Section Searching

Documents of the same type (e.g. news articles) have a common structure. In Nexis, this structure is represented by document sections, or parts of the document. For example, news articles contain a headline.

You can use the document sections to find your search terms within a particular part of a document. For example, the headline of a news article.

To use section searching, you may enter the document section in the Enter Search Terms box on the Power Search form. Examples of document sections are given below. Alternatively, use the Search within Document Sections area of the Power Search form.

Examples: To search within...
- The headline of a news article: `headline (call centre)`
- The headline or lead paragraph of a news article: `headline (pension)`
- The byline for the name of an author or journalist: `byline (paul murphy)`
- The company indexing for a company name: `company (orange)`
- The Index Terms and/or the headline and lead paragraph: `nexterms (vodafone)`
- The Index Terms in an article: `terms (insurance)`
- An individual publication: `pub (el pais)`
- For articles over a certain number of words: `length (>200)`

Additional Commands

To refine your search, you may like to use the following commands:
- To only retrieve the singular form of a word: `singular (aid)`
- To only retrieve the plural form of a word: `plural (aids)`
- To retrieve words when the first letter is a capital: `caps (reading)`
- To retrieve words that have no capital letters: `nocaps (people)`
- To retrieve words that are all in capital letters: `allcaps (us)`
- To find words appearing a defined number of times in a document (n represents number of words between 1-255): `atln e.g. atl6 (blair)`

Search Tips

British English and American English Spelling
In Nexis, search results are retrieved whether the words have a British English or American English spelling. For example, `colour` or `color`.

Singular and Plural
Using the singular word form will retrieve the singular, plural and possessive forms of most words. E.g. `City` would find `city`, `cities`, `city’s` and `city’s’`.

Upper and Lower Case
Upper and lower case characters are interpreted as equivalents. E.g. `internet` would find `internet` or `Internet`.
How to Search

Nexis will search for consecutive words as phrases, unless they are separated by a connector.

For example: Searching for “climate change” only brings back articles with those words next to each other in that order, similar to putting quotation marks around search terms in Google.

For example: barclays and online banking finds the word barclays and the phrase online banking.

Use connectors to establish logical relationships between words.

Connectors are listed in order of priority:

- **or** Links synonyms, alternative forms of expression, abbreviations, acronyms, etc.
  Example: teacher or lecturer finds either teacher or lecturer

- **w/n** Links search words and phrases to create concepts, without specifying word order.
  ‘n’ represents any number from 1 to 255.
  Example: vodafone w/5 profit finds vodafone within 5 words or fewer of profit, regardless of which appears first.

- **pre/n** Requires both words to appear in the same document with the first word preceding the second by ‘n’ words.
  Use this connector when a different word order would change the meaning.
  Example: pay pre/2 television finds documents that refer to pay television.

- **w/s** Looks for documents with search words in the same sentence.
  Example: cloning w/s legislation finds cloning in the same sentence as legislation.
  **Note:** The w/s connector cannot be combined with the w/n connector.

- **w/p** Looks for documents with search words in the same paragraph.
  Example: internet w/p mobile phones finds internet in the same paragraph as mobile phones.
  **Note:** The w/p connector cannot be combined with the w/n connector.

- **and** Links words or phrases that appear anywhere in the same document.
  Example: ipod and itunes finds both ipod and itunes anywhere in the same document.

- **and not** Excludes documents that contain specified words or phrases. Always use this connector at the end of your search.
  Example: murder and not manslaughter finds the word ‘murder’ anywhere in the document, but does not retrieve any documents that contain the word ‘manslaughter’ anywhere in the same document.

Truncation (!) & Wildcard (*)

- **Truncation (!)**
  The truncation symbol (an exclamation mark: !) replaces any number of characters at the end of a word.
  **Example:** acqu! would find variations on the term acquire such as acquires, acquired, acquiring, and acquisition
  **Note:** Words that work best with ! are those that are unique in their truncated form. For example, if you search fir! (to retrieve ‘fired’, ‘firing’ or ‘fires’), your results will also include ‘first’, ‘firm’, etc.

- **Wildcard (*)**
  The wildcard symbol (an asterisk: *) replaces a single character at any point in a word, except the first character.
  **Example:** wom*n finds both ‘woman’ and ‘women’.
  The wildcard (*) is particularly useful if you are unsure of the spelling of a particular word or name. You can also use multiple wildcards in a single word.
  **Example:** int**net finds both ‘internet’ and ‘intranet’.
  Using wildcards at the end of a word will truncate a word for a specific number of characters.
  **Example:** Transplan*** finds ‘transplant’ ‘transplants’ ‘transplanted’ or ‘transplanter’, but will not find ‘transplantation’, ‘transplanting’, etc.