



DISCUS-INFOTRAC – GENERAL BUSINESS FILE REFERENCE SEARCH GUIDE

Type of Search	Fields Searched	Features	Limit Search	Examples	Search Tips
Subject Guide Search	Subject headings Companies People Organizations Events Geographic locations Statutes	"and" is ignored "or" and "not" cause search to default to keyword search Can use wildcards	To articles with text To articles from refereed publications By date By journal By adding words	Economics Knowledge management Tax accounting World Trade Fair	Try singular and plural forms of words Enter most important word first Leave off "Corp.," "Inc.," etc. for more results
Keyword Search	All of the subject guide search fields Abstracts Artistic and other published works Authors Government agencies Products Title annotations Titles	Searches your words within 2 words in either direction Supports logical, nesting, proximity, and range operators Ignores stop words in search string Can use wildcards Can use restoration marks	To articles with text To articles from refereed publications By date By journal By adding words	Figurines CIA (Central Intelligence Agency) Coca-Cola and market share Pepsi and (target market or target audience)	
Advanced Search	Abstract (ab) Author (au) Content (ac) Date (da) Journal name (jn) Journal name list (jn=) Keyword (ke) Record number (rn) SIC code (si) SIC code list (si=) Subject (su) Subject list (su=) Text word (tx) Title (ti)	Can search using one or more search fields Default - keyword search Journal name list, SIC code list, and subject list allow you to browse all results that match your search Supports logical, nesting, proximity, and range operators Can use wildcards Can use restoration marks Displays previous search strings and results in history section	To articles with text To articles from refereed publications By date By journal By adding words	Search for the article title (ti) Disney Delight and limit by journal title Gifts and Decorative Accessories Search for journal name (jn) Journal of Marketing Research and keyword (ke) restaurants and limit by date >1998	
Relevance Search	Search only in titles, citations, and abstracts or Search anywhere in articles	Use " " double quotations to match phrases exactly as typed or inverted Use + plus sign before a word that must appear in the results Use - minus sign before a word that must not appear in the results	To articles with text To articles from refereed publications By date By journal By adding words	"Market segmentation" limited to articles with text (results either contain market segmentation or segmentation market) +stock and -bond (results contain either stock, stocks, or stocking but do not contain bond)	Can use the " " in a search with a + or - to indicate that results must or must not contain the phrase

Features and Operators	Operator Symbols	Search Results	Examples	Search Tips
Logical Operators	And	Limits results because both words must be found in a record	Accounting and taxes Investments and risk	Order of evaluation when two or more operators are used: 1. wildcards 2. proximity operators 3. range operators 4. logical operators (1. not 2. and 3. or)
	Or	Increases results because either word or both words can be found in a record	Cost or expense Income or revenue	
	Not	Limits results because it specifies that the first word must occur in a record but the second word must not be found in the record	Chips not computer	
Nesting Operators	() (parentheses)	Results in changing the evaluation order of the operators by searching for what is enclosed in the parentheses first	(Cost or expense) and automating	
Proximity Operators	Wn (n being a number value)	Limits results because specifies that the second word must appear within n number of words behind the first word	Argentina W4 infrastructure	Use only between two words Will not work properly between a word and an expression nested in parentheses Works best with keyword or text searches
	Nn (n being a number value)	Specifies that the first and second words must appear within n number of words on either side of each other	Marketing N5 psychographics	
Range Operators	Since After Gt >	Results in finding articles published after the date specified	since june 9, 1999 after 9 june 1999 gt 6/9/1999 > jan 1	When you do not specify a year, the current year is implied
	Ge	Results in finding articles published on or after the date specified	ge may 1998	
	Before Lt <	Results in finding articles published before the date specified	before nov 1985 lt december 1996 < apr 7 1989	
	Le	Results in finding articles published on or before the date specified	le 1997	
	To - (hyphen)	Results in finding articles published within the date range specified	august 1997 to august 1999 jan 1 - feb 31	
Restoration Marks	"" (quotations marks)	Results in finding the literal meaning of what was placed inside the restoration marks	Rise "or" fall	The word and is a stop word and will be treated as such with the use of restoration marks. Beware of such operator conflicts.
Stop Words	A And Etc. In Of On To	Words that the database does not index and therefore will not search Database recognizes stop words and ignores them Results may come back with word in place of stop word	Falling in price will result in falling stock price, falling bond price, falling below share-price minimums, etc.	Cannot search stops words by themselves Results may contain a different word(s) in place of the stop word
Wildcards	* (asterisk)	Stands for any number of characters Results will all contain the same root and any number of ending characters	Market* results in market, marketing, marketability, etc.	Try adding one character to before the wildcard if you get an invalid search message
	? (question mark)	Stands for exactly one character Results in finding words with variant spellings and can be used when spelling is in question	Rest??rant results in restaurant	
	! (exclamation point)	Stands for one or no characters Results in finding the singular and plural forms of words and in finding variant spellings of words when used inside the word	Labo!r results in labor and labour	

*NOTE: For more detailed help and further examples, please consult the Help Search button at the top left of the screens in Business & Company ASAP.