

Library Database Searchers' Cheat Sheet

for products created or licensed by the UF Libraries

GEORGE A. SMATHERS LIBRARIES

	Cambridge Scientific Abstracts	EBSCO Host Web	FirstSearch	Gale Group InfoTrac	JSTOR	LexisNexis Academic	ProQuest	SilverPlatter WebSPIRS	Web of Science / Knowledge	WilsonWeb
truncation	*	*	* + (plurals only)	*	*(any) &(plurals only)	!	*	*	*(anywhere)	*
wildcard	*(any) ?(single char)	?	# (0 or 1) ? (0 to 9)	?	*(any) ?(single char)	*(single char)	?	? (0 or 1 characters)	? (1 character) \$ (0 or 1)	?
phrase	"..."	[default]	w	" ... "	" ... "	[default]	[default]	[default]	"..."	"..."
and	and	and	and	and	AND	AND	and	and	and	and
or	or	or	or	or	OR	OR	or	or	or	or
not	not	not	not	not	NOT	AND NOT	and not	not	not	not
proximity	near (within 10)	N<u>n</u> near, any order	w<u>n</u> in order	w<u>n</u> in order	~<u>n</u> within n	w/<u>n</u>	w/<u>n</u>	with same field	same same field	<near> ranked
proximity	within <u>n</u>	W<u>n</u> within, in order	n +/- one word	n<u>n</u> any order	^<u>n</u> relevance boost	w/sent w/para	pre/<u>n</u>	near<u>n</u> same sentence		<near/<u>n</u>>
proximity	before / after		n<u>n</u> +/- <u>n</u> words		term~ fuzzy search	pre/<u>n</u> specify order				<order>
format options when downloading?	RefWorks & download filters*	yes - export	yes - export	html or tagged	yes - export	yes - includes RefWorks	yes - export	yes - save/export	export - may need plug-in*	yes - exporting
links to other resources?					no	no				
limit to full text?	no	yes	some	yes	all fulltext	all fulltext	yes	no	no	yes
limit to peer-reviewed?	no	yes	some	yes	no	no	yes	no	no	yes

n means "substitute any number" such as "water within 3 words of pollution".

Use ***RefWorks*** to manage your records. See <http://www.uflib.ufl.edu/refworksufpage.html>

CSA download filters http://www.csa.com/help/Bibliographic_Managers/bibmanagers.html

ISI/WoK Export Plug-Ins <http://thomsonresearchsoft.com/support/>

fuller, more up-to-date version at <http://www.uflib.ufl.edu/msl/libcheat.html>