR labour</td>
<td>Retrieves records containing either one or both terms.</td>
</tr>
<tr>
<td><strong>NOT</strong></td>
<td>• cuba NOT caribbean</td>
<td>Excludes records containing the second term.</td>
</tr>
</tbody>
</table>

**SCOPUS:** a multi-disciplinary academic database

Truncation using the asterisk ( * ): *nurs*  
Phrase: “*Nursing Care*”

**Ebsco’s Megafile & Academic Search Premier:** multi-disciplinary academic databases

Truncation using the asterisk ( * ): *care* will retrieve *caregiver, caregivers, carer, carers, and careers*,  
Phrase: “*Nurses’ Health Study*”

**Google Scholar**

Truncation: Words are automatically truncated.  
Phrase: “*clinical trial*” (this will retrieve both *clinical trial* and *clinical trials*)

**Franklin Online Catalog at Penn**

*Franklin keyword searching*

Truncation using the asterisk ( * ): *medic* will retrieve *medicine, medical, medically or medicalization*  
Phrase Searching:  
“*nursing education*” Placing quotation marks around a phrase forces retrieval of only that phrase (two or more words next to each other in order)  
*nursing ethics* (searches for *nursing AND ethics*). If quotation marks are not used, adjacent words are automatically treated as though they are connected with the Boolean connector “AND”

**PLEASE NOTE:** Retrieved records in Franklin are sorted by Relevancy Ranking; you can change the display to “Pubdate (New-Old)” to see the latest records at the top of the list.