

<i>Function</i>	<i>Code</i>	<i>Example</i>	<i>Explanation</i>
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 - 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
Truncation	-	-	Not available in GS. - To make sure different word endings are searched for, use OR (see synonyms above)
Export articles to EndNote	Import into EndNote	In Scholar Preferences	Click on Scholar Preferences > scroll down to Bibliography Manager > select EndNote from the drop down box > Save Preferences The link to EndNote will be now displayed beside the title of the document in your search results
Date limit	<input type="text" value="anytime"/>	<input type="text" value="since 2006"/>	Choose a publication year "since..." from the drop-down box above the search results list
Exclude Citations	<input type="text" value="at least summaries"/> <input type="text" value="include citations"/>	<input type="text" value="at least summaries"/>	GS automatically picks up citations from reference lists which have no summary or abstract. You may wish to exclude these 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:ppt	"academic writing" filetype:ppt	searches for PowerPoint documents on academic writing