

# Searching

## 101

Quick Reference Guide



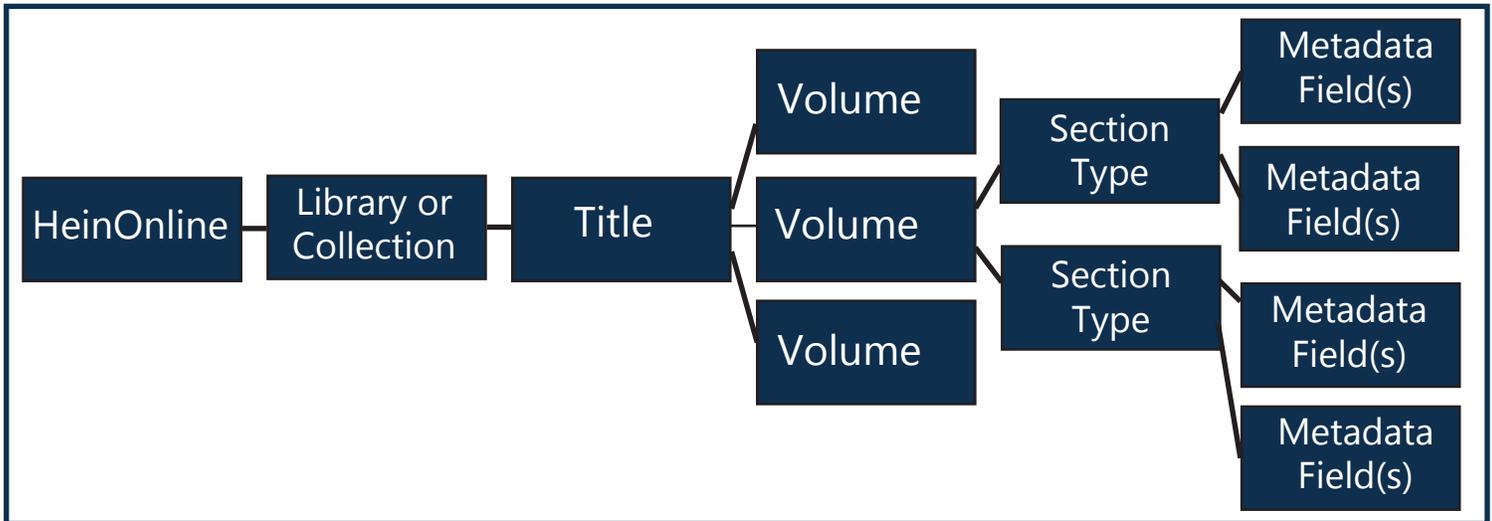
**Database  
Structure**

**Searching**

**Syntax**

## 1 Basic Database Structure

HeinOnline libraries are also referred to as “collections.” Each library/collection contains titles. Each title may have one or more volumes. Within a volume, there may be sections, and each section has its own metadata.



## 2 Sections and Metadata

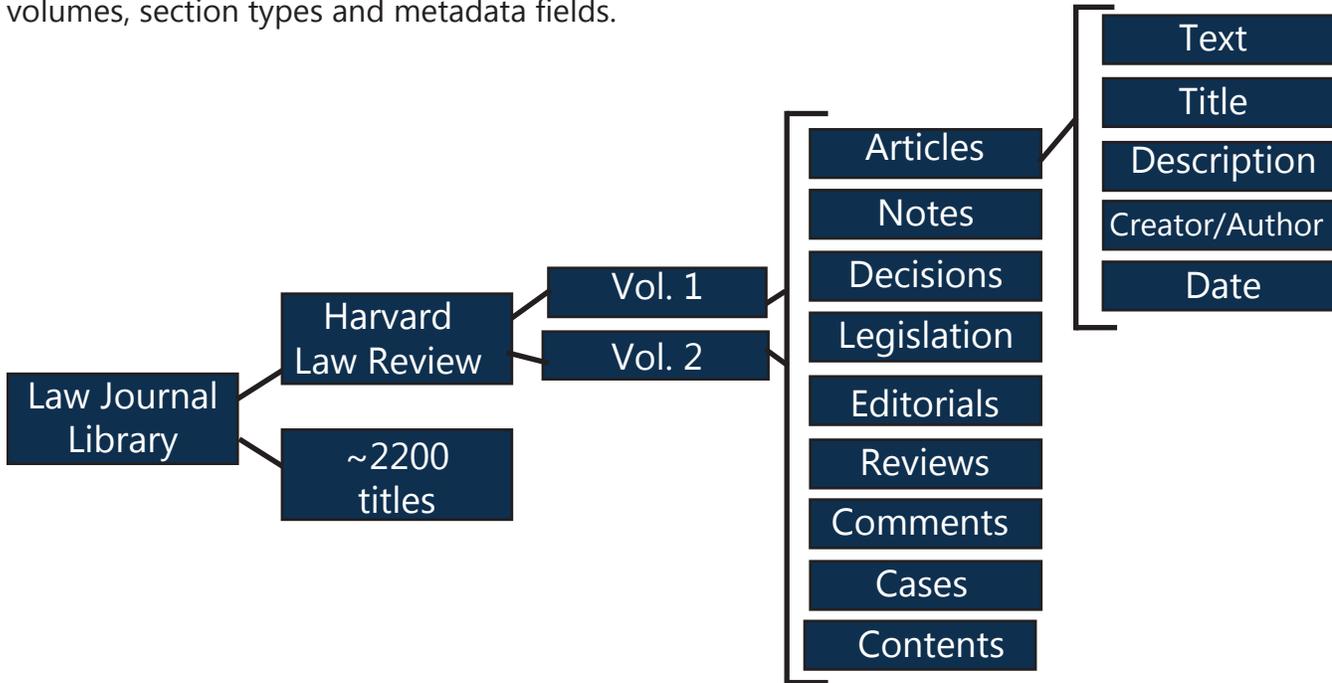
When applicable, volumes are broken down into sections based on their content. Each HeinOnline library will contain different section types based on the content within that library. For instance, the Law Journal Library contains the following section types: articles, comments, notes, reviews, legislation, cases, decisions, contents, editorials, and miscellaneous.

Metadata is information or data about a section within a library. Metadata is organized into fields, and metadata fields are determined by the content of the volumes in a library. Sections are indexed based on available metadata for the particular section; some sections may not have all of the available metadata in a library.

**Example:** The Law Journal Library contains the following metadata fields: author/creator, date, description, text, and title. The Table of Contents sections of this library do not contain creator/author fields, but they do contain text fields. Conducting a search for Hans Kelsen in the creator/author metadata field in the table of contents section will render zero results; but since the Table of Contents section contains text fields, entering the same search using the text field will bring results.

### 3 Example Library Structure

Below is the structure of data available in the Law Journal Library. In this library, there are titles, volumes, section types and metadata fields.



### 4 How do sections/metadata translate into search options?

In any HeinOnline library, use the Advanced Search link located beneath the main search bar to open advanced searching options, including search fields, section type selectors, and subject and title pickers. Search fields correspond with the metadata available in each library. The Law Journal Library is used below as an example.

Search across these metadata fields

Select one or more subjects or titles in which to search

Narrow your search to include only specific section types

**5 The electronic table of contents in a volume identifies metadata fields that can be searched for a given title.**

The screenshot shows a table of contents with several entries. A red box highlights a 'Cite' button at the top right. Another red box highlights a 'ScholarCheck' box for the first entry, which includes 'Cited By 1 Articles' and 'Accessed 25 times'. A third red box highlights the entry for 'Ghandi's Nightmare: Bhopal and the Need for a Mindful Jurisprudence' by Patel, Nehal A.; Petlakh, Ksenia, page 151. A fourth red box highlights the word 'Note' in the entry for 'Silenced by Bureaucratic Adjudication: Mesoamerican Indigenous Language Speakers and Their Right to Due Process of Law' by Leon, Mansol, page 339.

ScholarCheck "cited by" information and citation information is available in the electronic table of contents.

The section currently being viewed is highlighted in gold. Section information includes metadata fields such as article title and author/creator. Use the corresponding search fields in the Advanced Search tool to search for items by title, or by a particular author.

*Italics* type denotes a section's description. Description is a metadata field available in the drop-down options of the Advanced Search tool. For this example, enter the word *Note* in the description field to retrieve only those search results with *Note* in the description field.

The information directly preceding the italicized type is the section "title" and title is also an available metadata field. Depending upon the library, this will appear as "article title" or "section title."

**NOTE:** Not every section has a title, description, and author/creator. Some sections may only have a description, and others may have a title, but not a description. For example, Harvard Law Review issues often have sections dedicated to Book Reviews. These sections have been given a description of "Book Review." Search for only book reviews in the Harvard Law Review by selecting Harvard Law Review using the title selector and typing "Book Review" in a Description field.

The screenshot shows an advanced search interface. A red box highlights the 'Description' field containing the text 'Book Review'. Another red box highlights the 'Select Titles' section, which includes a dropdown menu with 'Harvard Law Review' selected. A third red box highlights the 'Article Title' field. The interface also shows options for 'Author/Creator', 'Subject', 'Date', and 'Section Types To Search'.

## 6 Basic Search Options

There are two basic search options from both the [Welcome Page](#) and inside any HeinOnline library.

### Main Search Bar

The main search bar is located at the top of every page in HeinOnline. The bar is tabbed, and there are four search options: Full Text, Citation, Catalog, and Case Law.

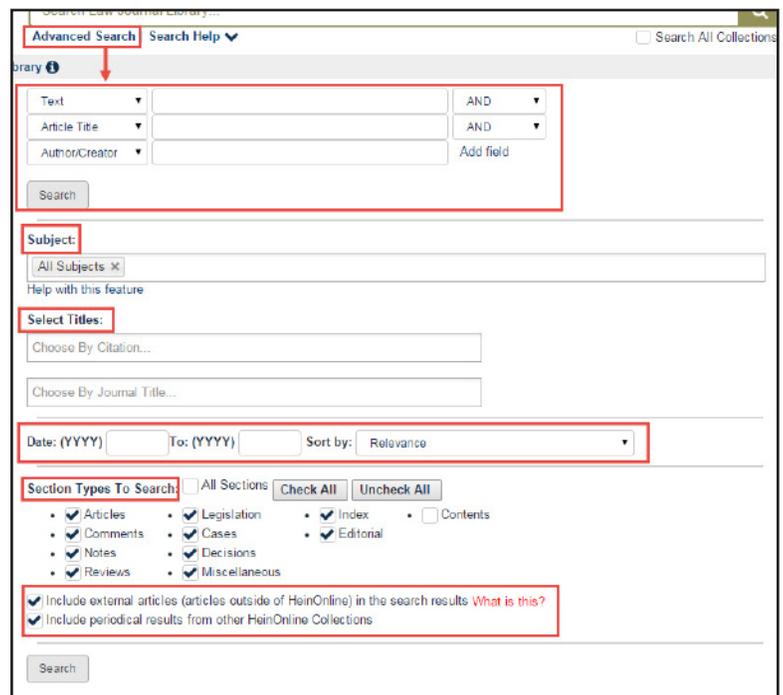


- 1. Full Text:** This option, from the Welcome Page, will search across both the full text AND the metadata of all documents in all HeinOnline collections, OR, from an individual collection, will search inside a chosen library.
- 2. Citation:** Use this tab to search for specific citations across all collections. Citation formats used in HeinOnline include Bluebook and alternate citation formats derived from *Prince's Bieber Dictionary of Legal Abbreviations* and the *Cardiff Index to Legal Abbreviations*. Clicking this tab from inside a collection will also reveal a link to a collection-specific citation navigator, if one is available.
- 3. Catalog:** This tab will search across the MARC records of all titles available in HeinOnline. Use this option to search for publications such as journals or books.
- 4. Case Law:** Enter a case citation to retrieve the full text of case law from either HeinOnline or Fastcase.

### Advanced Search Tool

Click the **Advanced Search** link to expand searching options.

- Use available metadata fields to formulate a more specific search; these fields will differ depending upon the library being searched.
- Search within one or more selected subjects and/or titles.
- Input a date range to further limit search results.
- Sort search results by relevancy, volume date, and more.
- Choose one or more section types in which to search.
- Include or exclude external articles and/or articles falling outside the collection being searched (only from collections which include periodicals).



## 7 Search Syntax and Boolean Operators

### Phrase Searching

When searching for phrases, use quotation marks around the phrase. This applies to any type of search, including searches performed from the welcome page, within a specific collection, using the main search bar, or the advanced search tool.

#### Example

Searching for the phrase "right to privacy" in the Federal Register Library will produce a few hundred results. Searching without quotation marks is actually searching for all three terms, right AND to AND privacy, and this search will produce more than 20,000 results.

### Boolean Operators

Boolean operators allow searching across multiple metadata fields simultaneously. They also enable users to search for multiple terms and phrases. Boolean operators include AND, OR and NOT.

#### Examples

In the Law Journal Library, search for title:"**police power**" AND "**takings clause**". This will search for articles with the phrase "police power" in the title, and the phrase "takings clause" in the full text or metadata.

From the main search bar, search across all collections for ("**takings clause**" OR regulation) AND "**police power**". Parentheses group search clauses together, so this search will look for all documents containing either the phrase "takings clause" or the word regulation; also, *all* results must include the phrase "police power".

A search in the Federal Register library for: **conservation NOT "natural resources" NOT committee\*** will search for documents containing the word conservation, and will eliminate results that contain the phrase "natural resources" or any variation of the word committee (such as committees).

### Defining Metadata Fields

In addition to utilizing the drop-down fields available in the Advanced Search tool, the main search bar can be used to perform field-specific searches. Define the field in which you'd like to search followed by a colon and your search term. If a field is not defined, the default field will always be text.

#### Example

Search across all collections from the Welcome page for **title:environment AND water**. This will search all documents with the word environment in the title and water in the full text.

## Grouping Terms using Parentheses

To control Boolean logic for a search query, use parentheses to group clauses to form sub-queries.

### Example

**"consumer products" OR "safety standards" AND "water heaters"** will return results for documents that contain either "consumer products" or "safety standards", and also the phrase "water heaters".

## Proximity Searching

Proximity searching allows you to find terms that appear within a certain number of words of each other. The proximity indicator is the tilde symbol (~). To perform a proximity search, input all search terms in quotation marks, followed by a tilde and the numerical value which represents the proximity in which you wish to search.

### Example

**"consumer product safety standards"~25** will search across the full text for these four terms within 25 words of one another. Proximity searching can also be used within specific fields in the advanced search tool, or by indicating the fields in the main search bar.

**NOTE:** The current search syntax does not support the use of phrase searching or wildcard operators in conjunction with proximity searching.

## Wildcard Searching

Single character wildcard searches can be performing using the ? symbol. Multiple-character wildcard searches can be performed using the \* symbol.

### Example

The term **heate?** will search for terms that match the single character placed; results will include terms such as heated and heater. The term **te?t** will search for test, text, and more; **heat\*** will search for terms that match zero or more characters. Results will include terms such as heat, heating, heat-ed, etc.

## Boosting

Boosting a term or phrase allows you to manipulate the relevancy ranking of your results list. The symbol used for boosting is the caret (^). The higher the boost factor, the more relevant that term or phrase will be.

### Example

Find articles that discuss consumer products, safety standards, and water heaters, with water heaters being the most important phrase: **"consumer products" AND "safety standards" AND "water heaters"^5**.

## 8 General Tips and Topical Search Hints

To begin a topical search, start with more general terms and refine results using the facets on the left side of the screen. Proximity searches work well to search for a general topic. Search across the full text and metadata for: "international insurance regulation"~25. This will return results for documents containing these three terms within 25 words of one another.

Use the facets on the left side of the screen to refine search results based on collection/library, section type, date, and more. Use the pencil and arrow icons, located next to the sort by bar, to modify your search or to search within results. Find related material by clicking on "cited by" links. Look for the ScholarCheck icon throughout the database to view material that pertains to your research topic.



<http://help.heinonline.org>

Our HeinOnline Help & Support page is fully searchable and user friendly. It is integrated with our HeinOnline Blog to give you access to frequently asked questions, help guides, videos and more.

For help searching and navigating in the database, contact [holsupport@wshein.com](mailto:holsupport@wshein.com), [Live Chat](#) with us, or call (800) 277-6995.