

## Database 'how to' guide

### Functionality

### Ovid

### EBSCO

### ProQuest

<p><b>Boolean operators</b></p>	<p>AND / OR button choices</p> <p>Type <b>not</b> into the search bar if using (e.g. <b>2 NOT 1</b>)</p> <p>Option: <b>or/1-4</b> as shortcut to 1 or 2 or 3 or 4</p>	<p>AND / OR button choices from Search History</p> <p>AND / OR / NOT choices from drop-down menu on Advanced Search</p>	<p>No button options – need to type in your AND/OR/NOT combinations into the search box</p> <p>Search could be written either: <b>1 AND 2</b> or <b>S1 AND S2</b>.</p>
<p><b>Default field code</b></p>	<p>.mp. This is database specific. e.g. Medline:</p> <p>mp=title, abstract, original title, name of substance word, subject heading word, floating sub-heading word, keyword heading word, organism supplementary concept word, protocol supplementary concept word, rare disease supplementary concept word, unique identifier, synonyms</p> <p>myocardial infarction.mp.</p>	<p>All fields</p> <p>myocardial infarction</p>	<p>All fields</p> <p>"myocardial infarction"</p>

<b>Phrase searching</b>	Default phrase searching without " "	Default phrase searching without " "	Must use " " for phrase searching: "heart attack"
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### Truncation & wildcard

Truncate with any number of characters	<b>* or \$</b> nurs* or nurs\$ (nurse nurses nursing etc)	* nurs* (nurse nurses nursing etc)	* nurs* (nurse nurses nursing etc) <b>NB. max. 5 characters</b>
Wildcard with 1 or 0 characters	? wom?n finds woman or women  p?ediatrics finds paediatrics or pediatrics	? wom?n finds woman or women  # p#ediatrics finds paediatrics or pediatrics	? or * Wom*n finds woman or women Wom?n finds woman or women  *1 Nurse*1 (nurse nurses)

### Common field codes

Title/Abstract	heart attack. <b>ti,ab.</b> or heart attack. <b>tw.</b>	<b>TI</b> (heart attack) or <b>AB</b> (heart attack) <b>NB. Field codes must be in capital letters</b>	<b>ti</b> (heart attack) OR <b>ab</b> (heart attack) or <b>TI,AB</b> (HEART ATTACK)
Author	patel. <b>au.</b>	<b>AU</b> patel	<b>au</b> (patel)

### Proximity

Near within (either direction)	adjX adj5 = "four words or less"	NX N5 = "five words or less"	NEAR/X NEAR/5 = "five words or less"
Next to (in order)	adj	wX w5 = "five words or less"	pre/X or p/X pre/5 would mean "five words or less"

<b>Subject headings</b> <i>Examples use Medline's MeSH</i>			
Standard	Schizophrenia /	(MH "Schizophrenia+")	MAINSUBJECT.EXACT("Schizophrenia")
Exploded	exp Schizophrenia /	(MH " Schizophrenia +")	MAINSUBJECT.EXACT.EXPLODE("Schizophrenia")
Focused	*Schizophrenia /	(MM " Schizophrenia ")	MJMAINSUBJECT.EXACT("Schizophrenia (Disorganized Type)")
Exploded <i>and</i> focused	exp *Schizophrenia /	(MM " Schizophrenia +")	MJMAINSUBJECT.EXACT.EXPLODE("Schizophrenia")
<b>Extra subject heading functionality</b>	"Term Finder" (in Medline only) gives access to controlled vocabulary, definitions and related terms from Unified Medical Languages System (UMLS).	"Apply equivalent subjects" (in Advanced Search) uses mapped vocabulary terms to expand the search, when a search term matches a known concept.	
<b>Export functionality</b>	1000 per set (first set 1-1000, second set 1001-2000, etc) <b>NB max. is 5000 at UHL</b>	Can export full set of hits up to 25,000	Would recommend batches of up to 500 at a time. Clear folder to export second set of 501-1000.
<b>Export formats</b>	Microsoft Word, PDF, txt, Microsoft Excel, EndNote, RefWorks, RIS, XML.	RIS, XML, BibTeX, EndNote, RefWorks, Reference Manager, Zotero, CSV.	RefWorks, RIS, PDF, Microsoft Excel, Microsoft Word, txt.
<b>TIPS:</b> Copy paste not working?	Check that you're using straight quote marks – " " rather than ""	Full set export will arrive in an email as a zip file containing RIS file	

More resources comparing database interfaces: <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC6148622/> (Table 1) and <https://www.quest.scot.nhs.uk/hc/en-gb/articles/360001762018-Database-search-interface-comparison-guide>