

Guide to LexisNexis Academic Universe

Overview

LexisNexis Academic Universe is a comprehensive source for news, business, legal, and medical information, with full text and abstracts. Newspapers are updated several times daily and wire services are updated hourly. The information contained in **Help** pages and on-screen help on search pages is quite extensive. This guide summarizes the information available online.

Note: In Fall 2007, the interface of LexisNexis Academic Universe will be changing.

Includes:

News—General News, Today's News, U.S. News, World News, News Wires, News Transcripts, Arts & Sports News, Non-English Language News, Business News, Legal News, University News, and Medical News

Business—Business News, Industry News, Accounting Journals and Literature, Company Financial Reports, Company Profiles, Company Comparisons, SEC Filings and Reports, Industry and Market Directories

Legal Research—Legal News, Law Reviews, Federal and State Legal Cases, Supreme Court Case Citations, Federal Case Law, State Case Law, Area of Law by Topic, Federal Code, Federal Regulations, State Codes, Tax Law, Canadian Legislative Materials, Canadian Statutes and Regulations, EU Law, Commonwealth and Foreign Nations Case Law/Reports/Treaties/International Agreements, Patents, Patent Nos. by Classification, Manual of Patent Classification, Martindale-Hubbell Law Directory Listings, Law School Directory (includes profiles of law schools)

Medical—News, Journals, Abstracts (Medline)

Reference—Biographical Information, Country Profiles, Poll & Surveys, Quotations, State Profiles, World Almanac

Quick News Search Tips

1. Enter phrases in quotation marks.
2. Do not use Boolean connectors or wild card characters.
3. Quick News Search is an "or" search, so the more search terms you enter the more results you will get.

Guided News Search

Click on the **Guided News Search** tab to use advanced search features. You use a drop-down list to specify that your search terms appear in certain segments or portions of the document such as the headline or author name. You can select connectors (see below) to combine search terms. You can also use Focus and Edit Search to refine your search query after you have looked at the documents list.

Boolean Searching and Connectors

Connectors are characters that establish logical relationships between words and concepts. Multiple connectors can be used in one search request. When two or more of the same connectors are used in a search, they operate left to right. The following is a list of all connectors in their order of priority:

Connector	Definition	Example (s)
OR	Links synonyms and alternative spellings	doctor or physician email or "electronic mail"
w/n (also NOT w/n)	Links search words and phrases to create concepts. The letter n stands for a number from 1 to 255. W/n does not specify a word order. NOT w/n finds documents where the search terms do NOT occur within the number of words you choose.	doctor w/5 malpractice finds doctor within five or fewer words of malpractice regardless of which word appears first. nuclear NOT w/10 weapon finds nuclear, but eliminates results where weapon is within 10 words of nuclear.
w/p	Looks for documents with search words in the same paragraph.	doctor w/p malpractice finds doctor in the same paragraph as malpractice
w/s	Looks for documents with search words in the same sentence.	doctor w/s malpractice finds doctor in the same sentence as malpractice
AND	Links words or phrases that must both appear anywhere in the same document, no matter how close or far apart.	doctor AND malpractice finds both doctor and malpractice anywhere in the same document
PRE/n	Requires both words to appear in the document, the first word must precede the second word by n words. Use this connector when a different word order would change the meaning.	southwest PRE/2 air or airline finds Southwest Air or Southwest Airlines
AND NOT	Excludes documents that contain the word or phrase following it. Note: Use this connector with caution as it can exclude relevant documents.	doctor and not malpractice finds the word doctor anywhere in the document, but the word malpractice cannot appear anywhere in the same document

Searching Tips

⇒ *Searching Company Names*

When searching for documents about a company, include all variations of the company name (Example: **International Business Machines or IBM or I.B.M. or I B M**). LexisNexis Academic automatically searches for some words and abbreviations that are equivalents (Example: Co. and Company).

⇒ *Searching Names of People*

When searching for names of people, use the **w/3** connector to join a person's first name and last name. The **w/3** connector finds the first name within three or fewer words of the last name (Example: **bill or william w/3 clinton**). This technique allows for middle initials, surnames, or the last name to appear either before or after the first name.

⇒ **Using Parentheses to Group Concepts**

(bill w/3 clinton) or (george w/3 bush) will find documents about Bill Clinton or George Bush. **Bill w/3 clinton or george w/3 bush** will not. The parentheses override the normal priority of the connectors, allowing each concept to be resolved separately.

⇒ **Replacing "Noise Words" and "Reserved Words" with a Space**

Certain common words--called "noise words"--cannot be searched in LexisNexis Academic. The most common noise words include: **the, and, of, his, my, when, there, is, are, so, or, it**. Also, avoid using "reserved words" --words used as connectors (e.g., **AND, OR**). Replace noise words and reserved words with a space when entering your search.

⇒ **Specifying Capitalization**

Lexis-Nexis Academic is not case sensitive. There may be times when you want to specify capitalization such as in the following examples.

Command	Definition	Example
caps	word (s) must have one or more capital letters	caps (Apple) To require that the word Apple appear with one or more capital letters.
nocaps	word (s) must have no capital letters	no caps (law) To require that the word law appears without any capital letters.
allcaps	word (s) must have all capital letters	all caps (AIDS) To require that the word AIDS appears in all capital letters.

⇒ **Specifying Plurals and Singulars**

Lexis-Nexis Academic automatically searches singular, regular plural and plural possessive endings for search words. For example, a search for **company** will find **company, companies, and company's**. However, if you use a noun with an irregular plural ending, you will not automatically get the plurals and plural possessive. Use the OR connector to search for both singular and plural forms of a word (Example: **child or children**).

There may be times when you want only the plural or singular form of a word. Use the **plural** or **singular** command to specify a word's form.

Command	Definition	Example
singular	Specify word as singular	singular (william) To find only the word William
plural	Specify word as plural	plural (williams) To find only the word Williams

⇒ **Using Special Characters / Wildcards**

The asterisk (*) and the exclamation mark (!) are special characters or "wildcards." Use the asterisk (*) to replace a letter or letters in a word. You can use more than one asterisk and use it anywhere except as the first letter. Example: **wom*n** (finds woman and women). Use the exclamation mark (!) to replace an infinite number of letters following a word root. You can use only one exclamation mark in a

word and it must be at the end of the word root. Examples: **acqui!** (finds variations of the word acquire—acquired, acquiring, acquisition).

⇒ **Specifying a Date**

Use the **Date** field to expand or narrow your search to a specific time frame. The field will search the date the selected source was published, filed, or recorded. The **Date** field allows you to do one of the following:

- ⇒ Select from a drop-down list that may include the following options (e.g., Today, Previous Week, Previous Month, Previous Year, etc.)
- ⇒ Specify a date range by entering dates in the **From** and **To** fields. Date formats are supported if they are in the **mm/dd/yr** (05/19/2000 or 5/19/00 or May 19, 2000) format. You can also search for just the **mm/yr** (5/00) or just the four-digit year (2000).

⇒ **Specifying or Limiting by Source**

In **Guided News Search** mode, you can specify source by clicking on **Source List** link and checking the sources you want to search. You can find information about sources by clicking on the **Sources** link. You can search for a title or browse an alphabetical list. When you find the source you want, you can view coverage information by clicking **About This Title** and go to appropriate search form by clicking **Search This Title**.

Displaying, Emailing, and Printing or Saving Search Results

⇒ **Displaying Search Results**

There are four display formats. Click on the tab corresponding to one of these to choose a format.

Display Format	Definition
Document List	Displays basic information, in a numbered list, about the documents in your search results.
Expanded List	Displays a numbered list with each search word in context surrounded by approximately five words.
Full	Displays the complete text of the documents in your search results.
KWIC	Displays documents in the “Key Words In Context” format showing each of your search terms surrounded by a window of text.

⇒ **Emailing Search Results Steps**

1. Click **E-Mail** button. The E-Mail page displays.
2. If applicable: Click the button next to either **All Citations from my current search** or **Just These Citations**. If you select **Just These Citations**, then enter your document numbers in the text box (e.g., 1, 5-7, etc.).
3. Enter an email address in the **Email this document to this e-mail address** text box.
4. Click the **E-mail** button to send your email.

To email multiple documents, in the **Document List** or **Expanded List** format:

1. Click the white box next to each document you want to email to add a checkmark or click the **Select all citations** link to add a checkmark to all documents.
2. Do step 1 above.

3. In step 2 above, you will have additional option, **All checked citations**. Follow steps 3 and 4 above.

⇒ **Printing or Saving Search Results Steps**

1. Click **Print/Save Options**. The Print/Save page displays.
2. If appropriate: click the button next to either **All Citations** or **Just These Citations**. If you select **Just These Citations**, then enter the document numbers in the text box (e.g., 1, 5-7, etc.).
3. If appropriate: select the format you want from the **Format of Results** drop-down list.
4. Click **Display Document**.
5. Use your browser's print or save commands.

Special Help Features

In **Help** pages you will find the following:

- ⇒ **Citing References from LexisNexis Academic Universe** explaining how to cite sources using MLA and APA styles (under "Related Links" on the help page – see "Citing References")
- ⇒ **Researching Basics** which provides information about writing a paper, company research, industry research and legal research (under "Related Links" on the help page – see "Research 101")
- ⇒ **Troubleshooting and Error Messages** which is a kind of FAQ with answers to how to find specific kinds of information.

Practice Questions

1. Find articles from today's newspapers about U.S. immigration.
2. Find reviews of the movie trilogy *The Lord of the Rings*. (The movies in the series are *The Fellowship of the Ring*, *The Two Towers*, and *The Return of the King*). Find reviews that compare the movies, not just review one of them.

3. Find this newspaper article:

McCabe, Jim. **UFOs** Sighted at Rhode Island CC. *The Boston Globe*. June 22, 2006

4. Find financial information for Microsoft Corporation in Redmond, WA.
5. Find information about the Supreme Court case *Brown v. Board of Education*. (Hint: Search Law Reviews.)
6. Find information about the *Family and Medical Leave Act*. (Hint: Search Federal Code.)