

## The Lens: Glossary

<b>Abstract</b>	Several paragraphs that summarises the content of an article.
<b>ADJ</b>	This proximity operator allows for terms that exist side by side to be searched and in the order stipulated eg. Regional ADJ Highway
<b>Advanced search</b>	A search where more fields or options are provided for the searcher, often with drop down menus or radio buttons to select the field.
<b>Alternative searching</b>	Search methods provided in addition the simple, initial search presented on the database. Some common options include <i>Advanced Search, Guided Search, Limited search.</i>
<b>AND (&amp;)</b>	'And' is the most common Boolean operator. This operator narrows the search by ensuring all terms linked by 'and' will be retrieved in the search. Example: farms 'and' rural retrieves all documents where the terms 'farm' as well as 'rural' occur in the retrievable fields.
<b>Antonyms</b>	Words with opposite meanings. Example: literacy, illiteracy.
<b>Boolean (Logical) operators</b>	See also : AND; OR; NOT (these are the Boolean operators) For tutorial go to: <a href="http://library.albany.edu/internet/boolean.html">http://library.albany.edu/internet/boolean.html</a> or <a href="http://www.nyu.edu/library/bobst/info/instruct/tutorials/boolean/boolean.html">http://www.nyu.edu/library/bobst/info/instruct/tutorials/boolean/boolean.html</a>
<b>Brackets</b>	See Nesting
<b>Capitalisation</b>	The use of capital letters in search terms - databases are sometime "case sensitive" eg Australia will only be retrieved where the capital 'A' is used.
<b>Cheat sheet</b>	A succinct collection of prompts or shortcuts (a summary) which lists the elements, special characters and or idiosyncrasies of the database.
<b>Citation</b>	The full reference to the item, includes as a minimum: author, title, publisher, date, page numbers.
<b>Computer generated list</b>	List of terms generated by the computer and are retrievable terms. The index is created in this way.
<b>Database title</b>	The name of the database as opposed to the author or vendor of a database.
<b>Default search</b>	The database search function is programmed to retrieve in a particular way eg phrase searching or keyword searching.
<b>Directories</b>	An ordered list of grouped items.
<b>Full text</b>	An retrieved item which includes all the text of the article as well as the citation.
<b>Fuzzy spelling</b>	The retrieval tool can make allowance for incorrect spelling
<b>Guided search</b>	Allows you to narrow search using pre-set options e.g. drop down menus, tick boxes or radio buttons, selected fields.
<b>Index</b>	List of computer generated terms, these can be all terms or might be grouped, for example, the most common index is one for subject terms
<b>Keyword</b>	A word or term that is retrievable by the search facility. Keyword searching is usually provided for title and subject searching
<b>Natural language</b>	A phrase or sentence or question eg "how tall is the highest building" used instead of keyword or controlled vocabulary.

<b>NEAR</b>	Proximity operator ‘near’ searches for terms that are in closer proximity than the ‘and’ operator). It is usually possible to stipulate the proximity of the words eg boots near2 cats . This search looks for any entries where you will find the word ‘boot’s within two words of the word ‘cats’. See also WITH
<b>Nesting</b>	Nesting terms allows for terms to be weighted or prioritised on retrieval; those inside the brackets are retrieved before those outside the brackets. In the example below, the same search terms are used, but the use of parentheses modifies the search, and produces different results through weighting:  lung or ((kidney and liver) and skin) = 5912 results  (lung or kidney) and (liver and skin) = 9 results
<b>NOT</b>	This Boolean operator narrows the search by eliminating any entries with the term preceded by ‘NOT’ in search statement eg Cats NOT Dogs retrieves all entries with Cats in the fields but if the word Dog appears also the entry will not be retrieved.
<b>Numbers</b>	The symbol ‘<’ or ‘lt’ means ‘less than’ used before the number or date restricts the search to numbers less than the number given eg <1962 is 1961 and less  The symbol ‘>’ or ‘gt’ means ‘greater than’ used before the number or date - restricts search to after or more than the number eg >1962 is 1963 and more
<b>OR</b>	This Boolean operator broadens the search eg Cats ‘OR’ Dogs retrieves all entries containing both terms.
<b>Parenthesis ( )</b>	See Nesting
<b>Phonetic spelling</b>	By spelling a word by how it sounds the search function can retrieve the correctly spelt word. See also Fuzzy spelling
<b>Phrase searching</b>	Allows for two or more words to be searched as a phrase, often “ “ are used to denote the phrase eg “sink or swim” . See also Quotation marks
<b>Proximity operators</b>	Proximity operators are used to link terms that will occur close together in retrieved citation or results. See also ADJ, NEAR, WITH these are the most common proximity operators eg Bed ADJ Foot
<b>Quotation marks</b>	“” quotation or restoration marks are often used around Boolean operators so they can be used as search terms <i>or</i> and <i>and</i> . Generally Boolean operators can’t be retrieved. See also <b>Stop Words</b> .
<b>Range operators</b>	Restrict search to number values e.g. dates Eg. = equals date > after date < before date
<b>Relevance searching</b>	Relevance searching applies ‘bonus’ points to a result if, for example, the search term/s appears many times in search fields or text; close together or far apart. Relevance is based on the number of occurrences and positioning of words as they appear in each document.
<b>Scope</b>	The scope outlines the purpose of the database and defines the records contained in it. The scope includes the subject areas, type of articles and date when the index or database started to collect certain records. You might find this information under areas such as <i>About</i> , <i>Titles list</i> or <i>Guidelines</i> .
<b>Search results</b>	The list of citations retrieved after the search terms are entered. The search results are displayed according to various options e.g., date, relevance to the search criteria, or format. Those options can sometimes be altered by the

	searcher
<b>Search strategy</b>	Before the search begins the searcher conceptualises the search then from a narrows the proposed terms and commands down to become those used in the search. Further refinements take place as the search progresses and the search results are evaluated and new approaches are used. There is a min-tutorial on search strategy and search term formulation at: <a href="http://www.lib.monash.edu.au/vl/sstrat/sstr01.htm">http://www.lib.monash.edu.au/vl/sstrat/sstr01.htm</a>
<b>Search string</b>	The search string is entered by the searcher after the search is formulated. The search string may consist of a single word, two or more words separated by spaces, linked by operators or special characters.
<b>Search term/s</b>	A word or words, without the operators or special characters, which are entered by the searcher.
<b>Secondary searching</b>	Secondary searching is the ability to search within retrieved results to further refine the search.
<b>Stop word</b>	A word in search field which is not indexed by the database eg common stop words are: 'and', 'the', 'at' 'or'
<b>Simple search</b>	The most basic search provided for the database.
<b>Synonym</b>	Words that have the same or similar meanings. eg, cars, automobiles, motor vehicles.
<b>Truncation</b>	The character that is used at the <b>end</b> of a search term to indicate that there are a number of different variations on the stem word is the truncation character. It is used to retrieve: <ul style="list-style-type: none"> <li>• both the singular and plural forms of a word</li> <li>• words that begin with the same root</li> </ul> The most common truncation character is * but others include: !, \$ eg, librar* retrieves library, librarian, libraries, librarians,
<b>Wildcards</b>	The character which can substitute for one of more letters <b>within</b> a word eg col?r = colour and color (incorporating variant British and US spellings) is the wildcard character. Common wildcard characters are: ?, ! The characters vary across the databases. The closely related special character is 'truncation' – see above.
<b>WITH</b>	With is a proximity operator that restricts search. Results have first term followed by second term . The space between the first and second term is determined by the number following WITH in the search string. See also NEAR