

LEXIS/NEXIS ACADEMIC

LexisNexis Academic is a valuable resource for:

- **News:** English and non-English language newspapers and news magazines, TV and radio program transcripts, wire services, blogs, trade publications, and public opinion research
- **Legal information:** Law reviews, case law, international legal materials, etc.
- **Business information:** Directories, trade publications, industry research reports, etc.
- **Country information:** Country risk reports, BBC news summaries, Global Insight, etc.

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LexisNexis offers several databases, including *LexisNexis Statistical*, *LexisNexis Congressional* and *LexisNexis Environmental*.
This guide covers *LexisNexis Academic* only.

STEP 1: Select a Search Category

- **General**
- **News**
- **Legal**
- **Business**
- **People**

GENERAL SEARCH

The **General** tab searches the entire scope of *LexisNexis Academic* publications, **but only** “major” sources.

For more comprehensive results, choose:

- **News** tab (for news sources)
- **Legal** tab (for international law sources)
- **Business** tab (for company and industry sources)

General offers two ways of searching: **Easy Search** and **Power Search**


General – Easy Search:

Allows you to enter search terms either in “natural language” or by using prescribed *LexisNexis* terms and connectors.

General – Power Search:

- Requires you to choose either **Natural Language** or **Terms and Connectors**.
TIP: For more precise results, we recommend **Terms and Connectors**
- Provides a drop-down menu of sources, or click on **Find More Sources** to customize your selection.
- Provides a drop-down menu of “sections” (also known as segments) that you can select to refine your search. Click on **Show options to search specific document sections**.

NEWS SEARCH

- Allows you to search *all* the news sources covered by *LexisNexis Academic* (not just the “major” sources covered in the **General** tab).
- Provides a drop-down menu of sources. Click the small  icon for more information about any given source category. Note that there is no category that includes *all* news sources. For example, to do a comprehensive search of both English and non-English sources, you would need to search the following two categories separately:
 - News, All (English)
 - Non-English Language News
- Requires you to choose either **Natural Language** or **Terms and Connectors**.
TIP: For more precise results, we recommend **Terms and Connectors**

LEGAL SEARCH

- Requires you to choose either **Natural Language** or **Terms and Connectors**.
TIP: For more precise results, we recommend **Terms and Connectors**
- Choose a category from the menu on the left hand side of the screen. The appearance of the search screen and the content you will be searching will change depending on your choice. Choices include:
 - **Law Reviews**
 - **Federal & State Cases**
 - **Canadian Court Cases**
 - **Canadian Legislation**
 - **European Union, Commonwealth, and Foreign Nations**

BUSINESS SEARCH

Allows you to search for company and country information. Choose from the menu on the left hand side of the screen before starting your search. The appearance of the search screen and the content you will be searching will change depending on your choice. Choices include:

- **Company Dossier** offers a simplified way of searching a particular company (or companies), by entering the name of the company, ticker symbol, company type, and/or geographic location. Results provide links to news stories, financial information, lists of competitors, legal information (including cases involving the company), and more.
- **Create a Company List** allows you to create a list of companies based on a number of attributes, including geographic location (world-wide), public vs. private, size of assets, number of employees, nature of industry, and much more. After performing your search, click on **Customize your company list**, choose from among 10 “sort” options, and download into Excel.
- **Compare Companies.** Select up to 5 companies at a time and compare balance sheet, income statement, and ratio information. This portion of the database includes only companies that are listed on one of the US stock exchanges.
- **Company Profiles** requires you to select from a menu of business information sources and enter company names or search terms to retrieve a list of companies (world-wide, both public and private) with links to news stories, financial information, lists of competitors, legal information (including cases involving the company), and more.
- **SEC Filings**
- **Accounting** allows you to search from a variety of journals and annual publications in the field of accounting.
- **Country profiles** includes access to the **PRS Group International Country Risk Guide** and the **PRS Group Political Risk Service**. For more comprehensive country profile coverage, see the EIU databases listed on SAIS Library’s website. (EIU products are not included in the JHU *LexisNexis* subscription).

PEOPLE SEARCH

- Requires you to choose either **Natural Language** or **Terms and Connectors**.
- Allows you to retrieve news stories and entries in biographical sources,

TIP: The People search sometimes offers incomplete / incorrect results. If you have trouble finding what you need, please consult a reference librarian for suggestions of other online and/or print biographical sources.

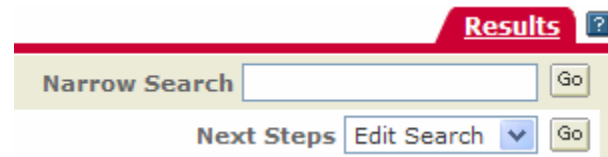
STEP 2: Construct a Search

- Choose either **Natural Language** or **Terms and Connectors**
TIP: For more precise results, we recommend **Terms and Connectors** (see p. 6 for Connector examples).
- Enter your search terms into the boxes provided.
- Select from drop-down menus, where appropriate.
- Specify dates or a date range.

To take full advantage of the power of *LexisNexis Academic*, learn to use the connectors, truncation features, section searching options, subject terms, and other tools for limiting a search described below.

STEP 3: Search Results

Edit your search results, if needed. Enter new terms in the “Narrow Search” box, or select “**Edit Search**” from the “Next Steps” box.



View your search results in a variety of formats:

- List Basic bibliographic information, sorted by date or relevancy.
- Expanded list Document list with 3-5 words on each side of the keyword terms, sorted by date or relevancy.

The following formats require you to view documents one at a time, but you can tag individual documents for printing, downloading or emailing as a group:

- Full Entire text.
- Full with indexing Entire text, including subject terms.
- Custom You choose which information to display
- KWIC “Keyword in context”

Filter your results in “List” or “Expanded list” view by grouping them by category, publication name, subject, industry, company, geography, language, or people.

Select documents for downloading, printing, or emailing. A window will open offering a variety of display options.

Export records to *RefWorks* for later use in a bibliography.

Click on the small book icon next to the printing, downloading, and email icons.



CONNECTORS

Unless you've chosen the "natural language" option, you can use the following connectors to achieve a more precise search:

AND	Terms joined with AND must <i>both</i> appear somewhere in the same document.
OR	<i>Either</i> of the terms connected with OR must appear in the document. It is a good idea to enclose terms joined with OR in parentheses.
W/n	Use this connector to tell how many words may separate the terms being linked. For example, john W/3 doe finds john within three words of doe. With this connector, the words may appear in any order. You may use any number from 1 to 255.
W/P	Terms linked with W/P must appear in the same paragraph.
W/S	Terms linked with W/S must appear in the same sentence.
PRE/n	Use to find documents in which the first search word precedes the second by not more than the stated number of words.
AND NOT	Excludes terms. For example, jordan w/10 syria and not michael jordan will locate documents about the country, Jordan, and not the basketball player. If you use AND NOT , it should be the last connector in your search.
ATLEASTn	Specifies the minimum number of times the search term must appear in a document. For example, atleast5 (jordan)

TRUNCATION AND WILDCARDS

Use the following **characters** to broaden the scope of your research:

- !** This truncation symbol finds all variations of a particular root word.
Example: econom! will retrieve documents containing **economy, economics, economical**, etc.
- *** Replaces one character, may be used more than once in a word, and may be used anywhere in a word *except* as the first character.

Examples:
defen*e will find both **defense** and **defence**
frdman** will find **friedman, freedman** or **freidman**

NARROWING YOUR SEARCH

If your search results are too big, you may want to try one of the following techniques:

- Restrict your search to a **narrower time period**.
- Select **sections** (also known as **segments**) to ask for only those articles where your term appears in particular sections of the document (see next page for more information on section searching).
- Use the term **atleast** to find articles where your search terms appear repeatedly, to avoid documents which make only passing mention of the terms. For example, if you are looking for articles about India-Pakistan relations with an emphasis on nuclear weapons, you might enter the following:

atleast5(india! and pakistan!) and atleast8(nuclear)

- Limit the proximity of your search terms. For example, if **japan! w/50 viet!** produces too many records, try **japan! w/20 viet!** (to find Japan or any variation on the root "japan" within 20 words of any variation on the root "viet")
- Search within a specific publication or a narrower category of publications. For example, to limit your search to articles in the *New York Times*, *The Washington Post*, and the *Los Angeles Times*:
 - Select the "News" tab
 - Select "Terms and Connectors"
 - Enter **new york times or washington post or los angeles times**
 - From drop-down menu, select "Publication field"
- Limit your search to articles of a certain length. For example, to eliminate articles of fewer than 1000 words, enter the following search term:
and length >1000
- Use the **plural** or **singular** command. *LexisNexis* automatically finds singular, regular plural and possessive endings for most search words. Examples of ways to avoid this:
For documents about foreign aid, but not AIDS, use **singular (aid)**
For documents about AIDS, use **plural (aids)**
- *LexisNexis* is not case-sensitive, but there are several commands you can use to **specify case**, for ex:
For documents about AIDS, use **allcaps (AIDS)**
For documents about foreign aid, but not AIDS, use **nocaps (aid)**

Combine the plural/singular commands with case commands as follows:

Plural(allcaps(AIDS))
Singular(nocaps(aid))

BROADENING YOUR SEARCH

If your search results are too small, you might want to:

- Expand your **date** selections.
- Perform your search in different sections of the database. For example, if you are searching for articles on United Nations activity in East Timor using the **General** tab, try the **News** tab. Try different categories of publications.
- Specify that your terms appear **anywhere in the document**, instead of in a particular section (such as **headline**).
- Think of **additional (related) search terms**. For ex., if you are looking for articles on disaster relief, you might use: disaster or fire or flood or earthquake or tsunami


SECTION/SEGMENT SEARCHING

Documents on *LexisNexis Academic* are divided into naturally occurring parts, also known as **SECTIONS** or **SEGMENTS**, which can be used to make searching more precise. Sections that can be searched vary by the category in which you are searching.

If you see the “Search within Document Sections” phrase on your search screen:

- Click the “Show” link for a drop-down menu of options.
- Select the document section from the drop-down list.
- Enter your search term(s) in the Terms box
- Click “Add to search”
- Repeat as many times as you wish.

To verify the sections that are available for use for a given publication:

- Click on the **Sources** tab
- Search the **publication**
- Click on the **information icon** 

The following pages provide a snapshot of some of the sections that are available in news and business searches. For complete lists, see the online help screens.

STANDARD NEWS SECTIONS

The following list provides a description of **some** of the most commonly used news source document sections. For a complete list see "Segments, descriptions of" in the *LexisNexis Academic* online help screens. Note that not all Sections appear in every document.

Byline:	contains the name of the person or entity identified as the author of the document as well as any biographical information.
Date:	contains the publication date. You can search and sort this section by date.
Dateline:	contains the geographical location from which the story originated, and may also contain a filing date.
Graphic:	contains any information relating to pictures, illustrations, maps, cartoons, etc. associated with the document.
Headline:	contains all headings and subheadings that describe the story.
Hlead:	comprises the HEADLINE, HIGHLIGHT, & LEAD Sections.
Language:	indicates the language in which the document appears online. For non-English documents, the data within the Section appears in English and the native language.
Lead:	contains the first few sentences or paragraphs of the story's text.
Length:	contains the approximate number of words in the body of a document. This Section is arithmetically searchable.
Name:	provides the name of the person that is the subject of the document.
Publication:	contains the copyright and publication name.
Section:	contains the name of the section and subsection of a document as well as the volume, issue and page number on which a document begins.
Terms:	includes one or more of the following sections: <ul style="list-style-type: none">• Company - the company and organization term(s).• Country - the country term(s).• Geographic - the country and region terms.• Industry - the industry terms.• Keyword - the terms chosen by the vendor to "uniquely" identify the main story name.• Organization - the organization term(s).• Person - the names of the persons indexed in the document.• Product - the product terms.• Subject - the subject terms and the keywords.• Ticker - the ticker symbol (for companies).• Type - the descriptors classifying the subject matter of a document, i.e., Analysis, biography, Case Study, Editorial, Obituary, Review, etc.

STANDARD FINANCIAL SECTIONS

The following list provides a description of **some** of the most commonly used financial source document sections. For a complete list see "Segments, descriptions of" in the *LexisNexis Academic* online help screens. Note that not all Sections appear in every document.

Address:	contains the address of the company described in the report. This Section contains the main address of where the company is located. ADDRESS is a group Section containing the following Sections: STREET, CITY, STATE, COUNTRY, ZIP, TELEPHONE and FAX.
Company:	contains the name of the company that is discussed in the document.
Company-type:	contains the general category or classification of a company ie., Industrial, Financial, Public Utilities, Private, Domestic, Foreign, Full Financial Coverage, FP Corporate Coverage, Exporter, Importer, etc.
Employees:	contains the number of employees. This section is arithmetically searchable.
Equity:	contains a company's equity. This section is arithmetically searchable.
Exchange:	contains the exchange on which the company's stock is traded.
Executives:	contains the executives, directors, officers and CEO's of a company.
Industry:	contains the industry name.
NAICS:	contains the company's NAICS codes and descriptors.
Net-income:	contains the net income. This Section is arithmetically searchable.
Net-sales:	contains the net sales for the current year. This Section is arithmetically searchable.
Publication:	contains the copyright and publication name.
Revenue:	contains the total income, sales, etc. This Section is arithmetically searchable.
SIC:	contains the primary and secondary SIC codes and descriptions.
Source:	contains the source for report or document.
Stock-price:	contains the high, low and closing stock price for the most recent year.
Subsidiaries:	contains the names of a company's subsidiaries.
Ticker:	contains the ticker symbol.