

Connectors

Basic (Anywhere in entire document)

&/And - both terms

Or – either term (synonyms)

Not (Westlaw But Not (%); Lexis And Not) – exclude a term

! - root expander (any variation after the root)

* - replaces one letter (cannot start a word with the asterisk)

Proximity (Terms near each other)

/p - within the same paragraph (what is a paragraph?)



/s - within the same sentence

/25 – within so many words (1-255)

+s, +p, +25 - same as above but the words have to appear in a specific order

Atleast – terms must show up more than once (you select number) (not available in all databases yet)

Fields/Segments (Term(s) in a specific part of the document)

Each document divided into individual parts. The search screen will tell the researcher all fields/segments available in the particular database. The information on the database ( or ) will describe the fields/segments in more detail.

Some popular fields/segments

Title (particularly secondary sources)

Index (particularly secondary sources)

Headnotes (cases only)

Text (particularly for statutes)

Cite/Citation (particularly for statutes)

Preliminary/Caption/Heading (statutes)

Date

Many documents also have a table of contents available online. You can usually focus your search by only searching those parts of the TOC which might be relevant to your query.

