

## Quick Guide to Searching and Referencing Articles

### Searching for Articles

- Boolean logic
  - Used to narrow/expand search parameters
  - Typically include AND, OR, NOT and other operators
    - AND
      - Must be in all caps
      - Used to narrow a search by looking for both words in a document
    - OR
      - Must be in all caps
      - Used to expand a search by looking for either words in a document
    - NOT
      - Must be in all caps
      - Use with caution
      - Used to narrow a search by completely excluding a word
        - If this word appears anywhere in the document, it will not come up in your search
      - Not recognized by Google/Google Scholar
        - Instead, place a minus sign directly in front of the word you wish to eliminate
    - Nesting
      - Use parentheses to group search items, otherwise it just goes left to right
      - Ex: ankle AND sprain OR injury AND balance OR postural control yields much less useful results than ankle AND (sprain OR injury) AND (balance OR postural control)
    - Perfect match
      - Placing words or a phrase in quotation marks searches for an exact match
      - Ex: dynamic systems theory looks for any of those words anywhere in a document, but “dynamic systems theory” looks for that exact phrase
  - Google/Google Scholar supports a synonym search as well
    - This can be done by placing a tilde (~) in front of the word
  - Google’s algorithm prioritizes search results based on words in your search from left to right
    - A search for a new appliance might be purple monkey dishwasher and will give you results prioritized by the words purple, then monkey, then dishwasher
    - Since you’re looking for an appliance, instead try using the search dishwasher purple monkey, which will now cause the dishwasher results to float to the top

### Automatic Updates

- PubMed offers a free account through NCBI that has a lot of useful features, including automatic search updates
- If you want to stay apprised on a topic or just current issues of journals, you can have this emailed directly to you

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- Create a My NCBI account on PubMed
  - Run a search for whatever you want
    - Ex: “Journal of athletic training”[Journal]
  - On the results screen, click create alert
    - Located just under the search bar
    - This directs you to a saved search page
  - Select yes for email updates
  - Choose your preferred delivery schedule (weekly, monthly, etc.)
  - Choose the display option (summary report, abstract, etc.)
  - Click save
- Once you have saved a search and selected email updates, you will begin receiving emails with any new updates on your search
  - For a journal search, this includes any new articles published since your last update

### Reference Management (Zotero)

- Reference management software allows you to store citations as well as generate in-text citations and bibliographies
- Zotero is a free program that has plugins for both Word and Chrome
  - It also offers cloud-based support so you can sync your references and access them on any computer that has the Zotero app
- Go to <https://www.zotero.org/> to download the program
- The Chrome extension allows you to automatically add references (websites and digital articles) by clicking a button
  - <https://chrome.google.com/webstore/detail/zotero-connector/ekhagklcjbdpaigpjgmbionohlpdbjgc?hl=en>
  - Any computer that has the Chrome extension installed will automatically have a Zotero tab in Google Docs as well
- The Word plugin should automatically be installed with the main program and will appear as a tab when you open Word
  - If this does not happen, you may need to manually install the plugin <https://chrome.google.com/webstore/detail/zotero-connector/ekhagklcjbdpaigpjgmbionohlpdbjgc?hl=en>
- Although you can select a preferred reference style when you open Zotero the first time, you have the option to select your style each time you start referencing in a word document
  - This allows you to move between common styles like APA and AMA in different papers without much hassle
- Setting keybinds for Word
  - To add a reference in text or add/update your bibliography in Word, you need to go to the Zotero tab and click the appropriate button
  - Alternatively, you can create a keyboard shortcut to save time while writing
  - To create a keybind in Word
    - [https://www.zotero.org/support/word\\_processor\\_plugin\\_shortcuts](https://www.zotero.org/support/word_processor_plugin_shortcuts)
  - Try using a simple combination like ctrl + 7 for example