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)
  - 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, enter your term in quotation marks “ ”.
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, not as part of a larger term. **Linguistics are off**.

  *Ex: SU.EXACT(“higher education”)*
  *Will retrieve* the full subject term *"higher education"
  *but will not retrieve* the subject terms “higher education administration”, “women in higher education”, etc.

  *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

<table>
<thead>
<tr>
<th>Field Code</th>
<th>Field Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>TI</td>
<td>Title</td>
<td>TI(domestic violence)</td>
</tr>
<tr>
<td>AB</td>
<td>Abstract</td>
<td>TI,AB,SU(homework)</td>
</tr>
<tr>
<td>AU</td>
<td>Author</td>
<td>AU(Keller)</td>
</tr>
<tr>
<td>PUB</td>
<td>Publication Title</td>
<td></td>
</tr>
<tr>
<td>SU</td>
<td>Subject Term - Thesaurus Descriptor</td>
<td></td>
</tr>
<tr>
<td>ORG</td>
<td>Company/Organization</td>
<td></td>
</tr>
<tr>
<td>LOC</td>
<td>Location/Country</td>
<td></td>
</tr>
<tr>
<td>PER</td>
<td>Named Person</td>
<td></td>
</tr>
</tbody>
</table>
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