Top Tips for a Healthcare Database Search

Phrase searching: Phrases must be entered with quote marks eg "team building" to ensure the words are found next to each other

Proximity Searching: Words within the specified number of words (n) of each other, in any order ADJn e.g. ADJ2

Truncation or wildcard: An asterisk * will find all possible word endings eg lead* to find leader, leaders, leadership, leading, leads etc.

Map to Thesaurus: Tick this box under the search box to look for relevant subject headings (not available in Health Business Elite where phrase searching should be used)

Explode Feature: Select this to include all related subject headings into a search. To see which ones you will be including it is necessary to click on the subject heading itself to open the list

Major topics: To make a term a major term – a major focus of the article – tick the major box

Combining Searches

AND   Will find <u>both</u> terms in the document
OR   Will find documents containing at least one of the terms

De-duplication: Note that you can only de-duplicate results sets totalling 500 or fewer. De-duplication should be your final search step, as you cannot continue to work with a de-duplicated set. De-duplicated sets will not run as part of a Saved Search

Author and Journal searching: Author and Journal search terms (for all but Cinahl and Health Business Elite) require special formats, because the field requires a full, not a partial match:

1. Author searching: use the format "smith j*" , "smith je" or "smith*" (include the quotes). Remember to select **Author** from the drop-down menu

2. Journal title searching: use the format "british journal of nursing", surgery (for a one word title) or surgery* (for titles beginning with...). Remember to select **Journal name** from the drop-down menu