Institutional Repository HELP Guide

Search Box

To search publications in the Institutional Repository, use the search box in the middle of the front page. The search engine ignores certain words that occur frequently in English such as "a", "and", "the" and does not add value to the search.

Phrase Searching

To search using multiple words as a phrase, put quotation marks (") around the phrase.

"organizational change"

Boolean searching

The following Boolean operators (AND, OR, NOT) can be used to combine terms. Note that they must be capitalized.

AND

To limit searches to find publications containing all words or phrases combined with this operator, e.g.

dementia AND Alzheimer's

will retrieve all publications that contain BOTH the words "dementia" and "Alzheimer's"

OR

To enlarge searches to find publications containing any of the words or phrases surrounding this operator, e.g.
dementia OR Alzheimer's

will retrieve all publications that contain EITHER the words "dementia" or "Alzheimer's"

NOT

To exclude publications containing the word following this operator, e.g.

**dementia NOT Alzheimer's**

will retrieve all publications that contain the word "dementia" EXCEPT those also containing the word "Alzheimer's disease"

Parentheses

Parentheses can be used in the search query to group search terms into sets, and operators can then be applied to the whole set, e.g.

**(dementia OR Alzheimer's) AND (nursing OR healthcare)**

Truncation

Use an asterisk (*) after a word stem to get all hits having words starting with that root, for example:

**manage***

will retrieve manager, management, managerialism
Menu Bar

You can click on the menu bar on top of the front page to search the Institutional Repository by **Research Outputs** or **Researchers**.

Research Outputs

In the **Research Outputs** page, you can choose the options under **Browse** on the left to browse the publications (e.g. by School, Title, Issue Date).

The options under **Browse** allow you to search publications in specific categories:

**Browse by Schools** enables you to browse the publications of authors from various Schools.

**Browse by Author** enables you to move through an alphabetical list of authors of all publications in the Institutional Repository.

**Browse by Title** enables you to move through an alphabetical list of titles of all publications in the Institutional Repository.

**Browse by Subject** enables you to browse all publications by different material types (e.g. book, journal article, conference proceedings).

**Browse by Issue Date** enables you to browse all publications in either ascending or descending order (irrespective of “a”, “and”, “the”).
You could also search by keywords under **Search Research Outputs**. This allows you to specify the fields you wish to search, and to combine these searches with the Boolean operators (**AND**, **OR**, **NOT**).

Note: Please use the input boxes in order and do not leave the first one blank.

**Researchers**

In the **Researchers** page, you can choose the options under **Browse** on the left to browse the publications by author name or School to which he/she belongs. Alternatively, you can search the authors in the search box provided.