Search Cheat Sheet

Use these terms to help find literature in Google Scholar, Scopus and other search engines.

Word/ Operator	Example	What it does	When you might use it
AND	persistence AND performance	Finds results that contain both of the words/search terms	When results will be most useful to you if they contain both terms- for example if you were looking at the link between persistence and performance.
NOT	performance NOT music	Finds results that contain the first search term but not the second.	Good for narrowing down searches where results are irrelevant if they contain the second word. For example if you are interested in performance in the workplace but not musical performances.
-	performance -music	As above. You will need a space after the first word, then the hyphen and NO SPACE before the word you want to exclude.	As above.
OR	persistence OR tenacity	Finds results that contain one of the search terms.	Allows you to conduct a single search and include similar terms/synonyms to save time.
AROUND (NUMBER)	persistence AROUND (3) performance	Finds the search terms within a given number of words from each other (in this instance 3).	Increases the likelihood that the search terms are being written about in relation to each other.
" "	"individual persistence"	Finds the exact phrase written in the quotation marks.	Useful if your search term is multi-word, for example "chocolate ice cream" gives you results that talk about chocolate ice cream, whereas chocolate AND ice cream might talk about the two foods separately.
*	persist*	Finds results that include the word with different endings e.g. persist, persist<u>ence</u>, persist<u>ing</u>, persist<u>ed</u>, persist<u>ent</u>.	Allows you to conduct a single search and include similar terms/synonyms to save time.

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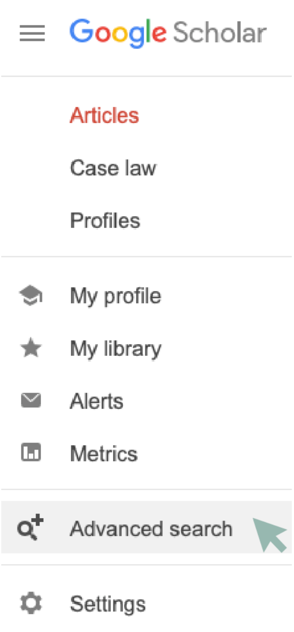
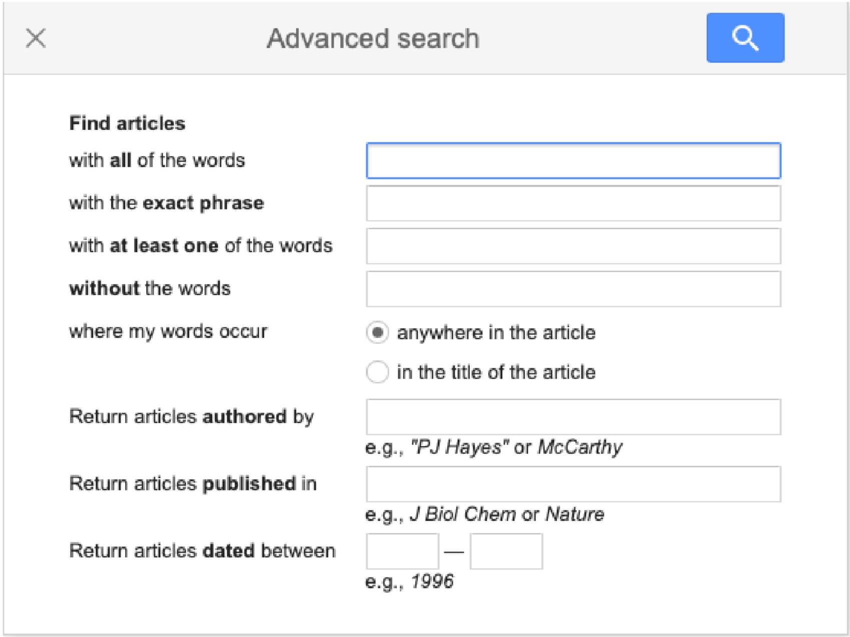
These terms work on Google Scholar and some other databases. Check the individual database for applicability.

Word/ Operator	Example	What it does	When you might use it
author:	author:lauren gellatly	Finds results written by an individual with a specific name. This can be modified to broaden or narrow the search (e.g. if Lauren Gellatly sometimes publishes under LJ Gellatly searching for 'author:gellatly' would include more results by the author.) Whether you use quotation marks or not will narrow or broaden the search.	When you have read work by an individual (or haven't!) and are interested in what else they have written as it may be related. This is particularly good if you are searching for someone who is prolific in an area or who publishes in a very narrow niche.
source:	source: "Journal of Business Research"	(no space between the : and the quotation mark). This finds results written in a specific journal or publication.	There are a number of reasons you may want to cite a source from a particular publication. You may also wish to narrow down a search that has too many results if you are searching for a specific article that you know was published in X journal.
intext:	intext:market	Returns results that have the word 'market' in the text of the article.	This is how the general searches work.
intitle:	intitle:market	This returns more specific, narrow results than 'intext'.	If a search term appears in the title of the article, the result is likely to be highly relevant to what you are searching for. This can be useful for narrowing down search results to those that are most closely related to the topic you are exploring.

Different combinations of these can be used to get you the results you are looking for. Try them out in conjunction with each other to see how they affect the number of results you get and how relevant they are to you.



All of the above (and more) can be achieved using the 'advanced search' feature. The image on the right shows the search window you will get access to by selecting 'Advanced Search' in Google Scholar.



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