

Advanced Search Screen

Use the advanced search options to be more specific in your search, eg enter main keyword in the title box. Click on Help to find out more.

If you are looking for a specific journal article from a reading list or bibliography, enter details in the appropriate search boxes.

eg an article on ritual by Middleton in the journal *Drama Review*

If you want to look for articles on a certain topic which have been published in a specific journal, enter the keywords, along with the journal title.

eg articles on adolescent crime in the journal *Youth & Society* published since 2005.

For Additional Support

Ask a Librarian, <http://www.library.cornell.edu/ask>

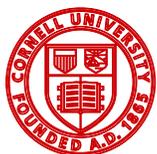
Via text (Mon.-Fri., 10 a.m.-5 p.m.)

SMS to 66746

Keyword: culib

Type your message

Via telephone: (607) 255-4144



Cornell University
Library

Summon is a customized search engine which lets you search across most of Cornell's online resources from a single search box.

Summon Results Screen Overview

Refine Your Search

Select options from the menu on the left hand side of the results screen to Refine your search.

Popular choices for limiting your results are to select documents that are available with full text online, or from scholarly publications, or not in newspapers.

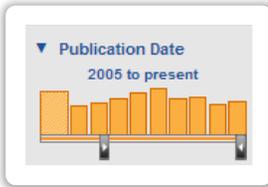
If you refine your search by adding results beyond Cornell's collection, you will find references for items that are not immediately available, but may be requested via Inter-Library Loan or Borrow Direct.

You can also refine your results by Content Type.

Click on the boxes to select specific content types such as journal article, eBook, newspaper article, etc.

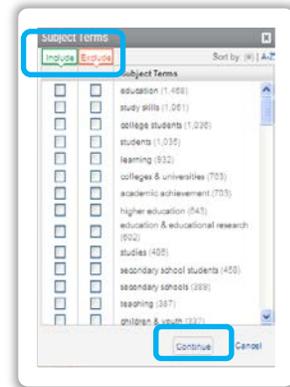


Use the slider(s) to change the Publication Date range of results.



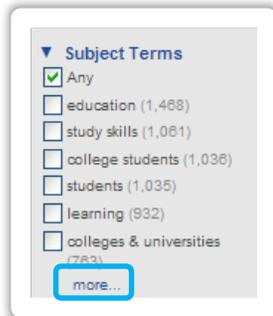
Hover over each vertical bar to see how many relevant articles were published in that year.

Clicking on more options for Subject Terms produces a pop-up box of relevant terms.

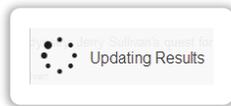


Include or Exclude subject terms from your search by clicking on the boxes.

Click on Continue to update your results.



Select as many options as you wish, but allow the screen to refresh between each one; the number of results changes each time you refine your search.

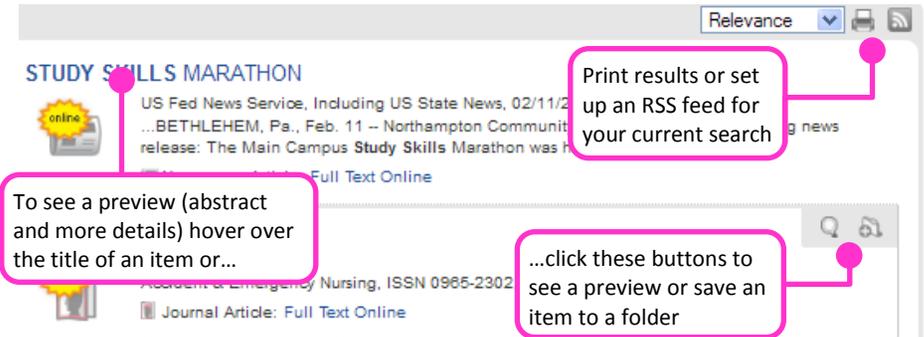


Advanced and Systematic Searching in Summon

At higher levels of study and research, and for literature reviews, a strategic approach to searching is needed. The success of your search depends on the keywords that you use.

- Identify keywords in your assignment or related to your topic.
- Use a thesaurus or dictionary to find related or similar terms.
- Don't forget to search for people, places and organizations related to your topic.
- Use acronyms AND full names.
- Expand keywords by thinking around your topic, eg computing, information technology, IT
- Identify words from different cultures, eg rubbish/garbage
- Using the Refine your search section continue to refine your search by checking boxes for content types, specific subject terms and publication dates.

Viewing, Printing, Saving, Referencing



This is a temporary folder. Your saved items will be cleared when you leave your Summon session. You can format, export, email, or print your saved items at any time.

Results can be formatted in several ways, including APA, MLA and Chicago.

You can also export into RefWorks, the bibliographic software package.



View additions to folder and e-mail or download references

Phrase Searching and Using Wildcards

By putting double quotation marks “ ” around a set of words, you will search for the exact words in that exact order without any change.

eg to find items about study skills, enter “study skills”

Using wildcards helps find alternative spellings and word endings.

The question mark ? will match any one character, eg to find organization or organisation, enter organi?ation (this is useful for including American and British spellings).

The asterisk * will match zero or more characters within a word, eg a search for behavio*r would find behavior and behaviour.

The asterisk * at the end of a word will match all word endings, eg a search for manag* would find manage, manages, manager, managing, management, etc.