

## Truncation

- In this tutorial we will talk about truncation and how it can help save you time during your research.
- Have you ever needed to search for a particular term, but with many variations of the term, you didn't know which term to use? Take the word Children for example. Variations can include Child, childhood and Child's
- So how do you search the library catalog, OneSearch, or library databases for all these variations? By using Truncation! By placing a truncation symbol, in this case an asterisk at the end of the root word, you can search a database for all the variations of that word. This can save you time since you are doing one search for multiple variations of your term.
- OneSearch and many of the library databases such as Academic Search Complete, use an asterisk or question mark for the truncation symbol. Which we can verify by double checking the help section in the various databases.
- Here is an example of how truncation works in a database such as Academic search complete. If you were interested in searching for the effects of poverty on children. We would type poverty in the first search box and type Child\* in the second box. Our search using truncation brought back 11,282 results.
- If we had searched children and poverty, we would have retrieved 10,867 results. By not using truncation here, we leave out some of the variations of our term therefore we have fewer results.
- The placement of the truncation symbol is important. You do not want to put the truncation symbol too far back, to where your results would bring back common words that can be irrelevant to your search. Like in our example here, notice our search results for when we search Poverty And Chi\* our results are now 14,687, because our search for Chi is bringing back terms like Chicago and China and many other irrelevant terms that begin Chi.
- If you have any questions please feel free to contact a librarian and we will be more than happy to answer your questions. You may contact us by phone, email, in person or by chat.