

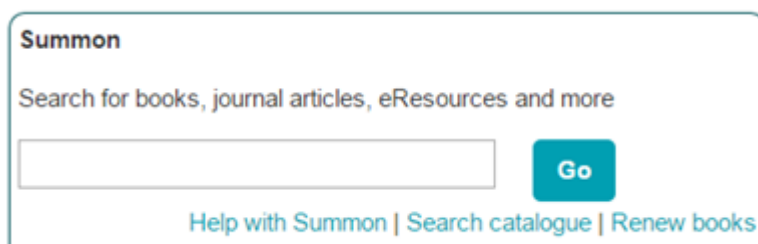
# SUMMON™ - Your quick guide



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

## Start your search

Search by entering keywords into the search box.



Summon

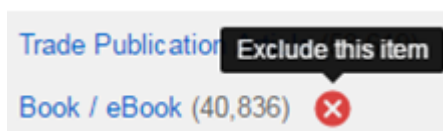
Search for books, journal articles, eResources and more

Go


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## 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.

The screenshot shows the Summon search interface with several filter panels:

- REFINE YOUR SEARCH:** Includes links for Full Text Online, Scholarly & Peer-Review, Peer-Review, and Library Catalogue.
- CONTENT TYPE:** Lists categories with counts: Journal Article (1,033,039), Newspaper Article (173,994), Magazine Article (145,266), Trade Publication Article (58,619), and Book / eBook (40,836).
- PUBLICATION DATE:** Features a date range slider and buttons for 'from' and 'to' with calendar icons. Below are preset filters: Last 12 Months, Last 3 years, and Last 5 years.
- SUBJECT TERMS:** Lists terms with counts: studies (127,454), research (90,383), article (88,799), medicine & public health (74,220), and humans (69,908).

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

This screenshot shows a search result for 'Economics' by Schnitzler, M. A.; Valapour, M.; Skeans, M. A. The article is from the American Journal of Transplantation, 01/2016, Volume 16. The abstract discusses Medicare expenditure on solid organ transplants. A 'Preview' button is visible below the article title. To the right of the article, there are icons for citation, email, save, and a more options menu. Two callout boxes provide instructions:

- Callout 1:** 'Choose Preview to read more about the item. Click on the title to access the full text.' An arrow points from this box to the 'Preview' button.
- Callout 2:** 'Click these buttons to cite the item, email or save it. The more options button lets you export to EndNote.' An arrow points from this box to the citation, email, save, and more options icons.

- 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.



This screenshot shows the 'Export To' dropdown menu in the Summon interface. The menu is open, showing several formatting options: 'As shown on search results', 'APA (American Psychological Assoc.)', 'AMA (American Medical Assoc.)', 'MLA (Modern Language Association)', and 'Uniform'. A callout box explains: 'Open the drop-down menu and highlight your preferred formatting option. The default is the 'as shown on search results' style.' An arrow points from the callout box to the 'As shown on search results' option in the dropdown menu.

## 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, psych\* 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:

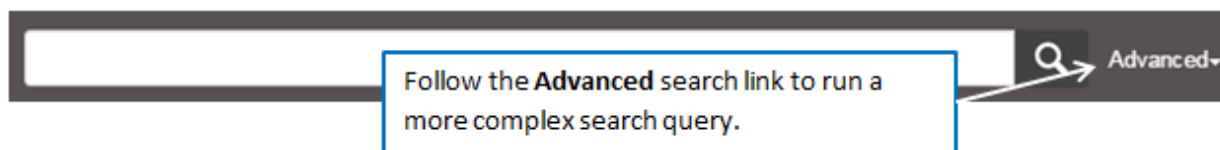
[nursing research](#)  
[nursing diagnosis](#)  
[nursing care plan](#)  
[nursing ethics](#)

[nursing communication](#)  
[nursing standard](#)  
[nursing process](#)  
[nursing assessment](#)

Or try [including sources outside of this library's collection](#)

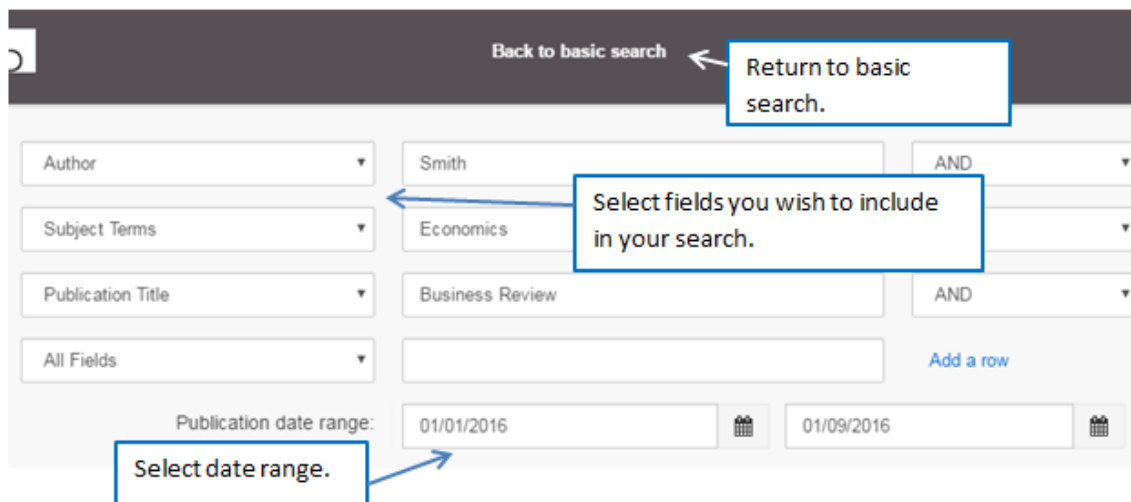
## Advanced searches

Use the advanced search option for more specific searches.



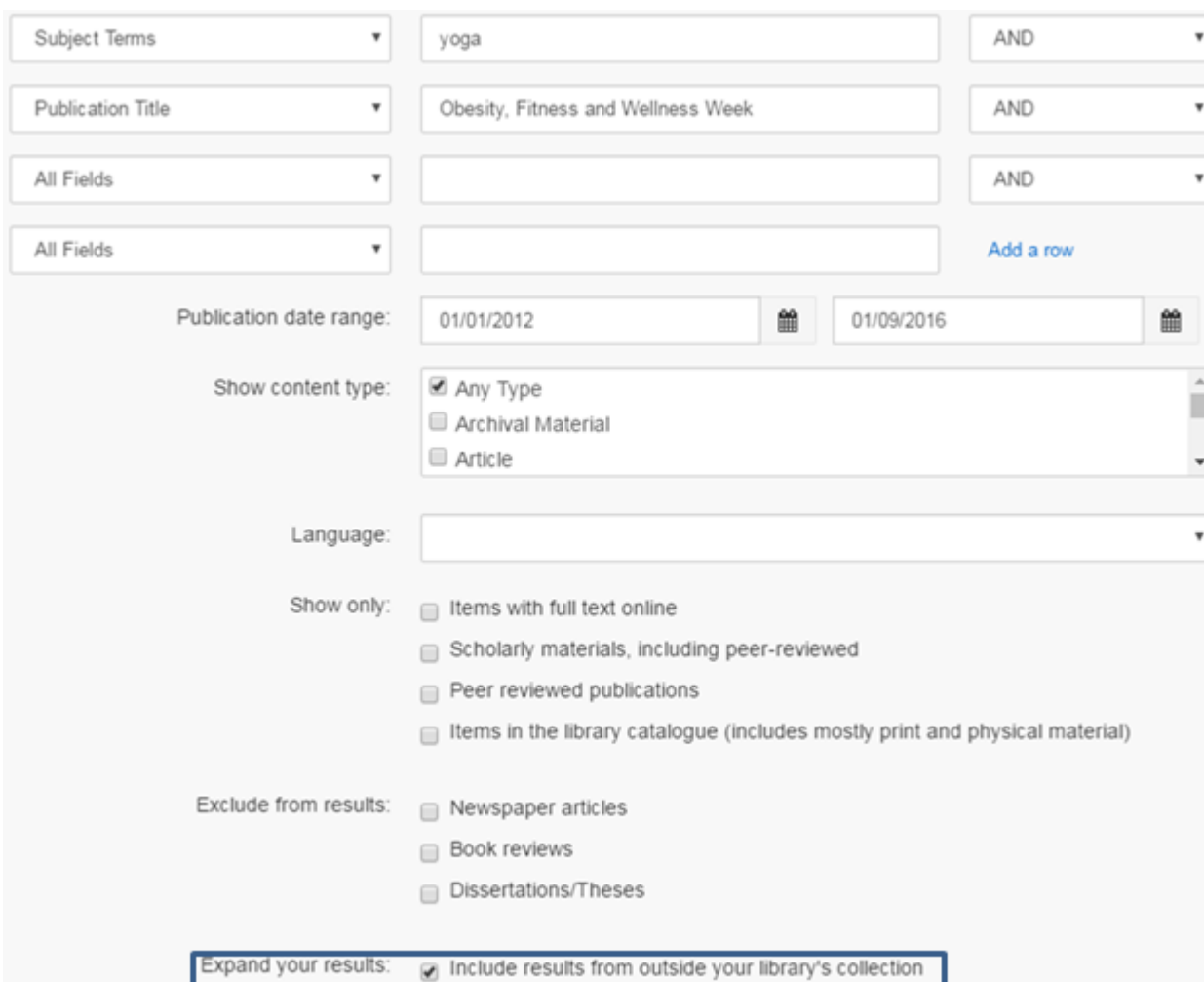
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Search for specific journal articles from reading lists or bibliographies by entering details in the appropriate search boxes. For instance, an article by *Smith* on *Economics* in *the Business Review*.



The screenshot shows a search interface with several fields and callouts. At the top, there is a "Back to basic search" link with a callout box that says "Return to basic search." Below this, there are four rows of search criteria. The first row has "Author" selected, with "Smith" entered in the text box and "AND" in the dropdown. The second row has "Subject Terms" selected, with "Economics" entered in the text box and "AND" in the dropdown. A callout box points to this row with the text "Select fields you wish to include in your search." The third row has "Publication Title" selected, with "Business Review" entered in the text box and "AND" in the dropdown. The fourth row has "All Fields" selected, with an empty text box and "Add a row" button. Below these rows, there is a "Publication date range:" section with two date pickers: "01/01/2016" and "01/09/2016". A callout box points to the first date picker with the text "Select date range."

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*.



The screenshot shows a search interface with several fields and filters. The first row has "Subject Terms" selected, with "yoga" entered in the text box and "AND" in the dropdown. The second row has "Publication Title" selected, with "Obesity, Fitness and Wellness Week" entered in the text box and "AND" in the dropdown. The third row has "All Fields" selected, with an empty text box and "AND" in the dropdown. The fourth row has "All Fields" selected, with an empty text box and "Add a row" button. Below these rows, there is a "Publication date range:" section with two date pickers: "01/01/2012" and "01/09/2016". Below the date range, there is a "Show content type:" section with a list of checkboxes: "Any Type" (checked), "Archival Material", and "Article". Below this, there is a "Language:" section with a dropdown menu. Below the language section, there is a "Show only:" section with a list of checkboxes: "Items with full text online", "Scholarly materials, including peer-reviewed", "Peer reviewed publications", and "Items in the library catalogue (includes mostly print and physical material)". Below the "Show only:" section, there is an "Exclude from results:" section with a list of checkboxes: "Newspaper articles", "Book reviews", and "Dissertations/Theses". At the bottom, there is a callout box that says "Expand your results." with a checked checkbox for "Include results from outside your library's collection".

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

Off campus? Log in to access full text and more content.

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 <https://catalogue.brad.ac.uk> .

## Further help

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

