

## Subject Searching on HeinOnline

Terms and Connectors searching is the most powerful and precise way to search HeinOnline. Using these techniques allows you to take full advantage of the powerful search engine built in to this system.

The Search Form takes you step-by-step through the process of creating a search on heinOnline. See below for some examples.

- 1. Define your issue carefully.** State it precisely in one sentence. Avoid being narrower or broader than is necessary.  
e.g., if you seek cases on "the saying of prayers at school assembly", the issue "when is religion permitted in schools" is probably too broad, and the issue "may a student say the Lord's Prayer at a school assembly" might be too narrow.
- 2. Circle the key terms in your issue statement.** Key terms are words most closely related to your issue. Exclude words so common that they are likely to turn up in many documents unrelated to your issue.
  - 2a. Write these key terms in the **Terms** boxes at the top of the **Search Form**. If two or more key terms both relate to only one aspect of issue, list them vertically, as alternatives, as in the example below.
- 3. Consider whether alternative terms might appear in a relevant document.** Consider synonyms (car/automobile) and antonyms (admissible/inadmissible). Consider also broader or narrower or related terms (car/vehicle/truck/motorcycle...).
  - 3a. List the alternatives to your key terms in the columns below each key term
- 4. Use term modifiers (?) for a single character or (\*) for multiple-characters to account for variations of key terms.**  
e.g. wom?n retrieves *woman, women*  
plan\* retrieves *plan, plans, planning, planned*
- 5. Use connectors to specify the relationship between key terms.** The two major connectors are the or connector and the and connector and its variations.
  - 5a. Use the **OR** connector between alternatives.
  - 5b. Use the **AND** connector or its variant form: ~n (where n is a number of words, e.g., "**water rights AND planning**" ~10 finds "*water rights*" within ten words of *planning*).  
NOTE: When doing a proximity search enclose key terms in quotes, add the wildcard ~ followed by the number of words apart the key terms should be.

**HeinOnline requires connectors to be written in upper case.**
- 6. Remember HeinOnline uses "quotation marks" for phrases**

**EXAMPLE TOPIC: must a drug manufacturer warn consumers of risks or side effects?**

Your search strategy using HeinOnline search rules may look like this:

**(drug? OR pharmaceutical) AND manufact\* AND (warn\* OR disclos\*) AND consumer? AND (risk\* OR "side effect?")**

Issue: \_\_\_\_\_

Terms   and   and   and   
 ~n  ~n  ~n  ~n

Alternatives

or or or or  
     
or or or or  
     
or or or or

Search Strategy: \_\_\_\_\_

Database: \_\_\_\_\_

### Constructing a Search Strategy

**Issue:** Put your research issue in a single sentence

**Terms:** Go to your 'Issue' sentence and circle the key legal and factual terms

**Alternatives:** Consider all reasonable synonyms and antonyms for your key terms

**Expanders:** Use the root expander and wildcard characters to increase alternatives

**Connectors:** Link your keywords with the *OR*, *AND* or other connectors

**Database:** Choose the smallest, most relevant database for your search

### HeinOnline Search Rules

**Root Expander \*** e.g. *test\** finds *test, tests, tester, testing ....*

**Wildcard ?** e.g. *super?ede* finds *supercede, supersede*

**Connectors:** **AND OR**

**Proximity search:** **~**