Google and Google Scholar Search Tips

**Searching**

**Advanced Search**

Go to [www.google.com/advanced_search](http://www.google.com/advanced_search) or once you’ve done a Google search, you’ll find it after you click on the gear icon in the top right corner.

The form shows you how to search for phrases, either term, and other options.

<table>
<thead>
<tr>
<th>Operators</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>“ ”</td>
<td>Use quotation marks to match an exact phrase or word “islamic state”</td>
</tr>
<tr>
<td>OR</td>
<td>Type OR (in capital letters) between words to look for either term isis OR “islamic state”</td>
</tr>
<tr>
<td>site:</td>
<td>Search within a specific site or a particular domain ebola site:cnn.com ebola statistics site:gov</td>
</tr>
<tr>
<td>*</td>
<td>Add an asterisk for any unknown or wildcard terms “thomas * edison” influence</td>
</tr>
<tr>
<td>intitle:</td>
<td>Search for the term in the title of the search results. One way to try to target your search when you get lots of results.</td>
</tr>
<tr>
<td>-</td>
<td>Use a minus sign to exclude jaguar –car “green tea” –site:com</td>
</tr>
</tbody>
</table>

**Narrowing**

The Advanced search form makes it easy to narrow your search, including by:

- language
- region (country)
- site or domain (ex: com, edu, gov, org)
- file type
- usage rights

After searching google.com, you’ll find some options for limiting your search presented on the page and under “Search Tools” or you can go to the Advanced search by clicking on the gear icon in the top right corner.

More [search help from Google](https://support.google.com/).
Google Scholar scholar.google.com

Setting Preferences
From your own computer, to get the full-text to which the University Libraries subscribes once you are in Google Scholar
- Select Settings
- Click Library Links then enter University of South Carolina
- Select University of South Carolina - Columbia-USC - FullText@USC Columbia
- Click Save

Searching
You can use the search operators in Google Scholar, plus some other search techniques.

Searching with a title of an article? Just put it in quotes
“Perceptions of Civility for Mobile Phone Use in Formal and Informal Meetings”

author: finds papers written by
author:washington returns papers written by people with the name Washington
washington -author:washington returns papers with the word washington, but excludes papers written by people named Washington

Once you do a search you’ll have options to limit:
- by time, including setting your own date range
- sorting by relevance or by date
- including or not including patents and citations in your search

Be on the lookout for links you may see below the snippet of the article or citation
Cited by Learn what other sources in Google Scholar have cited it
Related articles Google has its own algorithm for determining similar articles
Versions Especially helpful if your initial result doesn’t link to the full-text. Maybe another version will.
Web of Science Learn what other sources from the Web of Science database (a library subscription) have cited it.
Cite Shows the format for MLA, APA and Chicago styles.

To get to the Advanced search in Google Scholar, click on the arrow in the search box

or after doing a search click on the down arrow on the right side.

Creating Alerts
After you do a search, click on the link to "Create alert." All you’ll need is an email address. You do not have to have a Gmail account. You’ll be notified when there are new results to your search.