

TRUNCATION AND WILDCARD SYMBOLS				
System or Database	Any number of characters at end of word	Specific number of characters at end of word	Internal	
			One character	Any no. of characters
ABC-Clio	*		?	*
Annual Reviews	*		?	? per char
Bib of Asian St	*			
Biblioline	?			?
Books in Print	\$ or *		?	\$ or *
Chadwyck-Healy	*			
CIAO	*	? for 1 character	?	
Cont. Wom's Iss.	*			
CSA Illumina	*		?	*
Dance Collec	**	* for up to 5 chars	?	* for up to 5 chars
eHRAF	*			
EbscoHost	*		?	
Expanded Academic	*	! for 1 or no chars	?	? per char
FirstSearch	*	+ for plural only	#	?
Google	No truncation			
HAPI	Automatic			
HLAS	Select 'Include word variants'			
IBZ	* or ?		#	?
JSTOR		? per char & for plural only	?	
LexisNexis	!			* per char
Melvyl	* or ?		* or ?	
OED	*	? per char + for plural only	?	? per char
PCI	*			
Poole's	Use qualifier: 'word variant'	Use qualifier: 'sing. & plural'		
ProQuest	?	* per character	*	* per char
RLG Eureka	?			?
ScienceDirect	!	* per character	*	* per char
SilverPlatter	*		?	
UCLA Library Catalog	? in keyword searches only			
Web of Science	*		?	*
WebSPIRS	*		?	
WilsonWeb	*		?	? per char

## About using TRUNCATION AND WILDCARD SYMBOLS

### Key:

- “**char**” means character
- “**? per character**” means enter one symbol per missing character. So, ?? substitutes for 2 characters, ??? for 3, etc.
- “**Plural-only**” truncation allows only the addition of s, es, and certain spelling changes caused by plurals, e.g., sky+ retrieves skies, leaf+ retrieves leaves
- If a cell is **blank**, then that type of truncation is not available in that system.

### Systems and Databases:

- Look for the *system* the database is on, rather than the database itself. For instance, refer to CSA Illumina if you are using any of the databases on that system, such as Sociological Abstracts, ERIC, MLA Bibliography, etc.
- If the system is not on the list, look for the database. Examples: LexisNexis, HAPI, IBZ.
- If neither the system nor the database is on the list, look at the “Help” screen provided online by the database for truncation or wildcard symbols used.