

## **LEXIS-NEXIS® Academic Universe**

LEXIS-NEXIS® Academic Universe is a collection of databases that are organized in five major categories: **NEWS**, **BUSINESS**, **LEGAL**, **MEDICAL**, and **REFERENCE**. It couples the convenience of the Internet with the power of LEXIS-NEXIS® services so you can quickly and easily retrieve documents that meet your specific research needs.

**NEWS** - Search the full text of today's news or search back more than 20 years

- General News
- Today's News
- U.S. News
- World News
- Wires
- Transcripts
- Arts & Sports
- Campus
- Non-English Language

**BUSINESS** - Retrieve full text company news and financial information

- Business News
- Company Financial
- Compare Companies
- SEC Filings
- Industry & Market
- Accounting Literature
- Business Reference

**LEGAL RESEARCH** - Search full text federal, state, and international legal materials

- Legal News
- Law Reviews
- Name & Cite
- Shepard's®
- Federal Case Law
- State Case Law
- Topical Law
- Federal Code
- Federal Regulations
- State Codes
- Tax Law
- Canadian Legislative Materials
- Canadian Statutes & Regulations
- EU Law (CELEX)
- International Case Law
- Patents
- Patent Nos. by Class
- Manual of Class.

Martindale-Hubbell®  
Law School Dir.  
Choosing a School

**MEDICAL** - Find full text and abstracted medical and health information

News  
Journals  
Abstracts

**REFERENCE** - Search general reference sources

Biographical Information  
Country Profiles  
Polls & Surveys  
Quotations  
State Profiles  
World Almanac

## **Boolean Operators**

*OR, AND, NOT*

You may combine your search terms by using Boolean operator(s).

## **Basic Search**

Choose Lexis-Nexis Academic Universe from Licensed Resources at:

<<http://libraries.cuny.edu/resource.htm>>. From the Main Menu, perform the following steps:

1. Select a database among five categories
2. Select a search form (Basic or Guided Search).
3. Complete the search form by doing the following:
  - Enter search terms in the various fields. Required fields vary by search form. Keyword is the most commonly required field. Other search forms can include Country or Search Terms as a required field.
  - When a down arrow appears next to a required field, select the field you want from the drop-down list. For example, you can select Company Name, SIC or Ticker Symbol to be a required field in the SEC Filings search form.
  - Specify the date you want to search by doing one of the following:
    - (a) Select an option from the drop-down list to the right of the Date field.
    - (b) Click the button to the left of the From field and enter a date in the From and To fields.
4. Select a source from the drop-down list in the Source field (if applicable).
5. Click the Search button. Once your search is complete, a Search Results page appears with a Document List. This list provides general information about the documents such as headline, source, date, and length.
6. Click the link associated with the document you want to view.

## Truncation / Wildcards

The asterisk (\*) and the exclamation mark (!) are referred to as special characters. Sometimes they are called "wildcards." Use them to substitute for letters in words, although each has a different function.

### Asterisk (\*)

Use the asterisk (\*) to replace a letter or letters in a word. You can use more than one asterisk in a word and you can use it anywhere in a word except as the first letter. Examples:

bernst**n	finds the ei or ie spelling of the name
wom*n	finds woman and women
bank***	finds any word beginning with bank and that has no more than three letters after the k; will pick up banker and banking, but will not pick up bankrupt or bankruptcy

### Exclamation Mark (!)

Use the exclamation mark (!) to replace an infinite number of letters following a word root. You can use only one exclamation mark in a word and it must be at the end of the word root. Example:

acqui!	finds variations of the word acquire (acquired, acquiring, acquisition)
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## View results:

Click KWIC™ (Key Words in Context) to see only the portion(s) of the document containing your search terms and 15 to 25 words on either side of your search terms.

Use the Previous Document and Next Document buttons to view other documents in your search results.

Click Document List to return to the search results.

Click FOCUS™ to find additional terms within the current search results.

Click Edit Search to change your search or conduct a new search using the same search form.

## Retrieve documents

Print: use built-in print function to reformat the document

Save: same as above, then save as "Plain Text".

Email: you must have a valid email address



Please ask the reference librarian for further help.