

Search Tips

- Use quotation marks (“”) to search for exact phrases.
- Two word queries such as **Federal Reserve** are searched as an exact phrase by default.
- Three word queries such as **U.S. Civil War** are searched as words that need to appear in proximity to each other by default.
- Use special characters and operators to focus queries.

Truncation and Wildcard Characters

- * The asterisk (*) is used as a right-handed truncation. It will find all forms of a word.
Example: Searching for **Gettysburg*** will find **Gettysburg**, **Gettysburgh**, etc.
- ? The question mark symbol (?) is used to replace any single character, either inside or the right end of the word. The question mark **cannot** be used to begin a word.
Example: Searching for **wom?n** will find **woman** and **women**; **educat??** will find **educated** and **educator** (but not **education**, which contains more than two letters following **educat**).

Operators

Boolean, proximity and adjacency operators are used to broaden and narrow your search.

- AND** Finds **all** the words. Both search words must appear in the article.
Example: Tammany Hall AND Boss Tweed
- AND NOT** Finds articles which have the first word, but **not** the second word.
Example: Tammany Hall AND NOT Boss Tweed
- OR** Finds **any** of the words. Either of the search words can appear in the article.
Example: Tammany Hall OR Boss Tweed
- W/#** Finds documents where these words are **within** some number of words apart (either before or after). Use when searching for keywords within **Citation and Document Text** or **Document Text**.
Example: reconstruction W/15 Virginia
- NOT W/#** Finds documents where words appear but are **not within** some number of words apart (either before or after). Use when searching for keywords within **Citation and Document Text** or **Document Text**.
Example: Reconstruction NOT W/50 Virginia
- PRE/#** Finds documents where the **first word appears some number of words before the second word**. Use when searching for keywords within **Citation and Document Text** or **Document Text**.
Example: gold pre/5 standard



Database Guide: American Periodicals Series Online

Search Field Syntax

Abstract
Author
Citation and Abstract
Citation and Document Text
Date (Alpha)
Date (Numeric)
Document ID
Document Language
Document Text

Document Title
Document Type
Issue
Page
Publication Title
Source Type
Volume
Word Count
Year

Abstract

Use the abstract field to search article abstracts for your terms.

Valid Forms:

ABS
AB
ABSTRACT

Examples:

ABS(Wilbur Wright)
AB(Amelia Earhart)
ABSTRACT(Charles Lindbergh)

Author

Use the author field to find documents written by a particular author.

Valid Forms:

AUTHOR
AU

Examples:

AUTHOR(H.L. Mencken)
AU(Lardner, Ring)

Citation and Abstract

When you select **Citations and abstracts** from the drop-down menu, ProQuest searches the following fields:

- Author
- Personal Name
- Abstract
- Product Name
- Article Title
- Subject Terms
- Company Name
- Source (publication title)
- Geographical Name

Citation and Document Text

When you select **Citation and document text**, ProQuest searches within the complete text of the article, the citation fields, and the abstract.

Date (Alpha)

The publication date in alphanumeric format; will vary by publication (month names are generally abbreviated). Do not use a comma.

Valid Form:

PDA



Database Guide: American Periodicals Series Online

DA
DATE

Examples:

PDA(Jun 1901)
DATE(Jul1847)
DA(Apr)

Date (Numeric)

In addition to searching by date using the date range utility, you can also search by published date field (PDN field: use format PDN(mm/dd/yyyy) to limit a search to a specific issue.

You can also use the PDN search field when you want to search a range of dates. When you search using PDN, you have the opportunity to search for articles using a range of publication dates. To search a range of dates, use the greater than (>) and less than (<) symbols. You can search for articles on or before a specific date, or between dates.

Valid Forms:

PDN
DA

Example:

PDN(>6/02/1856) OR PDN(<1900) and Womens Rights will find articles on women's rights, published before the year 1900.

DA(1857) limits results to 1857.

Document ID

Search the unique database ID for articles and documents in ProQuest.

Valid Form:

ID

Example:

ID(1118912972)

Document Language

Used to search **Language** index. This field contains the language in which the document was published originally. You can select languages from Language field specific index.

Valid Forms:

LA
LN

Examples:

LA(french)
LN(french or english)

Document Text

The document text field searches only the full text of articles for your search terms. Article abstracts are not included in this search. AND, OR, and other search operators are treated as such unless enclosed in quotes.

Valid Forms:

TEXT
TX

Examples:

TEXT(deer season)
TX(department store)

Document Title

The document title field locates the occurrence of search words in the title of the article.

Valid Forms:

TITLE
TI

Examples:

TITLE(homemaking)
TI(inaugural ball)
TI("The New Century")

Document Type

Use the document type search field to look for search words or phrases in articles of a certain type. Valid article types include: letter, obituary, poetry, recipe, statistics. The following article



Database Guide: American Periodicals Series Online

types are available for content added after August of 2002: ad, comic, editorial cartoon, illustration, photograph, review.

Valid Forms:

Dtype

AT

TY

DT

Examples:

DTYPE(letter)

TY(editorial cartoon)

AT(review)

DT(photograph)

Issue

Used to search **Issue Number**.

Valid Forms:

ISSUE

IS

Example:

IS(10)

Page

Use to search for specific pages of a publication. Useful for finding front page articles.

Valid Forms:

STARTPAGE

PAG

PAGE

Examples:

PAG(15)

STARTPAGE(11)

Publication Title

Use to search by a specific publication or publication.

Valid Forms:

SOURCE

SO

JR

JN

JO

SR

PTI

PUB

Examples:

SO(Liberty Bell)

JO(ledger) — retrieves all periodicals with "ledger" in their titles

Source Type

Use to include or exclude the following source types from your search: dissertations, newspapers, periodicals and wire feeds when searching other databases simultaneously. Periodical is the source type available in American Periodicals Series Online.

Valid Form:

STYPE

Example:

STYPE(periodical)

Volume

Used to search **Volume**.

Valid Forms:

VOLUME

VO

VOL

Examples:

VO(100)

VOLUME(9)

Word Count

The number of words in the article text. Use this search field to locate articles under (<) or over (>) a certain length.

Valid Forms:

WORDS



Database Guide: American Periodicals Series Online

WRD
WD
WC

Examples:

WRD(>500) finds articles containing 500 words or more

WC(>750 AND <1000) finds articles between 750 and 1000 words

Year

Use to search **Publication Year** index.

Valid Forms:

YR
PY

Examples:

YR(1914)
YR(1887)

Stop Words

ProQuest ignores the following frequently used words; to use them as part of a search phrase, enclose them with quotation marks (""). *Example:* "the sound and the fury".

about	after	also	an	and
any	are	as	at	be
because	been	between	both	but
by	can	could	do	each
for	from	had	has	have
how	if	into	is	it
its	just	like	make	many
more	most	much	no	not
now	of	only	or	other
our	out	said	should	so
some	such	than	that	the
their	them	there	these	they
this	those	through	to	use
was	we	were	what	when
which	while	who	will	with
would				

Article Formats

ProQuest's American Periodicals Series Online gives you access to scanned images of the entire page as it appeared when originally published. This lets you see your article as it originally appeared, and scan through the publication using page-by-page browsing as you would a paper in its original print form. Page-by-page browsing offers two views of publication pages: **Page Map** and **Page Image**.

Page Map is a low-resolution image format designed for navigation. Use **Page Map** to browse a page or issue of a publication quickly, scanning for articles that interest you. As you move your mouse over the page, a highlighted text box will pop up displaying the headline of the article. By clicking on the article, you will be taken to that article in **Article Image** format.

Page Image is a high-resolution image format designed to let you read whole pages from historical publications. Use **Page Image** when you want to read or review an entire page from a publication.

Viewing and Printing Options

Use the **tools in your Adobe toolbar** to browse the paper. Click **the back arrow** to see the publication page immediately preceding the one you're currently viewing. Click **the forward arrow** to see the page that follows the one you're viewing. To jump to a specific page, type the number of the page you want to see into the page number field to the right of your Adobe navigation arrows.

Use the - and + buttons to decrease or increase the magnification of the entire page. You can also type a **zoom percentage** into the following field or choose a preferred percentage from the pull-down menu.

You can **print** or **save** using the printer and disc icons (respectively) on your Adobe toolbar. You can also add tools to your Adobe toolbar by right-clicking empty space on the toolbar, then choosing the *More Tools* option and selecting the tools you'd like to add. The **Snapshot** tool (camera icon) can be added if not already visible; the Snapshot tool allows users to marquee select a screen area for copying and/or printing.

Where to find help

Search our Support Center:

<http://www.proquest.com/support>

To access product help and training documentation:

<http://www.proquest.com/go/training>

<http://www.proquest.co.uk/go/training>

By phone

In North America: 800-889-3358

Outside North America: 0880 220 710 (UK only)
+44 1223 271 496 (Outside of UK)