Search Guide: International Index to Black Periodicals

Operators & Search Tips

AND

The AND operator retrieves all entries that contain all of the terms entered. This normally retrieves fewer entries than searching one of the terms on its own.

For example: Baldwin and prose

For example: Baldwin and Wright and prose

If you wish to search for the word 'and' in a phrase (and therefore do not want it to be a Boolean operator) you should type the phrase into the search box and enclose it in double quotes. For example "Baldwin and prose" will find the whole phrase 'Baldwin and prose'.

OR

The OR operator retrieves all entries which contain one or more of the terms entered. This retrieves more entries than searching one of the terms on its own.

For example: Baldwin or prose

For example: Baldwin or Wright or prose

If you wish to search for the word 'or' in a phrase (and therefore do not want it to be a Boolean operator) you should type the phrase into the search box and enclose it in double quotes. For example: "Baldwin or prose" will find the whole phrase 'Baldwin or prose'.

NOT

The NOT operator retrieves all entries that contain the first term entered but not the second.

For example: Baldwin not prose

If you wish to search for the word 'not' in a phrase (and therefore do not want it to be a Boolean operator) you should type the phrase into the search box and enclose it in double quotes. For example: "Baldwin not prose" will find the whole phrase 'Baldwin not prose'.

NEAR

The NEAR operator enables you to search for terms situated within a specified distance of each other, and in any order. If no maximum is set, the software will retrieve all entries where the terms entered are within ten words of each other.

For example: Brown near decision

For example: Brown near.5 decision

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FBY

The FBY (FOLLOWED BY) operator enables you to search for terms situated within a specified distance of each other, and in the specified order. If no maximum is set, the software will retrieve all entries where the terms entered are within ten words of each other.

For example: Brown fby Education

For example: Brown fby.5 Education

Truncation Searching

Truncation searching allows you to retrieve records containing variations on a search term. To execute a truncation search, type the first few letters (stem) of the keyword followed by an asterisk (*).

For example: African*

This search would retrieve entries for all records containing the words: Africans, African American, Africanize, Africanization etc.
When executing a phrase truncation search, only the final word in the phrase can be truncated.

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Search Fields

To conduct a search, either type the required search terms (individual words or phrases) into the relevant search boxes or select them from a browse index. A customize search results option enables you to specify the way in which results are retrieved. You may also choose to limit your search to the current file, the current file with full text or the retrospective file (1902-1991).If you do not choose any of these options, the search will be executed using the default option **Full file**. The search is conducted across the combined Current file and Retrospective file contained in IIBP FT.

All Keywords

From the Search page, you can use the All Keywords field to search for any word or phrase contained in the Citation (including Subject Terms, Subject Categories, Title, Abstract, Author, and Publication) and/or the full text of articles.

You may limit the keyword field to search the citations and full text or the citations only. If no option is selected, ***IIBP FT*** will look for any keywords that appear in either the citations or the full text.

To enter terms into the search box, type your search terms directly into the All Keywords search box. Search terms may consist of either single words or phrases. There is no browse available for the keyword field.

For example: women

For example: politics

When searching in the All Keywords field, you can use truncation to retrieve records containing variations on a term. If you choose to search for more than one term, you can also combine them using Boolean and proximity searching.

Title Keyword

From the Search page, you can use the Title Keyword field to search for any word or phrase contained in the title of a record. To enter items into the search box:

- browse a list of title keywords from which you can select terms to transfer back to the search box; or
- type your search terms directly into the Title Keyword search box. Search terms may consist of either single words or phrases.

For example: California

When searching in the Title Keyword field, you can use truncation to retrieve records containing variations on a term. If you choose to search for more than one term, you can also combine them using Boolean and proximity searching.

Author

From the Search page, you can limit a search to records of a particular author. To enter terms in the Author search box:

- browse a list of authors from which you can select items to transfer back to the search box; or
- type your author names directly into the Author search box.

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For example: Waters

When searching in the Author field, you can use truncation to retrieve records of authors with common or similar names. If you choose to search for more than one author, you can also combine them using Boolean searching.

Subject Categories

From the Search page, you can search the subject categories of current file records. An asterisk (*) indicates that only current file records will be searched. To enter terms in the Subject Categories search box:

- browse a list of subject categories from which you can select items to transfer back to the search box;
  or
- type the subject heading keywords directly into the Subject Categories search box.

For example: ethnic studies

When searching in the Subject Categories field, you can use truncation to retrieve records containing variations of a term. If you choose to search for more than one Subject Category, you can also combine them using Boolean searching.

Subject Terms

From the Search page, you can search the subject terms of current file records. An asterisk (*) indicates that only current file records will be searched. To enter terms in the Subject Terms search box:

- browse a list of subject terms from which you can select items to transfer back to the search box (selected entries will be preceded by the exact operator in the search box);
  or
- type the subject term keywords directly into the Subject Terms search box.

For example: orator

When searching in the Subject Terms field, you can use truncation to retrieve records containing variations of a term. If you choose to search for more than one subject term, you can also combine them using Boolean searching.

Document Type

From the Search page, you can limit your search to documents of a particular type. To enter terms in the Document Type search box:

- browse a list of document types from which you can select items to transfer back to the search box;
  or
- type the document type keywords directly into the Document Type search box.

For example: profile

If you choose to search for more than one document type, you can combine them using Boolean searching.

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Publication

From the Search page, you can limit your search to records from a particular publication. To enter terms in the Publication search box:

- browse a list of publications from which you can select items to transfer back to the search box (selected entries will be preceded by the exact operator in the search box);
  or
- type the publication keywords directly into the Publication search box.

For example: Melus

When searching in the Publication field, you can use truncation to retrieve records containing variations of a term. If you choose to search for more than one publication, you can also combine them using Boolean searching.

Language

From the Search page, you can limit your search to records from a particular language. To enter terms in the Language search box:

- browse a list of languages from which you can select items to transfer back to the search box;
  or
- type the language directly into the Language search box.

For example: **Language** English

If you choose to search for more than one language, you can combine them using Boolean searching.

Country of Publication

From the Search page, you can limit your search to records published in a particular country. To enter terms in the Country of Publication search box:

- browse a list of countries of publication from which you can select items to transfer back to the search box;
  or
- type the countries directly into the Country of Publication search box.

For example: **Country of Publication** France

If you choose to search for more than one country, you can combine them using Boolean searching.

Publication Date

You can limit a search to works published during a specific year or a range of years. The default values appearing in the search boxes represent the earliest and most recent years of publication.
The Publication Date field can be searched in two ways:

- To search on a range of years, enter the relevant values into the **from** and **to** search boxes.

For example: **Publication Date** From 1993 to 1997

- To search on one particular year, enter the same value into both of the search boxes.

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For example: **Publication Date** From 1995 to 1995

ISSN

From the Search page, you can limit retrieval to records from a particular publication by using the ISSN search field. To enter terms in the ISSN search box:

- browse a list of ISSNs from which you can select items to transfer back to the search box; or
- type the ISSN directly into the ISSN search box.

For example: 0035-791X

IIBP Number

From the Search page, you can retrieve a specific record using the IIBP FT Number search field. To enter terms in the IIBP FT Number search box:

- type the IIBP Number directly into the IIBP FT Number search box.

For example: 00011882

Where to find help

In North America:

- **Technical Support**
  Phone: 800-889-3358
  Email: tsupport@proquest.com
  Web: http://proquest.com/techsupport
- **Search Assistance**
  Phone: 800-889-3358
  Email: technicalsupport@proquest.com
  Web: http://proquest.com/techsupport
- **Product Help**
  Product help and downloadable guides:
  http://proquest.com/products_pq/training

Outside of North America:

- **Technical Support**
  Email: support@proquest.co.uk
  Freephone: 0880 220 710 (UK only)
  Telephone: +44 1223 271 496 (Outside of UK)

- **Product Help**
  Product help and downloadable guides:
  http://proquest.co.uk/pqtraining