

Tip Sheet: LexisNexis Academic

General Tips

Tool	Variations	Usage	Examples
Truncation	* !	replace single letter – middle or end of word; can use more than one, then finds words with up to that many letters after base word replace any number of letters at end of word	free* = free, frees, freed, ... free*** = freed, freedom, ... free! = free, freed, freedoms, ...
Connectors	AND OR AND NOT w/p, /p w/seg, /seg w/s, /s	both terms must appear in results either or both terms must appear in results term must not appear in result terms must be in same paragraph terms must be in same segment; i.e. both must be in headline, caption, text, ... terms must be in same sentence	free AND trade free OR trade free AND NOT trade free w/p trade, free /p trade free w/seg trade, free /seg trade free w/s trade, free /s trade
Numerical Connectors	w/n, /n PRE/n	terms must be within n words of each other and terms must be in same segment first term must precede second by no more than n words	free w/2 trade, free /2 trade free PRE/3 trade
Limiters	ATLEAST ALLCAPS CAPS NOCAPS SINGULAR PLURAL	term must appear at least n times in document letters must all be capitalized capital letters appear anywhere in term no letters in term can be capitalized do not find plural or possessive versions only find plural, not singular or possessive	ATLEAST10(free) ALLCAPS(era) = ERA CAPS(lexisnexis) = LexisNexis NOCAPS(ERA) = era SINGULAR(job) = job PLURAL (job) = jobs
Phrases		No quotation marks needed except for Quick News Search	Most databases: free trade Quick News: “free trade”

Database-Specific Tips

- **Connectors:** Putting NOT before w/n, w/p, or w/s creates the opposite effect; eg. “free NOT w/3 trade” says free must be more than 3 words apart from trade. NOT w/seg says that the terms cannot be within the same segment, but can be within the same document.
- **Combining Connectors:** Numerical connectors cannot be used with w/p, w/s or w/seg. For example, (free w/2 trade w/p Canada) fails, but (free w/2 trade w/50 Canada) and (“free trade” w/p Canada) work.
- **Basic Searches:** Connectors and wildcards can be used. In most databases, searchers also must choose a source and date span; “All Available Dates” is an option, but not the default. Information about the sources can be found in the tips on the search screen or by clicking on “Source List.”
- **Guided Searches:** Keyword search parameters are the same as with Basic Searches, but there are three lines for inputting keywords and searchers can limit the segment (ex: Full Text, Opinion, Headline) where keywords are found.
- **Quick News Search:** Searchers cannot use wildcards or connectors. However, the search engine automatically looks for plural and possessive versions of singular terms and vice versa, as well as British spellings of American words (ex: labor finds labor and labour) and vice versa. AND is the default connector.
- **Guided News Search:** In Step 2, after choosing from the drop-down menu, the sources can be tailored by clicking on “Source List” and selecting up to five sources, rather than using all sources in that category.