Gale Database Search Tips

What are the differences between databases and search engines?

Databases	Search Engines
• Purchased by the library	• Free to anyone with computer access
• Content is reviewed and recommended by librarians	• No review standards with regard to content
• Information is organized	• Information is not organized
• Information is stable	• Information is not stable; locations and content continually change

General Tips

Advanced Searching	Search by Keyword, Abstract, Document Title, Author, Publication Title, Publisher Name, ISSN, ISBN, Subject, Person Name, Company Name, Place Name or Brand Name
Limit Your Search	Limit to full-text only, items containing images, peer-reviewed journals, and restrict the search according to publication date, publication title, or indexed subject
Search Assist	The search input boxes will suggest words as you type, allowing you to select correct/preferred spellings of terms, as well as most commonly searched terms.
Searching for Phrases	When you want to search with *and*, *or*, or *not* as words rather than Boolean operators, enclose your search terms in quotation marks. For example: "black and white photographs".
Saving Documents	Saving a document means setting it aside in your "Saved Documents" folder, which allows you to print, email, download and generate citations for all or some of your saved items at once.
Citing Gale Sources	Automatically generate a bibliographic citations based on a format of your choice.
Other Tools	There are tools for printing, emailing, downloading, bookmarking, creating a search alert, and sharing and translating.

Use Boolean Operators

Boolean Operator	Description	Example	Notes
AND	Finds all your search terms in the searched text.	*children and travel*	Generally speaking, you do not need to use AND between your search terms as the search engine automatically looks for all your search terms in proximity to one another. The AND operator is most effective when doing an Advanced Search using the Entire Document index.

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OR	Finds one, some or all of your search terms in the searched text.	*postmortem or autopsy*	OR is good to use when searching for variant spellings or synonymous terms.
NOT	Use before a term that must not be found in the searched text.	*crime not murder*	It is generally better to enter what you are looking for, rather than what you are not. So rather than searching on crime not murder, search on a specific aspect of crime, such as campus crime, hate crimes, organized crime, and so on.

Use Wildcard Characters

Wildcard	Description	Example	Notes
*	The asterisk stands for any number of characters, including none.	A search on carib* finds: Carib, Caribs, Carribbean, caribe, caribou	Many Gale databases require a minimum number of characters (usually three) before you can use the asterisk wildcard, so the following search would not be allowed: ma*
?	The question mark stands for exactly one character.	A search on psych????y finds: psychiatry and psychology (but not psychotherapy).	
!	The exclamation point stands for one or no characters.	A search on colo!r finds: color and colour	