

## Guidelines for searching in the Repository

The Repository of Wyższa Szkoła Biznesu - National Louis University in Nowy Sącz is a collection of all texts published by our staff, covering all disciplines taught at the School, learning materials and students' dissertations. The Repository is a platform for open-access scientific resources aimed at integrating the School with other sources of scientific data.

### Search the Repository

You can search the WSB-NLU Repository through the search field located in the top right-hand side corner or in the middle of the webpage.



Search DSpace

[Advanced Search](#)

To limit your search to a specific community or collection, open the webpage of the relevant collection or community and use the search field located there.

### Browse by

- [By Issue Date](#)
- [Authors](#)
- [Titles](#)
- [Subjects](#)



Search within this community and its collections:

[Advanced Search](#)

Searching Tips:

### What is keyword search?

The search engine will look for the word you enter into the search box in the following fields: Authors, Titles, Abstracts and Identifier.

However, you can also ask for a 'Full Text' search. Then, the engine will search for a given term in the full-text content of every document stored in the archive.

### Stop Words - words omitted in search

The search engine will ignore certain words while searching because they occur fairly densely in English without carrying any significance in search. Some of those are:

'a', 'and', 'are', 'as', 'at', 'be', 'but', 'by', 'for', 'if', 'in', 'into',

'is', 'it', 'no', 'not', 'of', 'on', 'or', 'such', 'the', 'to', 'was'

### Shortening words

You can use the asterisk (\*) with root words to search for different forms of a word.

select\*

### Searching for exact phrases

To search for an entire phrase, search for it in quotation marks.

"organizational change"

### Exact word match

Put a plus (+) sign before a word if it must appear in the search result.

+ marketing mix

### Eliminate Words

Put a minus (-) sign before a word if it should not appear in the search results. Alternatively, you can use NOT. This can limit your search to eliminate unwanted hits. For instance, in the search

management -marketing

or

management NOT marketing

you will get items containing the word "management", except those that also contain the word "marketing"

### Boolean operators

You can use the following Boolean operators in your search. Note that they must be CAPITALIZED.

**AND** - limits your search to find items containing all words or phrases combined with this operator, e.g.

management AND marketing

will retrieve all items that contain both the words "management" and "marketing".

**OR** - to enlarge searches in order to find all items containing any of the words or phrases surrounding this operator.

management OR marketing

will retrieve all items that contain either the words "management" or "marketing".

**NOT** - excludes items containing the word following this operator, e.g.

management NOT marketing

will retrieve all items that contain the word "management" EXCEPT those also containing the word "marketing".

**Parentheses** can be used in the search query to group search terms into sets, e.g.

(management OR marketing) AND (company OR firm)

## Advanced Search

The advanced search page allows you to specify the fields you wish to search, and to combine these searches with the Boolean "AND", "OR" or "NOT".

### Advanced Search

The screenshot shows the Advanced Search interface. At the top, there is a 'Search scope' section with the text 'Limit your search to a community or collection.' and a dropdown menu currently set to 'All of DSpace'. Below this is a table with three columns: 'Conjunction', 'Search type', and 'Search for'. The first row has a dropdown for 'Conjunction' (set to 'AND'), a dropdown for 'Search type' (set to 'Full Text'), and an empty text input for 'Search for'. The second and third rows are identical to the first. At the bottom of the table, there are two more dropdowns: 'Results/page' (set to '10') and 'Sort items by' (set to 'relevance'). To the right of these is the text 'in order' followed by a dropdown set to 'descending'. A blue 'Go' button is located at the bottom center of the form.

You can restrict your search to a community or search the entire platform.

Then, select the field to search in the left-hand column and enter the phrase you are searching for in the right-hand column. You can also use Boolean operators.

## Browse

**Browsing by Communities & Collections** enables you to search through communities and collections in alphabetical order.

**Browsing by Issue Date** lets you search through a list of all items by date.

### Browsing by Issue Date

Jump to a point in the index: (Choose month) ▾ (Choose year) ▾

Or type in a year:

Sort by: issue date ▾ Order: ascending ▾ Results: 20 ▾

Now showing items 1-20 of 4205

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**Browsing by Author** lets you look for an author in alphabetical order.

### Browsing by Author

0-9 [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Or enter first few letters:

Order: ascending ▾ Results: 20 ▾

Now showing items 1-20 of 4098

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**Browsing by Title** lets you look through titles of publications in alphabetical order.

### Browsing by Title

0-9 [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Or enter first few letters:

Sort by: title ▾ Order: ascending ▾ Results: 20 ▾

Now showing items 1-20 of 4205

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**Browsing by Subject** lets you search for works on a specific subject covered by the WSB-NLU Repository. Subjects are arranged alphabetically.

### Browsing by Subject

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Or enter first few letters:

Order: ascending ▾ Results: 20 ▾

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