



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

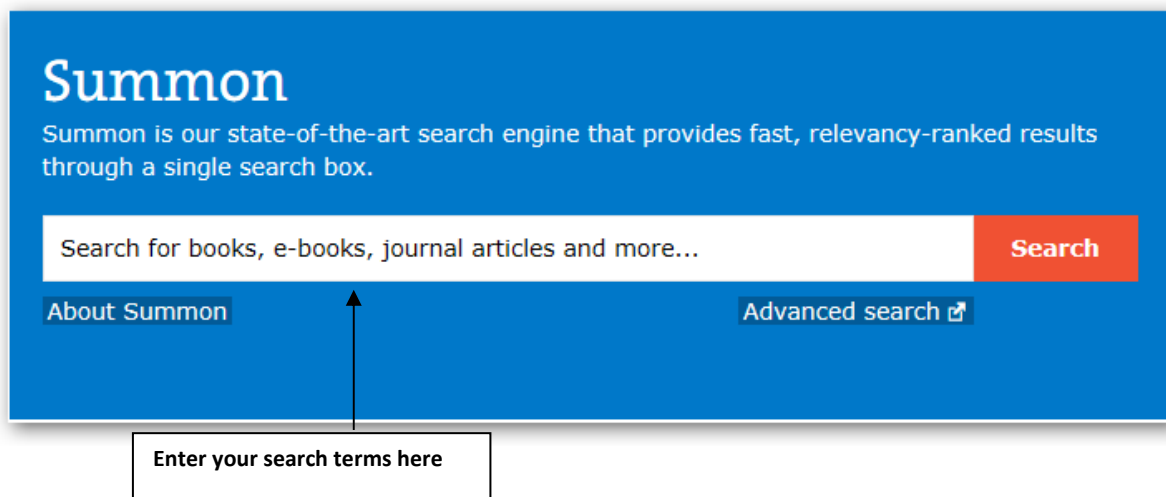
Phrase Searching - Put quotation marks around the words in your search to find where your search terms appear next to each other. For example "adult education" would find articles where this exact phrase appeared, whereas typing adult education is a broader search as it would find all articles with the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

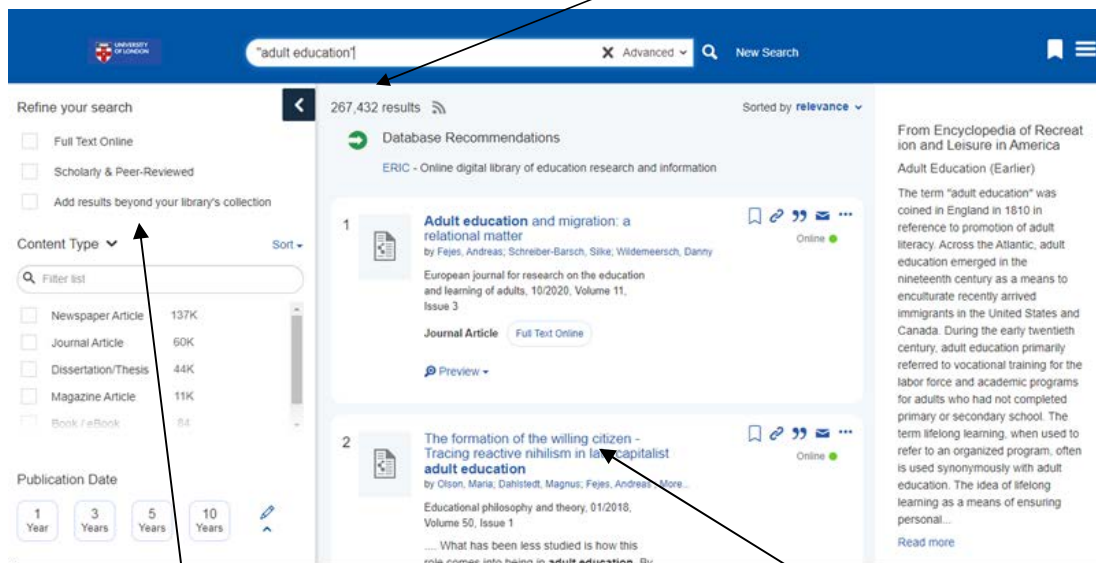


Once you have performed your search you will be shown your search results list. It is likely that a large number of results will be retrieved from your initial search.

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



Narrow your search with the refine your search menu

Select the article title link to access the full text.

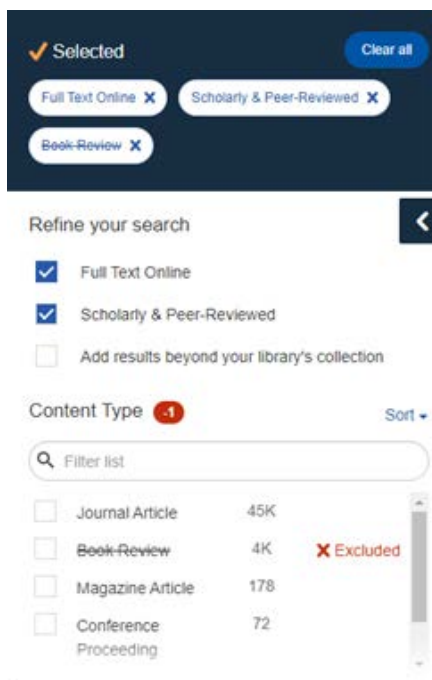
As you can see this search on "adult education" has retrieved a large number of results. To reduce the number of results and increase the relevance of your search use the left hand refine your search menu.

The 'Refine your Search' menu

Refine your search

- Full Text Online
- Scholarly & Peer-Reviewed
- Add results beyond your library's collection

Click on the check boxes to narrow your search results. Note that selecting 'Add results beyond your library's collection' will add some results which you will not have access to.



Tip: To find the most reliable sources select 'Scholarly & peer-reviewed'.

You can exclude specific content types, disciplines and subject terms from your search results by hovering your mouse over the type and then clicking 'Exclude'. All the types you have selected or excluded are listed at the top.

- **Content Type**

Content Type -1 Sort ▾

Filter list

<input type="checkbox"/>	Journal Article	45K	
<input type="checkbox"/>	Book Review	4K	✗ Excluded
<input type="checkbox"/>	Magazine Article	178	
<input type="checkbox"/>	Conference Proceeding	72	

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, and conference proceedings. Scroll down to see more content types or use the search bar.

- **Publication Date**

Publication Date

from to

If you only want to see recently published items in the search results, click on the 1 year, 3 years, 5 years or 10 years button under Publication Date. Or click on the pencil to enter a custom date range.

- **Discipline and Subject Terms**

Discipline ▾ Sort ▾

Filter list

<input type="checkbox"/>	education	25K
<input type="checkbox"/>	social welfare & social work	3.3K
<input type="checkbox"/>	medicine	3K
<input type="checkbox"/>	business	2.9K

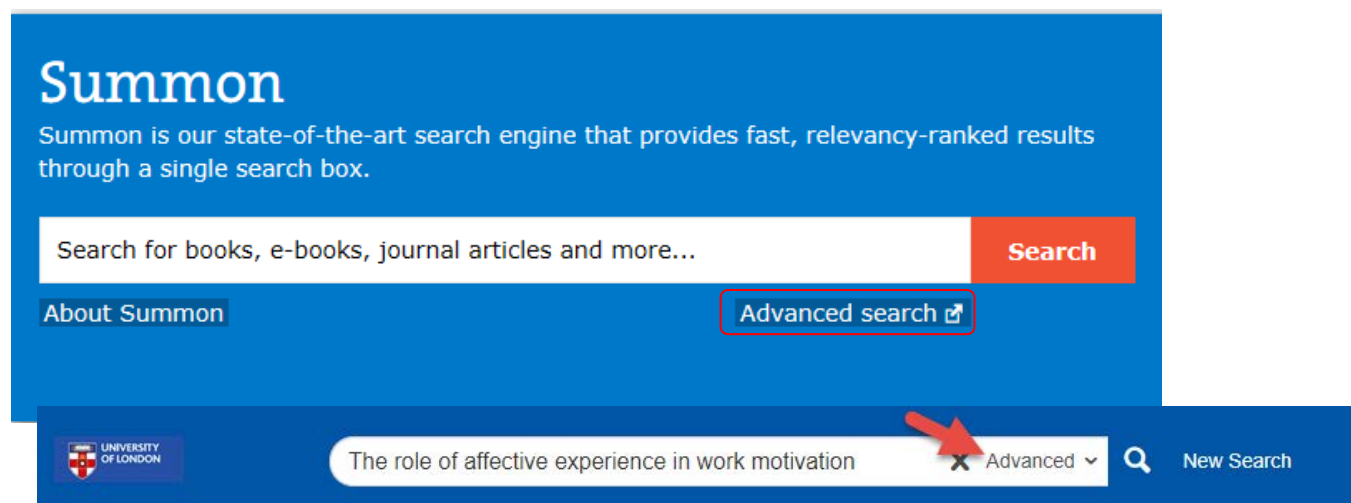
Subject Terms ▾ Sort ▾

Filter list

<input type="checkbox"/>	social sciences	9.5K
<input type="checkbox"/>	education	7.4K
<input type="checkbox"/>	education & educational...	4.6K
<input type="checkbox"/>	foreign countries	4.4K
<input type="checkbox"/>	science &	4.2K

You can also narrow your search results by discipline and subject terms.

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 click on 'Advanced' in the Summon searchbar on 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.**

To make an even more precise search, click on the + icon on the right side to add a new line.

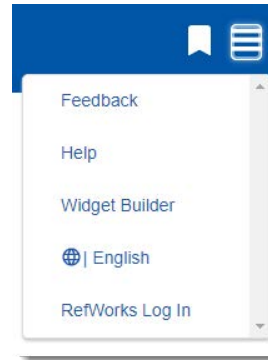
- **Finding articles on a subject in a particular journal**

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

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 clicking the Menu icon (the 3 lines in the top right corner) and then clicking 'Help'.



Contact the Online Library Enquiry Service by:

Email at: OnlineLibrary@london.ac.uk

Telephone: +44 (0)20 7862 8478

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