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Truncation is the process of retrieving various forms including the plural of a word stem. For instance, in EZRA, you can truncate with *n* in *KEY, ORD* searches

For instance, *histor*

Other kinds of searches in EZRA utilize *n* truncation.

Title search. *lack* retrieves *lck, lcks, lckerry*
Author search. *Cole* retrieves *Core, Coren, Coreridge*
Subject search. *sports* retrieves *sports, sports medicine, sportscasters, etc*

Note. Different databases use different symbols for truncation. A few examples are.

DATABASE

TRUNCATION SYMBOL

EZRA

Academic Search Complete

and other EBSCO databases

Wilson Indexes, Wilson, etc

OhioLINK databases including *Education*

Astracts and many more

Lexis Nexis

JSTOR

or
or ■

When in doubt as to which symbol to use, you can check the database help screens or ask reference librarians

y n a

In EZRA and in the OhioLINK Central Catalog, you can do a broad keyword search and then focus the results by using the Modify Search button located at the top right of the screen. You can then elect to specify LANGUAGE, MATERIAL TYPE, WHERE ITEM IS LOCATED, and more. In many truncated searches, such as Academic Search Premier and Education Abstracts, the basic search for a term allows you to specify such factors as language, time period, article type, and other factors specific to the database you are using.

For instance, suppose you did a *KEY, ORD* search in EZRA on *ecology* and found several hundred records. By modifying capabilities, you could say that you want tree or forest to be in the title or contents notes AND you want to see only items that are