

Tip Sheet: WilsonWeb Index to Legal Periodicals and Books

General Tips

Tool	Variations	Usage	Examples
Truncation	automatic “ ”	no wildcards needed; stemming is automatic putting individual terms in quotation marks voids automatic stemming	paint = paint, painted, painting, painters, ... “paint” only retrieves paint
Connectors	AND OR NOT	both terms must appear in results either or both terms must appear in results term must not appear in result	free AND trade free OR trade free NOT trade
Phrases	“ ” <stem>()	quotation marks protect phrases but turn off automatic truncation putting <stem> before the terms and using parentheses in place of quotation marks causes automatic truncation of all phrase terms	“free trade” only locates the exact phrase free trade <stem>(free trade) = free trade, freed trade, free trading ...

Database-Specific Tips

- **Results:** This database only retrieves citations. The full text of articles must be retrieved elsewhere.
- **Phrases:** Putting words in parentheses turns off automatic truncation. To still use the automatic truncation, enclose the phrase
- **Nested Searches:** Using parentheses controls how the database applies operators, rather than using normal Boolean priorities. For example, the search “authors OR illustrators AND horror” would be read by the database as requiring an article to have either the term authors or both illustrators and horror. By using parentheses and writing the search “(authors OR illustrators) AND horror,” the database is instructed that articles must have the word horror and either authors or illustrators. This, the focus of the search is changed from authors to horror.
- **Stopwords:** Databases generally do not recognize words such as and, or, the and for because they are too common. However, by including the words inside a phrase in quotation marks (example: “peanut butter and jelly”) or by putting the word itself in quotation marks (example: “the”), the database will search for the term.