



Commons Platform Search Tips

These tips apply to the following Coherent Digital platforms:

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

Table of Contents

(click on any item below to jump to it)

	1
Search Basics	2
Using Boolean operators (AND, OR, AND NOT)	2
Proximity Search (NEAR)	2
Truncation, Stemming, and Wildcards - not required!	2
Advanced Search	3
Build and Edit complex queries using fields	3
Targeting your query to specific fields	3
Editing your query	5
Searching inside Organizations	6
Searching within a single Organization	6
1. Using Advanced Search	6
2. Using an Organization's Directory page	7
Searching within more than one Organization	8
Setting a Year range	9
1. Using advanced search	9
2. Using the year facet	9
Using facets to refine your search results	11
Feedback	13

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.

[Return to Table of Contents](#)

Advanced Search

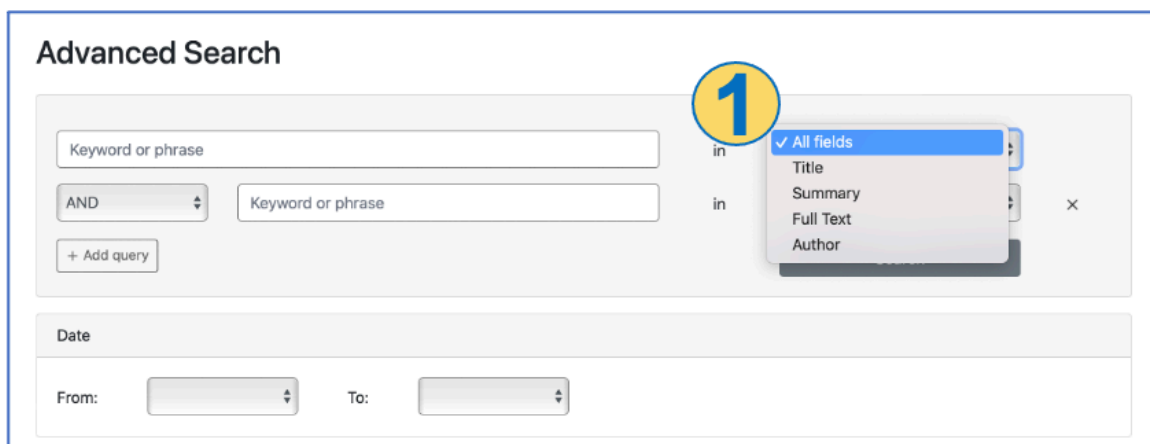
Build and Edit complex queries using fields

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

Keyword or phrase in All fields

AND Keyword or phrase in Title

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

covid-19 in Title

AND covid-19 in Summary

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="button" value="AND"/>		<input type="text" value="covid-19"/>	<input type="button" value="X"/>
<input type="button" value="AND NOT"/>		<input type="text" value="London"/>	<input type="button" value="X"/>
<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 yellow header. In the center, a search box contains the query: `title:covid-19 AND summary:covid-19 AND NOT fulltext:Lon`. Above the search box, there is a link that says "Edit advanced search". A blue arrow points from the text "Click here to edit" to this link. Another blue arrow points from the text "Or, simply edit in the search box" to the search box itself. Below the search box, the search results are displayed, including the search query, the number of results (10), and various filters and options.

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.

[Return to Table of Contents](#)

Searching inside Organizations

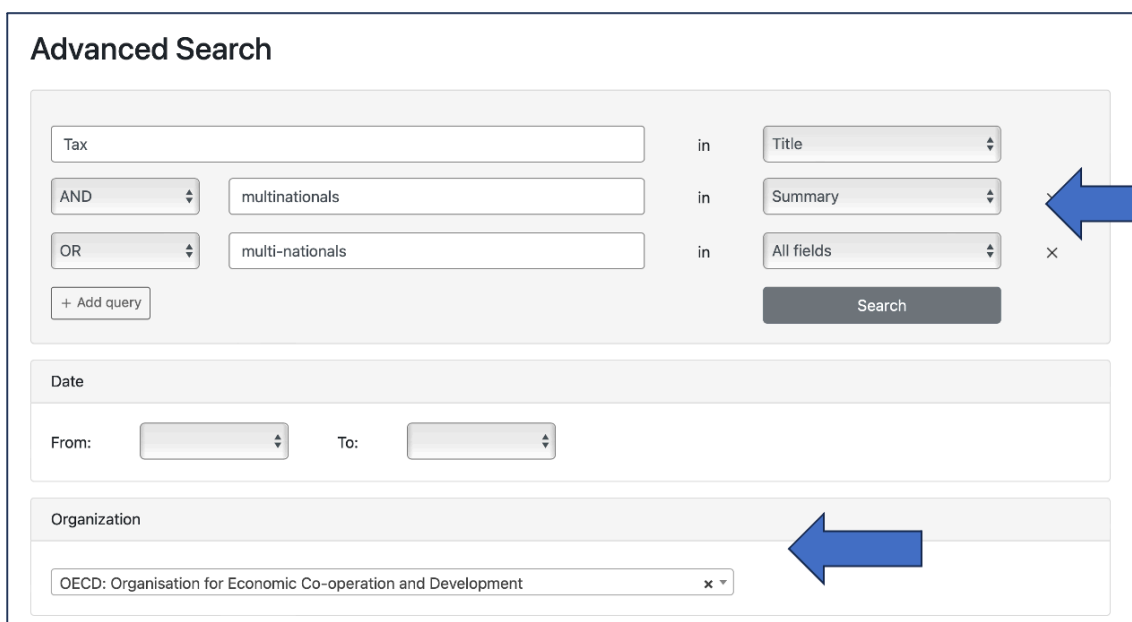
Searching within a single Organization

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.



The screenshot shows the 'Advanced Search' interface. It features a search query builder with the following elements:

- Query Builder:** A sequence of search terms and operators. The first term is 'Tax' in a text input field. Below it are two rows of logic: 'AND' followed by 'multinationals', and 'OR' followed by 'multi-nationals'. A '+ Add query' button is located below the second row.
- Field Selection:** Three 'in' operators are followed by dropdown menus for field selection. The first dropdown is set to 'Title', the second to 'Summary', and the third to 'All fields'. A blue arrow points to the 'Summary' dropdown.
- Search Button:** A dark grey button labeled 'Search' is positioned to the right of the field selection dropdowns.
- Date Filter:** A section titled 'Date' with 'From:' and 'To:' labels, each followed by a date selection dropdown.
- Organization Filter:** A section titled 'Organization' with a dropdown menu. The selected item is 'OECD: Organisation for Economic Co-operation and Development'. A blue arrow points to this dropdown.
- Clear Button:** A small 'x' icon is located to the right of the 'All fields' dropdown, used to clear the selection.

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:


Home / Organizations / IGO / World Bank Group

World Bank Group


↳ See also: The United Nations

Type IGO

Website worldbank.org

Wikipedia 

Year founded 1944


Location Washington D.C., DC  United States of America


See also Development Research Group, IEG, IFC

Summary 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.


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Collections

 Documents and Reports

 Open Knowledge Repository

Publications






Are Carbon Taxes Good for South Asia?

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World Bank Group, 15 June 2022 [Full list](#)

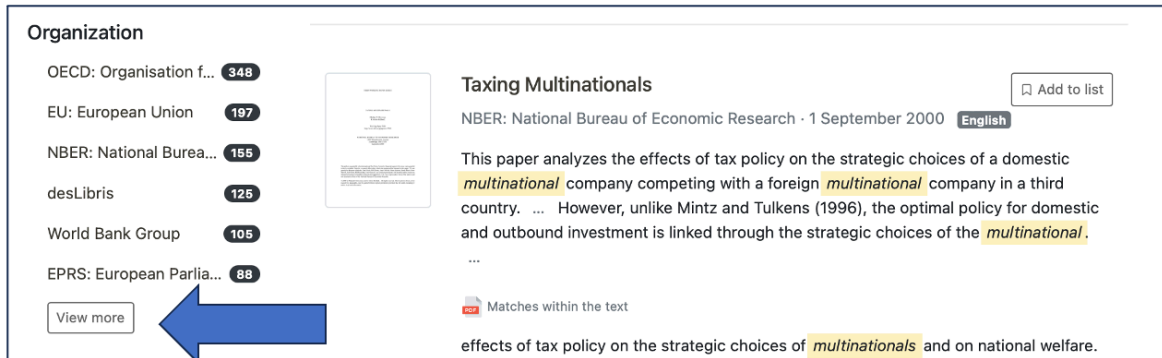


Struggling with the Rain: Weather Variability and Food Insecurity Forecasting in Mauritania

[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



Organization

- OECD: Organisation f... **348**
- EU: European Union **197**
- NBER: National Burea... **155**
- desLibris **125**
- World Bank Group **105**
- EPRS: European Parlia... **88**

[View more](#)

Taxing Multinationals [Add to list](#)

NBER: National Bureau of Economic Research · 1 September 2000 **English**

This paper analyzes the effects of tax policy on the strategic choices of a domestic **multinational** company competing with a foreign **multinational** company in a third country. ... However, unlike Mintz and Tulkens (1996), the optimal policy for domestic and outbound investment is linked through the strategic choices of the **multinational**.

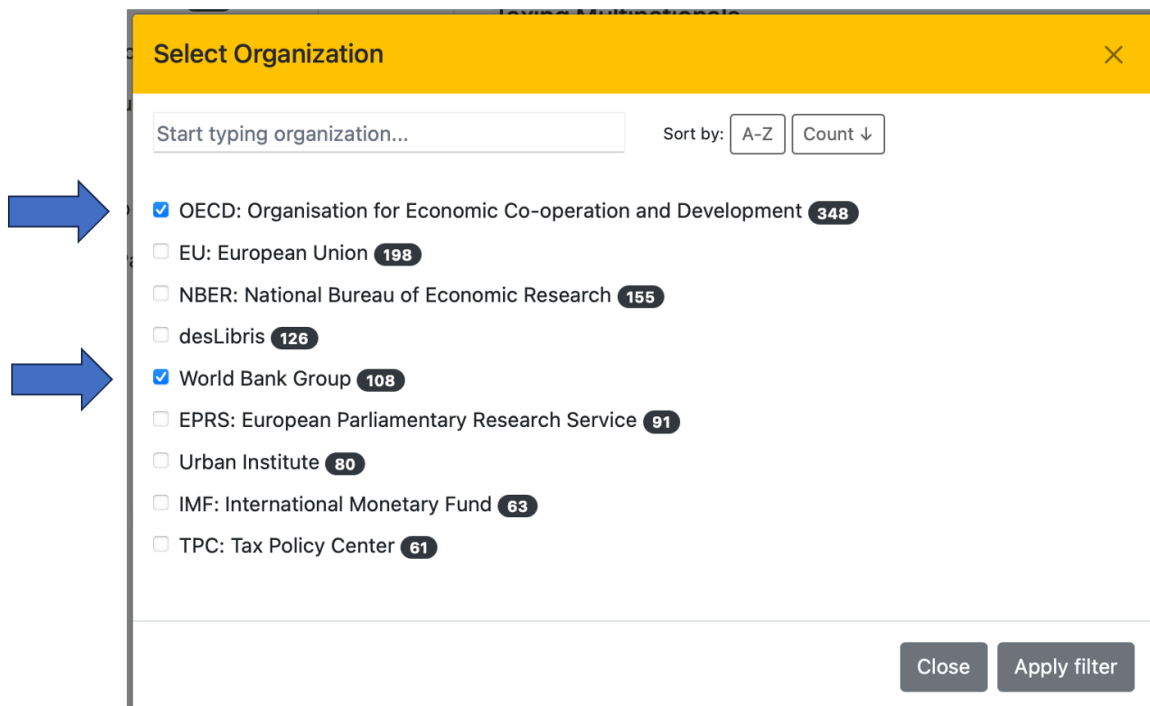
Matches within the text

effects of tax policy on the strategic choices of **multinationals** and on national welfare.

And then choose one or more Organizations from the Select Organization drop-down (in this example, I've chosen the OECD and the World Bank). You can choose as many Organizations as you want.

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.



Select Organization ×

Start typing organization... Sort by: **A-Z** **Count ↓**

- OECD: Organisation for Economic Co-operation and Development **348**
- EU: European Union **198**
- NBER: National Bureau of Economic Research **155**
- desLibris **126**
- World Bank Group **108**
- EPRS: European Parliamentary Research Service **91**
- Urban Institute **80**
- IMF: International Monetary Fund **63**
- TPC: Tax Policy Center **61**

[Close](#) [Apply filter](#)

[Return to Table of Contents](#)

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

<input type="text" value="tax"/>	in	<input type="text" value="Title"/>	
<input type="button" value="AND"/>	<input type="text" value="multinationals"/>	in	<input type="text" value="All fields"/> ×
<input type="button" value="OR"/>	<input type="text" value="multi-nationals"/>	in	<input type="text" value="All fields"/> ×
<input type="button" value="+ Add query"/>		<input type="button" value="Search"/>	

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


2023	61
2022	107
2021	190
2020	167
2019	199
2018	204

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

Select Year
×

Sort by: A-Z Count ↓

- 2016 277
- 2017 206
- 2018 204
- 2019 199
- 2021 190
- 2020 167
- 2015 151
- 2013 114
- 2014 114



Close
Apply filter

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

[Return to Table of Contents](#)

Content	
Publications	928
Tables	92
Publication Type	
Report	1,013
Link	2
Press release	2
Administrative document	1
Journal	1
Other	1
Organization	
World Bank Group	216
McMaster Health Forum	52
IPC-IG: International P...	37
CEPR: Centre for Econ...	22
CEBRI: Centro Brasileir...	22
OECD: Organisation for...	18

Using facets to refine your search results

Top tip! Refine your search with the facets.

Content

Choose from publications or explore the tables we've extracted from the publications.

Publication Type

Most items are 'reports' but, where possible, content is tagged to one of a range of other types. Look out for datasets and maps.

Organization & Publisher Type

You can choose from among 24,000+ organizations and refine by type. Types include projects and foundations. ([Do let us know if we're missing an organization or project](#)).

Language

We index content in 107 languages. Just over half are in English, other common languages are French, Spanish, German and Italian.

Publisher Region & Country

We've grouped the organizations into broad geographic regions and countries, 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. Use the Topic tool in the navigation bar to find your topic of interest.

Modules

Policy Commons is organized into three modules: *Global Think Tanks*, *North American Cities* and *World Cities*. (A Government module will be added in the second half of 2023).

[Return to Table of Contents](#)

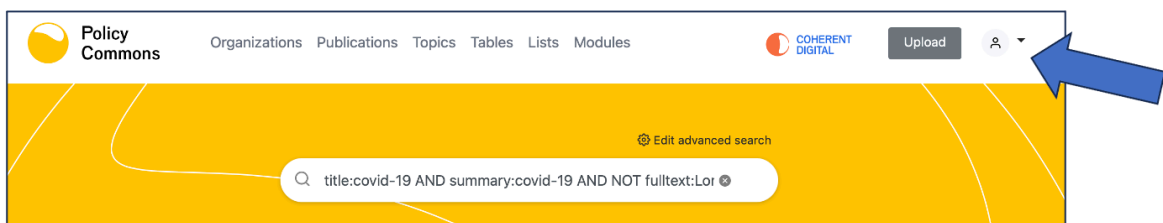
Saving a favorite search (and get alerts too!)

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

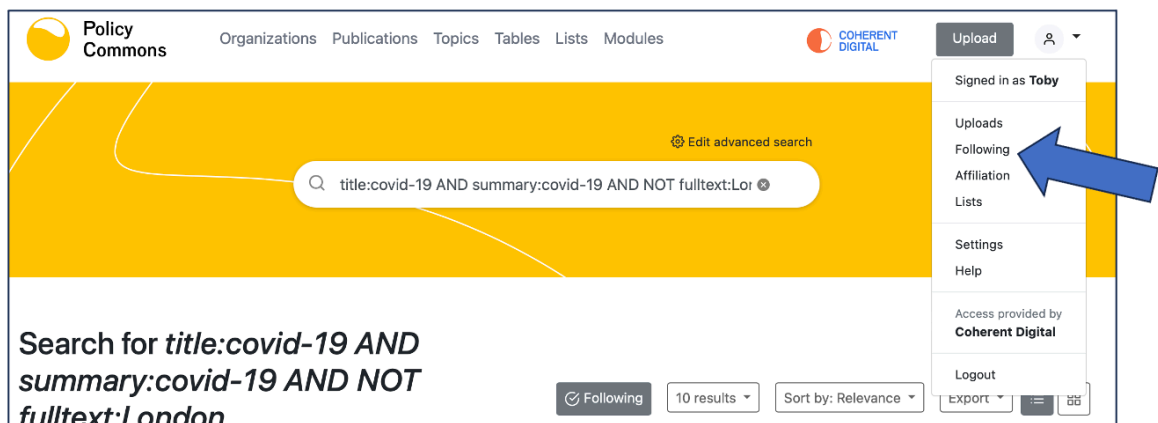


Top tip! This also has the advantage of automatically **sending you email alerts** when new items that match your search are indexed by Policy Commons.

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' section with 27 items. It lists several search alerts with their respective frequencies and delete icons. Three blue callout boxes provide instructions: one points to a search title, another points to the alert frequency dropdown, and a third points to the delete icon.

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	Weekly [X]
Search: "Benazir income support program"	Weekly [X]
Topic: Macroeconomics	Weekly [X]

[Return to Table of Contents](#)

Feedback

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

info@coherentdigital.net

[Return to Table of Contents](#)