



# Quick Reference Sheet

## Writing Rules and Logical Operators

Writing rules		Examples
<b>Capitals and lowercase</b>	No effect on query.	droit DROIT
<b>Accents</b>	No effect on query.	requête requete diffam*
<b>Truncation (*)</b>	Symbol replacing one or many characters in order to find words of uncertain spelling or several words with similar spelling.	mari*ana *constitution*
<b>Limited truncation (*n)</b>	Adding a number after the asterisk limits the number of characters that may take its place. Counts as a character.	vol*1 thib*1ault 500-05-000001-017
<b>Hyphen</b>	Must be entered in query. Compound key words made up of two components that must agree in number must be spelled with two truncations.	assurance-vie grand*-parent*
<b>Acronyms and periods</b>	Enter terms that contain periods both with and without periods. Quotation marks will appear automatically when necessary.	stcum OU s.t.c.u.m.
Logical operators		Examples
<b>OU</b>	Finds documents that include one or the other or both words specified in query. Use : synonyms; variant spellings of same word.	grossesse OU enceinte reer OU "r.e.e.r"
<b>ET</b>	Finds documents that include both words specified in query. Use: general concepts.	vol ET sentence congédiement ET grossesse
<b>MEME</b>	Finds two different terms in the same paragraph. Use: search within a field; terms that should be found close to one another.	Daigle MEME Tremblay chute MEME trottoir
<b>PRES</b>	Finds two words separated by a space, in the same order or not. Use: expressions that may be used one way or the other.	grossière PRES négligence preuve PRES nouvelle
<b>PRESn</b>	Finds two words, in the same order or not, separated by "n" words from each other. Use: expressions where two words must be present but their order may vary. <i>n = number of words between words specified in query plus one (n = nb + 1)</i>	atteinte PRES3 réputation fouille PRES5 abus*
<b>ADJ</b>	Finds two words in indicated order, next to one another. Use: set expressions.	pension ADJ alimentaire facultés ADJ affaiblies
<b>ADJn</b>	Finds two words in indicated order, separated by "n" words from each other. Use: expressions that may vary but whose word order is known; expressions including nonsignificant words. <i>n = number of words between words specified in query plus one (n = nb + 1)</i>	droit ADJ6 avocat droit ADJ2 auteur
<b>NON</b>	Excludes documents containing the term specified after the logical operator. Use: eliminate documents containing an unwanted term.	harcèlement NON sexuel
<b>Quotation marks</b>	Treat logical operator literally. Use: set expressions; query including words used as logical operators.	perte "non" pécuniaire conjointe "et" solidaire