



LEXIS NEXIS ACADEMIC UNIVERSE REFERENCE SEARCH GUIDE

Type of Search	Features	Limit Search	Examples	Search Tips
Business News Company Financial Compare Companies SEC Filings Industry/Market Accounting Directories	Search by keyword, company name, ticker symbol, or SIC code or compare companies based on sales, net income, number of employees, and location Required search fields differ depending on which of these information areas you search in	By adding additional terms By choosing a source category By date	SEC filing search for 8 K report for General Motors Industry search in agriculture, fishing, and tobacco news for cotton and South Carolina	
Basic Search	Use the basic search screen to search for simple searches containing one or two words Can search for keyword concepts, company names, and people	By adding additional terms By choosing a source category By date	Knowledge management Coca Cola Lee W/3 Iacocca	Use the more options search screen for more complicated search strings containing numerous operators and when searching in different fields
Keyword Search	Words in Lexis Nexis can be alphabetical or numeric and has a space on both sides of it. Treats hyphens, slashes, and parenthesis as spaces	By adding additional terms By choosing a source category By date	Psychographics Soft drink and target audience 10 Q	Words with hyphens, slashes, and parenthesis are treated as multiple words
Company Search	Can search for company names, company ticker symbols, or company SIC codes using the drop-down menu Co. will search for Co. and Company Corp. will search for Corp. and Corporation Inc. will search for Inc. and Incorporated	By adding additional terms By choosing a source category By date	Enesco MSFT 5411	Include all of the company's name variations in a search Unique company names do not require Co., Corp., or Inc.
People Search	Using W/3 results in finding articles where the first and last names are interrupted with middle initials and where the last name appears before the first name	By adding additional terms By choosing a source category By date	George W/3 Bush result in finding articles with George Bush, George W. Bush, Bush George, Bush George W., etc.	With spelling uncertainty, use the OR operator to search for either possible spelling or use ! after the root of the name to truncate
Advanced (More Options) Search	Can choose to search in headline, headline and lead paragraph(s), full text, caption, author, company name, location, or ticker symbol	By choosing the field to search for each term By adding additional terms By choosing a source category By date By specific publication	Search for beverages and not alcoholic in the headline and lead paragraph(s) and add market share W/p fruit juices in the full text	

* NOTE: For more detailed help and further examples, please consult both the Help and Tips screens in Lexis Nexis Academic Universe.

Features	Operators	Search Results	Examples	Search Tips
Logical Operators	And	Limits results because both words must be found in a record	Pepsi and market share	Order of evaluation when two or more operators are used: 1. Or 2. W/n, PRE/n 3. W/s 4. W/p 5. And 6. And Not (use at end of search string)
	Or	Increases results because either word or both words can be found in a record	Target audience or target market	
	And 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	Automobiles and not trucks	
Nesting Operator	() (parentheses)	Results in changing the evaluation order of the operators by searching for concept that is enclosed in the parenthesis first	(Pepsi W/p market share) or (Coca Cola W/p market value)	Use parenthesis to group names together when searching for more than one person at a time
Proximity Operators	PRE/n	Specifies that the second word must appear within n number of words behind the first word	Marketing PRE/5 psychographics	n represents a number between 1 and 255 p represents paragraph s represents sentence W/n and PRE/n cannot be used in the same search string as either W/p or W/s
	W/n	Specifies that the first and second words must appear within n number of words on either side of each other	George W/3 Bush	
	W/p	Specifies that the search terms must appear within the same paragraph	Management W/p structures	
	W/s	Specifies that the search terms must appear within the same sentence	Bush W/s taxes	
Stop or Noise Words	*And Of Are *Or His So Is The It There My When	Words that the database does not index and therefore will not search There are many other noise words than the ones listed here, but these are some of the most common ones. Replace the noise word with a space	Type stock prices soar for the phrase when stock prices soar	Although the words "in" and "a" are common, they are not considered noise words and can be used when searching for phrases.
Reserved Words	And Not Or	Words that are used as connectors When used in phrase searching, the database will treat them as connectors and will not result in finding the exact phrase	Type rise " and" fall stock market for the phrase rise and fall of the stock market	
Phrase Searching		Adjacent words are automatically searched as phrases, but may also result in finding phrases with other words between the original search words	Knowledge management will find results with knowledge of the management as well	Replace reserve words with a space when searching for phrases that contain them Place parenthesis around stop words when searching for phrases that contain them
Equivalents	2 nd Mon. Mar. 5 & Co. Corp. Inc.	2 nd will result in finding articles with second or 2 nd Mon. will result in finding articles with Monday or Mon. Mar. will result in finding articles with March or Mar. 5 will result in finding articles with five or 5 & will result in finding articles with and or & Co. will result in finding articles with Company or Co. Corp. will result in finding articles Corporation or Corp. Inc. will result in finding articles with Incorporated or Inc.	Microsoft Corp. will find Microsoft Corp. and Microsoft Corporation	This lists only gives the common equivalents, but keep in mind there are many more. Different sources support different equivalents.
Wildcards	* (asterisk)	Results in finding variant spellings of a word	Use rest**rant to find restaurant	Stands for exactly one character Can use more than one in a word Cannot use as the first letter of word
	! (exclamation point)	Results will all contain the same root and any number of ending characters	Manag! will find managed, manages, managing, management, and manager	Stands for any number of characters Must be used at the end of a root word
Limiting by Date		Select a predefined date range or specify date range yourself Supports most date formats Enter same date in the From and To fields to search for one date Only enter date in the From field to search on or after that date Only enter date in the To field to search on or before that date	From 06/09/01 To 8/2/01 From Jun 2, 1994 To 06/01 From June, 1995 To 2001 From Jan 5, 98 To From To 3/97	If you only specify the year, then you will get results starting form January 1 of that year