

## Searching tips

Making use of some simple search tips can help speed up the process of finding relevant books, journals or articles.

### Keywords

Don't just type a whole sentence into the search box and hope: use keywords. For example, don't use 'the impact of recession on bank lending', instead try 'impact recession lending'. Use dictionaries and thesauri to discover alternative keywords.

### Use operators to manipulate your search

**AND** Using **AND** narrows your search.

Searching using **marketing** AND **finance** will find results containing *both* terms.

**OR** **OR** widens your search.

Searching using **marketing** OR **finance** will find results containing *either* term. Using

### Phrasal searching

Phrasal searching will give you better results if your keywords are a recognised phrase. To do this insert quotation marks around your keywords, e.g. "managing change", "bank lending rates".

### Asterisk \*

You can use an asterisk at the end of a word to find any ending of that word. For example, searching for **account\*** will find results containing **account**, **accounting** or **accountancy**.

### Spelling

Be aware of American spellings and terminology as some of our databases are from American companies, and search for both English and American forms:

behaviour or behavior

organisation or organization

use the asterisk to search for both spellings at once: behavi\*r, organi\*ation

If you have any questions please get in touch via [Ask Us](#).