

Periodicals Index & Periodicals Archive Online – Search Tips

Keep yourself informed about the latest journal additions & developments in Periodicals Index & Archive Online: abonnieren Sie den Newsletter unter **Information Resources** → **About** → **What's new** → **sign up....**

Where to search – for what?

<p>Quick Search (on every page)</p> 	<p>Choose from the drop-down the appropriate search field:</p> <p>Article Title, Article Author, Journal Title or ISSN (in Periodicals Archive Online choose Article Title and Text in order to include the article full text into your search).</p> <p>Enter keywords or names.</p> <p>NOTE: An AND-Boolean operator is automatically placed between your keywords, see also <i>Search on more than one unrelated keyword</i>.</p>
<p>Article Search</p> 	<p>Search for articles matching certain criteria using different search- and index fields.</p> <p>For Periodicals Archive Online: To search also through the article full text enter your keywords into the field Keyword and select the wanted option from the drop-down.</p>
<p>Find Journals</p> 	<p>Search for Journals in order to browse the single issues, find out which journals are contained.</p>

□ General Tips:

- All search boxes are case **insensitive**.
- Interpunction or hyphens are irrelevant.
- Use the **Select from a List** feature to learn to which journal categories, etc. you can limit your searches. Select the wanted categories by clicking the little check-box and clicking on Select Term.
- Choose the order of your list of results by: **relevance, alphabetical by journal title, oldest record or most recent record first**.
- Limit your list of results by filtering it using category **filters: Journal Subject, Journal, Date, Language in which a journal publishes**.



To search for spelling variants, synonyms, typographical variants	
truncation asterisk *	To search on variant endings of a word, plural and singular, cases, etc.: for example pig* finds pig, pigs, pigmy etc.
Boolean Operator: OR	Include different spellings or synonyms into your search: <i>movie OR film / theater OR theatre / märchen OR maerchen</i>
To search on more than one unrelated keyword:	
exact words / exact phrases / exact quotations quotation marks: „“	phrases/quotations: „sleep no more“
Boolean Operator: AND	All of your words have to appear in the field entry or record. AND is automatically placed between your keywords, in case you do not enter another operator to overwrite it. Note: In case you want to use an additional operator to connect your words, enclose the words you want to be connected by AND with brackets: <i>(masks theater) OR (puppets theater) = (masks AND theater) OR (puppets AND theater)</i>
Boolean Operator: OR	At least one of your words has to appear in the field entry or record: <i>legal OR legislation</i>
Boolean Operator: NOT	Excludes articles or journals, that contain the word following to NOT: <i>Shakespeare NOT drama</i>
Proximity Operator: NEAR	Includes words adjacent to each other in any order, within a certain number. <i>orchestra NEAR award</i> (Between the words <i>orchestra</i> and <i>award</i> may appear only 10 or less other words). Tip: Define the distance between the words yourself. Enter the proximity followed by a stop and a number : <i>orchestra NEAR.15 award</i> oder <i>orchestra NEAR.3 award</i>
Proximity Operator: FBY (followed by)	Includes words adjacent to each other in the given order, within a certain number. <i>orchestra FBY award</i> (Between the words <i>orchestra</i> and <i>award</i> may appear only 10 or less other words. <i>Award</i> has to follow <i>orchestra</i>). Tip: Define the distance between the words yourself. Enter the proximity followed by a stop and a number : <i>orchestra FBY.15 award</i> oder <i>orchestra FBY.3 award</i>
Combine different operators to run complex searches: Use brackets to prioritise which words should be combined by which operator.	Search complex strings: <i>film AND (subtit* OR transl*)</i> finds articles containing <i>film and subtitles</i> or containing <i>film and translation</i> or containing all 3 words. Note: Proximity Operators have to be used within the brackets: <i>(film NEAR music)</i> OR <i>(film NEAR song*)</i> , not: <i>(song* OR music) NEAR film</i> .

