General rules for searching

Database provides continually strive to the research process, so it’s worth your time to check the databases Help links.

1. What do you want to know? Try to state your information need in a sentence or phrase:

   What is the business culture like in Greece?

2. Identify the key terms.

   Business culture
   Greece

3. Identify synonyms for your terms. Additional synonyms for etiquette could be protocols, climate, or customs--Try using the database thesaurus.

   business culture
   business etiquette
   business practices
   Greece
   Eastern Europe
   Europe

4. Use Boolean operators--combine synonymous terms using (AND, OR, NOT):

   business culture OR business etiquette AND Greece OR Eastern Europe

   You may need to try different combinations of the terms you brainstormed.

   business culture OR business custom*
   AND Greece OR Eastern Europe OR Europe

5. What’s a wildcard? Wildcards characters (*) can refine and/or expand the search. An asterisk (*) = one character or more; a question mark (?) = one character. For example, advertis* will find advertisement, advertising, advertiser etc.

   business culture OR business custom
   AND Greece OR Eastern Europe OR Europe

6. Phrase searching—use quotation marks (“””) when searching for an exact phrase:

   “business culture” OR “business custom*”