SUMMON™ - Your quick guide

Launch from Library homepage (http://www.bradford.ac.uk/library) or visit http://bradford.summon.serialssolutions.com

Start your search

Search by entering keywords into the search box.

Filter your search

- Filter your search results using the options in the left hand menu under Refine your search.
- Popular choices for filtering search results are the Scholarly & Peer-Review or Content type. You can select content types like journal articles, books etc.
- Publication Date can also be changed using the slider or you can choose a date range by using the date boxes. Pre-canned year ranges are also available.
- Clicking on More options for Subject Terms produces a pop-up box of relevant terms which you can use to make your search more specific.
- Click on the options right under Refine your search to limit your results.
- Hover over content types and subject terms and click on the cross icons to exclude them from your results. Click on Apply to update your results.

- Exclude subject terms from your search by clicking on the cross symbols.

Use the pen button to allow for multiple selections from the menus.

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View, cite, email, print, save and export to EndNote

- Results are saved into a temporary folder.
- Click on the **Saved items** icon on the top right of the page to view saved records.
- Saved items are cleared when you leave Summon.
- Go to **Saved items** to format, export to EndNote, email or print your saved search results. You will have several formatting options.
Search tips

A successful search depends on the keywords you use.

- What are the keywords in your assignment? What keywords relate to your topic?
- Use a dictionary or thesaurus to find related terms.
- Include searches for people, places and organisations related to your topic.
- Use both acronyms and full names.
- Think around your topic to expand on keywords. E.g. computing, information technology, ICT, etc.
- Identify synonyms, e.g. luggage/baggage and garbage/rubbish.
- Keep revising your searches. Use the Refine your search options in Summon to suggest types of content, specific subject terms and publication dates.

Phrase searching and wild cards

Use double quotation marks “” around a phrase, you will be searching for the exact words in that order without any changes. For instance, enter “occupational therapy” to find items about occupational therapy.

Use the asterisk (*) to truncate words to include variations of a term. For example, psyc* will find results including psychology, psychological, psychic, psychiatry etc.

Related searches

Summon suggests related searches for you. Scroll down on your search results page to view suggested alternative searches.

Don't see what you're looking for? Try one of these searches:

- nursing research
- nursing diagnosis
- nursing care plan
- nursing ethics
- nursing communication
- nursing standard
- nursing process
- nursing assessment

Or try including sources outside of this library's collection

Advanced searches

Use the advanced search option for more specific searches.
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Search for specific journal articles from reading lists or bibliographies by entering details in the appropriate search boxes. For instance, an article by Smith on Economics in the Business Review.

Look for articles on a certain topic in a specific journal title by entering the keywords along with the journal title. For instance, articles on yoga in the Obesity, Fitness and Wellness Week published since 2012.

Refining your search by adding results outside the University of Bradford collection will provide references for items that are not immediately available online.
Off-campus users

On arrival to the Summon search page, off-campus users will see a prompt to log in to see extended content. Logging in at this point is not required but will expose all Bradford subscriptions to the user and avoid having to log in to individual eBooks and eJournals at a later stage.

Is there a library catalogue?

Our catalogue can still be used on its own. Visit the library homepage and click on the Catalogue link to revert to searching library book and journal holdings. Alternatively, visit http://catalogue.brad.ac.uk.

Further help

Summon offers its own Help and Feedback options. However, you can also contact your Subject Librarian (http://www.bradford.ac.uk/library/about-us/subject-librarians) for further Summon help.