



Advanced Searching with Summon

This guide will help you if you are searching for articles on a topic, if you already have details of an article please go to [‘Finding journal articles in the Online Library’](#)

If you have not used Summon before you will find it more helpful to look at the [interactive Summon Quick start guide](#)

1. Before you begin your search

Our Summon search is powerful and easy to use; therefore even with minimum planning it is likely you will find useful results. After you have done your initial search you can use tools within Summon to improve it (see section 2 of this guide.) However you will save time if you think carefully about what you want to know before you begin your search.

Write down some words or phrases as they may help you to define what information you need. The words and phrases are referred to as ‘keywords’ which are what you are going to use to search Summon. The articles will have keywords assigned to them by experts, so if you choose the right words you will find the information you want.

- If you **use very general keywords** you will retrieve a lot of articles but many could be irrelevant, if you use precise terms you get fewer articles but they will be related to your search.

Example: ‘Teaching’ is a very **general** keyword that could describe information about becoming a teacher, different teaching methods and how to be an effective teacher. If you type ‘Teaching’ into Summon you would retrieve a large number of results. To make the search more **precise** you would need to think about what exactly you wanted to find out about teaching, if you wanted to know about different ways of teaching you would use the more precise term ‘Teaching Methods.’

- Once you have your list of keywords it is a good idea to **think of some alternative words** that could be used to describe your ideas. You could consider:

Differences in spelling UK/US eg behaviour / behavior

Single and plural versions of words eg woman/Women

Relevant abbreviations and acronyms, eg EU or EEC for European Union

Technical terms and jargon, eg Hansard for Parliamentary Debates

Alternative usage and vocabulary, eg narcotics / drugs, Changes in terminology, eg Native Americans / Red Indians, Eskimos / Inuits

Synonyms – words which have the same or similar meaning to your search terms. **Eg** for Online Shopping use Electronic Commerce

Narrowing Searches

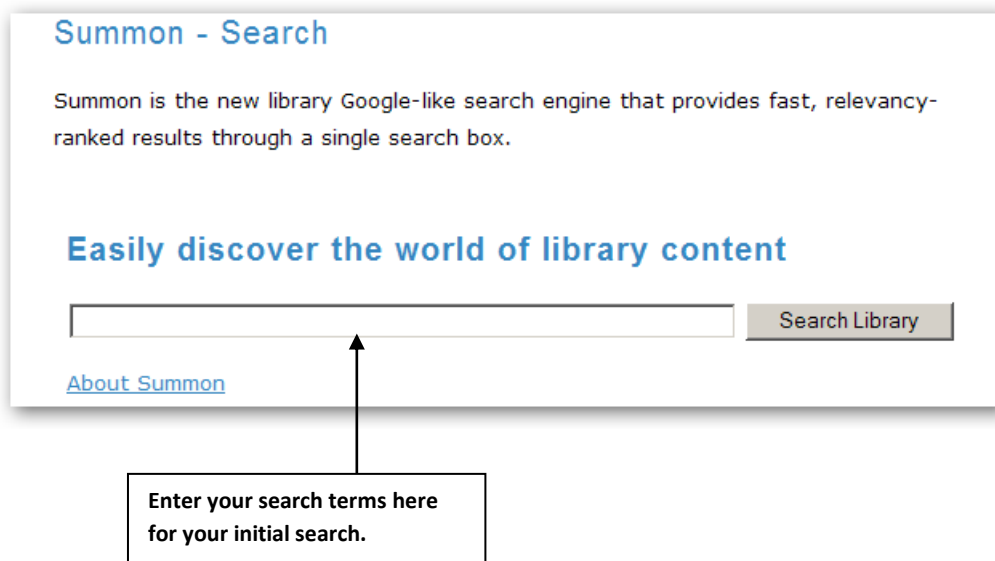
Phrase Searching- Put quotation marks around the words in your search to find where your search terms appear next to each other. For example “adult education” would find articles where this exact phrase appeared, whereas typing adult education is a less narrow search as it would find all articles with the word adult and the word education in.

Use the word NOT- You can exclude words from a Summon search by using the word ‘NOT’. If you were interested in the education of people in secondary school and beyond you would use this search- Education NOT primary

Broadening searches

If your search returns few or irrelevant records you might have more success if you can think of alternative search terms. To search for records that contain one or more of your search terms, link them together with the word **OR**.

Self-esteem **OR** self-confidence **AND** learning- This is a search to find articles on whether self confidence affects the ability to learn, self esteem is added as an alternative word for self-confidence so more results will be found.



The image shows a screenshot of the Summon Search interface. At the top, it says "Summon - Search". Below that, a description reads: "Summon is the new library Google-like search engine that provides fast, relevancy-ranked results through a single search box." Underneath is the heading "Easily discover the world of library content". There is a search input field and a "Search Library" button. A blue link "About Summon" is at the bottom left. An annotation box with the text "Enter your search terms here for your initial search." has an arrow pointing to the search input field.

Summon - Search

Summon is the new library Google-like search engine that provides fast, relevancy-ranked results through a single search box.

Easily discover the world of library content

Search Library

[About Summon](#)

Enter your search terms here for your initial search.

Once you have performed your search you will be shown your search results. It is likely that a large number of results will be retrieved; the next part of the guide will show you how to make your search more relevant and give you a more manageable set of results.

2. Using the 'Refine Your Search' menu

The number of results

Search Results: Your search for "adult education" returned 65,059 results

Refine your search

- ☐ Items with full text online
- ☐ Limit to articles from scholarly publications, including peer-review
- ☐ Exclude Newspaper Articles
- ☐ Add results beyond your library's collection

Content Type

- ☒ Any
- ☐ Journal Article (35,151)
- ☐ Report (8,412)
- ☐ Publication (7,680)
- ☐ Newspaper Article (5,242)
- ☐ eBook (1,251)
- ☐ Book (566)
- [more options](#)

Recommendation: We found one or more specialized collections that might help you.

- ERIC - Online digital library of education research and information

Adult education

Author: Danzig, Christopher
InsideCounsel ISSN: 1930-6393 Date: 08/2009 Start Page: 16
Subjects: Adult education
Content Type: Journal Article
Availability: Full Text Online

Adult Education

Author: Rismark, Marit and Sitter, Silje
Scandinavian Journal of Educational Research Vol: 47 Issue: 5 ISSN: 0031-3831 Date: 11/2003
Pages: 495 - 510
Content Type: Journal Article
Availability: Full Text Online

Click the magnifying glass icon to view an abstract of the article.

Narrow your search with this menu

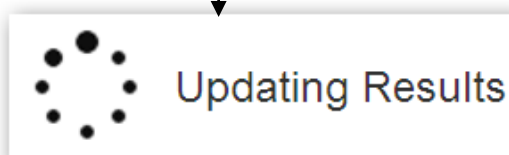
As you can see this search on "adult education" has retrieved a large number of results. To judge whether the article is relevant to your search you can view an abstract by clicking on the magnifying glass icon. To reduce the number of results and increase the relevance of your search use the left hand menu.

The 'Refine your Search' menu – This is on the left hand side of the Summon search page.

Refine your search

- ☐ Items with full text online
- ☒ Limit to articles from scholarly publications, including peer-review
- ☐ Exclude Newspaper Articles
- ☐ Add results beyond your library's collection

Click in the boxes to refine the search. You can check as many boxes as you want but you will need to allow the page to refresh each time you make a selection



To find reliable sources click **'Limit to articles from scholarly publications, including peer-review'**, to ensure items are in the Online Library click on **'Items with full text online.'**

Remember to tick the 'Keep search refinements' button to save your changes.

"adult education" [Search Library](#)

☒ Keep search refinements ☐ New search

▼ **Content Type**

☒ Any

☐ Journal Article (22,468)

☐ Book Review (18)

[more options](#)

Content Type

This shows you how many different types of material have been found for your search. The search in this screenshot has only retrieved journal articles and book reviews. Some searches will retrieve a greater variety of sources, select 'More options' to view them and also to exclude resources from the search, for instance you may want to exclude book reviews.

Content Type ✕

[Include](#) [Exclude](#) Sort by: (#) A-Z

<input type="checkbox"/>	<input type="checkbox"/>	Content Type
<input type="checkbox"/>	<input type="checkbox"/>	Journal Article (22,468)
<input type="checkbox"/>	<input type="checkbox"/>	Book Review (18)

▼ **Subject Terms**

☒ Any

☐ adult education (2,066)

☐ education & educational research (1,646)

☐ education (1,576)

☐ studies (1,436)

☐ experimental/theoretical (886)

☐ learning (806)

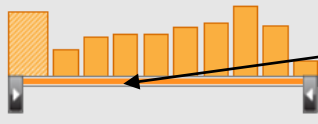
[more options](#)

Subject Terms

Narrow down your topic further by selecting subject terms. Once again you can use the 'more options' to view other subject terms and to exclude terms from your search.

▼ **Publication Date**

2005 to present




1 Jan 2005 to

[Update](#) [Clear](#)

Publication Date

Use the slider to change the publication date or select your date using the drop down menu. Leave the 'to' fields blank to search for the most recent information.

3. The Advanced Search Screen in Summon

 [Search Library](#) [Advanced Search](#) [Help](#) [About](#) [Feedback](#)

☐ Keep search refinements ☒ New search

Summon also has an advanced search screen, you can reach this screen at the top of the Summon results page once you have performed a search. The advanced search screen allows you to perform particular types of searches which you cannot do in the initial search screen. Below are some screenshots of the searches you can do.

The Advanced Search Screen

Finding articles by author about a topic

The screenshot shows the Summon Advanced Search interface. A red box highlights the 'With these terms' field containing 'adult education' and the 'Written/created by' field containing 'Joseph Lee'. A blue box highlights the 'Search' button. Arrows point from text boxes to these elements.

With these **terms**: [Basic Search](#)

Written/created by:
e.g. Fitzgerald

With these words in the **title**:
e.g. The Great Gatsby

ISBN:

From this **publication**:
e.g. Journal Of Endocrinology

Volume: and **Issue**:

Dates published from: to

Show with this **format**:

Show Only: ☒ Items with full text online
☒ Scholarly materials, including peer-reviewed
☐ Items in the library catalog (mostly print and physical material)

Exclude from results: ☐ Newspaper articles
☐ Book reviews
☐ Dissertations

Expand your results: ☐ Include results from outside your library's collection

[Reset Form](#) [Clear Form](#) [Cancel](#)

This search would find all articles about education by the author Joseph Lee.

Click to perform your search.

Finding articles on a topic in a particular journal

With these **terms**: [Basic Search](#)

Written/created by:
e.g. Fitzgerald

With these words in the **title**:
e.g. The Great Gatsby

ISBN:

From this **publication**:
e.g. Journal Of Endocrinology

This search would find all articles on the topic of 'self-esteem and learning' in the publication 'Journal of Philosophy of Education.'

You could also use the advanced search screen if you had incomplete information about an article (for instance you might know the year of publication, the author and the journal title but not the title of the article.)

Further help can be clicking on the Summon help menu or by contacting the library team.

ULRS [Search Library](#) [Advanced Search](#)

☐ Keep search refinements ☒ New search

[Help](#) [About](#) [Feedback](#)

Enquiry Form <http://www.external.shl.lon.ac.uk/help/enquiries/index.php>

Email address OnlineLibrary@shl.lon.ac.uk

Phone number 020 7862 8478