Truncation and Nested Searching

TRUNCATION

WHAT IS IT? Truncation is another word for abbreviating your search term. It allows you to expand or increase the number of results you retrieve. To truncate a term you must enter part of your search term and end it with a truncating symbol. Often the asterisk (*) is used to truncate words.

Examples: women AND financ* This search will retrieve articles having the term women as well as any terms beginning with financ like finances, financing, financial, etc.

company AND mentor* This search will retrieve articles that have the term company in them as well as terms beginning with mentor like mentors, mentoring, mentorships, etc.

WHEN TO USE: Use truncation when you are not retrieving a lot of results using a particular term. However, be careful not to truncate a word prematurely or truncate a word that has a common prefix!

Example: compan* AND mentoring While this search would retrieve articles with words like mentoring and company (or companies) in them, it could also produce items containing words like companions, companionship, etc.

NESTED SEARCHING

WHAT IS IT? Nested searches are advanced searches that make use of multiple search terms at the same time in order to increase your final search results. Parentheses are required when doing a nested search.

Examples: women and finances AND (single OR unmarried) This search statement will retrieve articles that have the terms women and finances in them in addition to either the term single or unmarried.

mentor* AND (job satisfaction OR motivation) This search statement will retrieve any articles containing terms like mentoring, mentorship, etc. in addition to having either the term job satisfaction or motivation in them.

WHEN TO USE: Use nested searches after you have tried Boolean and/or truncated searches and are still not getting adequate search results.