

# SUMMON™ - Your quick guide



Launch from Library homepage (<https://www.bradford.ac.uk/library>) or visit  
<https://bradford.summon.serialssolutions.com>

## Start your search

Search by entering keywords into the search box.



Summon

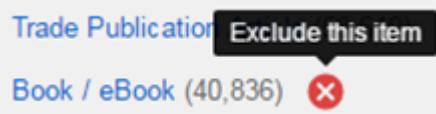
Search for books, journal articles, eResources and more

Go

Help with Summon | Search catalogue | Renew books

## Filter your search

- Filter your search results using the options in the left hand menu under **Refine your search**.
- Popular choices for filtering search results are the **Scholarly & Peer-Review** or **Content type**. You can select content types like journal articles, books etc.
- **Publication Date** can also be changed using the slider or you can choose a date range by using the date boxes. Pre-canned year ranges are also available.
- Clicking on **More** options for Subject Terms produces a pop-up box of relevant terms which you can use to make your search more specific.
- Click on the options right under **Refine your search** to limit your results.
- Hover over content types and subject terms and click on the cross icons to **exclude** them from your results. Click on **Apply** to update your results.



Trade Publication **Exclude this item**

Book / eBook (40,836) 

- **Exclude** subject terms from your search by clicking on the cross symbols.

Use the pen button  to allow for multiple selections from the menus.

REFINE YOUR SEARCH

Full Text Online

Scholarly & Peer-Review

Peer-Review

Library Catalogue

CONTENT TYPE

Journal Article (1,033,039)

Newspaper Article (173,994)

Magazine Article (145,266)

Trade Publication Article (58,619)

Book / eBook (40,836)

More...

PUBLICATION DATE

from [ ] to [ ]

Last 12 Months

Last 3 years

Last 5 years

SUBJECT TERMS

studies (127,454)

research (90,383)

article (88,799)

medicine & public health (74,220)

humans (69,908)

More...

## View, cite, email, print, save and export to EndNote

online Economics  
by Schnitzler, M. A.; Valapour, M.; Skeans, M. A; [more...](#)

American Journal of Transplantation, 01/2016, Volume 16

While the costs to Medicare of solid organ transplants are varied and considerable, the total Medicare expenditure of \$4.2 billion for solid organ transplant...

Journal Article: [Full Text](#) | [Preview](#) ▾

Choose Preview to read more about the item.  
Click on the title to access the full text.

Click these buttons to cite the item, email or save it. The more options button lets you export to EndNote.

- Results are saved into a temporary folder.
- Click on the **Saved items** icon on the top right of the page to view saved records.
- Saved items are cleared when you leave Summon.
- Go to **Saved items** to format, export to EndNote, email or print your saved search results. You will have several formatting options.



As shown on search results

As shown on search results

APA (American Psychological Assoc.)

AMA (American Medical Assoc.)

MLA (Modern Language Association)

Uniform

Export To ...

Print

Email

Open the drop-down menu and highlight your preferred formatting option. The default is the 'as shown on search results' style.

## Search tips

A successful search depends on the keywords you use.

- What are the keywords in your assignment? What keywords relate to your topic?
- Use a dictionary or thesaurus to find related terms.
- Include searches for people, places and organisations related to your topic.
- Use both acronyms and full names.
- Think around your topic to expand on keywords. E.g. computing, information technology, ICT, etc.
- Identify synonyms, e.g. luggage/baggage and garbage/rubbish.
- Keep revising your searches. Use the **Refine your search** options in Summon to suggest types of content, specific subject terms and publication dates.

## Phrase searching and wild cards

Use double quotation marks “” around a phrase, you will be searching for the exact words in that order without any changes. For instance, enter “occupational therapy” to find items about occupational therapy.

Use the asterisk (\*) to truncate words to include variations of a term. For example, psyc\* will find results including psychology, psychological, psychic, psychiatry etc.

## Related searches

Summon suggests related searches for you. Scroll down on your search results page to view suggested alternative searches.

Don't see what you're looking for? Try one of these searches:

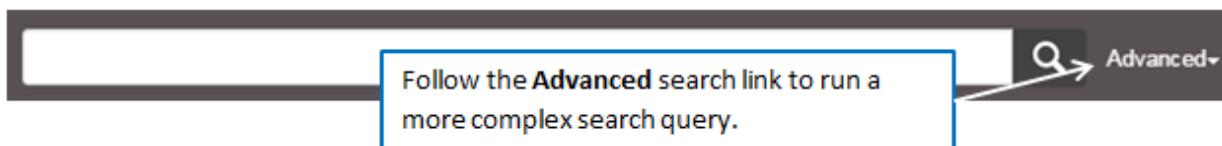
nursing research  
nursing diagnosis  
nursing care plan  
nursing ethics

nursing communication  
nursing standard  
nursing process  
nursing assessment

Or try [including sources outside of this library's collection](#)

## Advanced searches

Use the advanced search option for more specific searches.



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Search for specific journal articles from reading lists or bibliographies by entering details in the appropriate search boxes. For instance, an article by *Smith* on *Economics* in *the Business Review*.

The screenshot shows the Summon search interface. At the top right, there are two buttons: "Back to basic search" and "Return to basic search." Below these are four search fields: "Author" (with "Smith" entered), "Subject Terms" (with "Economics" entered), "Publication Title" (with "Business Review" entered), and "All Fields". An "Add a row" button is located to the right of the "All Fields" field. Below the fields is a "Publication date range" selector with dates set to "01/01/2016" and "01/09/2016". To the left of the date range selector is a box labeled "Select date range." A blue arrow points from this box to the date range input fields. Another blue box highlights the "Select fields you wish to include in your search." area, which is positioned between the "Subject Terms" and "Publication Title" fields.

Look for articles on a certain topic in a specific journal title by entering the keywords along with the journal title. For instance, articles on *yoga* in *the Obesity, Fitness and Wellness Week* published since 2012.

This screenshot shows a more refined search configuration. It includes the same search fields as the previous example: "Subject Terms" (yoga), "Publication Title" (Obesity, Fitness and Wellness Week), and "All Fields". The "Publication date range" is set to "01/01/2012" and "01/09/2016". Below these fields is a "Show content type:" section with a dropdown menu containing "Any Type" (selected with a checked checkbox), "Archival Material", and "Article". Further down are sections for "Language:" (dropdown menu), "Show only:" (checkboxes for "Items with full text online", "Scholarly materials, including peer-reviewed", "Peer reviewed publications", and "Items in the library catalogue (includes mostly print and physical material)"), and "Exclude from results:" (checkboxes for "Newspaper articles", "Book reviews", and "Dissertations/Theses"). At the bottom of the interface is a "Expand your results:" section with a checkbox for "Include results from outside your library's collection", which is checked.

Refining your search by adding results outside the University of Bradford collection will provide references for items that are not immediately available online.

## Off-campus users

Off campus? Log in to access full text and more content.

On arrival to the Summon search page, off-campus users will see a prompt to log in to see extended content. Logging in at this point is not required but will expose all Bradford subscriptions to the user and avoid having to log in to individual eBooks and eJournals at a later stage.

## Is there a library catalogue?

Our catalogue can still be used on its own. Visit the library homepage and click on the Catalogue link to revert to searching library book and journal holdings. Alternatively, visit <https://catalogue.brad.ac.uk>.

## Further help

Summon offers its own Help and Feedback options. However, you can also contact your Subject Librarian (<https://www.bradford.ac.uk/library/about-us/contact-us/>) for further Summon help.

