



## DTIC ONLINE: Public Technical Reports Tips to Start You Searching (v4)

### Finding One or More Terms

To find one or more terms, type them in the search box with an OR between them.

Examples:

- **radar** retrieves results that contain the term *radar*
- **homeland or security** retrieves results that contain either the word *homeland* or the term *security* or both terms

**Note:** **homeland security** retrieves only results that contain BOTH words.

### Finding Phrases

To find a phrase, or terms adjacent to each other, enclose the adjacent terms or phrase in quotes in the search box.

Examples:

- **"cargo carrier"** retrieves results that contain the exact match of phrase *cargo carrier*
- **"secretary of defense"** retrieves results that contain the exact match of *secretary of defense*

To find an exact phrase within a title, enclose the phrase in quotes and use the title field in the Quick Search or the Guided Search.

Example:

Title:

"air guns"

Retrieves results with the phrase *air guns* in the title

### Singular and Plural

Both singular and plural versions of a term are searched automatically.

Examples:

- **bullet** retrieves results that contain either term *bullet* or *bullets*
- **women** retrieves results that contain either term *women* or *woman*

- **library** retrieves results with either term *library* or *libraries*

### **Boolean**

Use: **AND, OR, NOT**

Do not encase terms in < >.

Do not use commas for Boolean "OR"

Examples:

- Enter **radar and sites** to retrieve results that contain both the term *radar* and the term *sites*
- Enter **disc or disk** to retrieve results that contain either the term *disc* or the term *disk*
- Enter **homeland not security** to retrieve results that contain the term *homeland* but not the term *security*

### **Case**

Search terms are NOT case sensitive.

Examples:

- **TANKS** retrieves results that contain the words *TANKS*, *tanks*, *Tanks*, etc.
- **tanks** retrieves results that contain the words *TANKS*, *tanks*, *Tanks*, etc.
- **Tanks** retrieves results that contain the words *TANKS*, *tanks*, *Tanks*, etc.
- **TanK** retrieves results that contain the words *TANK*, *tank*, etc.

### **Punctuation**

Use punctuation when it is part of the term.

Example:

- **AN/BQQ-1** retrieves results that contain the term *AN/BQQ-1*.

However, some punctuation marks have a function and should be avoided.

Examples:

- **Parentheses ( )** are used in nesting. For those **descriptors (Thesaurus terms)** that use parentheses, enclose in quotes. *Performance(Human)* should be typed as "**Performance(Human)**"
- **Double Quotes " "** are used to indicate an exact search for a word or phrase.
- **Asterisk \*** is used as a wildcard indicating an indefinite number of characters, including no characters.
- **Question Mark ?** is used as a wildcard replacing exactly one character.

An alternative is to enclose the term in quotes, ex. “**AN/BQQ-1( )**”

### **Searching Fields**

**AND** is the default for multiple search terms in a single search entry field or box.

Example:

- Term A Term B Term C = Term A and Term B and Term C in one field or box

Title:

Results: documents containing all three terms *unmanned*, *aerial* and *vehicle* in the Title field.

**AND** is also the default for search terms across different fields in the DTIC Online Quick Search.

Example:

- Title field: Term A  
Personal Author field: Term B  
= (Term A in Title field or box) and (Term B in Personal Author field or box)

Title:

Personal Author:

Retrieves all reports with *laser* in the title and *smith* as an author.

### **Find an AD number (TR)**

A unique Accession Document (AD) number is assigned to each item added to the DTIC Technical Reports Collection for the purpose of identification, control, and retrieval.

Explanation of an accession (AD) number:

- All accession numbers begin with the letters AD and contain a 6 digit number
- Before Nov 1974, AD numbers did not use a preceding alpha character but consisted of 6 digits (AD786753)
- Since DTIC Online requires 9 characters in this field, a 0 (zero) must be added after AD when there is no third alpha character.
- After November 1974, AD numbers used A, B, C, D, E, F, P, R, or M to precede the 6 digits.

How to search for an AD number:

- Pack the number eliminating all spaces and punctuation and any characters after the 6 digit number.
- For this site, AD denotes an accession number and is considered part of the number for searching.

- All AD numbers consist of a total of nine alphanumeric characters. This site adds the leading 0 (zero) to the older documents. You may find AD numbers listed in other documents without the leading 0 (zero) but to search this site, you must add the 0 (zero).

Examples:

- Enter AD786753 as **AD0786753** (Zero has been added before the 6 digits)
- Enter AD-A346 513 as **ada346513**
- Enter A000009 as **ada000009**

### **Find an Author**

The author of a report is entered as indicated on the cover, title page or Report Documentation Page. Authors vary the form of their name on different publications and are entered "as is" on submitted documents. Search an author's name more than one way. There is no authority file.

How to search for an author:

- Invert the name
- Place quotes around the search statement (phrase)
- Use no other punctuation

Examples:

- R. Smith entered "**smith r**" will return all authors with last name Smith and first initial R and will disregard any middle name or initial.
- R. J. Smith entered "**smith r j**" will retrieve all authors with the last name Smith and the first initial R and the second initial J.
- Robert Smith entered "**smith robert**" will return all authors with last name Smith and first name Robert and will disregard any middle name or initial.
- Robert J. Smith entered "**smith robert j**" will retrieve all authors with the last name Smith and the first name Robert and the middle initial J.

To find all versions of a name, it is recommended to use this broad search and leave out the middle initial since the author may not have used it.

- "**smith r**" or "**smith robert**"

Smith, R. S. Smith, R. Smith, R. Daniel  
 Smith, R.D. Smith, R.Daniel Smith, Robert  
 Smith, Robert Smith, Robert Q. Smith, Robert Dale

## **Nesting**

To combine similar concepts together, enclose or nest them in parentheses.

Examples:

- ***(3d or 3-d or “3 dimensional” or “three dimensional”) and (imaging or display)***

This will create a set containing any of the terms ***3d, 3 d, 3 dimensional*** or ***three dimensional*** and another set containing either of the terms ***imaging*** or ***display***. The two sets will be combined so that at least one of the terms from each set appears in the citation.

Nesting can be done at more than one level to create complex, sophisticated searches.

Example:

- ***(("virtual environment" or "virtual reality") and (collaboration or "human relations")) not (internet or "world wide web")***

This will create a set containing either of the terms ***virtual environment*** or ***virtual reality***, a second set containing either of the term ***collaboration*** or ***human relations***. The two sets will be combined so that at least one of the terms from each set appears in the citation. A third set is created containing either of the terms ***internet*** or ***world wide web***. Any record from this third set will be excluded for the final results.