Truncation and Nested Searching
http://www.alverno.edu/media/alvernocollege/library/pdfs/nested.pdf

TRUNCATION

WHAT IS IT?   Truncation is another word for ***abbreviating*** your search term. It allows you to **EXPAND or increase** the number of results you retrieve. To truncate a term you must enter part of your search term and end it with a truncating **symbol**. Often the asterisk (*****) is used to truncate words.

Examples: **women AND financ***
This search will retrieve articles having the term **women** as well as any terms beginning with **financ** like **finances, financing, financial**, etc.

company AND mentor*
This search will retrieve articles that have the term **company** in them as well as terms beginning with mentor like **mentors, mentoring, mentorships**, etc.

WHEN TO USE: Use truncation when you are not retrieving a lot of results using a particular term. However, *be careful not to truncate a word prematurely or truncate a word that has a common prefix*!

Example: compan* AND mentoring
While this search would retrieve articles with words like *mentoring* and *company* (or *companies*) in them, it could also produce items containing words like *companions*, *companionship*, etc.

NESTED SEARCHING

WHAT IS IT?   Nested searches are advanced searches that make use of *multiple search terms* at the same time in order to **INCREASE** your final search results.
PARENTHESES are required when doing a nested search.

Examples: **women and finances AND (single OR unmarried)**
This search statement will retrieve articles that have the terms **women** and **finances** in them in addition to either the term **single** or **unmarried**.

mentor* AND (job satisfaction OR motivation)
This search statement will retrieve any articles containing terms like **mentoring, mentorship,** etc. in addition to having either the term **job satisfaction** or **motivation** in them.

WHEN TO USE: Use nested searches ***after*** you have tried Boolean and/or truncated searches and are still not getting adequate search results.