

Gale and ProQuest Search Tip Sheet

	InfoTrac Periodical Resources	Junior Reference Collection	Discovering Collection	ProQuest Newsstand Complete
Capitalization	Not case sensitive	Not case sensitive	Not case sensitive	Not case sensitive
Punctuation				
(-) Hyphen	If a word is hyphenated, then include the hyphen (-) when searching. Ex: Self-esteem	If a word is hyphenated, then include the hyphen (-) when searching. Ex: Self-esteem	If a word is hyphenated, then include the hyphen (-) when searching. Ex: Self-esteem	Use when word is hyphenated.
(') Apostrophe	Do not use	Do not use	Do not use	NA
(&) Ampersand	NA	Do not use. Use boolean AND.	Use the W (within) operator instead of &.	NA
(.) Period			When included in phrase, enclose the term in quotes. Ex: "F. Scott Fitzgerald"	
Truncation (Wildcards)				
* asterisk (any number of characters)	Used at the end of a word. Ex: Faith* retrieves faith, faithful, faiths.	Used at the end of a word. Ex: Faith* retrieves faith, faithful, faiths.	Used at the end of a word. Ex: Faith* retrieves faith, faithful, faiths.	Stands in for any number of characters at the end of a word. Ex: comput*
? Question mark (exactly one character)	Replaces individual characters within a word. Ex: wom?n retrieves woman or women.	Replaces individual characters within a word. Ex: wom?n retrieves woman or women.	Replaces individual characters within a word. Ex: wom?n retrieves woman or women.	Stands in for one character in or at the end of a word.
! Exclamation point (stands for one or no characters)	Ex: analog!! Matches analog, analogs, and analogue but not analogous.	Ex: analog!! Matches analog, analogs, and analogue but not analogous.	Ex: analog!! Matches analog, analogs, and analogue but not analogous.	Stands for one character at the end of a word. Librar? Will retrieve library.
Logical operators	And, or, not. Default order of operation: not, and, or	And, or, not.	And, or, not. Can be typed in upper or lower case.	And, or, and "and not."
Nesting ()	Use parentheses to group search terms and logical operators. Ex. race or (color and discrimination)	Use parentheses to group search terms and logical operators. Ex. (apples and bananas) or oranges	Use parentheses to group search terms and logical operators. Ex. (apples and bananas) or oranges	Whatever is inside the parentheses is searched first, then those results are searched with words outside.
Proximity Operators (W and N)	W specifies a particular order: old w4 sea = old will precede sea by no more than 4 words. N specifies proximity, not order: apples n4 bananas = apples and bananas within four words of each other.	W specifies a particular order: old w4 sea = old will precede sea by no more than 4 words. N specifies proximity, not order: apples n4 bananas = apples and bananas within four words of each other.	W specifies a particular order: old w4 sea = old will precede sea by no more than 4 words. N specifies proximity, not order: apples n4 bananas = apples and bananas within four words of each other.	W/n: Search words must appear within n of words to match. Ex: U.S. W/15 economic policy
+ (plus sign)	RELEVANCE search only: + requires results to contain that term.			
- (minus sign)	RELEVANCE search only: - requires that results NOT contain term.			
"Quotations"	Use if search terms are search operators or index abbreviations. Ex. war "and" peace Searches for a phrase. Ex. "affordable housing" RELEVANCE searches only: quotation marks serve as proximity operators Ex. "civil war" matches civil war or war civil		Searches for a phrase. Ex: "gothic romance"	Search words must appear exactly as typed. Ex: "business process"