

Commands At-A-Glance

SEARCH TIPS

CONNECTORS

OR Links synonyms, antonyms, alternate forms of expression, etc. Broadens search results. Words separated by **OR** will appear in any of the documents returned, not necessarily in the same document.

For example: outlook OR forecast OR trend

AND Links words or phrases that must appear together in the same document, no matter how close or far apart.

For example: bank AND deregulate

W/N* Locates search terms within a certain number (N) of words of each other. Does not specify word order.

For example: market W/5 share (read: market within five words of share)

It is particularly important to use the W/2 connector between first and last names when searching people. This will allow you to find documents including nicknames, middle names or initials, or where the person is mentioned last name first.

For example: donald W/2 trump

PRE/N* Requires both words to appear in the document, the first word must precede the second word by no more than N words.

W/S Looks for documents with search words in the same sentence; cannot be combined with W/N.

W/P Looks for documents with search words in the same paragraph; cannot be combined with W/N.

AND NOT Excludes documents that contain the word or phrase following it. Use this connector with caution because it can exclude relevant documents. Always use at the end of your search.

For example: (michael W/2 jordan) AND NOT basketball OR bulls

* (N = 1-255)

WILDCARDS

Asterisk (*)—Use the * to replace a letter or letters in a word. You can use up to seven asterisks in the same word, anywhere in the word except as the first letter. (Like the blank tile on a Scrabble board!)

*For example: bernst**n = bernstein, bernstien, bernstown, etc.*

Exclamation Point (!)—Use the ! to replace an infinite number of letters following a word root.

For example: legis! = legislate, legislator, legislation, etc.

Contact Us for More Information

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PRECISION SEARCH TOOLS

Precision search tools increase the precision and efficiency of your searches by forcing the search engine of LexisNexis Academic to read search terms a certain way. These tools often work against the default settings of the service.

For example, by default, LexisNexis Academic is not case sensitive, but by incorporating certain precision search tools (allcaps, caps, and nocaps), you can force the search engine to read capitalization.

Also, the service will automatically find singulars, plurals, and possessives of any word you enter, but by using precision tools (singular and plural), you can override this default.

You will construct your search using the following format:
precision search tool (search term).

Common precision search tools include the following:

- **CAPS:** finds instances in which at least one letter is capitalized and proves particularly useful when researching names and proper nouns.
For example: caps (visa) = Visa
- **ALLCAPS:** locates articles in which all letters of your search term are capitalized and is especially helpful when researching acronyms.
For example: allcaps(era) = ERA
- **NOCAPS:** retrieves articles in which your search term has no letters capitalized and ignores any acronyms, names, and proper nouns.
For example: nocaps (video monitoring) = video monitoring
- **SINGULAR:** finds only the singular or singular possessive forms of your search term.
For example: singular (job) W/5 discriminat!
- **PLURAL:** retrieves only the plural or plural possessive forms of your search term.
For example: steven W/2 plural (jobs)
- **ATLEASTN or ATLN:** assists with frequency searching, allowing you to retrieve only those documents that mention your search term at least a certain number (N) of times.
For example: at least10 (competitive intelligence OR ci)

SEGMENTS

Use Searchable Segments only when searching "Full-Text" within the "More Options" search form.

Operating like descriptors or fields, segments are searchable parts of a document. Some of the most commonly used of the many available segments are listed here.

Note: Segments vary depending on source.

You will construct your search using the following format:
segment (search term).

BYLINE	Person(s) identified as the author/reporter. <i>For example: BYLINE (james W/2 brady)</i>
COMPANY	Contains the name(s) of any companies discussed in the document. <i>For example: COMPANY (kodak)</i>
LENGTH	The approximate number of words in the BODY segment, arithmetically searchable (LENGTH > 100).
PUBLICATION	The name of the publication. <i>For example: PUBLICATION (New York Times)</i>
SECTION	Section of a news publication. <i>For example: SECTION (editorial)</i>

DISPLAYING SEARCH RESULTS

There are four formats in which you can view the results of your LexisNexis Academic search.

DOCUMENT LIST	Displays documents' basic bibliographic information, in a numbered list.
EXPANDED LIST	Displays a numbered list with each search word in context surrounded by approximately five words.
KWIC™	Displays documents in the "Key Words in Context" format, showing each of your search terms surrounded by a window of approximately 20 words of text.
FULL TEXT	Displays the complete text of the documents.