

# Marketplace Quick Reference Guide

Search/Filter Search Results

#### Marketplace: Search/Filter Search Results

Marketplace is CCC's commerce site for republication rights and article reprints. Republication permissions from thousands of publishers around the world are available here. Searching for publications at the title and article/ chapter level has been made easy. This quick reference guide provides step by step instructions on how to search and filter search results on Marketplace.

#### Log on by visiting: http://marketplace.copyright.com

#### <u>1. Simple Search Using the Search Bar</u>

 In the search bar, enter the Title/Author/Keywords/PMID/ISSN/etc. for the article/chapter and click on Search

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Sign In

Q

Adva

All

#### ▼ To Search Permissions Enter Title, Keywords, PMID

- Marketplace returns matches to your search, which may include publication and article or chapter matches. Review the search results to locate the article/chapter you need.
- Too many search results? Use the filters at the left to limit the results by Publication Type, Language, or Country.
- If the article/chapter/publication record includes the *Request permission* option, click on it to open a request form and begin an order.

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#### 2. Advanced Search

- To the right of the Search bar, select Advanced Search to display the Advanced Search interface.
- Select either Articles/Chapters or Publications Articles/Chapters Publications to limit the search results to that content type.
- Use the All Fields
   drop-down to search in specific fields

ADVANCED SEARCH			
Articles/Chapters Publications			
	All Fields -		•
AND -	All Fields -		00
		Search Clear	
✓ Show limiters			

- Use the 
   Show limiters drop-down to apply additional filters to your search. Options include: Publication Date, Volume/Issue, Publisher Name, Language, and Country of Publication.
- In the search bar, enter the Title/Author/Keywords/PMID/ISSN/etc. for the article/chapter and click on **Search** to display search results.

#### 3. Filtering Search Results

- Filter search results by using the "Filter your results" panel (left pane of application) to narrow the results set. Each of the filtering options are dynamic and tied to the results from the search terms used.
- Filter by Publication type selecting one or more of 10+ options available in an alphabetical list
- Filter Language by selecting one or more of the 40+ language options offered in an alphabetical list

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#### 4. Sorting Search Results

- Search results are sorted by Relevance as a default.
- Search results can be sorted by Relevance, Date, or Title of the Article/Chapter.
- Use the sort drop-down option at the upper right corner of the search results to display the list of sort options.
- Select the desired option from the list and the search results will be automatically according to the option selected.
- Below is a brief description of each sort option:
  - ⇒ Relevance shows the results most closely connected to your search terms at the top of the search results.
  - $\Rightarrow$  Date orders the search results from newest publication date to oldest publication date.
  - $\Rightarrow$  Title sorts the search results alphabetically, in ascending order, by the article/chapter title

#### 5. Managing Large Sets of Search Results

- Marketplace displays the first 25 search results by default. You can increase the number of search results up to 100 records per screen.
- First, select the "View all" link displayed next to Publication Results or Article/Chapter Results.

#### Article/Chapter Results View all (122)

- Use the drop-down at the right to adjust the number of results displayed per page. You can display up to 100 records per page.
- You can scroll through the search results using the page numbers or Next link to scroll through the results set.

Previous 1 2 3 4 5 Next

25 Results/page -
25
50
100

Sort by Relevance -

Date

Title

Relevance

### Search Tips

The system automatically returns results with all your search terms. For example, a search for **breast cancer** and for **cancer breast** will both retrieve results with the terms **breast** and **cancer**.

Use the tips below to gain more control over the results you see:

Search for an exact match:	Use quotes to search for an exact word or phrase. For example, a search for " <b>breast cancer</b> " will only retrieve results with the exact phrase <b>breast cancer</b> .
Search for either word:	To get results with one of several words, use the <b>OR</b> operator between your search terms. For example, a search for <b>cancer OR malignancy</b> will retrieve results that match at least one of the terms.
Exclude words:	To exclude results with a particular word, use the <b>NOT</b> operator before it. For example, a search for <b>breast NOT cancer</b> will retrieve results with the word <b>breast</b> but not <b>cancer</b> .
Find multiple forms of a word:	Use an asterisk (*) as a wildcard character to substitute for another character or characters in a string. For example, a search for <b>metast</b> * will retrieve results with the terms <b>metastasize, metastastis, metastases</b> , <b>metastatic, metastasis</b> and <b>metastable</b> .

#### Questions?



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