1. Advanced Search

Boolean, proximity, and field codes are supported. The default is to search for **ALL (AND)** terms entered. Separate terms with **OR** to find any of the terms. To search for an exact phrase, use **"quotation marks"** around your search.

When running a search, the search default is set to **Anywhere**. **Anywhere** searches the full bibliographic record (all indexed fields) including the ProQuest full text.

**Anywhere except full text (ALL)** searches the full bibliographic record, but does **NOT** include a search of the ProQuest full text. Other search fields can also be chosen from the pull-down menu such as abstract, author, document title, and publication title.

2. Limit to: Full text, Peer reviewed, Scholarly journals

**Full text, Peer reviewed, and Scholarly journals** are the first limits that appear in the Advanced Search.

Checking the **Peer reviewed** limit will restrict your search to only search and retrieve records that are indexed in peer reviewed journals. Peer reviewed journals are a subset of scholarly journals and are defined as journals that undergo a review process where other experts (peers) in the field review the work before it is published in the journal. Peer reviewed journals are also commonly known as refereed journals.

Checking the **Scholarly journals** limit will restrict your search to only search and retrieve records that are indexed in scholarly journals. Scholarly journals are journals that are intended for an academically oriented audience.
3. Publication Date

The **Publication Date** defaults to search all dates. Other options include Last 7 days, Last 30 days, Last 3 months, Last 12 months, Last 3 years, On this date, After this date, Before this date, and Specific date range.

4. More Search Options

The **Source type** limit refers to the publication type. All are unchecked by default and if you leave them as such when you run your search, all source types will be included in your search. Limiting your search by marking any of the source types will then only run your search to include those source types you selected.

The **Document type** limit is used to refer to the format of the full-text. This includes articles, blogs, books, company profiles, industry reports, market research, and many others. All are unchecked by default and if you leave them as such when you run your search, all document types will be included in your search.

The **Language** limit is used to restrict your search to documents published in one or more languages. All are unchecked by default and if you leave them as such when you run your search, all languages will be included in your search. Limiting your search by marking any of the languages will then only run your search to include those languages you selected.

5. Display Options

The **Sort results by** menu controls the sort order of the records that appear in the results page. Sort by relevance, date (oldest first), or date (most recent first). Relevance is determined by an algorithm that factors in the number of times your search terms appear in the record as well where in the record your search terms appear.

**Items per page** is used to select how many results will display on the results page. Choose from 10, 20, 50, or 100 items.

6. Thesaurus

The **ProQuest Thesaurus** is used to index the subject field in many **ProQuest** databases. The subject terms are found in the subject field and this is one of the searchable fields listed in the searchable fields table.

The **thesaurus** allows you to find subject terms to narrow or broaden your search. Subjects are also commonly known as descriptors, controlled vocabulary, and sometimes classification terms.

For additional details on how to use the **thesaurus** and search using the subject field, please see the **Searchable fields** section of this guide.