How to search better, faster, stronger

Use these techniques to get the most out of your database searching

Use **Truncation**

Place * after a prefix of a word
To search for different variations of the word.

Examples:

- work* conditions, sustainab*, environmental ethic*

Use **Quotes**

Place quotes around words you want searched together.
This prevents words from being split in different sentences or paragraphs.

Examples:

- “diversity in the workplace”
- “environmental impact”
- “unfair labor practices”

Remember: Concepts and words found in articles can be used as keywords in future searches!

Use **AND**

Use AND to connect keywords. This narrows your search (requires all keywords be included in documents retrieved).

Example:

- hiring AND ethic* AND case stud*

Use **OR**

Use OR to connect similar works. This broadens your search (retrieves documents with one or more of the keywords used).

Example:

- “truth in advertising” OR “false advertising” OR consumer fraud

Use **NOT**

Use NOT for words you do not want in your search

Example:

- consumption AND ethic* NOT fair trade