HEINONLINE Help & Support

Top Tips Every Researcher Should Know

Quick Reference Guide

1. Quickly Access an Article or Document by Citation

Select the **Citation** tab and a document's citation in the main search box.

If you are unsure of a title's abbreviation, click the Citation Format Guide link, located under the Citation tab. Use the A-Z index, browse to the journal title and then insert the volume and page number in the boxes provided.

Multiple citation formats are incorporated into HeinOnline, including Bluebook, Cardiff Index to Legal Abbreviations, and Prince's Dictionary of Legal Abbreviations citations.

Many libraries in HeinOnline have a library specific citation navigator, which allows a researcher to quickly and easily retrieve a document or article by citation from within the database.

For example, in the Law Journal Library, click the **Citation Navigator** tool, located under the Citation tab.

You may enter the volume, journal citation, and page number. As you begin to type the abbreviation of the journal, an auto fill drop-down menu appears, allowing you to select the correct citation.

You may also copy and paste a citation into the single citation box.

Some libraries have a custom **Citation Navigator** menu tailored to the content within that library. For example, in the U.S. Statutes at Large library, a custom Public Law Number tool allows you to quickly access a statute by the public law number.

For the 57th Congress forward, you can enter the public law number, such as 102-2.

For the 1-56th Congress, you can enter the chapter and year of enactment, such as Chapter 4, Year 1937.

2. Utilize the Main Search Bar and Narrow Search Results

When beginning your research with a keyword, try the **Full Text** tab, located on the main search bar.

For example, enter **obamacare** in the main search bar.

Search results will display along with facets on the left, which allow you to narrow the results by the collection/library, date, or type of document.

We can also refine our search further by modifying our search string:

> **obamacare AND "individual mandate" AND tax**

TIP: Note the use of Boolean operators to connect search terms and the use of quotation marks around the phrase. For more information on searching, refer to the [Searching 101](#) and [Advanced Search Syntax](#) guides.
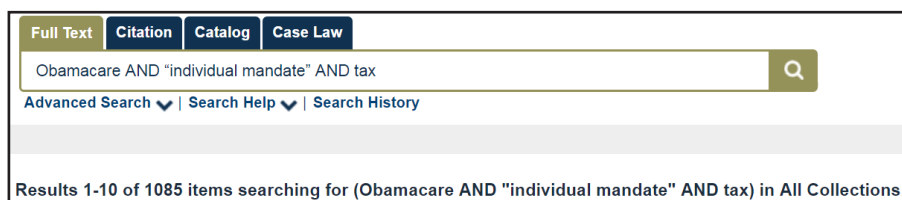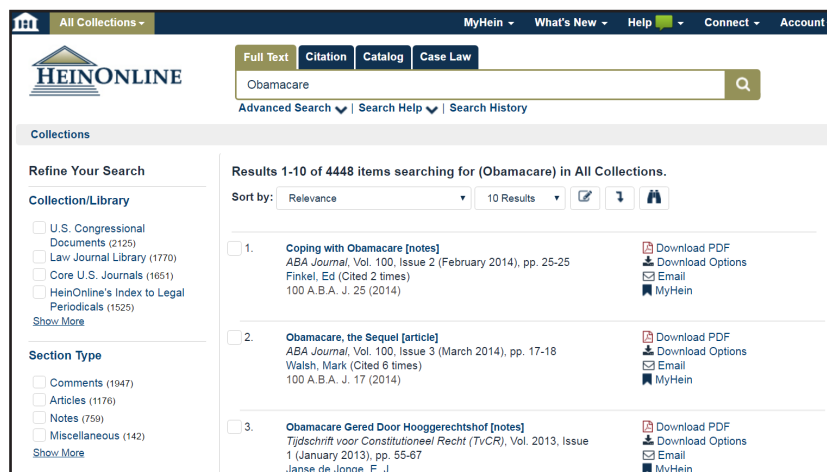
3. How to Conduct a Subject Search

An effective way to conduct a subject search in HeinOnline is by using proximity searching across the title and text fields using key terms that are related to your subject.

Example: In 2009 in his inaugural address, President Obama called for expanded use of renewable energy to meet the dual challenge of energy security and climate change. In a joint address to Congress on February 24, 2009, President Obama called for doubling renewable energy within three years, and he restated this commitment in his 2012 State of the Union address.

Let's search for materials related to the discussion of renewable energy.

First, identify key terms and subject-related terms to use in your search string:

- Renewable energy
- Solar power
- Renewable resources
- Wind power
- Climate change
- Hydropower
- Energy security
- President Obama

NOTE: Since all the materials being searched pertain to law, we don't suggest including the term *law* in the subject search as it could increase non-relevant your results due to the recurrence of the term in the vast majority of content within HeinOnline.

Create proximity searches across the text and title fields using these key terms.

> text:"renewable energy climate change"~25 OR title:"renewable energy climate change"~25

- This will search for content that meets either of the above criteria.
- It will return results for documents that contain the terms *renewable*, *energy*, *climate* and *change* in the text of the document within 25 words of each other; or it will return results for documents that contain those terms in the title of the document within 25 words of each other.
- If it finds content that meets both criteria (terms contained in the text and the title), the content is given a higher relevancy and placed higher on the search results list.

Additional tips for using and tweaking a proximity query when searching by subject:

- Only use words relevant to your search in the query.
- Leave out common words (a, and, the, if, of, or, etc.) because these will dilute the results.
- If your search includes several words, increase the proximity range by increasing the number after the tilde.
- If you try a search for the first time and get no results, increase the proximity range.
- If you try a search for the first time and get too many results, decrease the proximity range. This may produce fewer results, but the results are likely to be more relevant to your research topic.
- For the title search queries, increasing the number of key terms used can correspondingly decrease the likelihood of getting a relevant result by excluding articles that don't have those specific words in the title. Therefore, be careful about the number of words you are using and try sticking to the major key words for your topic.

4. Four Key Techniques to Make the Most of Searching

There are four key techniques that you can use to make the most of searching in HeinOnline:

1. **Understanding Boolean operators**
   - Boolean operators must be in all capital letters, such as AND, OR, NOT.
2. **Using a root expander (wildcard searching) to find alternate endings**
   - Use an asterisk (✱)to search for terms that match zero or more characters.
   - Example: **heate✱** (will find heater, heated, heaters).
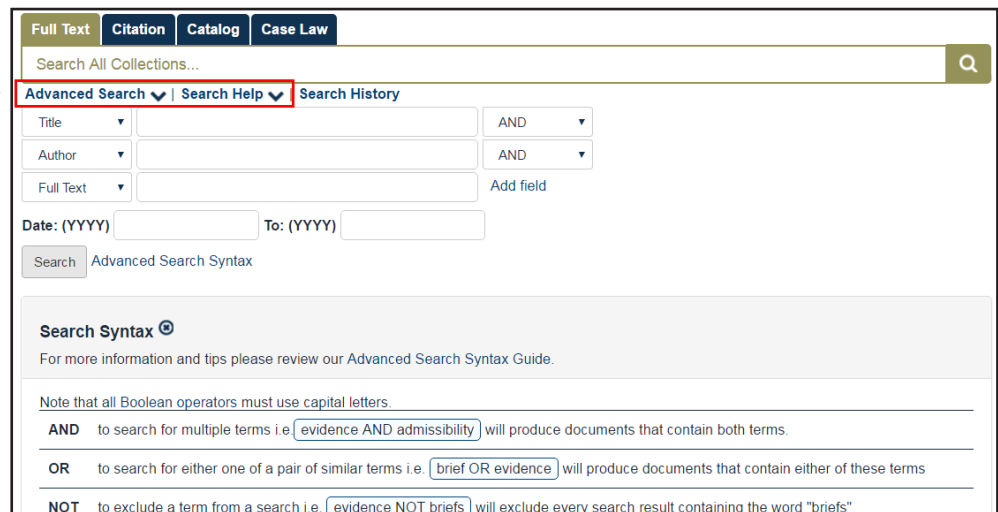3. **Doing proximity searches**
   - The proximity symbol used is the tilde (∼).
   - Put the terms you wish to find within a certain proximity in a single set of quotations, followed by the tilde and the proximity number you wish to use.
   - Example: **"offshore drilling environment pollution"~25** (will find those four terms within twenty-five words of each other).
4. **Boosting terms**
   - Boosting allows you to influence the relevancy ranking of your results list.
   - If you are searching for three terms but want to place more importance and relevance on one of them, you can boost that term using the caret (∧)symbol.
   - Example: **obamacare AND "individual mandate" AND medicare^5**
   - Results will contain all three terms, but documents that contain medicare more frequently will be brought to the top of the results list.

Our current syntax does not support the use of proximity searches and wildcards in the same search string. However, you can still construct a search in HeinOnline to accommodate both of those functions and find what you're looking for. Here's a link to the **blog post on this often-asked question**.

NOTE: You may also click the **Advanced Search** link to expand additional search field options or **Search Help** to quickly view HeinOnline's search syntax, both located under the Full Text tab in the stationary search bar.

| Full Text | Citation | Catalog | Case Law |

Search All Collections...

Advanced Search ⌄ | **Search Help** ⌄   Search History

Title ▾		AND ▾
Author ▾		AND ▾
Full Text ▾		Add field

Date: (YYYY) _____   **To: (YYYY)** _____

Search   Advanced Search Syntax

Search Syntax ⊙

For more information and tips please review our Advanced Search Syntax Guide.

Note that all Boolean operators must use capital letters.

AND to search for multiple terms i.e. evidence AND admissibility will produce documents that contain both terms.

OR to search for either one of a pair of similar terms i.e. brief OR evidence will produce documents that contain either of these terms

NOT to exclude a term from a search i.e. evidence NOT briefs will exclude every search result containing the word "briefs"

5. HeinOnline's ScholarCheck to View Cited Material

Hein's ScholarCheck allows you to:
• Analyze the most cited journals, articles, authors and more.
• View articles that have a heavy influence on the subject you are researching.
• View most-cited articles first.
• Link directly to cited material that is available in HeinOnline.

What does Hein's ScholarCheck do?
• Links you to articles that cite the article or document you are reading.
• Indicates in your search results how many articles cite an article and provides a link to view the list of articles.
• Allows you to sort search results by the number of times an article is cited.
• With the Citations on a Page toggle feature, Bluebook citations to articles or documents which are available in HeinOnline will appear as a link, allowing you to quickly jump to the cited material.

Where can you use Hein's ScholarCheck?
• Hein's ScholarCheck is integrated throughout many HeinOnline libraries.
• Look for the ScholarCheck icon ✔ to find where the ScholarCheck tools and features can be used.

Scholar Check information is displayed with search results and inside the HeinOnline document:
• **Cited by Articles**: displays the number of articles which cite to the case or article being viewed.
• **Cited by Cases***: displays the number of cases which cite to the case or article being viewed.
• **Cited by ALI**: displays the number of materials being cited from within the **American Law Institute Library.**
• **Accessed times:** displays the number of times accessed by HeinOnline users in a rolling 12-month period.

Use the drop-down menu to sort search results by the number of times an article is cited by either articles or cases*, or by the number of times accessed by other HeinOnline users in a rolling 12-month period.

* Cited by Cases feature is available with an upgrade to Fastcase Premium or by synchronizing an existing Fastcase account with HeinOnline.

6. Set Up a MyHein Personal Research Account

All users with access to HeinOnline can take advantage of MyHein, which can be used to bookmark and export articles, save search queries, and set up electronic table of contents (eTOC) alerts.

Access MyHein from the top right side of any page in HeinOnline, and check out the **MyHein User's Guide** for more details about this powerful feature.

Ask for Help!
Chat with us or call us at (800) 277-6995 Monday through Friday, from 8:30 a.m. until 6 p.m. ET. Email **holsupport@wshein.com** or visit **help.heinonline.org** for FAQs, training guides, videos and more!

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