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The service delivers fast access to thousands of credible sources. More than 5,600 publications spanning news, legal, financial, medical, and general reference information.

- 90% of content is full-text or selected full-text, not abstracts or indexes.
- Frequent updates; some newspapers updated multiple times throughout the day.
- Renowned search engine, more powerful than the Web.

This booklet is intended for users who have learned the basics and now want to expand their research abilities using LexisNexis Academic. Learn how to:

- Use advanced connectors
- Use precision search commands
- Conduct segment/fielded searches

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Review of the Basics

Universal Characters
Use the * to replace a letter or letters in a word. You can use more than one * in a word and you can use it anywhere in a word except as the first letter.

Examples:
- Wom*n finds both the singular and plural forms of the word
- Bank*** finds any word beginning with bank with no more than three letters after the k.
  It will find bank, banker and banking, but not bankruptcy.

Use the ! at the end of a word root to find any variations of that word. You can use only one ! in a word and it must be at the end.

Examples:
- Litigat! finds variations on the word litigate (litigator, litigated, litigation, etc).
- Child finds variations on the word child (childish, children, etc).

Connectors

OR – finds either or both search terms; used for synonyms, antonyms or alternative expressions

Examples:
- g.m. or gm or general motors
- stock or share or equity

AND – links words or phrases that must both appear in the same document, no matter how far apart.

Examples:
- Bank AND deregulat! finds banks and forms of the word deregulate anywhere in the same document.

W/n – proximity connector; dictates the number of terms separating search terms. Does not specify a word order.

(n = 1-255). Don’t have to type the “w”, just the “slash”. /n

W/S: within the same sentence
W/P: within the same paragraph

Examples:
- Name Searching – Colin /2 Powell
economic growth /3 indicator

Keyword Searching
You do not need to enclose phrases within quotations marks. Adjacent words are treated as a phrase if no connectors are used. When searching by keyword in the basic search screen*, documents retrieved will generally contain your terms in either the headline, lead paragraph(s) or indexing terms.

Plurals and Possessives
Automatically searches for plural and possessive forms of most regular words, i.e. if word is made plural by adding s or es or changing final letter y to ies; for example: boy finds boys, boy’s, boys’

Does not search for irregular plurals; i.e. if word ends in us or is or other irregular plural form; child does not find children

*The basic screen will be eliminated in August 2002.
Punctuation and Searching Symbols

- System ignores most punctuation
- Punctuation, such as periods, commas, question marks, dashes, etc. are viewed as a space.
- One exception is the EMBEDDED PERIOD, usually found when initials are used as a name.
  For example: A.J. Foyt. The embedded period is viewed as a character.

**Ampersand ( & )**

The ampersand is read as the AND connector, unless it is immediately preceded and succeeded by a character. In these instances the ampersand is treated as a space.

**Apostrophe ( ’ )**

The apostrophe is read only if it is preceded and succeeded by a letter other than the letter s.

**At Symbol ( @ )**

The @ symbol is always read and is an equivalent for the section symbol (§). When the @ symbol is embedded in a string of characters, such as in an email address, it is read as the word section. To search an email address, replace the @ symbol with a space.

**Colon ( : ) and Comma ( , )**

Read when it is preceded and succeeded by a number.
Not read, but is seen as a space, when preceded or succeeded by a letter.

**Dollar Sign ( $ )**

A dollar sign is never read.

**Number/Pound Sign ( # )**

The number/pound sign ( # ) is always read when entered as part of a search request. However, it is not an equivalent and will not find words such as no., number, or pound.

**Percent Symbol ( % )**

The percent symbol ( % ) is always read when entered as part of a search request. It is not an equivalent and will not find words such as percent or per cent. To search for these words, use the OR connector to join them as alternative search terms.

**Quotation Marks ( “ “ )**

Quotation marks are not searchable. However, they can be used to search the word not, which is a reserved word, or true phrases.

**FOCUS™**

- FOCUS does not change original search.
- “A search within a search”.
- Always narrows results of answer set.

- FOCUS multiple times on same search.
- Only highlights terms in your new search (as compared to edit search which highlights all the terms).

Displaying Search Results

**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 each of your search terms highlighted, with a small block of text on either side (approx. 25 words).

**FULL:** Displays complete text of the document.
Advanced Searching

Advanced Connectors

**PRE/n-** first word will precede the second by no more than n (number) words. (Like w/ but one word needs to appear before the other).

Example:
*Pay pre/3 television*
When searching for a citation, “pre” keeps the volume number before the page number:
23 pre/3 165 finds 23 A. 2d 165 (as well as other documents)

**NOT W/n-** looks for documents in which the first search word is found. The second word need not be in the document, but if it is, it cannot be within “n” words of the first word.

Example:
*RICO NOT W/3 puerto* — finds at least one instance where the term *RICO* appears separated from the word *puerto*; however, *Puerto Rico* can appear elsewhere in the document.

**AND NOT-** excludes word or phrase from *entire document*; must be last connector.

Example:
*(Michael /2 jordan) AND NOT basketball or bulls*

Connector Order

1. Word form commands
   (ALLCAPS, CAPS, PLURAL, SINGULAR, NOCAPS)
2. ATLEAST n
3. OR
4. W/n, PRE/n, NOT W/n
5. W/SEG
6. NOT W/SEG
7. AND
8. AND NOT

Parentheses can be used to override the normal priority of the connectors, allowing each unit within the parentheses to be resolved separately.

Example:
*mary /2 smith or jane /2 jones or william /2 matthews*

This search looks first for *smith OR jane* and then *jones OR William*. This was not the intent of the search.

*(mary /2 smith) or (jane /2 jones) or (william /2 matthews)*
Precision Search Commands

**Pluralization**

**SINGULAR:** finds only the singular or singular possessive forms of your search term

Example:
Disney and singular (union)

**PLURAL:** retrieves only the plural or plural possessive forms of your search term.

Example:
Steven w/2 plural (Jobs)

**Capitalization**

By default, Academic is not case sensitive, but there are times when capitalization does affect meaning. By incorporating certain precision search tools, you can force the search engine to read capitalization.

**CAPS:** word(s) must have one or more capital letters. Particularly useful when researching names and proper nouns.

Example:
caps (united)=United

**NOCAPS:** word(s) must have no capital letters. Ignores any acronyms, names and proper nouns.

Example:
nocaps (mace)= mace

**ALLCAPS:** word(s) must have all capital letters. Especially helpful when searching acronyms.

Example: allcaps (era)=ERA

**AtLeast or ATL**

Assists with frequency searching, allowing you to retrieve only those documents that mention your search term(s) at least a certain number of times.

Example: atl3 (competitive intelligence or ci)

**Nesting Search Terms**

Segment + Precision Search Tool
Headline (caps(era))

Multiple Precision Search Tools
atleast5 (nocaps(singular(aid)))

Segment+Multiple Precision Search Tools
Hlead (plural(allcaps(aids)))
Headline (caps(era))
Segments and Segment Searching
(Fielded Searching)

All documents on LexisNexis Academic are divided into fields or segments. Operating like descriptors or fields, segments are searchable parts of a document. This type of search methodology helps avoid false hits and allows the user to search more efficiently. Some of the most commonly used of the many available segments are listed here.

Note: Segments vary depending on source.

Use Searchable Segments only when searching “Full-Text” within the “Guided Search” search form. You can also use segments in a “FOCUS™” search. You will construct your search using the following format: Segment (search term).

Typical News Segments

Byline person identified as the author/reporter.  
Example: BYLINE (james w/2 brady)

Company the name(s) of any companies discussed in the document  
Example: COMPANY (Kodak)

Date date of publication.  
Example: Date (12-05-2001)

Dateline location of the story or where it was filed.  
Example: DATELINE (Chicago)

Person Name and affiliation (where known) of any important person cited in an article.  
Example: PERSON (Laura Bush)

Length The approximate number of words in the BODY segment arithmetically searchable.  
Example: LENGTH>300

Publication The name of the publication.  

Section Section of a news publication.  
Example: SECTION (editorial)

Series Any series information about a document  
Example: SERIES (nursing homes)

Type Publisher supplied description classifying the subject matter.  
Example: TYPE (Book Review)