



COHERENT DIGITAL

Commons Platform Search Tips

These tips apply to the following Coherent Digital platforms:

- [Africa Commons](#)
- [Canada Commons](#)
- [History Commons](#)
- [Policy Commons](#)
- [South Asia Commons](#)

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Search Basics

Using Boolean operators (AND, OR, AND NOT)

- Put phrases or multi-word terms in inverted commas - e.g. "disability rights"
- Use **AND** when searching for simple combinations, e.g. "disability rights" **AND** citizenship
- Use **AND NOT** to exclude words or phrases, e.g. "disability rights" **AND NOT** pandemic
- Unsure which term to use? Try **OR**, e.g. community **OR** citizenship
- You can build complex queries by using parentheses (...), e.g. "disability rights" **AND** (citizenship **OR** community)
- Wildcard queries (like skill* to match skills and skilled) are generally not needed. Our system converts the word to a 'stem' word in both the query and the indexed documents, to allow matching to the word's root. So skill will already match **skilled** and **skills** since they all have the same root.

Top tip! Boolean operators must be in CAPITALS

Proximity Search (NEAR)

Imagine you're looking for documents on the Covid pandemic in Brazil. If you searched for "[Covid AND Brazil](#)" you will find any item where these two terms appear *anywhere* in the document. In fact, this search results in >10,000 items - too many to be useful. This is where **proximity search** can help.

The closer an author writes two terms, the higher the chance these terms are related to one another. **Use NEAR in place of AND**, then [the same search returns](#) just 2100 items, a much more manageable set.

*Top Tip! By default, **NEAR** will return items where the terms are within 15 words of each other, but you can take control by adding /n after NEAR, e.g. "covid **NEAR/5** Brazil" will [find items](#) where those two terms are within 5 words of each other.*

Note: Unfortunately, Proximity search NEAR *cannot* be used in the same search as Boolean operators AND, OR, and AND NOT.

Truncation, Stemming, and Wildcards - not required!

In some search engines, truncation or stemming is needed to retrieve variations of a word that use the same root or stem. (e.g. terror* to retrieve - terror, terrorist, terrorism, terrorizing, etc). Equally, some search engines require the use of wildcard symbols to find spelling variants (e.g. defen?e to retrieve defense or defence). These are generally not needed with our search engine because it automatically returns all the words with the same root and spelling variants.

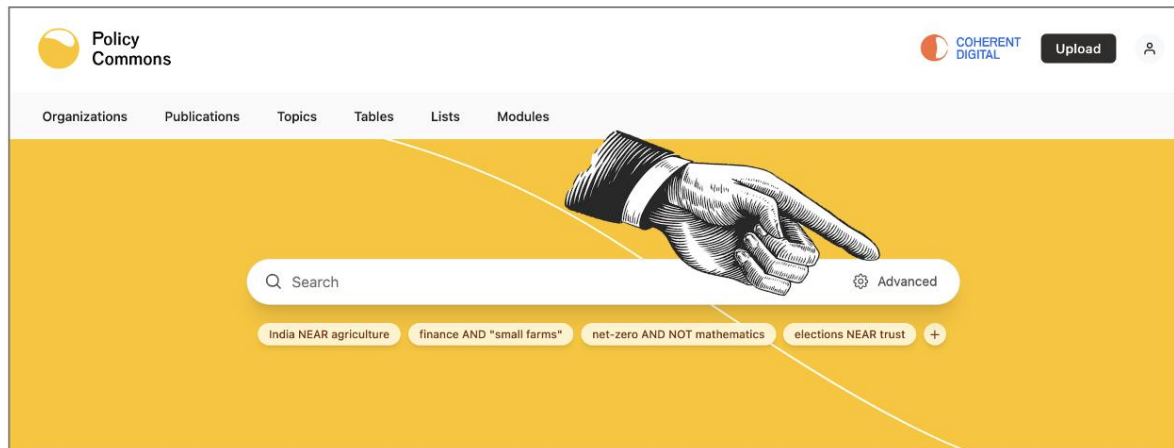
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Advanced Search

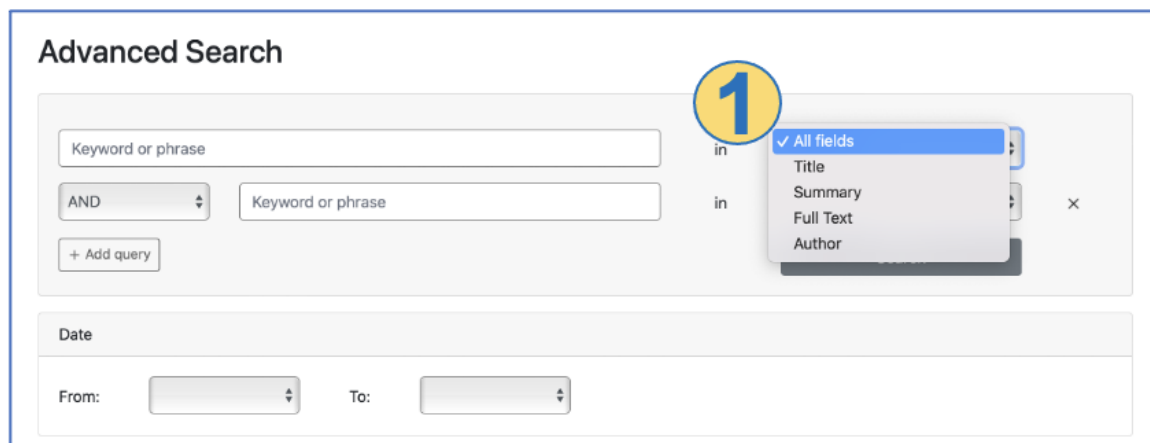
Build and Edit complex queries using fields

Targeting your query to specific fields

To target your search within specific fields, use the **Advanced Search** tool (link is above the standard search box).



Start your Advanced Search by entering your keyword or phrase and selecting the field in which you want to search from the dropdown list (1).



To develop your search, add more search terms from the same or different fields (2). Use the **+ Add Query** button to build your search further.

Advanced Search

in

All fields
 Title
 Summary
 Full Text
 Author

AND

in

Keyword or phrase

Date

From: To:

If you want to search for the same term in more than one field, use AND to enter the term again and select the second field. For example, **to look for Covid-19 in both the Title AND Summary fields:**

Advanced Search

in

AND

in

covid-19

When you're ready, click 'Search'.

You'll see in the search results that your search has been translated into a string using this structure:

<field:term 1 AND field:term 2>

In the covid-19 example above, it would be: **title:covid-19 AND summary:covid-19**

You can mix the Boolean operators. For example, you want to look for reports where **Covid-19 appears in the title AND summary but you want to exclude any mention of London in the full text.** Your Advanced Search would be:

Advanced Search

<input type="text" value="covid-19"/>	in	<input type="text" value="Title"/>	
<input type="text" value="AND"/>		<input type="text" value="covid-19"/>	in <input type="text" value="Summary"/>
<input type="text" value="AND NOT"/>		<input type="text" value="London"/>	in <input type="text" value="Full Text"/>
<input type="button" value="+ Add query"/>			<input type="button" value="Search"/>

Once you click 'Search' the search string would be:

title:covid-19 AND summary:covid-19 AND NOT fulltext:London

Editing your query

You can change (edit) your search by clicking the 'Edit advanced search' label (above the search box) or, simply edit the string in the search box.

The screenshot shows a search interface with a search box containing the query: `title:covid-19 AND summary:covid-19 AND NOT fulltext:Lor`. Above the search box is a link labeled "Edit advanced search". A blue arrow points to this link with the text "Click here to edit". Another blue arrow points to the search box with the text "Or, simply edit in the search box". Below the search box, the search results are displayed, including the search query, the number of results (10), and a filter for "Content: Publications".

Note: unfortunately, it is not possible to mix Boolean operators with the NEAR proximity operator.

Top tip! Remember to use the facets to refine your search results, e.g. by selecting a year or choosing an organization.

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Searching inside Organizations

Searching within a single Organization

There are two ways to limit your search within a single organization: you can either use 'Advanced Search' or start from the Organization's Directory page.

1. Using Advanced Search

Enter your search terms and then look for the Organization in the Organization field.

Top tip! When you start entering the organization name (or its acronym) the system will help by listing possible matches.

Advanced Search

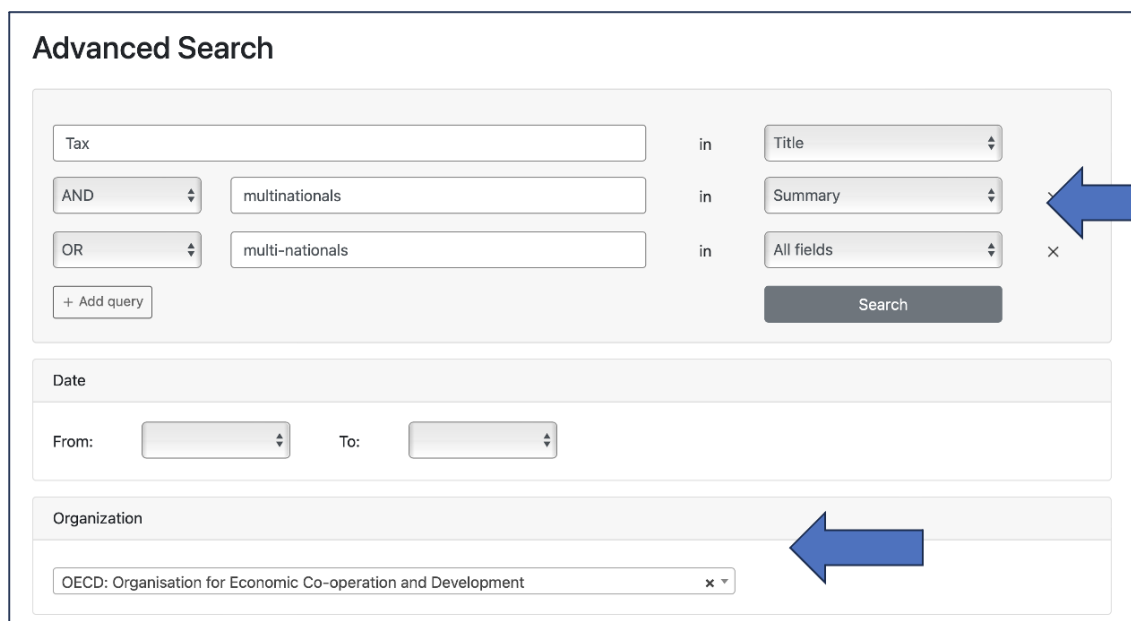
<input type="text" value="Tax"/>	in	<input type="text" value="Title"/>	<input type="button" value="x"/>
<input type="button" value="AND"/>		<input type="text" value="multinationals"/>	<input type="button" value="x"/>
<input type="button" value="OR"/>		<input type="text" value="multi-nationals"/>	<input type="button" value="x"/>
<input type="button" value="+ Add query"/>			

Date

From:

To:

Organization



2. Using an Organization's Directory page

Search for the Organization in the Organization Directory and once you've loaded its Organization's entry, use the 'Search within this organization' box located just above its publications:

World Bank Group
↳ part of The United Nations

[Follow](#) [Share](#) [Add to list](#)

The World Bank Group (WBG) is a family of five international organizations that make leveraged loans to developing countries. It is the largest and most well-known development bank in the world and an observer at the United Nations Development Group. The bank is headquartered in Washington, D.C. in the United States. It provided around \$61 billion in loans and assistance to "developing" and transition countries in the 2014 fiscal year. The bank's stated mission is to achieve the twin goals of ending extreme poverty and building shared prosperity.

Type: IGO
Year founded: 1944
Location: Washington D.C., DC,

External links: [W](#)
[Flag this organization](#)

Related Organizations

- Development Research Group
- IEG
Independent Evaluation Group
- IFC
International Finance Corporation
World Bank Group
- World Bank Institute

Collections

[All collections →](#)

- Documents and Reports
- Open Knowledge Repository

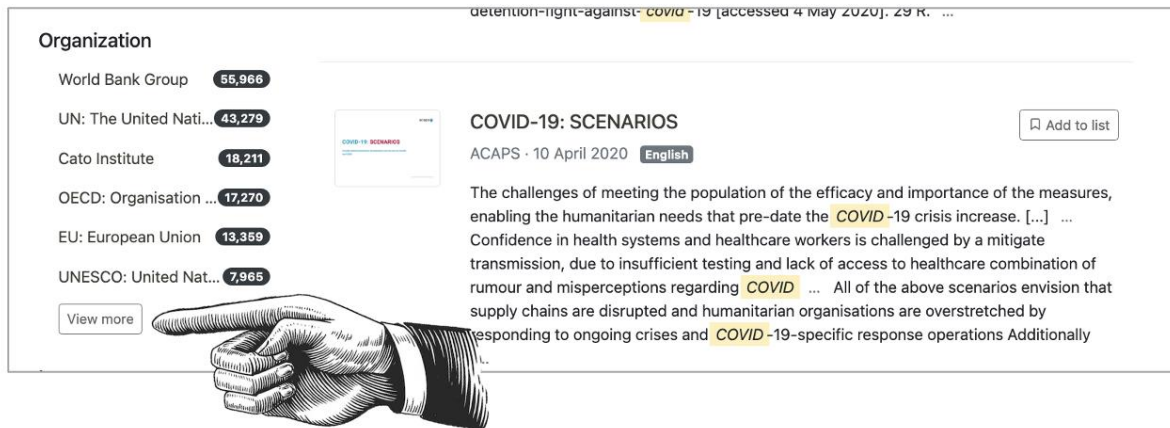
Publications

Search within publications [All publications →](#)

- Concept Program Information Document (PID) - Chile: Improving the Quali...**
6 May 2024
[View](#) [Add to list](#)
- Concept Program Information Document (PID) - Chile: Improving the Quali...**
6 May 2024
[View](#) [Add to list](#)

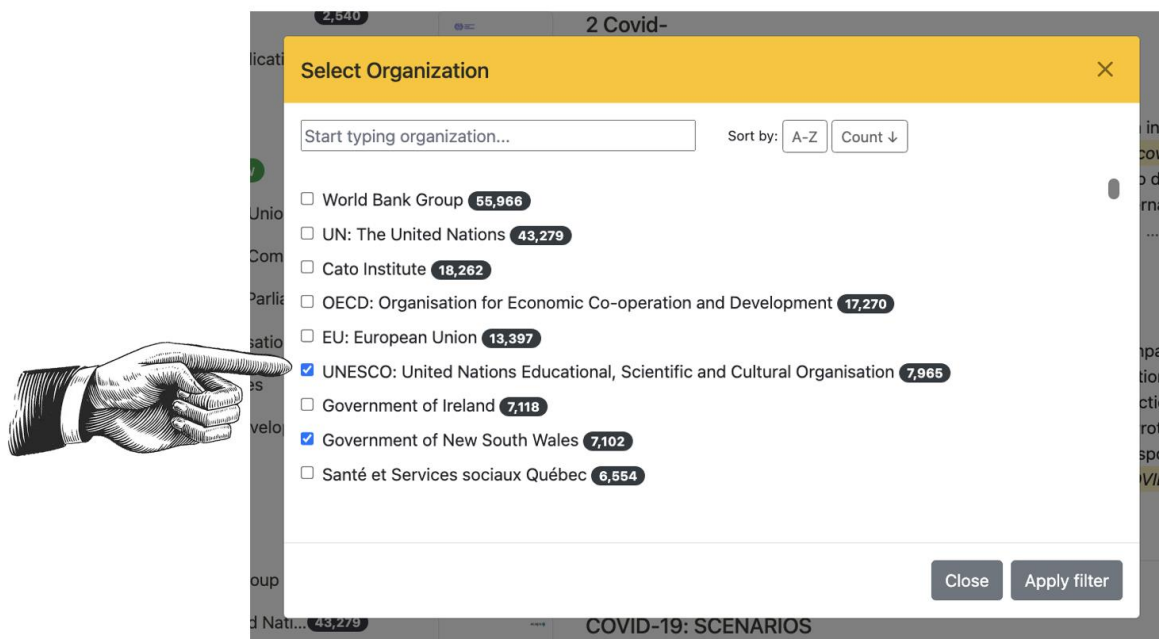
Searching within more than one Organization

If you want to search within two or more Organizations, launch your search (using either basic or Advanced search). In the Organization facet next to the search results, click the 'View More' button



The screenshot shows a search results page. On the left, there is an 'Organization' facet with a list of organizations and their item counts: World Bank Group (55,966), UN: The United Nations (43,279), Cato Institute (18,211), OECD: Organisation for Economic Co-operation and Development (17,270), EU: European Union (13,359), and UNESCO: United Nations Educational, Scientific and Cultural Organisation (7,965). A 'View more' button is located below this list. A hand icon points to this button. To the right, a document snippet is visible with the title 'COVID-19: SCENARIOS' and the date '10 April 2020'. The snippet text discusses the challenges of meeting the population of the efficacy and importance of the measures, enabling the humanitarian needs that pre-date the COVID-19 crisis increase. It mentions that confidence in health systems and healthcare workers is challenged by a mitigation of rumour and misperceptions regarding COVID-19. It also states that all of the above scenarios envision that supply chains are disrupted and humanitarian organisations are overstretched by responding to ongoing crises and COVID-19-specific response operations. Additionally, there is an 'Add to list' button next to the document snippet.

Then choose one or more Organizations from the Select Organization drop-down (in this example, I've chosen UNESCO and the Government of NSW).



The screenshot shows a 'Select Organization' dialog box. It has a search input field with the placeholder text 'Start typing organization...'. To the right of the input field, there are two buttons: 'Sort by: A-Z' and 'Count ↓'. Below the input field, there is a list of organizations with checkboxes next to them and their item counts: World Bank Group (55,966), UN: The United Nations (43,279), Cato Institute (18,262), OECD: Organisation for Economic Co-operation and Development (17,270), EU: European Union (13,397), UNESCO: United Nations Educational, Scientific and Cultural Organisation (7,965), Government of Ireland (7,118), Government of New South Wales (7,102), and Santé et Services sociaux Québec (6,554). The checkboxes for UNESCO and Government of New South Wales are checked. A hand icon points to the UNESCO checkbox. At the bottom right of the dialog box, there are two buttons: 'Close' and 'Apply filter'.

Our auto-complete feature will find organizations with similar names. For example, type 'California' to see all the cities we have indexed in California. This works because California will be part of their org name.

Top tip! The Organizations are listed by the number of items they have which match your search. You can put the Organizations into AB order by using the 'Sort by A-Z' button.

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Setting a Year range

There are two ways to search within a year range.

1. Using advanced search


Enter your search in the Advanced Search and then choose year range in the Date field

Advanced Search

in in

Date

From: To:



2. Using the year facet

Click the 'View More' button in the Year facet (to the left of any search result)

Year	
2024	6,590
2023	116,013
2022	181,161
2021	245,618
2020	208,295
2019	2,891


Covid-19 Inquiry

UK Covid-19 Inquiry · 27 October 2022 English

This was a matter of concern to NHS NSS in Module 1 and is the matter of most concern to NHS NSS in the Inquiry as a whole. [...] In ...

Matches within the text

UK **COVID**-19 INQUIRY SUBMISSIONS FOR PRELIMINARY HEARING IN MODULE 2A ON 1 NOVEMBER 2022 ON BEHALF OF NHS NATIONAL SERVICES ... NHS NSS makes submissions on three matters: (a) duplication with the Scottish **Covid**-19 Inquiry; (b) chronologies; and (c) ... Duplication with the Scottish **Covid**-19 Inquiry 2. ...




And, then, in the selection box choose the years you want.

responding to ongoing crises and COVID-19-specific response operations

Select Year

Sort by:

<input type="checkbox"/>	2021	245,618
<input type="checkbox"/>	2020	208,295
<input type="checkbox"/>	2022	181,161
<input type="checkbox"/>	2023	116,013
<input type="checkbox"/>	2024	6,590
<input type="checkbox"/>	2019	2,891
<input type="checkbox"/>	2009	2,721
<input type="checkbox"/>	2011	2,356
<input type="checkbox"/>	2016	2,060



Top Tip! By default, the years are ordered by the number of items found. To make it easier to choose a year range, re-sort the years using the 'Sort by: A-Z' tool

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Using facets to refine your search results

Discover

- Publications with tables
- Premium content

Modules

- Global Think Tanks **412,982**
- World Governments **206,201**
- World Cities **106,561**
- North American Cit... **105,024**

Content

- Publications **736,916**
- Tables **81,492**
- Organizations **151**
- Topics **8**
- Collections **2**
- Lists **1**

Publication Type

- Report **789,049**
- Other **4,231**
- Acts, Decisions, Instr... **3,833**
- Press release **3,134**
- Proceedings **2,540**
- Statistical publication **2,219**

[View more](#)

Mentions new

- EU: European Union **53,014**

Modules

Most of our Commons platforms have modules. Choose the one you need.

Content

Choose the nature of the content you need: publications, tables, organizations etc.

Publication Type

Mentions

Allows you to explore where an organization has been mentioned anywhere in another organization's publication.

Organization

You can choose from among organizations and other entities in the platform.

Language

We index content in 107 languages.

Year

Publisher Type, Region & Country

Based on the location of their HQ.

Organization Status

We indicate whether an organization is Active or Inactive ([let us know if we're wrong](#)).

Topics

We analyze the content of each document and match it against a thesaurus comprising 100s of topics.

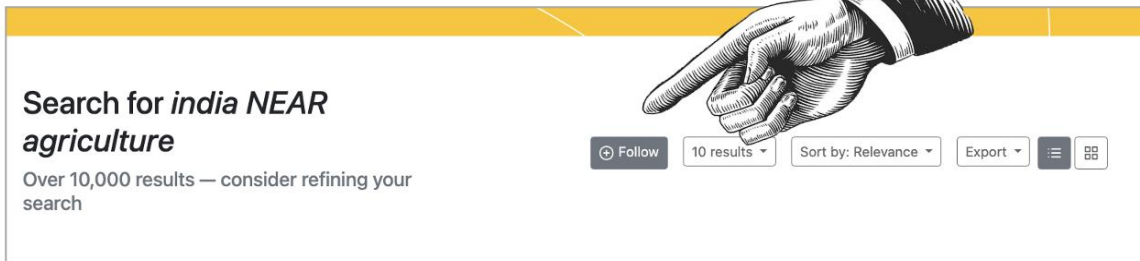
Date Added

Helping you to find new content. Remember, you can set up alerts by using our Follow service. You can Follow a favorite search, an organization, a topic or a list.

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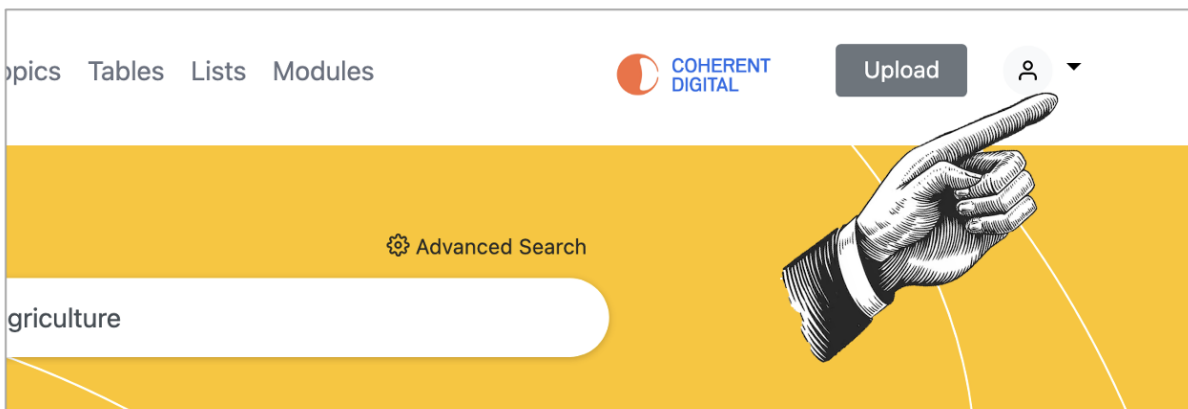
Saving a favorite search (and get alerts by email too!)

Once you have built a search that works for you, **you can save it** by clicking the “Follow” button above the search results.

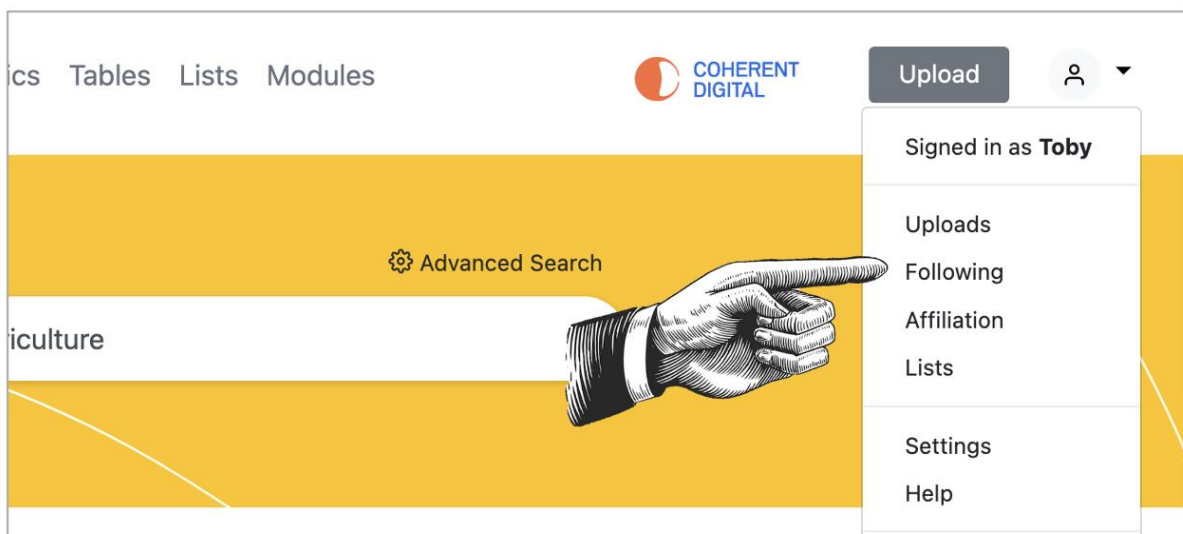


Top tip! This also has the advantage of automatically **sending you email alerts** when new items that match your search are indexed by Policy Commons.

To find your saved searches (and to set the frequency of email alerts), click on the personal account icon in the top right corner (you need to be logged-in using your personal account).



Choose 'Following' from the drop-down menu:



Then, from your 'Following' list you can either return to a saved search by clicking on the search string or change the frequency of receiving email alerts via the drop-down. Clicking the little red X will delete the saved search and stop the alerts.

The screenshot shows a 'Following' list with 27 items. The list is organized into two columns: 'Items' and 'Alerts'. The 'Items' column contains search strings, and the 'Alerts' column contains email alert settings. Three callouts provide instructions:

- Click the search title to return to a saved search**: Points to the search string in the 'Items' column.
- To change the frequency of alerts, choose here:**: Points to the 'Weekly' dropdown menu in the 'Alerts' column.
- To delete a saved search and stop receiving alerts**: Points to the red 'X' icon in the 'Alerts' column.

Items	Alerts
Search: Advanced search using filters → Content: items, Year: 2023	Weekly [X]
Search: "climate change" AND Italy using filters → Date Added: Past week	Weekly [X]
Search: economy NEAR/5 environment using filters → Organization: WTO: World Trade Organization	
Search: "Benazir income support program"	
Topic: Macroeconomics	Weekly [X]

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Feedback

If you have any feedback on these search tips - do drop us a line:

info@coherentdigital.net

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