Getting started with Summon in 3 easy steps

1. Enter search term/s into the search box

2. Refine results by Content Type; Publication Date and more!

3. Click on the Preview to see a summary of the item, or click on the title to be taken to the resource
Refining your search

Select options from the menu on the left-hand side of the results screen to refine your search. A popular choice for limiting your results is to select items that are available with Full Text Online, especially if you are working from off-campus and want to access information straight away from your device.

You can also refine your search by Content Type, which is again useful when searching for a specific type of resource such as a Journal Article.

Use the date slider to select the publication date range you wish to search between, or click on the most popular date searches. This is particularly useful if you are wanting to search for current information on your research topic.

You can view a full list of all discipline areas by clicking on More. Selecting specific discipline areas which you want to search for your keywords within can help to obtain more focused and relevant results.
Searching tips

- **Combining keywords using AND, OR, NOT**

  Using **AND** will narrow a search. Connecting more words with AND will result in fewer and more specific results, as the search engine will only find items which include all keywords e.g.

  - dissertation AND writing

  Using **OR** will broaden a search. Linking similar words with OR will retrieve items which contain either or both keywords e.g.

  - dissertation OR theses

  Using **NOT** narrows a search as it excludes items which contain a specific keyword e.g.

  - dissertation NOT theses

- **Phrase searching**

  Putting double **quotation marks** around a set of words will tell the search engine to search for those words in that exact order, which can result in fewer and more specific results e.g.

  - "dissertation writing"
Using Advanced Search

Use the advanced search screen when you want to be more specific about your search. For example, you can search for items by a particular author, or you can search for your keyword/s within a specific journal title e.g.

Saving and referencing

The icons to the right of an item’s details will enable you to copy the reference, and email or save the article.