



Advanced Searching with Summon

Search Summon at: <http://onlinelibrary.london.ac.uk/resources>

This guide will help you if you are searching for articles on a topic.

If you have not used Summon before you may find it more helpful to look at the About Summon page: <http://onlinelibrary.london.ac.uk/resources/summon>

The **Summon Quick start Guide** provides an introduction to searching Summon at: http://onlinelibrary.london.ac.uk/sites/default/files/files/quick-start-guide/summon_quick_start.pdf

1. Before you begin your search

Summon search is powerful and easy to use; therefore even with minimum planning it is likely you will find useful results. After you have done your initial search you can use tools within Summon to improve it (see section 2 of this guide.) However, you will save time if you plan your search before you begin.

Write down some words or phrases as they may help you to define what information you need. The words and phrases are referred to as **'keywords'** which are the terms you are going to use to search Summon. The articles will have keywords assigned to them by experts, so if you choose the right words you will find relevant information.

- If you **use very general keywords** you will retrieve a lot of articles, but many could be irrelevant. If you use precise terms you will retrieve fewer articles, but they will be related to your search.

Example: 'Teaching' is a very **general** keyword that could describe information about becoming a teacher, different teaching methods, and how to be an effective teacher. If you type 'Teaching' into Summon you would retrieve a large number of results. To make the search more **precise** you would need to think about what exactly you wanted to find out about teaching. If you want to know about different ways of teaching you would use the more precise term 'Teaching Methods.'

- Once you have your list of keywords it is a good idea to **think of some alternative words** that could be used to describe your ideas. You could consider:

Differences in spelling - UK/US e.g. behaviour / behavior

Single and plural versions of words - e.g. woman/Women

Relevant abbreviations and acronyms - e.g. EU or EEC for European Union

Technical terms and jargon - e.g. Hansard for Parliamentary Debates

Alternative usage and vocabulary - e.g. narcotics / drugs. Changes in terminology, e.g. Native Americans / Red Indians, Eskimos / Inuit's

Synonyms - words which have the same or similar meaning to your search terms. **E.g.** for Online Shopping include Electronic Commerce

Narrowing Searches

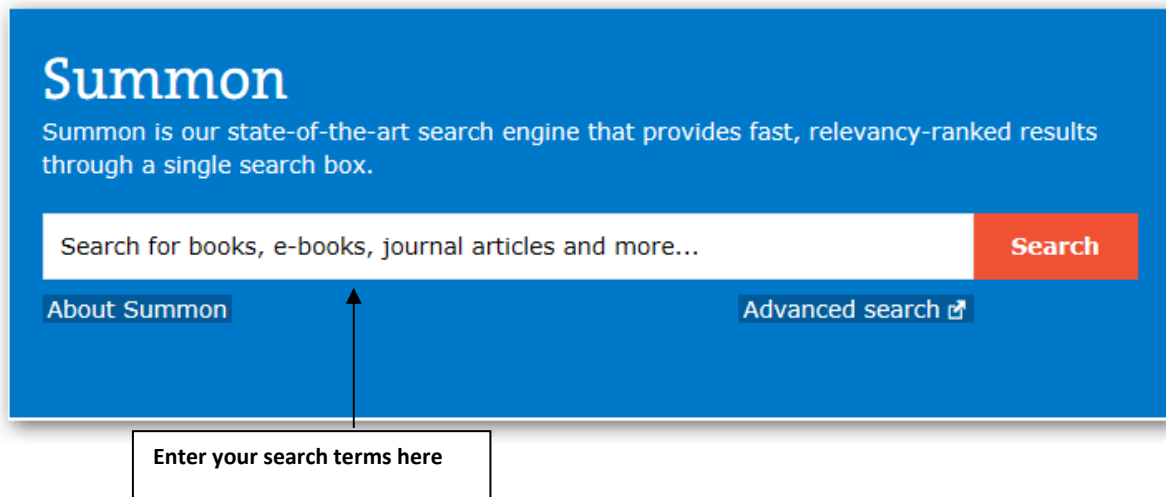
Phrase Searching - Put quotation marks around the words in your search to find where your search terms appear next to each other. For example "adult education" would find articles where this exact phrase appeared, whereas typing adult education is a broader search as it would find all articles with the word adult and the word education in.

Use the word NOT - You can exclude words from a Summon search by using the word 'NOT'. If you were interested in the education of people in secondary school and beyond you would use this search, Education **NOT** primary.

Broadening searches

If your search returns few or irrelevant records you might have more success if you can think of alternative search terms. To search for records that contain one or more of your search terms, link them together with the word **OR**.

Self-esteem **OR** self-confidence **AND** learning- This search would find articles on whether self confidence affects the ability to learn. Self esteem is added as an alternative word for self-confidence so more results will be found.



Once you have performed your search you will be shown your search results list. It is likely that a large number of results will be retrieved from your initial search.

The next section of the guide will show you how to make your search more relevant and give you a more manageable set of results.

2. Using the 'Refine Your Search' menu

The number of results retrieved

The screenshot shows a search results page for "adult education" with 107,981 results. The left sidebar contains a "REFINE YOUR SEARCH" menu with options like "Full Text Online" and "Scholarly & Peer-Review". The main content area lists two articles: "1. Evaluative Strategies in Adult Education" and "2. Authentic Learning in Adult Education". A callout box points to the number "107,981" with the text "The number of results retrieved". Another callout box points to the article title "2. Authentic Learning in Adult Education" with the text "Select the article title link to access the full text."

Narrow your search with the refine your search menu

Select the article title link to access the full text.

As you can see this search on "adult education" has retrieved a large number of results. To reduce the number of results and increase the relevance of your search use the left hand refine your search menu.

The 'Refine your Search' menu

A close-up of the "REFINE YOUR SEARCH" menu. It includes a pen icon in a red box, a dropdown menu set to "Any", and two filter options: "Full Text Online" and "Scholarly & Peer-Review".

Select the pen button to include or exclude content types from your search.

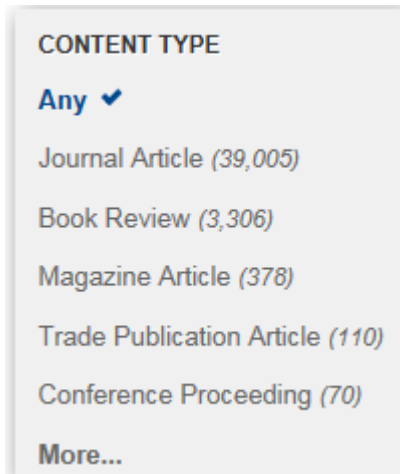
A close-up of the search refinement dialog box. It features three buttons: "Include", "Exclude", and "Apply". Below these are sections for "REFINE YOUR SEARCH" (with a "Cancel" button), "CONTENT TYPE" (with a dropdown set to "Any" and a list of categories like "Journal Article (53,466)", "Newspaper Article (14,544)", "Report (10,005)", "Magazine Article (7,213)", "Book / eBook (2,917)", and "More..."), and "DISCIPLINE".

Select the include or exclude tab, refine by content type, or discipline, subject terms, or language, then select **Apply** to refine your search.

Tip: To find reliable sources select '**scholarly publications & peer-review**'.

To ensure items are in the Online Library select on '**Full Text Online.**'

- **Content Type**



The Content Type box shows you the number of results found for each content type.

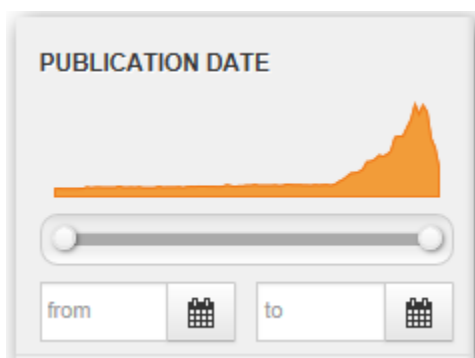
This search example has retrieved journal articles, book reviews, magazine articles, trade publications, and conference proceedings. Select 'More ...' to view all content types, and to include / exclude resources from the search, for instance you may want to exclude book reviews.

- **Subject Terms**



Narrow your topic search further by selecting subject terms. Once again select 'more ...' to view other subject terms and to include / exclude terms from your search.

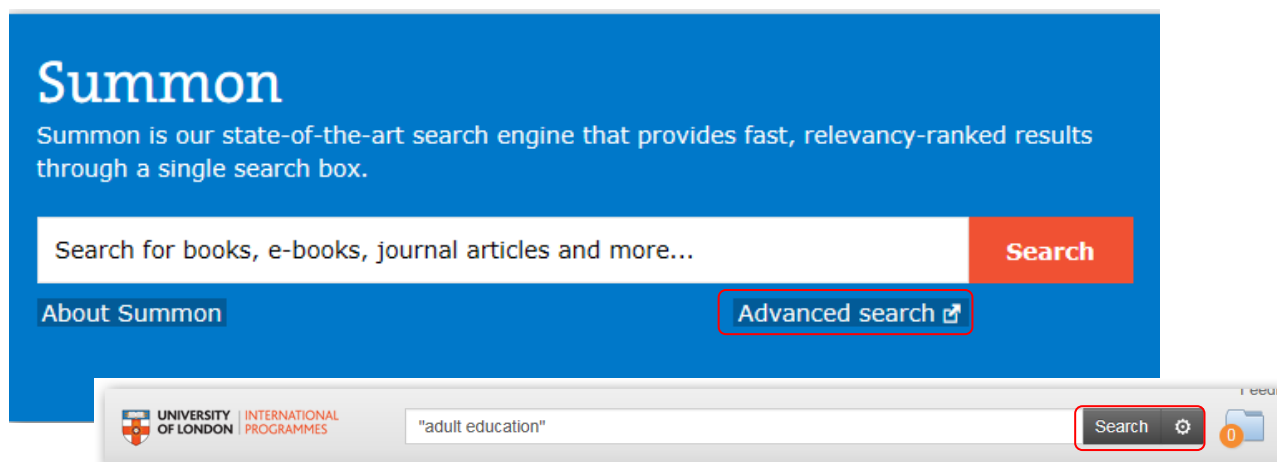
- **Publication Date**



Use the slider to change the publication date range or select your date using the calendars.

To search for the most recently published articles, do not specify a 'to' date.

3. Advanced Search



Summon also has an **advanced search** option. Select the Advanced search from beneath the summon search box on the Online Library website, or from the wheel icon on the Summon search bar, within the Summon search results page.

The advanced search screen allows you to perform particular types of searches which you cannot do in the basic search. The images below show example advanced searches.

- **Finding articles by a specific author about a subject.**

Subject Terms	"adult education"	AND
Author	Joseph Lee	AND
All Fields		AND

- **Finding articles on a subject in a particular journal**

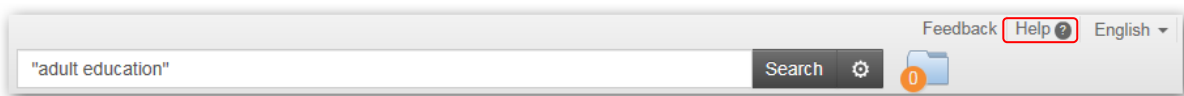
This search will retrieve all articles on the subject's self-esteem and learning in the publication 'Journal of Philosophy of Education.'

Subject Terms	self-esteem	AND
Subject Terms	learning	AND
Publication Title	Journal of Philosophy of Education	AND

The advanced search is also useful if you have incomplete information about an article, (for instance you might know the year of publication, the author and the journal title, but not the title of the article).

Help and Support

Help is available within Summon by selecting the Summon Help link from the top of the page:



Contact the Online Library Enquiry Service by:

Email at: OnlineLibrary@shl.lon.ac.uk

Telephone: +44 (0)20 7862 8478

Enquiry Form: <http://onlinelibrary.london.ac.uk/about/contact-us?type=summon>