# Tips for Internet searches

Below are a series of simple commands and a description of their usage that will help you when you perform internet searches.

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| **Objective** | **Command** | **Use** |
| Search an exact phrase. | **Quotation marks (" ")** | Use quotation marks to find an exact word or group of words. This is useful for searching quotes or song lyrics. For example: *"To be or not to be"* |
| Remove search results. | **Dash/hyphen (-)** | Use a hyphen before the word you want to exclude from your search. Example: *Jaguar -animal* |
| Search for similar words. | **Tilde (~)** | Use a tilde (or squiggly line) before a term to include results with their synonyms. Example: *Christmas~desserts* |
| Limit Resultsto a website. | **Site: (+ the domain name)** | Use *site* to search within a specific website. Example:  *Olympics site:elmundo.es* |
| See the inbound links that any website receives. | **Link: website** | Use *link* to search for pages that link to your specified page. Example: *Link: google.es* |
| Search intervals. | **Two dots (..)** | Use two consecutive dots between two numbers to express the range of things like dates, measurements, prices, etc. Example: *Films 1950..1960* |

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| See which pagesare similar to a certain website. | **Related:** | Use *related* to find pages similar to a specific webpage. Example: *Related:educaplanet* |
| Search definitions. | **Define: your query** | Use define: to find the definition of a specific word. Example: *Define:learning* |
| Search by file type (.pdf, .ppt,.doc,etc.). | **Filetype: type of document** | To search for information with the selected type of document format. Example: *Acropolis filetype:pdf* |
| Find results indifferently for different searches. | **Vertical line (|)** | To search websites that contain one, two or all of the search terms.Example:*Blouse| shirt* |

# Six key ways of estimating the accuracy of the information

You can use these six key ways of estimating the veracity of the information you find:

1. **Compare**

Do not go with the first information you find. Contrast its veracity with other articles.

1. **Find who the author is**

Investigate the credentials of the information's author. Beware of any information that is not signed (by a person or by an institution).

1. **Context**

Confirm whether the support or publication where the information is located is reliable.

1. **Up-to-date**

Check if the information is up-to-date.

1. **Ask**

Check whether others have found the same information, or if any information contradicts what you have found.

1. **Content**

Question whether the information is really relevant and check that the information provided is accurate.

# References and citations

The following presents a series of recommendations on how to cite sources of information of different types and origins:

**If your source is** a **book:**

|  |  |
| --- | --- |
|  **Author(s)**  | Fontana, J.  |
|  **Year of publication**  | (2017)  |
| **Title of the book (in italics)**  | *El siglo de la revolución*  |
| **Place of publication**  | Barcelona  |
| **Publisher**  | Editorial Crítica  |

 **Example:**

Fontana, J. (2017). *El siglo de la revolución*. Barcelona: Editorial Crítica.

**If your source is a** **newspaper**:

|  |  |
| --- | --- |
|  **Author(s)**  | S.E.  |
|  **Title of the article (quotation marks)**  | "Los Premios ‘Grandes Profes, Grandes Iniciativas’ consolidan su éxito como gran cita educativa"  |
| **Name of the newspaper(in italics)**  | *La Razón*  |
|  **Publication date**  | 9 June 2017  |
| **Pages**  | 20-21  |

**Example:**

S.E.: "Los Premios ‘Grandes Profes, Grandes Iniciativas’ consolidan su éxito como gran cita educativa". *La Razón*, 9 June 2017, pp. 20-21.

**If your source is a** **webpage**:

|  |  |
| --- | --- |
|  **Author(s)**  | Carroll, L. & Gilroy, P. J.  |
|  **Year of publication**  | (2002)  |
|  **Title of the article (quotation marks)**  | "Transgender issues in counselor preparation"  |
| **Association that publishedthe article**  | Counselor Education & Supervision  |
| **Pages**  | 233-242  |
| **Taken from (URL)**  | <http://www.counseling.org>  |

**Example:**

Carroll, L. & Gilroy, P. J. (2002)."Transgender issues in counselor preparation". Counselor Education & Supervision, pp. 233-242.Taken from[http://www.counseling.org](http://www.counseling.org/)