**Common Terms:**

1. **ABSTRACT:** A summary of the contents of a book, article
2. **BOOLEAN OPERATORS:** Used to connect and define the relationship between your search terms. When searching electronic databases, you can use these operators to either narrow or broaden your results-three operators are AND, OR, and NOT
3. **CITATION:** Reference to a source for substantiation
4. **CONTROLLED VOCABULARY:** An established list of standardized terminology for use in indexing and retrieval of information
5. **DATABASE:** Primarily a collection of online resources, articles, etc. from books, periodicals, etc.
6. **DOI/PERSISTENT LINK:** A unique alphanumeric string that provides a persistent link to content online, allowing you to open a document directly from a database
7. **FIELD:** Category of information, for example, title, author, subject
8. **GOOGLE SCHOLAR:** A way to broadly search for scholarly literature-locate the complete document through your library or subscription databases & possibly on the web
9. **ILL-INTERLIBRARY LOAN:** North can borrow from the other libraries in the District as well as public and academic libraries in the state consortium
10. **INDICES:** Alphabetically arranged list of items (such as names or terms)
11. **JOURNAL:** Newspaper, newsletter, magazine which focuses on a particular subject or professional activity, written by scholars in a particular field - New England Journal of Medicine.
12. **KEYWORD:** An informative word used in an information retrieval system to indicate the content of a document
13. **PEER REVIEWED:** Something which is proposed for research or publication and then evaluated by a group of experts in the appropriate field
14. **PRIMARY SOURCES:** Original materials, usually from the time period involved, which have not been filtered through interpretation or evaluation—varies depending on subject material
15. **RECORD:** Each document in a database
16. **SECONDARY SOURCES:** Accounts written after the fact, usually interpretations and evaluations of primary sources. Secondary sources are not seen as evidence of an event
17. **STOP WORDS:** Words ignored by many databases & search engines, like a, an, of
18. **SUBJECTS:** An example of a controlled vocabulary is when these are used to describe library resources
19. **TERTIARY SOURCES:** Information compiled from various sources, including primary and secondary sources, such as an encyclopedia
20. **TRUNCATION or WILDCARD CHARACTERS:** Used to create searches where there are unknown characters, spelling variations, or multiple endings. Some symbols are *, ?, and #