Advanced Searching in SpringerLink

**TIP 1:** If you prefer to browse the database, use the column on the left side of the screen labeled “Browse by Discipline.” For this course, I recommend clicking “Business & Management,” but you also can explore other disciplines depending on your topic.

If you click “Business & Management,” you will be taken to a results screen containing all results that are classified under that discipline. On the left side of the screen, you will see a column of limiters that can be used to narrow results.

If you want to see which journals this database carries, click on the limiter “Journal.” For articles, click on the limiter “Article.”

The “Subdiscipline” limiter has an option labeled “See All.” Click this and a new window will pop up with a list of subareas that apply to business and management. Use the arrows to navigate back and forth between the pages of listings.

Also, SpringerLink contains a lot of content in languages other than English. To limit to English-only, you can use the “Language” limiter on the left side of the screen. Just click “English.”

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**TIP 2:** Instead of browsing, you’ll most likely want to do targeted searching. Click on the icon next to the search bar that looks like a wheel or gear. A dropdown menu will appear; click on “Advanced Search.”

You can use the search field labeled “With The Exact Phrase” to do phrase searching without quotation marks. Use the search box labeled “With All Of The Words” for single keywords. If you are looking for a specific author, use the search box labeled “Where The Author / Editor Is.”

For date limiting, I generally recommend a recent time frame. Under the section labeled “Show Documents Published,” leave the dropdown box at “Between” and enter in the dates you want (e.g., 2005 and 2013). For historical research, you can enter other years if you wish.

By default, the database will search full-text and non-full-text material. If you want full-text only, you will need to untick the box labeled “Include Preview-Only Content.”

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**TIP 3:** Be sure to think of synonyms that are related to your search terms. For example, "executive training" might be a useful phrase to get even more results on executive coaching.
If you want to begin doing more complex searches with synonyms, you can nest search terms together using parentheses. For example, in one search box you might have the following:

("executive coaching" OR "executive training")

You also could do the following using two boxes:

executive
AND
(coaching OR training)

**TIP 4:** Connectors such as AND and OR can be used to expand or narrow your search.

1. **AND** = narrows your search
2. **OR** = expands your search

Think of these connectors logically. **AND** narrows your search because the database is looking for articles that contain both terms. If you are searching for X AND Y, then you will only get results that contain BOTH X and Y.

But if you use **OR**, the database is looking for articles that contain either term. In this case, a search will return articles that contain EITHER X or Y.

**TIP 5:** If your search words might be pluralized or contain multiple endings, you can use an asterisk (*) to ensure that the database picks up all variations of a word. Here’s an example:

financ*

This search term will retrieve articles containing the words “finance,” “finances,” “financing,” “financial,” and so on.

**TIP 6:** Sometimes, search terms have spelling variations that will affect search results. This often occurs due to slight differences between English used in America with other English-speaking countries (e.g., across Europe, Canada, Australia, etc.)

An example of this is the word “industrialization.” This is the Americanized spelling of the word, but outside of the U.S. the term is likely to be spelled as “industrialisation.” Fortunately, there is a way to search for both terms simultaneously by using a question mark (?).
When the question mark is used as a placemark of the letter that varies, the database knows to search for the word where ? can take the form of any letter.

**TIP 7:** To read abstracts of articles, you must click on the article title. You'll be taken to a screen where you can read the abstract and download the .PDF. Sometimes, the article will be available in .HTML format by clicking the link labeled “View Article.”

If you scroll down on the article page, you will see a series of light gray bars that are expandable. “Related Content” will suggest a few similar articles. “References” will let you view the references in the article without having to open the article itself. “About This Article” has a lot of information, but perhaps the most useful are “Keywords” because they can help you discover additional articles; write them down and use them as search terms!

**TIP 8:** At this time, there is really no reason to sign up with a SpringerLink account; there are no real benefits of doing so—you can’t save articles, you can’t set up alerts, etc.

But, if you still want an account, click the link at the top right of the screen labeled “Sign Up / Log In.” A dropdown menu will appear. Of the options available select “Sign Up / Log In.” Fill out the required information and click the “Create Account” button at the bottom.

Anytime you are logged in, you can access your account by clicking on your name at the top of the screen and then click “Account Details / Profile.”

**TIP 9:** You CAN set up journal alerts to your favorite journals, but it requires additional steps outside of the SpringerLink database. If interested in doing this, contact me directly and I will give you the steps.