SEARCHING IN THE CHILDREN'S RIGHTS DATABASE

BASIC SEARCH TIPS

- **To find an exact word combination:** use double quotation marks "..."

   E.g., "children in detention"

- **Cutting off of words**: use a '*' for the part of the word that is random

   E.g., if you enter child *, you search words that commence with child- (children, children's etc...).

   E.g., if you search on *logy, the documents with a word that ends on -logy will be found (psychology, sociology...).

- **Combining search terms:** implicitly 'AND' is used. This means that if you enter two or more terms, the database will only show those documents in which *all* search terms appear.

   E.g., if you enter 'child marriage', only those documents are shown where both terms ('child' AND 'marriage') appear in the fiche.

- The **characters with accents** and the **punctuation** are **ignored** when searching (é, è, à, ç, !, ', enz.).

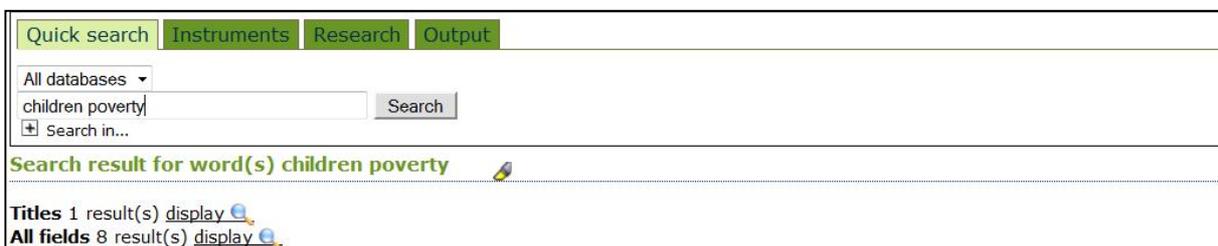- **Find all:** if you type a '*' or just press Enter.

QUICK SEARCH

There are four tabs to search: Quick search, Instruments, Research and Publications. When opening the website, 'Quick search' is shown by default.

(1) You search by default in 'All databases', this means the legal instruments database, the Flemish research database and the publications database. You can limit your search to one subdatabase by choosing this in the menu.

(2) This is the search field. Here you enter the search term(s).

(3) You search by default in all fields. If you click on 'Search in', you can choose to limit your search to 'Titles', 'Authors', or 'Keywords', and exclude the other fields.

DISPLAY OF THE RESULTS

The results of the search action are grouped per field. If you click on *display* 🔍, the results are shown that include the search term in that specific field.

If you click in the example above on *display* next to **Titles**, the document will be shown where 'children' and 'poverty' both appear in the title.

Concerning **Authors**, the names of the authors that fit your search term are shown, not the documents that contain the search term.

To show all documents found, irrespective of the field in which the search term(s) appear, click on *display* next to **All fields**.

By clicking on ⊞ , the bibliographical note appears with the information on the document.

Via ⧉⊞ all notes are clicked open together; via ⧉⊟ all notes are closed together.

The icon before the document indicates the type:

⚖	= legal instrument or policy plan *(in legal instruments database)*
⚲	= research project in Flanders *(in Flemish research database)*
▯	= book *(in publications database)*
▤	= journal article *(in publications database)*

Via ✎ you can choose whether or not to lighten up the search terms.

The globe 🌐 indicates that the bibliographical note includes a link to the internet.

The icons 🖼 and 🗐 indicate that one or more electronic documents (PDF or URL) have been attached to the bibliographical note itself.

SEARCHING IN THE LEGAL INSTRUMENTS DATABASE

To limit your search to the instruments database, you click on the tab 'Instruments'. Here you can refine your search action, by searching on the type of instrument, title, author, date of promulgation and/or keywords.

A **star '*'** means random/no preference.

To **delete a search option**, click on the cross in the grey box on the right side.

Through the boxes on the left side, you can combine the different search terms with the logical operators **AND, OR and NOT**.

With '**type of instrument**', you can choose to search on a certain type of instrument

- Choose in the first box '=' and select in the second box the instrument of your choice. To select various types of instruments, hold the Shift key.

To find a '**title**' with terms that appear in the title on a random place, leave the box 'Boolean expression' selected. You can also choose to only find titles that begin with, end with, or are exactly like the search term.

Via '**author**' you can choose from the list of authors that are included in the children's rights database as a whole, by clicking on the book .

But:

- The list of authors does not only contain authors of legal instruments and policy documents, but also researchers/promoters of research projects (Flemish research database) and the authors of books and journal articles (publications database). Therefore, for certain authors no results may be found within the instruments database.

- For *international and regional* instruments, you have to search on the *English* name.
    E.g., Council of Europe – Committee of Ministers (NOT Raad van Europa – Comité van Ministers)
- For instruments at *Flemish and Belgian* level, you have to search on the Dutch name of the author
    E.g., Vlaamse regering (NOT Flemish Government).

There is also the possibility to only find authors that begin with, end with, or are exactly like the search term.

> E.g., If you select '*Begins with*' and you enter 'Cou' or 'Council', then you will find all documents of the Council of Europe. Here, no * is required when cutting off words.

Via the field '**promulgation'**, you can enter the date or time period within which the instrument was promulgated/adopted. Here you can choose the following options:

=	Exactly this date
<	Before this date
>	After this date
<=	Before or on this date
>=	After or on this date

You find the complete list of '**keywords'** by clicking on the book .

But:

- Not only the keywords that were attached to legal instruments and policy documents appear, but also the keywords of research projects (Flemish research database) and of books and journal articles (publications database). Therefore, for some keywords, no results will be found within the instruments database.

There is also the possibility to only find keywords that begin with, end with or are exactly like the search term.

Via '**Choose a field to search**', you can add other search terms.

SEARCHING IN THE FLEMISH RESEARCH DATABASE

To limit your search to the Flemish research database, you click on the tab 'Research'. Here you can refine your search action, by searching by title, author, keywords and research institute.

A **star '*'** means random/no preference.

To **delete a search option**, click on the cross in the grey box on the right side.

Through the boxes on the left side, you can combine the different search terms with the logical operators **AND, OR and NOT**.

To find a '**title**' with terms that appear in the title on a random place, leave the box 'Boolean expression' selected. You can also choose to only find titles that begin with, end with, or are exactly like the search term.

Through '**author**' you can choose from the list of researchers and promoters that are included in the children's rights database as a whole, by clicking on the book 📖 .

> But:

- The list of authors does not only contain researchers and promoters of Flemish research projects, but also the authors of legal instruments and policy documents (legal instruments database) and the authors of books and journal articles (publications database). Therefore, for certain names no results may be found within the Flemish research database.

There is also the possibility to only find researchers and promoters that begin with, end with, or are exactly like the search term.

You find the complete list of '**keywords**' by clicking on the book 📖 .

But:

- Not only the keywords that were attached to Flemish research projects appear, but also the keywords of legal instruments and policy documents (legal instruments database) and of books and journal articles (publications database). Therefore, for some keywords, no results will be found within the Flemish research database.

There is also the possibility to only find keywords that begin with, end with or are exactly like the search term.

In the list of **research institutes**, all institutes are selected by default. You can select the research institute that you want to search by clicking on it.

Through the '**Choose a field to search**', you can add other search terms.

THE BASKET: SAVE YOUR SEARCH RESULTS

When you open the bibliographical note of a document, a basket 🧺 appears in the upper left corner. By clicking on the basket, you can save the document. At the top of the webpage, you see that the document was added to the basket. The saved bibliographical notes can then be exported.