

GOOGLE SCHOLAR – Quick Search Tips

Function	Code	Example	Explanation
Get Full text	AUT articlelinker	Click on AUT articlelinker or on the title of the document	Access Google Scholar from the Library A-Z databases list AUT articlelinker is more reliable than clicking on the title
AND <i>is assumed between words</i> <i>- don't type it</i>	-	discourse analysis	These words are also automatically searched for as: discourse and analysis - Broadens your search – more hits
Phrases	“...”	“discourse analysis”	As a phrase – find the words together, in that order - Narrows your search, makes it more focussed, fewer irrelevant hits
Synonyms	OR <i>must be in CAPS</i>	cats OR felines pudding OR dessert globalisation OR globalization ecology OR ecological	Use for: synonyms, variations in spelling, different word endings, plurals - Broadens your search – more hits
Author only search	author:	author:shakespeare <i>colon no space</i> author:"umberto eco" <i>author's name as phrase</i>	Finds only documents which have this author - Makes your search very specific
One keyword in the title of the document	intitle:	intitle:zealand <i>colon no space</i>	The keyword, here <i>zealand</i> , must be in the title of the document - Makes your search very specific and retrieves fewer results
All keywords in the title of the document	allintitle:	allintitle:zealand diabetes “type 2”	Your results must have <i>all</i> your keywords, including phrases if used, in the title of the document - Makes your search extremely focussed – far fewer hits

Function	Code	Example	Explanation
Export articles to EndNote	Import into EndNote	In  Settings	Click on Settings > scroll down to Bibliography Manager >select <input type="radio"/> Show links to import citations into EndNote > Save The Import to EndNote option will now be displayed at the bottom of each listed result
Date limit		Any time Since 2012 Since 2011 Since 2008 Custom range...	Choose a publication year "since..." from the options listed on the left hand side of the search results list Select 'Custom range...' to define a range of years you prefer
Exclude Citations		<input checked="" type="checkbox"/> include patents <input checked="" type="checkbox"/> include citations	GS automatically picks up citations from reference lists which have no summary or abstract. Untick if you wish to exclude citations from your results list



GOOGLE - Tips

Many of the above rules work in Google as well. Look at Google's Advanced Search screen and also try these short cuts:

Limit your search to a Domain		site:	"academic writing" site:.ac.nz <i>colon no space</i>	searches for documents on academic writing (a phrase) available on NZ education websites
Education .ac.nz .edu	Organisations .org.nz .org		site:.edu	Searches only sites that end in .edu (ie mainly American education sites)
			site:.harvard.edu	Finds your keywords on Harvard University web pages only
Limit your search to a File type		filetype:pptx	"academic writing" filetype:pptx	searches for PowerPoint documents on academic writing