



**Information
using**

FirstSearch Databases

QUICK REFERENCE

FirstSearch is a collection of over 20 databases covering virtually every subject area. Researchers can find citations, abstracts and full-text articles in journals, magazines, and newspapers. Several databases also index books and book chapters.

Each database has its own subject list and field searching capabilities, but they all have the same searching rules for combining words and phrases.

If an article does not have a link to full text, look for the “See more details for locating this item” link and then the Article Linker icon for a list of services and possible linking to full text in another database.

[Here is a citation guide](#) with examples of APA, MLA and Turabian styles.

| To search for | Use this | Example |
|---|-----------------|--------------------------|
| both words in a record not necessarily adjacent | and | business and ethics |
| phrase | “ ” | “business ethics” |
| phrase | “ ” | “group health insurance” |
| one or both words | or | business or industry |
| one word but not another | not | business not industry |
| words next to each other, any order | n | cold n common |
| words near each other with words between, any order | n3 | cold n3 common |
| words next to (with) each other with words between, in order given | w2 | aluminum w2 wiring |
| plurals | plus (+) | mammal+ box+ |
| truncation | asterisk (*) | psychi* |
| wildcard - a single letter | # | wom#n |
| wildcard - 0 to 9 additional characters | ? | colo?r |

