



→ Cheat Sheet: Database Search

Economics and Business Administration

SEARCH ASPECT	WEB OF SCIENCE (CLARIVATE ANALYTICS)	SCOPUS (ELSEVIER)	BUSINESS SOURCE (EBSCO)	ECONLIT (EBSCO)	GOOGLE SCHOLAR
Indexes	LIMITED Indexes available for: Author, cited work, organization-enhanced, publication name	NO	YES many	YES many	NO
Subject Headings / Keywords (Controlled vocabulary)	NO	LIMITED Indexed keywords taken over from thesaurus of data source (e.g. MeSH terms from Medline, Emtree from Embase).	YES Select „Thesaurus“ – Subjects to see the complete list; operator: DE "..."	LIMITED Author Keywords only: Select Indexes – Keywords; operator: ZW "..."	NO
JEL-Classification integriert?	✗	✗	✗	✓	✗

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Author keywords		Note: Synonyms, different spellings and plural forms are not taken into account. operator: AUTHKEY(...)	operator: ZW "..."	Select Indexes – Keywords; operator: ZW "..."	
Explode-functionality (“fuzzy” search for similar terms)	KeyWords Plus searches terms that are frequently mentioned in papers one author cites.		Select: Apply related words, Apply equivalent subjects (SmartText Searching)	Select: Apply related words, Apply equivalent subjects (SmartText Searching)	
Phrase search	“...” NOTE: simultaneous use of quotation marks and wildcards are possible.	“...” NOTE: simultaneous use of quotation marks and wildcards are possible (loose phrase search). {...} NOTE: simultaneous use of brackets and wildcards are not possible (exact phrase search).	“...” NOTE: simultaneous use of quotation marks and wildcards are possible.	“...” NOTE: simultaneous use of quotation marks and wildcards are possible.	“...” NOTE: simultaneous use of quotation marks and wildcards are possible BUT * is used as full-word wildcard.

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Boolean operators	AND OR NOT Automatically inserts the word AND between every word/phrase/set of brackets.	AND OR AND NOT	AND OR NOT	AND OR NOT	AND OR resp. - Operator word must be in capital letters. Automatically inserts the word AND between every word/phrase/set of brackets.
Wildcard (which symbol replaces how many characters?)	\$ - one or zero character ? - one character NOTE: Synonyms do not work with wildcards (* \$?). NOTE: At least 1 character before a truncation symbol is required (in Topic and Title searches: 3).	? - one character NOTE: The product turns off lemmatization when you use search terms with wildcards.	* - multiple characters # - one optional character ? - exactly one character NOTE: When using a wildcard in a search term, the plural or possessive forms and any synonyms for the word are not searched.	* - multiple characters # - one optional character ? - exactly one character NOTE: When using a wildcard in a search term, the plural or possessive forms and any synonyms for the word are not searched.	* - replaces a whole term, not just a character
Truncation (which symbol replaces multiple characters at end of search term?)	* - matches zero or multiple characters NOTE: Synonyms do not work with wildcards (* \$?). NOTE: At least 1 character before a truncation symbol is required (in Topic and Title searches: 3).	* - matches zero or multiple characters NOTE: Lemmatization does not work with wildcards.	* - matches multiple characters NOTE: When using truncation, alternate forms and synonyms are not searched.	* - matches multiple characters NOTE: When using truncation, alternate forms and synonyms are not searched.	NOTE: Use the full word and do not try to truncate.

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Automatic lemmatization /stemming*	YES NOTE: Lemmatization/stemming turned off when you use wildcards or exact search (quotation marks). Lemmatization works only with languages using the Latin alphabet.	automatically searches for singular and plural as well as american and british spelling NOTE: The product turns off lemmatization when you use search terms with wildcards.	YES NOTE: When using truncation and wildcards, alternate forms and synonyms are not searched.	YES NOTE: When using truncation and wildcards, alternate forms and synonyms are not searched.	YES NOTE: Google Scholar's stemming is erratic. Therefore, for exact search better use various search terms in quotation marks linked by an OR.
NEAR/Proximity-Operator	NEAR/n to find records containing all terms within a certain number of words (n)	W/n: "within". Where the terms in the query must be within a specified number of terms (n).	Near Operator (N): N5 finds the words if they are a maximum of five words apart from one another, regardless of the order in which they appear.	Near Operator (N): N5 finds the words if they are a maximum of five words apart from one another, regardless of the order in which they appear.	NO
NEAR/Proximity-Operator in predetermined order		PRE/n: "precedes by". Where the first term in the query must precede the second by a specified number of terms (n).	Within Operator (W): W8 finds the words if they are within eight words of one another, in the order in which you entered them.	Within Operator (W): W8 finds the words if they are within eight words of one another, in the order in which you entered them.	AROUND()- operator: KEYWORD1_AROUND(specified number of terms in between)_KEYWORD2

*Lemmatisation is the definition of the basic form of a word (see Glück, H., & Rödel, M. (2016): Metzler Lexikon Sprache. 5th ed. Stuttgart: J.B. Metzler, p. 396). When lemmatising, terms are found that can be assigned to the basic form of a word. A search for 'schreiben' would also find 'schrieb' and 'geschrieben'. Stemming, on the other hand, reduces the word exclusively to its root. Inflectional forms with word stem changes are not taken into account in stemming (e.g. 'getroffen' in treffen).

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Recombine searches via search history?					
Author search	<p>Use author-index</p> <p>Use wildcard characters on Authors Search, e.g. Anand K*</p>	<p>via "Authors" tab above search bar.</p> <p>The last name of the author is required.</p> <p>You can also enter a first name or initials, and an affiliation name to further narrow your results.</p>	<p>Use author-index (otherwise: enter your search as AU ("MACKENZIE SCOTT" OR "SCOTT MACKENZIE") to get lastname/firstname and firstname.lastname variations of the name.)</p>	<p>Use author-index (otherwise: enter your search as AU ("MACKENZIE SCOTT" OR "SCOTT MACKENZIE") to get lastname/firstname and firstname.lastname variations of the name.)</p>	<p>The Advanced Search is effective when you are looking for a single author (with no name variations).</p> <p>Put the name into quotations marks. The author field tag is best for searching multiple author names (including name variations): author:"JE Doe" author:"J Doe"</p>
Refine results	Various facets	Various facets	Various facets	Various facets	<p>Limited facets:</p> <ul style="list-style-type: none"> • Publication date • author • journal title • language • Reviews y/n • Patents y/n <p>Search operator for books: KEYWORD_+isbn</p> <p>Search operator for electronic sources: KEYWORD_+doi</p>

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Search for hyphenated words	Insert search term with and without hyphens.*	Hyphens are treated as intentional. When a hyphen is used, it is ignored and the search terms are treated as a loose phrase (heart-attack is searched as "heart attack").	If you enter hyphenated words in a search, the search engine automatically searches for the word in both hyphenated and non-hyphenated forms. For example, entering <i>coca-cola</i> will find both <i>Coca Cola</i> and <i>Coca-Cola</i> .	If you enter hyphenated words in a search, the search engine automatically searches for the word in both hyphenated and non-hyphenated forms. For example, entering <i>coca-cola</i> will find both <i>Coca Cola</i> and <i>Coca-Cola</i> .	NOTE: Blank space and hyphen exclude words from a search query.
Stop words		If you would like to include stop words, you must enclose them in brackets or double quotation marks.	EBSCO treats certain words as "stop words"—for example, <i>been</i> , <i>however</i> , <i>or</i> <i>so</i> . Stop words are always ignored, even if they are enclosed in quotation marks.	EBSCO treats certain words as "stop words"—for example, <i>been</i> , <i>however</i> , <i>or</i> <i>so</i> . Stop words are always ignored, even if they are enclosed in quotation marks.	Stop Words are ignored.

* TS=hydro-power returns records that contain the terms hydro-power and hydro power. TS=hydro*power returns records that contain the terms hydropower and hydroelectricpower. TS=hydro power returns records that contain the terms hydro and power anywhere in the record, such as hydro-power, hydro-electrical power, and hydro-mechanical power

Help Pages (Accessed 2025-01-23):

- [Web of Science Core Collection](#) und [alternative](#)
- [Scopus](#)
- [EBSCO](#) (you must be logged in)
- [GoogleScholar](#)