

Tip Sheet: IEEE Xplore Digital Library

Suggested Field Tags:

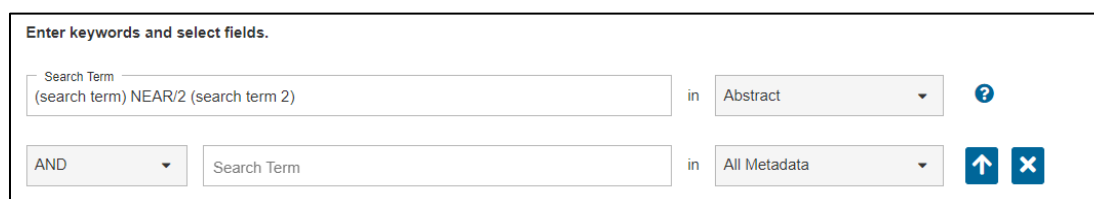
One of the ways that key word searches can be narrowed in databases when running a comprehensive and systematic search is through the use of field tags – most commonly those associated with title, abstract, and key words. The specific field tags that can/should be used differ by database. **In IEEE, we recommend Abstract**, which searches the abstract.



The screenshot shows the 'Advanced Search' tab selected. Below the tabs, there is a section titled 'Enter keywords and select fields.' It contains three search rows. The first row has a 'Search Term' input field, followed by 'in' and a dropdown menu set to 'Abstract'. The second row has a dropdown menu set to 'AND', a 'Search Term' input field, 'in', and a dropdown menu set to 'All Metadata'. The third row is identical to the second. There are also navigation icons (up, down, left, right) and a help icon (question mark) next to the dropdown menus.

Proximity Operators:

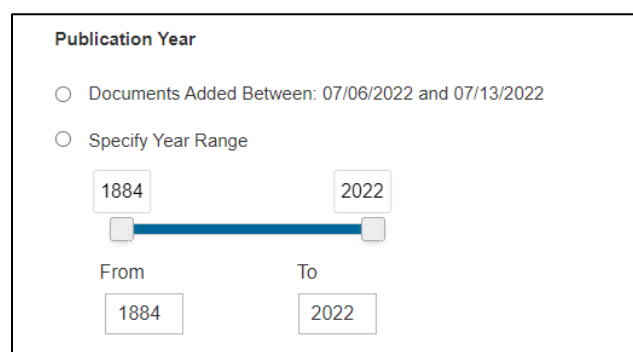
Proximity operators in databases allow you to search for one word/phrase within a certain proximity to another word. For example, you could use a proximity operator to find the word systematic *within two words of* the word protocol. Proximity operators are best used to create relationships or associations between words that cannot be accomplished through phrase searching and other search functions. **In IEEE, the proximity operator is NEAR/# for 'within # words of' or ONNEAR/# for 'before and within # of words of'.**



The screenshot shows the 'Advanced Search' tab selected. Below the tabs, there is a section titled 'Enter keywords and select fields.' It contains two search rows. The first row has a 'Search Term' input field containing '(search term) NEAR/2 (search term 2)', followed by 'in' and a dropdown menu set to 'Abstract'. The second row has a dropdown menu set to 'AND', a 'Search Term' input field, 'in', and a dropdown menu set to 'All Metadata'. There are also navigation icons (up, down, left, right) and a help icon (question mark) next to the dropdown menus.

Updating a Search:

When you need to update a search that you have previously performed, best practice is to use database commands that *capture the records entered into the database* after the date of the last search run where such commands are available. Due to a lag between an item's publication and its inclusion in the database, entry date is not always the same as publication date, making it a less precise search option that should only be used in cases where the database is not able to distinguish between the two. **In IEEE, limit by single publication year or range of years under Advanced search or results page.**



The screenshot shows the 'Publication Year' filter. It has two radio buttons: 'Documents Added Between: 07/06/2022 and 07/13/2022' and 'Specify Year Range'. The 'Specify Year Range' option is selected. Below it, there is a range slider with '1884' on the left and '2022' on the right. Below the slider, there are two input fields: 'From' with '1884' and 'To' with '2022'.