SEARCH TECHNIQUES

When looking for articles on databases, there are certain search techniques that will enable you to search more effectively.

VARIOUS TOOLS

1. **Boolean Operators:**
   
   Boolean operators are used to string keywords. These operators are **AND**, **OR** and **NOT**.

   - **Narrowing** the search by using **AND** will give you a specific result: both words will be present in the record, e.g. Democracy AND Zimbabwe
   
   - **Widening** the search by using the Boolean operator **OR** is useful when you wish to combine alternative forms (synonyms) of the same term. Either or both of the words will be present in the record, e.g. (state OR country) (leader OR ruler).

   - **Excluding** references from the search by using the Boolean operator **NOT** will help you if you want to exclude references, e.g. pollution NOT oil; aids NOT children.

2. **Phrase Searching:**
   
   To do phrase searching, you enclose terms to be searched as a phrase in quotation marks. This holds the terms together as you have keyed them in, e.g. “South Africa”, “affirmative action”, “African National Congress”.

3. **Truncation:**
   
   This allows you to search the “root” form of a word with all its different endings – it broadens your search, e.g. employ* will retrieve employ, employment, employee, employer, employees, employers, etc.

4. **Wildcard:**
   
   The wildcard is represented by a question mark (*). Enter your search terms and replace each unknown character with a ?, e.g. globali?ation. It then searches for globalisation and globalization, wom?n (women and woman)

ABSTRACT/REFERENCE/CITATION TO FULL-TEXT

Finding Full text via UJ Library

**Step 1:** Go to the library catalogue URL: [http://ujlink.uj.ac.za/](http://ujlink.uj.ac.za/)

**Step 2:** Click on Journal Title or Title

**Step 3:** Type in your journal title e.g. Journal of Economic and Financial Sciences

If the library subscribes to the journal in hard copy, the shelf number and holdings will be displayed. Go to level 2 (North) in order to find the journal. On the shelves the journals are arranged according to Dewey codes and within each title chronologically. **Find the year and volume you need. Find the page number of your article and photocopy it**

If the UJ subscribes electronically to a journal title, the catalogue will display an electronic link to the database on which the journal is available. Click on the database link and it will take you directly to the journal. Select the year of publication, the volume and issue. Then scroll down until you find the relevant article. **Download, e-mail or print it.**