



## Database Guide: Periodicals Index Online & Periodicals Archive Online

### Search Tips

- Default searching uses AND to separate terms.
- Use quotation marks ("") to search for exact phrases. Phrases with Boolean operators (AND, NOT, OR) require quote marks.  
*Example:* "rhetoric and ideology".
- Use special characters and operators to focus queries.
- All searches are case-insensitive.
- Use parentheses ( ) to group search terms and influence the way your search is processed.  
*Example:* (british OR english) AND music  
Retrieves articles containing the words 'British' or 'English' and the word 'Music'  
british OR english AND music  
Retrieves articles containing the word 'British' or articles containing the words 'English' and 'Music'.

### Truncation and Wildcard Characters

- \* The asterisk (\*) matches any number of character(s), including none.  
*Example:* **econom\*** will find **economics**, **economic**, **economy**, **economist**, etc.
- ? The question mark symbol (?) is used to replace any single character.  
*Example:* **ha?e** will find **hare**, **hale**, **have**, etc.  
Both the question mark and asterisk may be used to begin a word.  
*Example:* **\*ight** will find **tonight**, **sight**, **knight**, etc.  
**?ight** will find **right**, **fight**, **sight**, etc.  
If you are performing a phrase search, you can only use wildcard operators in the final word in the phrase.

### Operators

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

- AND** Finds records that contain **all** the search terms. This type of search normally returns fewer results than if you searched for one of the terms on its own.  
*Example:* rhetoric AND ideology
- NOT** Finds records that have the first search term, but **not** the second.  
*Example:* rhetoric NOT ideology
- OR** Finds **all** records which contain one or more of the terms entered. This retrieves more entries than searching one of the terms on its own.



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*Example:* rhetoric OR ideology

**NEAR** Finds records containing terms that have a specified distance between each other, and are in any order.

*Example:* genetic NEAR engineering  
"atomic energy" near.6 "nuclear power"

**FBY** Finds records containing terms that have a specified distance between each other, and are in a specified order.

*Example:* genetic FBY engineering  
"atomic energy" fby.5 "nuclear power"

If you don't set a distance for NEAR and FBY, *PIO* and *PAO* will list all items that contain the specified terms within 4 words of each other.

If you are performing a phrase proximity search, *PIO* and *PAO* count the number of words between the first word of the first phrase and the first word of the second phrase.

If you combine parentheses ( ) with the proximity operators NEAR or FBY in your search query, you must put the proximity operators inside the parentheses.

*Example:* (british NEAR.6 music) OR (english NEAR.6 music)

Retrieves articles containing the words 'British' or 'English' within 6 words of music.

### Search Fields

You can search both *PIO* and *PAO* using a combination of the following search fields:

- Keyword
- Article Title Keyword
- Author
- Journal Title
- Language
- Journal Subject
- Year of Publication
- ISSN

To conduct a search, either type the required search terms (individual words or phrases) into the relevant search boxes or select them from a browse index.

NOTE: Between search boxes, all terms are treated by default as if they were combined using the Boolean operator AND.



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### Keyword

From the Article Search page, you can use the Keyword field to search for any word or phrase contained in the citation (including Title, Author, Journal Subject, Journal Title, and Abstract).

When searching PAO, the Keyword field also searches the full text of articles. In addition, you may limit the Keyword field to search the citations and article full text or the citations only. If no option is selected, a search will be run for any keywords that appear in the citations or full text.

Type your search terms directly into the Keyword search box. Search terms may consist of either single words or phrases.

When searching in the Keyword field, you can use truncation to retrieve records containing variations on a term. If you choose to search for more than one term, you can also combine them using Boolean and proximity searching.

*Example:* slavery AND politics

### Article Title Keyword

From the Article Search page, you can use the Article Title Keyword field to search for any word or phrase contained in the title of a record.

Type your search terms directly into the Article Title Keyword search box. Search terms may consist of either single words or phrases.

When searching in the Article Title Keyword field, you can use truncation to retrieve records containing variations on a term. If you choose to search for more than one term, you can also combine them using Boolean and proximity searching.

*Example:* mask OR makeup

### Author

From the Article Search page, you can limit a search to articles by a particular author.

Type your search terms directly into the Author search box. Search terms may consist of either single words or phrases.

When searching in the Author field, you can use truncation to retrieve records of authors with common or similar names. If you choose to search for more than one author, you can also combine them using Boolean searching.

*Example:* Moran

### Journal Title

From the Article Search page, you can limit your search to articles from a particular publication. From the Find Journals → Search Journal Records page, you can search for a particular publication. To enter terms in the Journal Title search box:

- browse a list of publications from which you can select items to transfer back to the search box (selected entries will be preceded by the EXACT operator in the search box);  
or
- type the publication keywords directly into the Journal Title search box.

When searching in the Publication field, you can use truncation to retrieve records containing variations of a term. If you choose to search for more than one publication, you can also combine them using Boolean searching.

*Example:* Spectator

### Language

From the Article Search page, you can limit your search to articles published in a particular language. From the Find Journals → Search Journal Records page, you can search for journals that publish in a particular language. To enter terms in the Language search box:

- browse a list of languages from which you can select items to transfer back to the search box;  
or
- type the language directly into the Language search box.

If you choose to search for more than one language, you can combine them using Boolean searching.

*Example:* Greek



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### Journal Subject

From the Article Search page, you can limit a search to the articles from journals on a particular subject. From the Find Journals → Search Journal Records page, you can search for journals that are indexed with a particular subject. To enter terms in the Journal Subject search box:

- browse a list of journal subjects from which you can select items to transfer back to the search box;  
or
- type the subject heading keywords directly into the Journal Subject search box.

If you choose to search for more than one journal subject, you can combine them using Boolean searching.

*Example:* archaeology

### Year of Publication

You can limit a search to works published during a specific year or a range of years. The default values appearing in the search boxes represent the earliest and most recent years of publication.

The Year of Publication field can be searched in two ways:

- search on a range of years by entering the relevant values into the From and to search boxes;  
or
- search on one particular year by entering the same value into both of the search boxes.

*Example:*

**Year of Publication** From 1881 to 1903

### ISSN

From the Article Search page, you can limit retrieval to articles from a particular publication by using the ISSN search field. From the Find Journals → Search Journal Records page, you can search for a particular publication.

Type your search terms directly into the ISSN search box.

When searching in the ISSN field, you can choose to search for more than one ISSN number by combining them using Boolean searching. In addition, you can use truncation to retrieve similar ISSNs.

*Example:* 0895-4852

### Viewing & Printing Options

*Periodicals Index Online* provides multiple options for linking to external full text from an article record; however it does not contain any full text content.

When you run an article search, you will be taken to the Article Search Results page. Here you will see the full citation for each article. To print a citation, check the box next to **Add to Marked List**. When you click **Marked List**, you will see all of the citations you have marked. Click on **Print Selected Citations**.

*Periodicals Archive Online* gives you access to scanned images of an article as it appeared when originally published. Articles are scanned by default in black and white, though a number are in grayscale or color.

When you run an article search, you will be taken to the Article Search Results page. Here you will see a brief citation for each article with links to two viewing options: **Article Image** and **Article Image – PDF**.



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**Article Image** allows you to view the article page-by-page within your browser window. A red arrow beneath a page number shows where your search terms appear within the article and each search term is highlighted within the text. On each page of the Article Image, you can download an image file of that page. If the article was scanned in black and white, the link will say “**Download page as TIFF.**” If scanned in grayscale or color, the link will say “**Download page as JPEG (Grayscale).**”

**Article Image – PDF** allows you to view the entire article as a PDF in a separate browser window. You can **print** or **save** using the printer and disc icons (respectively) on your Adobe toolbar. Alternately, when viewing an article in **Article Image**, you will also have access to the “**View Article as PDF**” or “**View Article as PDF (Grayscale/B&W)**” links. These links allow you to create a PDF of one or more pages of the article.

### 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)