USER GUIDE:

Searching VOCEDplus
About this guide

The aim of this guide is to provide help in searching the VOCEDplus database. It covers:

- Basic search .................................................................................................................. 2
- Advanced search ........................................................................................................... 4
  - Guided search ............................................................................................................. 5
    Searching in specific fields .......................................................................................... 5
    Combining search rows ............................................................................................... 7
    Applying limits .............................................................................................................. 8
  - Expert search ............................................................................................................. 9
    Query builder .............................................................................................................. 10
    Indexed fields ............................................................................................................. 13
    Search operators ......................................................................................................... 14
- Browse options ............................................................................................................. 15
Basic search

You can access the basic search from the VOCEDplus home page:

![Basic search input field](image)

and by clicking on the purple magnifying glass icon on the top right corner of the screen from all pages:

![Magnifying glass icon](image)

To search using the basic search option, type in the search term in the search box and press enter.

The default BOOLEAN operator between terms is OR. This means that if you enter more than one search term, the search will look for all items that contain at least one of the terms entered.

To retrieve only those items that contain ALL the terms entered, add the word AND between each word.

To exclude a term from your search, add NOT between the search terms.

To search for a phrase, enclose the words within double quotes i.e. “”.

What are BOOLEAN operators?

BOOLEAN operators are words or symbols used to connect two or more search terms. In VOCEDplus, you can use:

- **AND** to narrow a search by telling the search engine to only find those items that contain ALL the search terms entered. For example, searching for *youth AND unemployment* will find all items that contain both youth and unemployment.

- **OR** to broaden a search by telling the search engine to find those items that contain at least one of the search terms entered. For example, searching for *youth OR unemployment* will find items that contain either youth or unemployment.

- **NOT** to exclude terms from a search. For example, searching for *youth NOT unemployment* will find all items that contain youth but not unemployment.
Examples

If you type *australian apprentices*, the search will look for items with *either* australian *OR* apprentices:

If you type *australian AND apprentices*, the search will look for items with *both* Australian *AND* apprentices:

If you type *apprentices NOT australian*, the search will look for all items with apprentices and exclude items with Australian:

If you enclose “australian apprentices” in double quotes, the search will look for all items where australian apprentices appears as a *phrase*:

**Good to know**: The basic search looks in both the metadata as well as the full text of documents, so search results may sometimes be quite large.

**Tip**: If your search finds too many items: use the filters on the search results page to refine your search; or use the Advanced Search options to limit your search to specific fields.
Advanced search

The advanced search page can be accessed by clicking on the ‘Advanced search’ link under the basic search box on the home and search results pages.

This search page offers two search options:

- Guided search
- Expert search.
Guided search

Searching in specific fields

The guided search displays two search rows by default. Additional rows can be added using the ‘Add one more’ button. Additional rows can be removed using the ‘Remove’ button. The last row will be removed each time the ‘Remove’ button is used:

Each search row has a drop-down list in front of the search box that lets you select the search field. The default is ‘All fields’. This is the same as searching using the basic search box on the home page. The search will look for the terms you have entered in the entire record. If the full text of the item is available in VOCEDplus, it will also search within the document.
Other searchable fields are: Authors, Corporate author, Title, Abstract, Subject/Keyword, Geographic subject, Date, ISBN and ISSN:

Select the field you want to search in and enter the search term in the search box. If your search term contains multiple words, by default, the search will look for items that contain ‘all of these’ words. To find items that contain at least one of the words in your search term, select ‘any of these’ from the drop-down list on the right. To find items that contain all the words in the order they have been entered, select ‘as a phrase’:

![Advanced Search interface](image)

**Note**: try to avoid combining too many rows and different operators here. For complex queries, use the ‘Expert search’ below.
Combining search rows

When you enter searches in multiple rows, you can determine how subsequent rows are to be combined with the previous row by selecting a BOOLEAN operator (AND, OR, NOT) from the drop-down list that appears in front of the field.

For example, to search for publications authored by Phil Loveder on 'pathways', select ‘Authors’ from the drop-down list in the first row and type loveder phil in the first search box. Leave the search operator set at ‘All of these’. Then select ‘Subject/Keyword’ from the drop-down list in the second row and type pathways, leaving the search operator set at ‘All of these’. Check that the operator for combining the fields is set to the default ‘AND’ and click the ‘Search’ button to run the search:

What is the difference between subjects and keywords?

Subjects are the 52 broad topics covered in VOCEDplus. Keywords are the 634 narrower terms that sit under the subjects. To search specifically in the ‘Subject/Keyword’ fields on the ‘Advanced Search’ page, refer to the Guide to subjects and keywords used in VOCEDplus for the correct search terms to use in these fields. If you enter terms not on the list, your search results will be incorrect. For example, if you enter the search term women in the ‘Subject/Keyword’ field, the search will not find any items because the preferred term is ‘gender’. You can also browse the full subject and keyword lists under the ‘Browse’ menu tab.
**Applying limits**

To only search for items published within a specified period, enter the earliest year in the ‘From Year’ box and the latest year in the ‘To Year’ box.

To limit your search to peer reviewed items only, tick the ‘Only Peer Reviewed’ checkbox.

To limit your search to items where the full text is available in VOCEDplus or free online, tick the ‘Only with Full Text’ checkbox:

You can also apply limits to your search after you have run the search by using the filters available on the search results page (refer to the VOCEDplus search results user guide for further information).
Expert search

The expert search allows you to execute complex searches of the VOCEDplus database.

Constructing an expert search requires knowledge of the VOCEDplus indexed field names and an understanding of the search syntax. Information about the indexed fields and search syntax is provided below.

If you are familiar with the VOCEDplus indexed fields and search syntax, you can type your query directly into the expert search box. If not, use the query builder to construct your search.
Query builder

The expert search includes a query builder. The query builder enables you to select and add VOCEDplus search fields into the search box from a drop-down list. The drop-down list contains VOCEDplus field labels. The query builder converts these field labels to indexed field names and enters them in the correct format in the search box. For example, if you select the label 'All fields', the query builder enters this as 'text:' in the search box:

For example, to find (only) journal articles on work integrated learning and the employability of graduates in Australia and New Zealand over the last 10 years:

1. Select the Keywords field from the query builder drop-down list and click 'Add'. The following indexed field name will appear in the box: tm_metadata.keyterm:

   Then type in the following in the box directly after the indexed field name (do not add a space between the field name and the search term – see example further below):

   ("work integrated learning" AND employability)

   - The brackets are used to group the two search terms under the keywords field
   - The quotation marks indicate the words work integrated learning is a phrase
   - AND is used between the two search terms because we want to find items that include both these terms.
2. Type in **AND** then select the **Geographic subject** field from the query builder drop-down list and click ‘Add’. The following indexed field name will appear in the box: 
**tm_metadata.geographicsubjects:**

Then type in: *(australia OR "new zealand")*

- This time we use **OR** between the search terms because we want items that have either Australia or New Zealand in the Geographic subject field.

3. Type in **AND** then select the **Resource type** field from the query builder drop-down list and click ‘Add’. The following indexed field name will appear in the box:
**tm_metadata.resourcetype:**

Type in: *article*
4. Type in **AND** then select **Year published** from the query builder drop-down list and click ‘**Add**’. The following indexed field name will appear in the box: **sm_metadata.yearpublished**:

Then type in the:

[2009 2019]

- Square brackets are used for an inclusive date range. **Note**: a space or the word TO (upper case) between the dates is required (see example below)
- **Note**: use round brackets instead of square if you require items published in specific years rather than a range of years.

5. Click the **search** button to execute the search.

**Good to know**: If the results of your expert search don’t look right, check your search string and make sure there are no missing or extra brackets, punctuation or BOOLEAN operators.

**Tip**: Do not copy and paste quotation marks in the search box - quotation marks with serifs don’t work i.e. they should look like “ ” and not “ ”
### Indexed fields

VOCEDplus indexed fields are the searchable fields in the VOCDplus database. They may be a single field or formed by combining two or more fields. The table below explains how each of the indexed fields available in the VOCDplus expert search query builder behave when used in a search:

<table>
<thead>
<tr>
<th>Query builder field labels</th>
<th>VOCDplus indexed fields labels</th>
<th>What will be searched</th>
</tr>
</thead>
<tbody>
<tr>
<td>All fields</td>
<td>text:</td>
<td>All fields in VOCDplus records and the full text of document if available</td>
</tr>
<tr>
<td>Abstract</td>
<td>tm_metadata.abstract:</td>
<td>The abstract provided in VOCDplus records</td>
</tr>
<tr>
<td>Authors (All)</td>
<td>all_creators:</td>
<td>Both personal and corporate author fields</td>
</tr>
<tr>
<td>Authors Corporate</td>
<td>all_corpauthors:</td>
<td>Only corporate author fields</td>
</tr>
<tr>
<td>Authors (Personal)</td>
<td>all_authors:</td>
<td>Only personal author fields</td>
</tr>
<tr>
<td>Conference</td>
<td>tm_conferencename:</td>
<td>The field in which the name of a conference is entered if the item is related to a conference.</td>
</tr>
<tr>
<td>Geographic subject</td>
<td>tm_metadata.geographicsubjects:</td>
<td>The field in which the geographic subjects are entered</td>
</tr>
<tr>
<td>Journal title</td>
<td>tm_metadata.jnltitle:</td>
<td>The field in which the title of a journal is entered when the item in VOCDplus is from a journal</td>
</tr>
<tr>
<td>Keywords</td>
<td>tm_metadata.keyterm:</td>
<td>The keywords field – see the Guide to subjects and keywords for more information</td>
</tr>
<tr>
<td>Publisher</td>
<td>tm_metadata.publisher:</td>
<td>The field in which the name of the organisation that published the item is entered</td>
</tr>
<tr>
<td>Resource type</td>
<td>tm_metadata.resourcetype:</td>
<td>The field which indicates what type of resource an item is</td>
</tr>
<tr>
<td>Series</td>
<td>tm_metadata.seriesname:</td>
<td>The field in which the name of the series is entered if the item is part of a series of publications</td>
</tr>
<tr>
<td>Subject</td>
<td>tm_metadata.subject:</td>
<td>The subjects field – see the Guide to subjects and keywords for more information</td>
</tr>
<tr>
<td>Title (All)</td>
<td>all_titles:</td>
<td>Includes the following title fields in VOCDplus records – the title of the item, the title of a journal if the item is a journal article, the title of the book if the item is a book chapter</td>
</tr>
<tr>
<td>Title (Main)</td>
<td>tm_metadata.title:</td>
<td>The field in which the title of an item is entered</td>
</tr>
<tr>
<td>Year published</td>
<td>sm_metadata.yearpublished:</td>
<td>The field in which the year an item was published is recorded.</td>
</tr>
</tbody>
</table>
## Search operators

### AND
Use **AND** to find items that contain all search terms

**Examples**
- To find all items that contain both youth and employment in the subject field, enter:  
  `tm_metadata.subject:(youth AND employment)`
- To find all items that contain STEM in both the abstract and title fields, enter:  
  `tm_metadata.abstract:stem AND tm_metadata.title:stem`

### OR
Use **OR** to find items that contain at least one of the search terms

**Examples**
- To find all items that contain either apprentice OR trainee in the keyword field, enter:  
  `tm_metadata.keyterm:(apprentice OR trainee)`
- To find all items that contain STEM in either the abstract or title field, enter:  
  `tm_metadata.abstract:stem OR tm_metadata.title:stem`

### NOT
Use **NOT** to exclude terms

**Examples**
- To find all items that contain apprentice but not trainee in the keyword field, enter:  
  `tm_metadata.keyterm:(apprentice NOT trainee)`
- To find all items that contain apprenticeship in the subject field but not Australia in the geographic subject field, enter:  
  `tm_metadata.subject:apprenticeship NOT tm_metadata.geographicsubjects:australia`

**" "** Use double quotation marks " " to search for words as a phrase

**Example**
- To find all items that contain competency based training in the abstract field, enter:  
  `tm_metadata.abstract:"competency based training"`

**()** Use round brackets ( ) to search for multiple terms within the same field

**Example**
- To search for apprentice and trainee in the keyword field, enclose apprentice and trainee in brackets  
  `tm_metadata.keyterm:(apprentice AND trainee)`

Round brackets are also used to search for items published in specific year(s)

**Example**
- To find items published in 2010 and 2015, enter:  
  `sm_metadata.yearpublished:(2010 2015)` - a space is required between dates

**[]** Use square brackets [ ] to search for date ranges.

**Example**
- To find items published between 2010 and 2015, enter:  
  `sm_metadata.yearpublished:[2010 2015]` - a space is required between dates
Browse options

Browsing is another way to find information in VOCEDplus. VOCEDplus offers several different browse options to provide quick access to items in VOCEDplus.

You can browse by:

**New titles**: view new items added to VOCEDplus. Drop-down boxes allow the options of viewing items added within the last 24 hours, 7 days or 30 days, and the display of 20, 50, 100, 150, 200 or ‘All’ results. By default, the last 20 results in the last 30 days are displayed:
**Titles:** view an alphabetical list of all titles in VOCEDplus. Each title is hyperlinked to its full record. Select the 'Starting with' letter and start typing your search in the Filter box. Results will appear as you type and the search term in the filter can appear anywhere in the title:

![Browse by title](image)

**Authors:** view an alphabetical list of all authors in VOCEDplus. Each author's name is hyperlinked to all items in VOCEDplus by that author. Select the 'Starting with' letter and start typing your search (surname of the author) in the Filter box. Results will appear as you type:

![Browse by author](image)
**Subjects**: access all items in VOCEDplus by subject. Here you can browse and search the 52 broad topics covered in VOCEDplus. Each subject heading is hyperlinked to all items in VOCEDplus by that subject.

**Keywords**: access all items in VOCEDplus by keywords. Here you can browse and search for (using the ‘Filter’ box) the 627 keywords or narrower terms that sit under the subjects. Each keyword heading is hyperlinked to all items in VOCEDplus by that keyword.

**Journals**: an alphabetical list of all the key journals indexed in VOCEDplus. Each journal title is hyperlinked to its full record. The full record page for the journal includes a link to all articles from that journal.