SUCCESSFUL SEARCHING

Where To Find Information

Top Tips for Searching

Advanced Search Techniques

Where Should You Search?

There is a multitude of sources you could use to find material - it often depends what TYPE of material you're looking for.

Academic Journals

The Library gives you access to a wide range of databases where you will find hundreds of thousands of academic journals. Some articles will be in **full-text** whilst with others you may only receive the **Abstract** or **Citation**

To see which databases we give you access to...

SEARCH HEALTHCARE DATABASES

- Go to the Library Website: **https://www.sonhslks.com/**
- Select the link to **Search Healthcare Databases**
- This will bring up an alphabetical listing of all the databases you can
- get access to. Scroll down and select the database you'd like to use
- At this point you will be prompted to sign in using your **NHS OpenAthens account**

Alternatively, you can scan the **QR Code** to take you directly to the link

Choose from **Medline, CINAHL, Embase, AMED, PsychInfo, BMJ Best Practice, Cochrane,** and many more

eBooks

We subscribe to hundreds of eBooks through a number of platforms. The best way to access eBooks is by searching the **Library catalogue**

SEARCH BOOKS & E-BOOKS
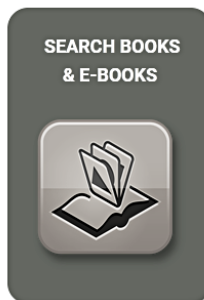
- Go to the Library Website: **https://www.sonhslks.com/**
- Select the link to **Search Books & eBooks**
- This will take you directly to the Library catalogue
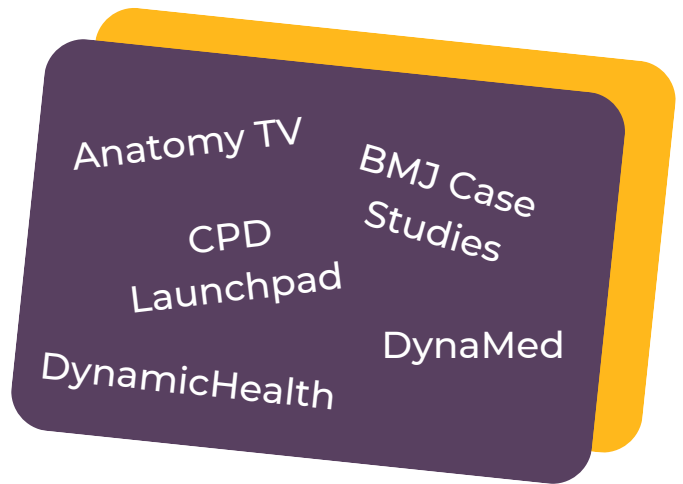- You can search by **subject** and choose to narrow down by **eBook**

Alternatively, you can scan the **QR Code** to take you directly to the catalogue

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Other Electronic Material

The Library also gives you access to other useful Electronic resources including....

- Go to the Library Website: https://www.sonhslks.com/
- Click on the **TOOLKIT link** from the drop down menu
- Select the **resource** you would like access to

Anatomy TV

BMJ Case Studies

CPD Launchpad

DynaMed

DynamicHealth

NICE Guidelines

Up-to-date NICE Guidelines and papers are available from...

www.nice.org.uk/guidance

Alternatively, you can scan the **QR Code** to take you directly to the link

You can search for a specific piece of guidance or you can use the **Browse function**

NHS Material

One way of accessing NHS material material is to use **Google Advanced** and narrow down to the **NHS only**

Go to Google Advanced...

www.google.co.uk/advanced_search

Type in your keywords along with **.nhs.uk** in the **Site or Domain** field

This will ensure that any results will have the domain **.nhs.uk** and be relevant to your search

Find pages with...

all these words:	critical care guidelines
this exact word or phrase:	
any of these words:	
none of these words:	
numbers ranging from:	to

Then narrow your results by...

language:	any language
region:	any region
last update:	
site or domain:	.nhs.uk
terms appearing:	anywhere in the page
SafeSearch:	Hide explicit results
file type:	any format
usage rights:	not filtered by licence

Advanced Search

Quick Searching Tips

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When you are searching for information from a **database** such as Medline, or from a **search engine,** here are some **tips** that will help you find the best possible information.

Tip 1   Brainstorm!

A good technique to use before you start searching is **brainstorming.**

This simply involves thinking around your subject and noting **alternative** *and* **associated** keywords you could use as search terms. This will broaden your options to search with

Aged
Elderly
Geriatric
Older Adult
Elder
Aging
Old Person
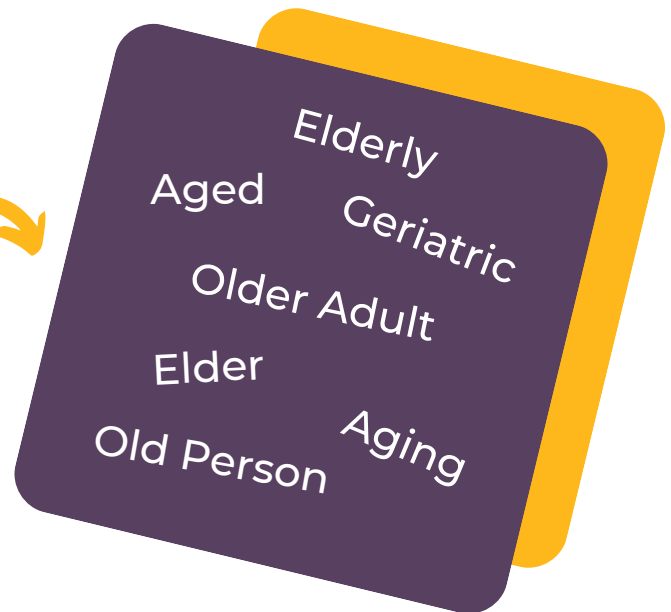
Tip 2   Use Boolean Operators

AND, OR & **NOT** are linking words, known as **Boolean operators.** They are very useful when searching as they allow you to widen or narrow your searches down easily and quickly.

AND   This **NARROWS** down your search

OR   This **EXPANDS** your search

NOT   This enables you to **EXCLUDE** certain terms from your search

Using the **Advanced Search** option in your database will allow you to use drop-down menus to select Boolean operators

EBSCOhost

Searching: **MEDLINE Complete** | Choose Databases
☐ Suggest Subject Terms

Select a Field (optional) ▾   Search

AND ▾   Select a Field (optional) ▾   Clear ?
AND
OR   Select a Field (optional) ▾   ⊕ ⊖
NOT
        dvanced Search   PICO Search   Search History ▾

EBSCOhost

Searching: **MEDLINE Complete** | Choose Databases
palliative care AND communication   ⊠   Search ?
Search Options ▸   Basic Search   Advanced Search   PICO Search   Search History

Alternatively you can use Boolean logic in a **Basic Search** field, by typing the words in capitals between your searches

Tip 3 Phrase Searching
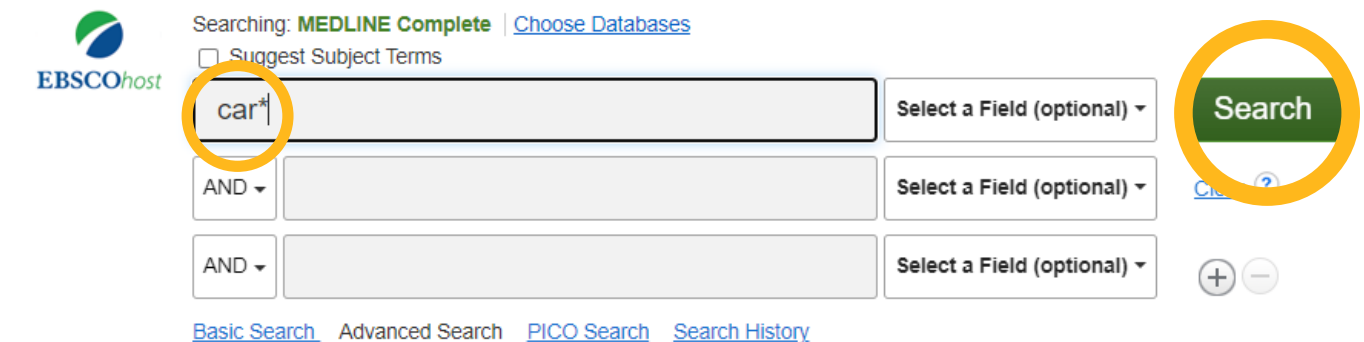
Phrase searching uses **"quote marks"**

This allows you to search by keeping words **together in a phrase**, rather than each word being searched for separately
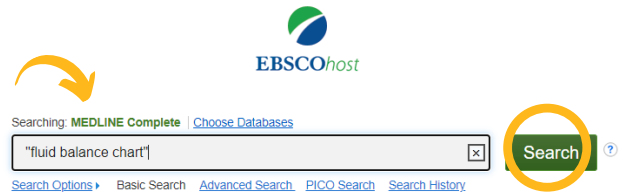
Tip 4 Truncation

Truncation is a technique that **broadens** your search to include various word endings and spellings.

To use truncation, enter the **stem** of a word and put the truncation symbol ✱ at the end.

The database will return results that include **any ending of that stem word.**

With the example used, **car***, this will bring back all the words that begin with the stem 'car' eg. **care, caring, carer, carers**

This can be really useful as it can save you a lot of time having to do individual searches for each word

Tip 5 Wildcard Searching

Similar to truncation, the wildcards symbol **?** can be used to **replace** unknown characters

For example: wom?n will return results for wom**e**n or wom**a**n

Again, this can really help you save time when searching

Advanced Searching

CHUNKING YOUR SEARCH

How can you ensure that the results you find in your database search are accurate and you're not just finding articles that are only vaguely related to your subject? One solution can be breaking your subject up into **'chunks'**.

So, for example, you would do a complete search on *palliative care* (to make a chunk) and then a complete search on *communication* (to make another chunk) and then join both chunks together with **AND.** This will ensure you get the most precise results

STEP 1

To search a **'chunk'** of information, pick your first topic (in this case palliative care) and search the subject in the Abstract **OR** the Title at the same time. Then click on **Search**

At this stage it isn't really important how many results you have

STEP 2

Now do another search on the **SAME** topic - but this time make sure you place a tick in the **Suggest Subject Terms** Box, then click on **Search**

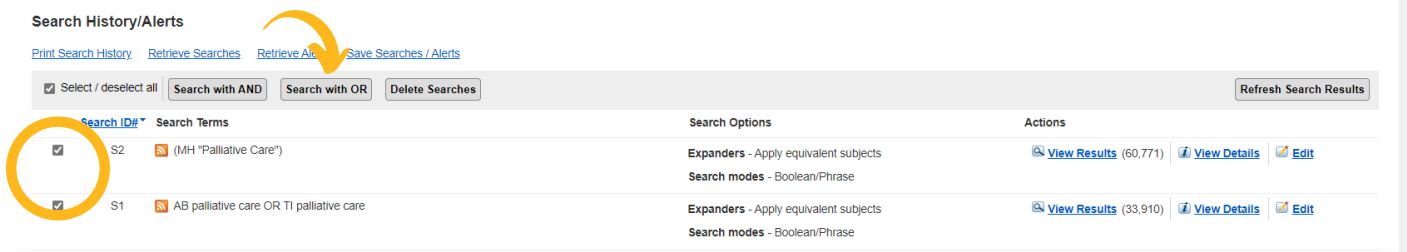The database will now look for the term preferred for your topic

You can choose to use the selected term or it may be that there isn't a preferred term in which case stick to the one you have used.
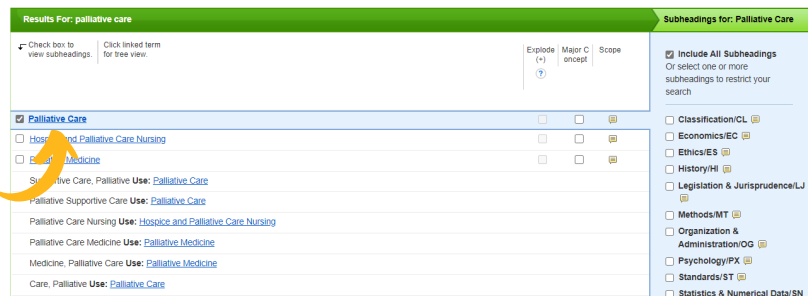
Click on **Search Database**

STEP 3

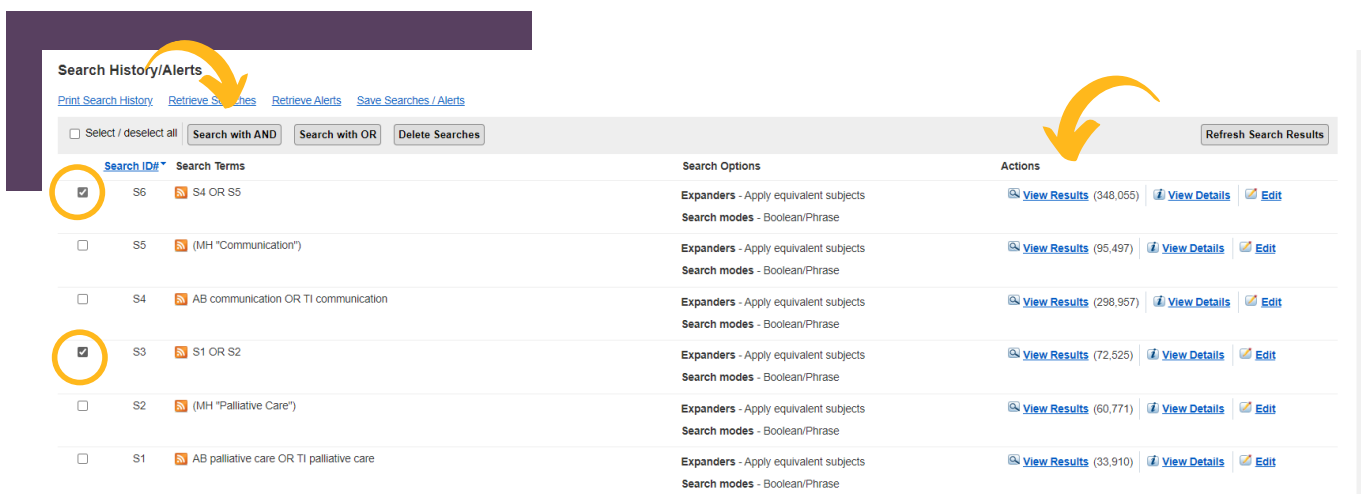Add these searches together with **OR** and you now have your first 'chunk' !

STEP 4

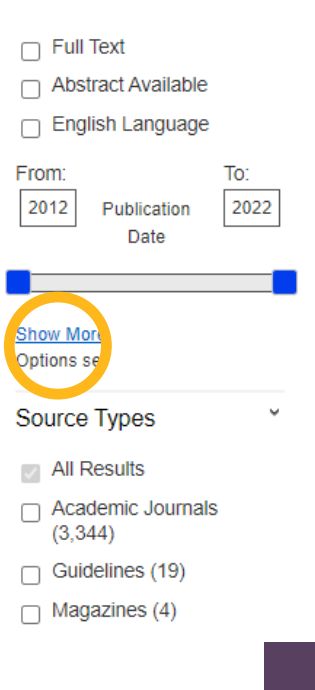Repeat **steps 1-3** with your next topic eg. communication

STEP 5

Join both 'chunks' together with **AND**

You can now **view** your results

If you have other limits, you can choose these from the menu on the left

☐ Full Text
☐ Abstract Available
☐ English Language

From: **2012** Publication Date To: **2022**

Show More
Options se

Source Types ⌄

☑ All Results
☐ Academic Journals (3,344)
☐ Guidelines (19)
☐ Magazines (4)

For even more choices to narrow down with, click on **Show More**

Limits include:

- Date Range
- Language
- Gender
- Age Group
- Type of Material

And much more...

Ordering an Article

If an article is available in full-text, there will be a link underneath the citation to **PDF Full Text**

However, if the article is NOT available in full text, you can order the article **through the Library** if you are a member

To do this, please complete a **Journal Article Request Form** (available from the Library) or you can complete our **online request form** here.....

https://forms.office.com/r/QskKaz2Lbd

Alternatively, please scan the **QR Code** to allow you to directly access the form online