



Opciones avanzadas de  
búsqueda en la plataforma  
ProQuest

# Search Syntax – system defaults

- **Queries with more than one word separated by space** such as **advertising campaigns** are searched with an **implicit AND**.
- Truncation characters, operators and specific search fields are available to **focus queries**.
- If a specific field is not entered with a search query, the **default** is to search  
**Anywhere** (all indexed fields of the full record plus the full-text from ProQuest)  
or  
**Anywhere except full text**  
(all indexed fields of the full record, but not including the full-text).

# Linguistics – Variants detecting defaults

- **Spelling variants**

recognize and match differences in spelling between

- **American** and **British** versions of a given word

Ex: **humor** vs. **humour**

- **English** and **older English** versions of a given word

Ex: **sing** and **syng**

- **Lemmatization**

recognize and match different grammatical forms of a word such as **plurals** and **adjectives**.

Ex: **mouse** will also produce hits on **mice**.

**tall** will also produce hits on **tallest**.

- If you do not want Lemmatization to be applied to your search, your term in quotation marks “ ”.

enter

# Changing Default Search Settings

- The default settings
  - **Anywhere vs. Anywhere except full text,**
  - **Spelling variants**
  - **Lemmatization**
- are determined by your ProQuest administrator
- the defaults can also be activated/deactivated in the account **preferences** section of your My Research account.

# Boolean Operators

**AND** Both / all terms must be present

**OR** Either term must be present

**NOT** Eliminates hits on the term after NOT Operators

**REMINDER:** AND is implied between terms separated by a space

**CANCER RESEARCH → CANCER AND RESEARCH**

Use quotation marks (“”) to search for **Exact phrases**

**“advertising campaigns”**

# Truncation, Wildcard, and Hyphen

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

*Example:* **econom\*** will find **economy**, **economics**, **economical**,

- ? The **Wildcard character question mark** is used to replace any single character, either **inside** or at the **left** or **right** end of the word.

*Example:* **t?re** will find **tire**, **tyre**, **tore**, etc.

**adv???** will find **advice**, **advert**, but not **advance** or **advertise**

- Use a **hyphen** to indicate a **range** when searching numerical fields, such as Publication date.

*Example:* **YR(2005-2008)**

# Proximity Operators

- **PRE/# OR p/#**
- Finds 2 or more words **within #** number of words of each other in the **given** order.  
Ex: **“business management” PRE/3 education**  
*business management education* BUT NOT *education on business management*
- **NEAR/# OR n/#**
- Finds 2 or more words **within #** number of words of each other in **any** order.  
Ex: **computer NEAR/1 career**  
*computer-related career* BUT ALSO *Career in computers*

Please note:

- If either is used with no number, it will default to 4 words: **NEAR = Near/4**
- If either must be used as a search term, use Exact quotes: **“pre”** or **“near”**
- Both can be shortened to the 1st letter (**PRE NEAR**) and used with 0  
**P/0** will search for the pure phrase **with linguistics on:**  
**advertising P/0 campaign** retrieves more than **“advertising campaign”**

# Proximity and Adjacency Operators

- **EXACT** or **.x**

Used primarily with specific fields, like Subject, and name fields, such as AU or PUB

**EXACT** looks for your **exact search term** in its entirety, as part of a larger term. **Linguistics are off.**

not

Ex: **SU.EXACT("higher education")**

Will retrieve the full subject term "**higher education**"

but will **not** retrieve the subject terms

**education administration**", "**women in higher education**", etc.

"higher

Please note: truncation symbols can be used within the quotation marks:

Ex: **Su.x("advertising campaign\*")**



# Field Codes

**To limit the search to specific fields, field tags are available**

- Some standard fields are indexed in all databases
- Each database has unique field codes based on data available and indexing
- Check the drop down menu in Advanced Search for available fields

<b>TI</b>	<b>Title</b>	<b>TI(domestic violence)</b>
<b>AB</b>	<b>Abstract</b>	<b>TI,AB,SU(homework)</b>
<b>AU</b>	<b>Author</b>	<b>AU(Keller)</b>
<b>PUB</b>	<b>Publication Title</b>	
<b>SU</b>	<b>Subject Term - Thesaurus Descriptor</b>	
	<b>ORG – Company/Organization</b>	
	<b>LOC – Location/Country</b>	
	<b>PER – Named Person</b>	

# Ayuda y soporte:

- **LibGuides:**

- Inglés: <http://proquest.libguides.com>

- Castellano: <http://proquest.libguides.com/spanish>

- **Webinars:**

- <http://www.proquest.com/go/webinars>

- **Youtube:**

- <https://www.youtube.com/user/proquesttraining>

The image features a central white shape, resembling a stylized letter 'A' or a similar geometric form, set against a green background. The background is composed of several overlapping, semi-transparent layers of a fine grid pattern, creating a textured effect. The overall composition is clean and modern.

Gracias