Advanced Searching in Wiley Online

**TIP 1:** Get to the “Advanced Search” screen by clicking the link directly below the search bar.

**TIP 2:** When searching phrases, be sure to use quotation marks so that the database knows you are phrase searching. For example, if you are interested in employee stress, you will want to put "employee stress" in quotes.

**TIP 3:** Be sure to think of synonyms that are related to your search terms. For example, "workplace stress" might be a useful phrase to get even more results on employee stress.

If you want to begin doing more complex searches with synonyms, you can nest search terms together using parentheses. For example, in one search field you might have the following:

("employee stress" OR "workplace stress")

You also could do the following using two search fields:

```
stress
AND
(employee OR workplace)
```

**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:

```
global*
```
This search term will retrieve articles containing the words "global," "globalize," "globalized," "globalization," 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.)

Using the above example, the word "globalization" is the Americanized spelling of the word, but outside of the U.S. the term is likely to be spelled as "globalisation." Fortunately, there is a way to search for both terms simultaneously by using a question mark (?).

```
?glo?ali?ation
```

When a 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.

Other times, there may be word spellings that add letters. For example, the word "labor" is the Americanized spelling, but outside of the U.S. the term is spelled "labour." In this case, the letter U has been added to the word. To search for both spellings, you can use an asterisk (*).

```
labo*
```

When an asterisk is inserted into the place where the added letter would be, the database knows to search for words where there may or may not be a character. This will return results containing both "labor" and "labour."

**TIP 7:** Before you conduct your search, be sure to specify any date ranges by using the “Specify Date Range” limiter on the search page. There are no options to change this on the results page. In other words, there is no way to narrow by date after your search.

In general, I recommend limiting your dates to reflect a recent frame of time (e.g., 2005-present). This will ensure that you are getting the most recent research. An exception to this might be if you are in need of historical research (e.g., the 80's, 70's, 60's, or whenever).

On the results screen, there is a section on the right labeled “Filter List” where you can narrow by publication type. Click “Journals” to narrow results to journals only.

**TIP 8:** Articles and journals that are available to you are indicated with a yellow open lock icon. If you come across articles that you want but cannot access, request them via
ILL. You may see a screen in Wiley asking if you want to purchase an article, but don’t! Submit the request to ILL and we will try to get it for you at no cost.

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**TIP 9:** You can search within specific journals by clicking the option labeled "Publications" at the bottom of the screen. On the right side, make sure to select the option "Journals" under the Filter List.

When you click on a journal title, you will be taken to a page dedicated to that journal where you can browse years / volumes / issues. On the right side of the screen, you will see a search bar labeled “Search in this Journal.” Use that search bar to search ONLY within the specified journal title.

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**TIP 10:** You can browse by discipline by clicking the “Browse by Subject” link at the bottom of the screen. I recommend browsing the following subjects:

- Business, Economics, Finance, & Accounting
- Psychology
- Social & Behavioral Sciences

If you hover your cursor over a discipline, a list of sub-disciplines will appear. When you click on a sub-discipline, you’ll be taken to a page where a long list of topics appears on the right side of the screen. Clicking on topic will take you to a page of all journal titles and e-books for that topic.

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**TIP 11:** If you create an account for this database, there will be additional features you can use that may be helpful to you. To create an account, click the link at the top of the screen labeled "Not Registered" and proceed to fill in the information for your account.

Now that you have an account, you can save abstracts and articles to your profile for future use. When you come across a search result that you like, click on the green "Save to my Profile" icon on the right side of the screen. This will add the entry to your profile; it will stay in your profile until you delete it.

You can view your profile at any time by clicking the "My Profile" link at the top of the screen.

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**TIP 12:** Another benefit of having an account is that you can sign up for search and journal alerts. This is useful because you will be alerted when new articles and journal issues are published according to the criteria you select when setting up the alert.
To set up a journal alert, conduct a search for the journal you want using the "Publications" option mentioned in TIP 9. Then, on the journal page, look on the left side of the screen for a link labeled "Get New Content Alerts."

To set up a search alert, conduct a search and look for the “Save Search” button on the right side of the results screen.