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National Institute of Justice

National Institute of Justice NCJRS Data Base: DIALOG Users Manual

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National Institute of Justice

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Introduction

The National Institute of Justice/NCJRS clearinghouse

The National Institute of Justice/NCJRS--the National Criminal Justice Reference Service--is an international information clearinghouse serving the criminal and juvenile justice communities.

NCJRS was established in 1972 by the National Institute of Justice to meet the information needs of the Nation's law enforcement, criminal justice, juvenile justice, investigative, and correctional communities. Since that time the mission of NCJRS has been enlarged to include specialized information services on juvenile justice, victim assistance, statistics, and dispute resolution.

NCJRS maintains a steadily growing computerized data base of more than 80,000 criminal justice documents, operates a public reading room where researchers may consult the publications themselves, offers complete reference and referral services, and microfilms documents produced by Federal and State agencies together with other selected publications.

Persons may become registered users by completing a form that is available from National Institute of Justice/NCJRS, Attn: User Services, Box 6000, Rockville, MD 20850. Registered users of NCJRS receive the bimonthly NIJ Reports, containing Selective Notification of Information (abstracts of important new documents added to the NCJRS data base), a list of upcoming criminal justice meetings and conferences, and announcements of new NCJRS products and services. An important feature of each issue of NIJ Reports is an article on recent criminal justice research conducted for the National Institute of Justice.

The public may consult documents in the NCJRS collection by visiting the public reading room at 1600 Research Boulevard, Rockville, Maryland. (Visitors are encouraged to telephone ahead for instructions on how to reach NCJRS, easily accessible off Interstate 270 or by public transportation from Washington, D.C.) Hardcopies of the documents may be borrowed through the document loan component of the NCJRS fee-for-service program.

Uncopyrighted documents, and those for which NCJRS is able to secure a copyright release, are microfilmed for distribution (in single copies) to NCJRS users. The complete NCJRS Microfiche Collection is available for sale on a cost-recovery basis.

Other products available through the cost-recovery program are the Document Retrieval Index (a microfiche index to the entire data base collection), Selected Libraries in Microfiche (SLiM's), and a variety of packaged searches and bibliographies. Services include Selective Dissemination of Information (SDI), research services, and audiovisual loans. International Summaries offer four-page digests in English of recent relevant literature; the original documents, in their original languages, are available for loan.

For more information about NCJRS products and services, send in the enclosed postage-paid form or call NCJRS Customer Service toll free at 800-851-3420 (301-251-5500 from Metropolitan Washington, D.C., Maryland, and Alaska) or write National Institute of Justice/NCJRS, Box 6000, Rockville, MD 20850.

The NCJRS Document Data Base

The NCJRS data base (DIALOG File 21) contains bibliographic citations of reports, books, audiovisual items, foreign literature, journal articles, and other documents on numerous topics of interest to criminal and juvenile justice practitioners, including:

- courts
- crime prevention and deterrence
- criminalistics and forensics
- criminology
- dispute resolution
- adult institutional corrections
- juvenile justice system
- law enforcement
- offenses
- probation and parole
- reference and statistics
- technology and systems
- victim services
- white collar crime

All items, including published and unpublished reports of criminal and juvenile justice research programs throughout the United States and in foreign countries are acquired, cataloged, abstracted, and indexed for entering into the data base prior to being placed in the library collection. In general, to be selected for inclusion in the data base, the documents must meet criteria concerning length, scope, and currency (discussed in Chapter 1).

Subject index terms are assigned from the National Criminal Justice Thesaurus; you will find a microfiche copy of the Thesaurus in a pocket at the back of the binder for this manual. Paper copies of the Thesaurus are available from NCJRS for \$25 (\$29 in Canada); you may order using the reply card enclosed in this manual.

Descriptive bibliographic data and availability information are recorded for each document, the complete document citation and abstract are prepared, and the data base updated with these new records every month. Approximately 300 new records are added each month, or 3,600 per year.

Organization of this manual

This manual provides information that will help searchers of the NCJRS data base locate information efficiently. It is assumed that users of this manual will already be familiar with searching bibliographic data bases and are experienced in DIALOG searching. The manual supplements this basic information with details concerning the contents of the NCJRS data base, contents of the individual document records, and the methods by which documents are indexed and may be retrieved. This information is presented in chapters 1, 2, 3, and 4 and in five appendixes.

Chapter 1 describes the criteria by which material is selected for the NCJRS data base. It presents details concerning the subject areas the data base covers, the types of items included, and the kinds that are excluded. It will help searchers determine if the information they are seeking is likely to be in the NCJRS data base.

Chapter 2 summarizes NCJRS abstracting and indexing practices. It can serve as a preliminary guide to use of the National Criminal Justice Thesaurus, the controlled vocabulary used in indexing all documents in the NCJRS data base. Other information this chapter offers on the content of abstracts will assist in full-text searching.

Chapter 3 presents some statistical characteristics of the data base. Chapter 4 provides detailed instructions, illustrated with numerous examples, for searching the various fields in the document records. It includes in full four records in Print Format 5 that have been diagrammed to identify the various fields.

Appendix A presents introductory material from the enclosed NCJ Thesaurus and thus supplements the information in Chapter 2.

Appendix B presents, in the other available DIALOG formats, the same four sample records that were illustrated in Chapter 4. Appendix C gives two examples of searches on File 21 through use of the methods described in this manual.

Appendix D presents a representative list of the journals screened for candidate documents to be entered into the data base. Appendix E lists the two-letter State abbreviations used in the Document Data Base.

For further assistance in searching the NCJRS data base, contact Nancy Pearse at 301-251-5500.

Chapter 1--Document Selection Criteria

Documents are selected for the NCJRS Data Base and Collection on the basis of their utility to the criminal justice community. This is determined primarily by their subject, length, and currency, but may include such other factors as document type and completeness.

The document selection criteria are flexible and are amended as situations change and new areas of concern emerge. The criteria are reviewed regularly to ensure responsiveness to the research initiatives of the National Institute of Justice and to the users' information needs. They are also reviewed to eliminate duplication of information collection among Federal clearinghouses and to accommodate the expansion of information collection when special areas (such as alternative dispute resolution, juvenile justice, and victim services) are emphasized.

Subject criteria

The subject scope of NCJRS encompasses the entire field of law enforcement and criminal justice. In addition, certain civil justice topics that bear directly and substantially on criminal justice matters fall within the NCJRS subject scope, as does the broad field of alternative forms of dispute resolution. The document selection criteria define the parameters of subject interest for NCJRS and provide guidelines for document acquisition.

At least half of the substantive content of each document entered into the NCJRS data base must deal with an area of interest as defined below:

- **Alcohol.** Material of interest to the criminal justice community rather than to social service audiences. Includes diversion of alcoholics from the court system, police identification of symptoms of alcohol abuse, DUI/DWI, special measures in the detention of alcoholics, counseling techniques specifically oriented toward law enforcement or correctional personnel, and programs in correctional institutions.
- **Alternatives to institutionalization.** Includes all alternative sentencing such as work release, halfway houses, community-based corrections, restitution, and community service.
- **Civil rights.** Information that relates to individual or group rights or discrimination on the basis of race, creed, color, age, or sex vis-a-vis the various components (police, courts, corrections) of the criminal justice system. Includes documents on component hiring practices, due process rights, prisoners' rights while institutionalized and after release, and civil rights compliance within the criminal justice system.
- **Classification of crimes, offenders, victims.** Includes typologies and psychological testing techniques in criminal justice.
- **Communications (visual, audio, or equipment).** Information that relates directly to law enforcement, including types, specifications, systems, and standards. Also includes the testing, nature, and characteristics of individual items of equipment.

- **Comparative research.** Especially comparative studies of crime, criminals, and criminal justice in foreign countries, hybrid legal systems, and alternatives to law as instruments of social control.
- **Community relations.** Relations between police, courts, or correctional agencies and the community. Includes community involvement in crime prevention and deterrence programs such as Block Watch and Operation Identification, etc.
- **Consumer protection.** Provision of legal redress to consumer problems. Documents pertain to descriptions of offenses, such as confidence games, false or deceptive advertising, credit card frauds, land swindles, and "bait and switch." They include model legislation and manuals for the investigation or prosecution of computer crimes and guides for avoiding victimization.
- **Correctional institutions (male, female, juvenile, coeducational).** Jails, prisons, halfway houses, and community-based institutions. Includes material on operating procedures, personnel and financial management, construction, design, energy use, prison industries, institutional violence, riots, correctional officers and their training, inmates, and the effects of stress on both guardians and guarded.
- **Costs of crime.** All costs--including life, property, monetary, and social, as well as "hidden" costs.
- **Court management and operation.** All aspects of the court system and the judiciary, including court structure, judicial process, juries, defense services, legal aid, bail bond, juvenile courts, prosecution, paralegals, caseload, financial and personnel management, continuing education, sentencing, judicial selections, and alternative dispute resolution.
- **Crime prevention and deterrence.** Information from both the community and the criminal justice system viewpoints. Includes material on crime prevention through environmental design, physical configurations as deterring or enhancing the risk of victimization, and work with individuals and groups to deter and prevent crime.
- **Criminal investigation.** Includes audit and other financial investigation techniques, crime detection, private investigation, interviewing techniques, and evidence handling; generally excludes single-case studies.
- **Criminalistics and forensics.** Includes forensic medicine, forensic psychiatry/psychology, forensic sciences, ballistics, photography, and applications of the physical sciences to the study of crime. Generally excludes the highly complex, focusing instead on documentation of use to the generalist. (See also "Forensic science.")
- **Crime against the elderly.** Includes documents on physical abuse, special crime prevention techniques, and victimization.
- **Criminology.** Includes material relating to theories of crime causation where supported by documentation and analysis of factual data as well as studies of criminal behavior; usually excludes single-case studies.

- **Domestic violence.** Includes roles of police, attorneys, and court personnel in spouse abuse or sexual abuse cases; detection or identification techniques clearly applicable in a criminal justice environment; and counseling techniques involving incarcerated or diverted offenders or designed for use by criminal justice personnel.
- **Drug abuse.** Refers to criminal justice interests primarily. Includes material on the treatment of drug-abuse-related disorders in correctional institutions and halfway houses or other alternatives to institutionalization, counseling therapies in a correctional setting, maintenance programs for ex-offenders, and explorations of alternative criminal justice system responses.
- **Education.** Professional higher education in criminal justice, criminalistics and forensics, or criminology; educational or vocational programs for all levels in correctional settings; street-law education programs; and the education of the public with regard to crimes, crime prevention, and legal rights vis-a-vis the criminal justice system.
- **Environmental design.** Selective control of variables in the planning, design, and effective use of the environment and of physical space to reduce criminal opportunity and to increase the risk of apprehension and arrest.
- **Evaluation.** Techniques applicable to criminal justice settings as well as evaluations of specific programs or projects. Basic statistical or evaluation methodology text is not included unless presentation of the material is unusually clear, concise, or unique.
- **Forensic science.** Material of interest to the generalist, including information on scientific evidence handling. Excludes highly specialized technical material not directly concerned with criminal justice applications. (See also "Criminalistics and forensics.")
- **Fraud, waste, and abuse.** Prevention and detection of fraud, waste, and abuse of public money, investigative techniques (both automated and manual), Inspectors General, and criminal prosecutions. (See also "White collar crime.")
- **Indian affairs.** Includes the rights and treatment of native Americans in the criminal justice system, policing of reservations, tribal courts, and the protection of tribal lands and artifacts from vandalism.
- **Information systems and software.** Information substantially related to criminal justice system applications using both automated and nonautomated systems. Includes privacy and security issues.
- **Juvenile justice.** All aspects of juvenile justice and juvenile delinquency: diversion, juvenile institutions, juvenile courts, family courts, school violence and vandalism, status offenses and offenders, and youth gangs.
- **Laws and statutes.** Material with significant impact on the overall operation of the criminal justice system, including the Omnibus Crime Bill and the Safe Streets Act, the Federal Bail Reform Act, the Justice System Improvement Act, and model legislation such as that promulgated by the American Bar Association. Includes executive orders if they fall under the civil rights section above or the terrorism section below, and international treaties or agreements

regarding such activities as prisoner exchange or measures for combating terrorism or organized crime. Excludes public laws, statutes, ordinances, rules, procedures, and legal proceedings (e.g., briefs).

- **Offenses.** Descriptions of criminal activity, crime patterns, crime rates, studies of the historical growth or evolution of crime, and cross-cultural analysis.

- **Organized crime.** Includes descriptions and analysis of criminal conspiracies, the Racketeer Influenced and Corrupt Organization Act (RICO), methods of investigation and prosecution, effects of organized crime on individuals, society, and the criminal justice system, and the relationship of other illegal activities (e.g., prostitution and gambling) to organized crime operations.

- **Planning, research, and development.** Information related to criminal justice, plus significant contributions from other disciplines.

- **Police.** Law enforcement equipment, organization, patrol, personnel, resource allocation, training, and management. Includes private police and the effects of police work on officers.

- **Probation, parole.** Includes guidelines for decisionmaking or risk assessment, innovative programs (e.g., Match 2), caseload management, training, and human and financial resource management.

- **Prosecution.** Includes innovative strategies, manual and automated case processing (e.g., PROMIS), pretrial investigation, and management of financial and human resources.

- **Riots.** Material related to mass violence, often spontaneous, in institutions or communities, with a primary focus on the criminal justice system response. Includes analysis of underlying causative social factors. Examples include the urban riots of the 1960's (e.g., Watts, Washington, D.C., Detroit) and commission reports and modern trends in mass urban or rural violence (e.g., Miami).

- **Security Systems.** Security of personal and business property, schools, residences, buildings, computer hardware or software, and people.

- **Staff development.** Staff recruitment, staff training systems, inservice training, career ladders, and career development in the criminal justice system.

- **Statistics.** Substantive statistical information on all topics of interest to criminal justice personnel. Includes techniques for doing statistical manipulation and analysis where such techniques would be useful in criminal justice research but have not had wide application.

- **Student disorders.** School crime, disruption, and violence at all levels, with a focus on the criminal justice system response. Examples include patrolling of secondary school corridors and tactics for dealing with large-scale political demonstrations. Generally excludes analyses focusing solely on the underlying social causes of unrest unless accompanied by analysis of criminal justice system issues or responses.

- **Terrorism.** All aspects of national and international terrorism, including weapons, tactics, and training of terrorist groups, analysis of terrorist events, offender profiles, counterterrorist tactics, specific crisis intervention teams, threat analysis and response, executive protection, skyjacking, airport security, and related target hardening.
- **Victimless crimes.** Includes enforcement practices, decriminalization experiments, model legislation, and criminal justice system responses.
- **White collar crime.** Includes economic crime, computer fraud, stock manipulations, embezzlement, involvement of the business community in criminal activities, and computer-assisted crime.

Sources and varieties of material

Major sources of documents for the NCJRS data base include Office of Justice Programs research contractors/grantees, periodicals, and trade book publishers, Federal agencies, State and local agencies, research organizations, foundations, university publishers, and associations.

Principal varieties of material include descriptions of model programs, policy analyses, surveys, state-of-the-art reviews, applied research reports, training materials, descriptions of demonstration programs, and evaluations.

Other selection considerations

No works of fiction or satire are selected, nor are documents in which the political, religious, or philosophical orientation so permeates the text that the discipline-related information becomes secondary. Materials issued solely for the purpose of advertising or promoting the sale of commercial products are likewise not accessioned.

To maintain the integrity and comprehensiveness of the NCJRS data base, an effort is made to enter documents in their most complete form. When "alternative" versions of a document are available, the one containing the most complete information is cataloged, indexed, and abstracted for inclusion in the data base. Lengthy executive summaries, published as separate documents, may be accessioned as well.

When documents are published in multivolume sets, NCJRS enters into the data base only those volumes having criminal justice relevance. Similarly, a single-volume collection of articles will be entered once as a whole, then separately for each individual article that meets acquisition criteria.

Materials that are classified or contain statements indicating that their dissemination is restricted or that they are unavailable for publication or release are not entered into the data base. Attention is also paid to the physical integrity of the documents themselves; illegible documents are not entered. Unpublished documents of sufficient merit are entered, however, if legible; NCJRS is a rich source of such "fugitive" criminal justice literature.

Document age is considered in relation to the substance and current relevance of the contents. Although materials more than 3 years old are not generally

selected for entry, a few high-quality or definitive works whose continued usefulness can be demonstrated may be accessioned even though published more than 3 years before. On page 13 is a list of publication dates of documents in the data base as of November 1985.

Document length is also considered. Normally, documents of less than five pages are not chosen.

Chapter 2--Abstracting and Indexing Practices

All documents in the NCJRS data base are abstracted and indexed according to the practices described below.

Abstracting practices

Abstracts range in length from 60 to 300 words, with most no more than 200 words. These abstracts reflect only information to be found in the document itself. Neither qualitative judgments nor supplemental information is provided. The abstracts are informative or indicative, depending on the subject material. Informative abstracts present substantive information by summarizing the argument or findings of the document. Indicative abstracts offer information on the scope of the document by describing the subjects covered; they tell what the document is about but do not summarize the author's findings or conclusions.

Informative abstracts are used whenever practical, especially for essays, law review articles, research papers, speeches, journal articles, some book chapters, and some single-theme books.

Indicative abstracts must be used for some single-theme and most multitheme books, and most monograph volumes, conference proceedings, legislative hearings, statistical reports, instructional materials, case studies, audiovisual materials, historical overviews, program descriptions, literature reviews, bibliographies, and standards, regulations, and guidelines.

Each abstract, regardless of length or style, begins with an annotation giving the scope, purpose, theme, and other basic information about the document. Abstracts of research documents describe the methodology, data set size, test conditions, results, conclusions and, possibly, implications of the research. For theoretical documents, the abstract states the author's theory and arguments supporting the theory as well as recommendations or implications. Abstracts of descriptive documents contain basic information on the program, project, system, or situation that is the subject of the document. Abstracts of textbooks, training guides, and other curriculum materials note the target audience, the presence of study aids, the course length, and other factors of interest to teachers and students.

NCJRS abstracts close with information on the contents of appendixes and presence of tabular data, graphs, maps, references, and any other aids that might be of interest to users. In some cases, the abstract refers the user to other documents in the data base, referring to these by NCJ number. This cross-reference occurs if the document is part of a multivolume set, if the document contains additional articles or papers that are individually accessioned, or if the document is a critique of another document. Some abstracts close with the words "(Author abstract)" or "(Publisher abstract)." These references identify abstracts taken from a journal article or book jacket, with permission from the publisher.

Forms of words, phrases, and spelling and usage are determined (with few exceptions) by the U.S. Government Printing Office Style Manual. When initials, abbreviations, and acronyms are used in the abstract or title, the full

form of the name or term is also provided (with the few exceptions discussed on pp. 56-57).

Indexing practices

The National Criminal Justice Thesaurus is the controlled vocabulary used to index NCJRS documents. It is published annually and currently contains 5,862 descriptors and 30,927 cross-references. The Thesaurus is divided into three groups of descriptors: substantive, organizational, and geographic. Substantive (subject-related) descriptors are assigned to all documents. Organizational descriptors are assigned only to those documents that contain information on particular organizations, and geographical descriptors are assigned only to documents that pertain to particular geographical areas.

Documents are indexed to their most specific concepts; on average, four to five index terms are assigned per record. Both main terms and terms related to it may be assigned to a given document (see detailed discussion in Appendix A). For instance, a document dealing with police use of deadly force could be indexed to "Police use of deadly force" (main term), "Police weapons use" (related term), "Police policies and procedures" (main term), and possibly "Police firearms training" (main term).

Organizational and geographical terms are used when the organization or location is of integral importance to the document. For instance, a description of Montana's victim compensation program would be indexed to "Montana." A description of the Federal Bureau of Investigation would be indexed to the organization; however, a document produced by that organization would not be indexed to the organization term unless the subject matter involved the organization directly.

General and array terms are used in indexing only when the subject substantively covers a broad concept or has substantive information on both the broad and narrow aspects of a subject. Array terms are very broad terms (three examples are Equipment/, Facilities/, and Programs/) usually considered to be too general to be of much value in indexing or retrieval. Such terms are followed by a slash (/); whenever possible, a more specific term is used in lieu of this term. The Thesaurus contains the following standard SCOPE NOTE to caution indexers and searchers in the use of array terms: "Use of a more specific term is recommended; consult the terms listed below." The listing of related terms following each array term refers the reader to all terms at the next lower level of specificity (but not to the still lower levels of specificity).

NCJRS continually adds terms to the Thesaurus to keep up with new criminal justice developments and with the growth of the data base. The added descriptors reflect new criminal justice concerns (e.g., computer crime) or new terminology. Some terms have been added to achieve greater specificity. For instance, "Police narcotic officer training," "Police hostage negotiation training," and "Police alcohol enforcement training" can now be used to index documents that in the past were indexed to "Police training."

New descriptors are recommended by NCJRS information specialists and abstractor/indexers. After they have been approved and added to the Thesaurus by lexicographers, they may be used.

To enable searchers to more effectively retrieve older documents already in the data base, several reindexing projects have taken place. Since 1984, documents in selected broad subject areas have had their indexing reviewed and updated, a process allowing not only the addition of index terms that have come into use since the document's entry into the data base but also evaluation and reassignment of terms for the selected subject area to cause greater consistency and even greater specificity. As a result, searchers using the current Thesaurus are able to retrieve older documents more efficiently. Before reindexing, a search strategy had to be devised to retrieve older documents--those indexed when fewer terms were available--different from that used to retrieve newer documents.

Additional information on indexing and use of the Thesaurus can be found in Appendix A.

Chapter 3--Data Base Profile

The information below provides a profile of the NCJRS database as of March 1986. As new records are added, naturally, the profile will change; however, this information furnishes the user with a sense of the scope and diversity of the file.

1. Total Number of Records 80,258

2. Distribution by Publication Year of Document (see p. 52)

There are 3,959 records in the data base for which a publication date is not known; these records do not contain the Publication Year (PY=) field.

| Year | No. of records | Year | No. of records | Year | No. of records |
|------|----------------|------|----------------|------|----------------|
| 1901 | 1 | 1941 | 3 | 1966 | 219 |
| 1904 | 1 | 1942 | 3 | 1967 | 444 |
| 1912 | 2 | 1944 | 4 | 1968 | 752 |
| 1915 | 1 | 1945 | 1 | 1969 | 871 |
| 1916 | 1 | 1946 | 1 | 1970 | 1,178 |
| 1921 | 2 | 1948 | 3 | 1971 | 1,773 |
| 1923 | 2 | 1949 | 5 | 1972 | 3,225 |
| 1924 | 1 | 1950 | 5 | 1973 | 3,897 |
| 1925 | 3 | 1951 | 5 | 1974 | 5,430 |
| 1927 | 3 | 1952 | 5 | 1975 | 6,110 |
| 1928 | 2 | 1953 | 10 | 1976 | 6,894 |
| 1929 | 2 | 1954 | 4 | 1977 | 7,832 |
| 1930 | 1 | 1955 | 8 | 1978 | 9,139 |
| 1931 | 14 | 1956 | 11 | 1979 | 7,133 |
| 1932 | 2 | 1957 | 13 | 1980 | 5,956 |
| 1933 | 1 | 1958 | 15 | 1981 | 4,927 |
| 1934 | 7 | 1959 | 19 | 1982 | 4,288 |
| 1935 | 3 | 1960 | 27 | 1983 | 3,149 |
| 1936 | 4 | 1961 | 43 | 1984 | 1,786 |
| 1937 | 4 | 1962 | 42 | 1985 | 654 |
| 1938 | 2 | 1963 | 79 | | |
| 1939 | 2 | 1964 | 107 | | |
| 1940 | 3 | 1965 | 164 | | |

3. Distribution by Country of Publication (see p. 30)

There are 7,205 records in the data base that do not contain the Country of Origin field (CP=); all of these documents originated in the United States.

The numbers of documents by country of publication are listed on the next page.

| Country | No. of records | Country | No. of records |
|----------------|----------------|-------------------------------|----------------|
| Antigua | 4 | Nigeria | 1 |
| Argentina | 9 | Norway | 56 |
| Australia | 1,250 | Pakistan | 2 |
| Austria | 14 | Panama | 39 |
| Bahamas | 2 | Papua New Guinea | 5 |
| Bangladesh | 2 | Peru | 1 |
| Belgium | 258 | Philippines | 20 |
| Brazil | 29 | Poland | 111 |
| Canada | 2,438 | Portugal | 2 |
| Chile | 4 | Puerto Rico | 4 |
| China | 1 | Saudi Arabia | 9 |
| Colombia | 9 | Singapore | 11 |
| Costa Rica | 26 | South Africa | 89 |
| Czechoslovakia | 6 | South Korea | 1 |
| Denmark | 74 | Soviet Union | 14 |
| East Germany | 8 | Spain | 48 |
| Egypt | 2 | Sri Lanka | 2 |
| Finland | 66 | Sweden | 337 |
| France | 1,039 | Switzerland | 348 |
| Greece | 6 | Taiwan | 4 |
| Hong Kong | 34 | Tanzania | 1 |
| Hungary | 16 | Thailand | 5 |
| India | 286 | United Kingdom | 3,884 |
| Indonesia | 2 | United Nations | 288 |
| Iran | 7 | United States | 65,939* |
| Ireland | 21 | Uruguay | 1 |
| Israel | 69 | Venezuela | 63 |
| Italy | 278 | Virgin Islands of the U.S. | 3 |
| Jamaica | 2 | West Germany | 1,827 |
| Japan | 264 | Western Samoa | 1 |
| Kenya | 3 | Yugoslavia | 43 |
| Lebanon | 1 | | |
| Malaysia | 4 | | |
| Mexico | 52 | | |
| Nepal | 3 | | |
| Netherlands | 728 | | |
| New Zealand | 80 | | |

* CP=United States = 58,734
records with
no CP field = 7,205

4. Distribution by Document Type, Format, or Both (see pp. 38-39)

Each record in the data base may have multiple document types if the item is available in more than one format; 1,433 records have no Document Type field.

| Document type | No. of records | Document type | No. of records |
|---|----------------|---------------|----------------|
| Analytics (not a specific document type) | 9,535 | Documents | 27,301 |
| Articles | 25,640 | Films | 1,292 |
| Audio Cassettes | 286 | Film Strips | 34 |
| Books | 4,103 | Kits | 354 |
| Dissertations | 1,428 | Microfiche | 22,823 |
| | | Paperbacks | 2,550 |

The number 1,428 for "Dissertations" is the result of the search DT=DISSERTATION or DISSERTATION/NT or DOCTORAL(W)THESIS/NT. The user, when "Expanding DT=," will see only the number 62. See page 42.

5. Distribution by Language (see p. 46)

| Language | No. of records | Language | No. of records |
|-----------|----------------|----------------|----------------|
| Afrikaans | 6 | Japanese | 71 |
| Czech | 5 | Norwegian | 18 |
| Danish | 40 | Polish | 101 |
| Dutch | 406 | Portuguese | 18 |
| English | 75,600* | Russian | 20 |
| Finnish | 30 | Serbo-Croatian | 20 |
| Flemish | 23 | Slovene | 22 |
| French | 1,674 | Spanish | 326 |
| German | 1,839 | Swedish | 168 |
| Greek | 1 | Thai | 2 |
| Hebrew | 12 | | |
| Hungarian | 2 | | |
| Italian | 254 | | |

* LA=English = 68,401
no LA field = 7,199

There are 7,199 records (8.97% of the total data base) that do not have a language assigned; the vast majority of these are in fact English language documents.

Chapter 4--Search Guide for DIALOG File 21

DIALOG operators

This search guide assumes that the searcher is already familiar with the DIALOG system and the DIALOG2 query language. However, a brief summary of the DIALOG2 operators is provided below:

Logical operator

Function

| | |
|-----|--|
| OR | Retrieves records having at least one specified search term present in each record |
| AND | Retrieves records in which all search terms specified are present in each record |
| NOT | Eliminates records having the specified search term |

Proximity operator

Function

| | |
|----|--|
| W | Specified terms must be adjacent, and in the same order |
| nW | Specified terms must be within n words of each other, and in the same order |
| N | Specified terms must be adjacent, but in any order |
| nN | Specified terms must be within n words of each other, but in any order |
| F | Specified terms must be in same field, in any order |
| L | Specified terms must be in same descriptor unit, in any order |
| S | Specified terms must be in same subfield unit, in any order |
| C | Specified terms must be in same record, in any order (equivalent to logical AND) |

NCJRS Data Base record fields

On page 17 appears a legend of fields in NCJRS records, the prefixes or suffixes by which they are accessed, and a matrix of the sample records in which their use is demonstrated on pages 18 and 19. (These demonstrations appear in DIALOG Print Format 5. The same sample documents appear in the other available formats in Appendix B.)

Legend

| Field name | Prefix/ suffix | Number of page on which discussed | Sample records | | | |
|------------------------|-------------------|--------------------------------------|----------------|---|---|---|
| | | | 1 | 2 | 3 | 4 |
| Abstract* | /AB | 20 | • | • | • | • |
| Accession number | Display only | 20 | • | • | • | • |
| Availability | Display only | 24 | • | | • | • |
| Contract/grant number | CN= | 24 | | | • | |
| Copyright status | Display only | --- | • | • | • | • |
| Corporate source | CS= | 27 | | | • | |
| Country of publication | CP= | 30 | • | • | • | • |
| Descriptor* | /DE /DF | 32 | • | • | • | • |
| Descriptor code | DC= | 37 | • | • | • | • |
| Document type | DT= | 38 | • | • | • | • |
| Journal name | JN= | 42 | | • | | |
| Language | LA= | 46 | • | • | • | • |
| Note* | /NT | 48 | | | • | • |
| Pagination | Display only | --- | • | • | • | • |
| Personal names | AU= | 50 | • | • | • | • |
| Publication year | PY= | 52 | • | • | • | • |
| Report number | RN= | 53 | | | | |
| Source | SO= | 55 | | • | | |
| Sponsoring agency | SP= | --- | | | • | |
| Title* | /TI | 56 | • | • | • | • |
| Update date | UD= | 62 | | | | |

* = Basic index. There are two "Institution" codes, AC= and OC=, imbedded in document records and in "expand" indexes; e.g., AC=A6241. These are NCJRS' internal corporate authority codes used in cataloging documents. Although the information is displayable, the codes are not meaningful for searching without the NCJRS corporate authority file, which is not currently available to the public.

Sample record 1 (format 5)

Accession number → 093548

Search for Evidence ← /TI
AU= → Buckwalter, A
PY= → 1984 288 p Copyrighted
CP= → United States
Availability → Availability: Butterworths (Publishers) Inc, 80 Montvale Avenue, Stoneham, MA 02180; Book
LA= → Languages: English

Twenty chapters discuss fundamentals of evidence, verbal evidence, written evidence, physical evidence, and photographing and recording evidence. Fundamentals of evidence are explored from the perspectives of evidence classification, rules of evidence, and investigation. Witnesses' qualifications, competence, and credibility; the importance of witnesses; and investigators' court testimony are discussed in the section on verbal evidence. Chapters on written evidence look at evidential, questioned, and forged documents; obtaining specimen writings for standards of comparison; and documentary evidence and examination. Physical evidence is examined in chapters discussing kinds of physical evidence; impression evidence; transfer and trace evidence; evidence of violence; and collecting, preserving, and presenting physical evidence. A final section considers photography and recording evidence, specifically investigative photography, accident scene photography, arson photography, and presenting photographic evidence in court. Chapter notes, an index, and about 45 references are supplied.

/AB

DC= → 03776, 04885, 03234, 00393, 04060, 00776, 03751, 00253, 02497, 01167

Descriptors: Evidence; Burden of proof; Rules of evidence; Evidence collection; Evidence preservation; Photography; Document analysis; Testimony; Arson; Trace evidence

/DE

Sample record 2 (format 5)

Accession number → 093712

Constitutional Limitations on Postarrest, Prehearing Detention ← /TI
AU= → Powers, J F
JN= → Washington and Lee Law Review, V 40, N 4 (Fall 1983), P 1555-1573 1983
Pagination → 19 p Copyrighted
CP= → United States
DT= → Document Type: Article
LA= → Languages: English
SO=WASHINGTON, SO=LEE, SO=LAW, SO=REVIEW

The United States Supreme Court has established that the fourth amendment places limits on the permissible duration of postarrest, prehearing detention. The decision in Gerstein v. Pugh clearly established this principle and formed the basis for similar analyses in Federal court decisions in Fisher v. Washington Metropolitan Area Transit Authority and Sanders v. City of Houston. These decisions rested on the reasonableness standard of the fourth amendment and asserted that an officer's ad hoc assessment of probable cause permits brief custodial detention to permit law enforcement officers to take the necessary administrative steps which are related to arrest. This analysis balances the recognition of individual liberty with the Supreme Court's reluctance to extend adversary safeguards to probable cause hearings. These safeguards would be required under a due process analysis based on the 14th amendment, which was considered in the case of Patz v. O'Neil. Imposing due process guarantees on probable cause hearings would cause longer periods of postarrest detention and would work against the prohibition against postarrest, prehearing detention of unreasonable duration. Federal courts are likely to hear an increased number of actions based on this issue as more practitioners become aware of the limitations imposed by the fourth amendment. A total of 111 footnotes are provided.

/AB

DC= → 09039, 03215, 02849, 08578, 08597

Descriptors: Pretrial detention; Postarrest procedures; Rights of the accused; Probable cause; US Supreme Court decisions

/DE

Sample record 3 (format 5)

Accession number → 095057

Research Findings for Forensic Information Users → /TI

AU= → Lipskin, B A; Field, K S

CS= → Forensic Sciences Foundation, Colorado Springs, CO 80910

SP= → SPONSOR: US Department of Justice National Institute of Justice,
Washington, DC 20531

PY= → 1983 403 p. Not copyrighted

CP= → United States → Pagination

Availability → Availability: National Institute of Justice/National Criminal Justice
Reference Service Microfiche Program, Box 6000, Rockville, MD 20850;
Microfiche

Note: Includes microfiche versions of NCJ 95057 to 95062 → /NT

LA= → Languages: English

CN= → Grant No.: 80-IJ-CX-0071

The fields of criminalistics, forensic odontology, forensic pathology, forensic anthropology, questioned document examination, and forensic toxicology are addressed in separate chapters by leading figures in each area. The objective of this state-of-the-art manual is to improve the quality of forensic sciences by helping police, attorneys, prosecutors, and judges to understand and use these services to their greatest advantage. Each chapter begins with an executive summary, then outlines in nontechnical language the definition and scope of the particular discipline, the current capabilities and limitations, developing areas within the field, and critical issues facing practitioners. The kind of evidence examined and the scientific techniques used in each discipline are described at length. In some cases, tables and figures are provided for illustration. A glossary of terms, a list of legal citations, and a bibliography are provided with each chapter.

/AB

DC= → 08468, 08979, 04049, 04614, 03751, 04053, 04638, 04214

Descriptors: Forensic sciences; Forensic pathology; Dental analysis;
Criminalistics/; Document analysis; Poisons and poison analysis; Bone
analysis; Medicolegal considerations

/DE

Sample record 4 (format 5)

Accession number → 095058

Criminalistics (From Research Findings for Forensic Information Users, P
1-64, 1983, by Beth A Lipskin and Kenneth S Field - See NCJ-95057) → /TI

AU= → Thornton, J I

PY= → 1983 64 p. Not copyrighted

CP= → United States → Pagination

Availability → Availability: National Institute of Justice/National Criminal Justice
Reference Service Microfiche Program, Box 6000, Rockville, MD 20850;
Microfiche

Note: Available on microfiche as NCJ-95057 → /NT

LA= → Languages: English

Criminalistics is concerned with the analysis, identification, and interpretation of physical evidence. The principle role of the criminalist is to apply objectively those elements of the natural and physical sciences relevant to the evidence under consideration. The ultimate aim is to identify material, aid in the reconstruction of the crime, or establish an element of the crime necessary for the effective adjudication of the case. What distinguishes criminalistics from high-grade detective work or the work of a technician is the relevant application of the scientific method. The approach to a physical evidence problem must meet criteria generally accepted by the universal scientific community. Criminalistics is a serious scientific enterprise, crystallized from a number of convergent pathways for the express purpose of providing an objective examination of diverse materials. The profession is still experiencing some problems. One problem is determining operational responsibility where overlap exists between criminalistics and other forensic disciplines. Another dilemma is the generalist versus specialist conflict which arises partly from a philosophical stance and partly from staffing considerations. The capabilities of the field are determined primarily by scientific factors, while its limitations are frequently determined by various factors unrelated to science. The real constraints are extraneous limits placed on the laboratory. A list of legal citations, a glossary, and a bibliography of 206 items are provided.

/AB

DC= → 04614, 03775, 08909

Descriptors: Criminalistics/; Evidence identification and analysis/;
Scientific techniques

/DE

Abstract

The overwhelming majority of records in the NCJRS data base include abstracts. For additional information on abstracting policy and practices, see Chapter 2 of this manual. The sample data base records on the preceding pages illustrate typical abstracts.

Individual meaningful words from the abstract field are contained in the Basic Index. Thus, a search statement which contains no search prefix or suffix will retrieve from the abstract field (as well as the title, descriptor, and note fields).

Example 1

Isolating abstract (AB) citations

```
?s pretrial(w)release
      2608  PRETRIAL
      4629  RELEASE
S1     646  PRETRIAL(W)RELEASE
?L1/ab
S2     497  1/AB
```

Retrieval of words and/or phrases from the ABSTRACT field ONLY may be accomplished by using the /AB search suffix, either as part of the initial search statement, or through post qualification (limiting a previously created set to specific fields), as in Example 1.

Accession number

The accession number is a unique six-digit number which identifies each record in the data base. While there may be an overall general correspondence between accession numbers and document age (i.e. more recently published documents will, in general, have higher accession numbers than older documents), this is not always the case, since NCJRS acquires and adds older documents of lasting value to the data base.

Directly accessing a record using the accession number

The DIALOG accession number is also the NCJRS accession number. If you identified NCJRS documents using another source (such as the Document Retrieval Index, or a Topical Search, or the SNI section of NIJ Reports), the corresponding data base records may be directly accessed through either the print or type command with the accession number and desired format.

The generic way in which to directly access records by accession number is:

Command accession#/format

For example,

?p 095589/3 will cause the record to be printed offline in format 3

?t 095589/5 will cause the record to be displayed at the terminal
in format 5.

Example 2

Direct display of record by accession number:

?t 095589/5

095589/5

095589

Private Sector Involvement in Prison Services and Operations

Camp, C G; Camp, G M

Criminal Justice Institute, Inc, New York, NY 10165

SPONSOR: National Institute of Corrections, Washington, DC 20534

1984 53 p Not copyrighted

United States

Availability: National Institute of Justice/National Criminal Justice
Reference Service Microfiche Program, Box 6000, Rockville, MD 20850;

Microfiche

Languages: English

Grant No.: EX-3

Results are presented of a study undertaken to determine the extent, value, and potential of private sector (both for profit and nonprofit) roles in corrections. Fifty-two of the 54 agencies that responded to the survey questionnaire have at least 1 contract with the private sector. Twenty-one adult agencies, 15 juvenile agencies, and 12 agencies responsible for both adult and juvenile services reported 3,215 contracts with the private sector. The five agencies with the most contracts are in California, South Carolina, Virginia, Arizona, and Connecticut. Juvenile agencies account for 45.2 percent of the contracts, as opposed to 29.3 percent for adult agencies and 25.3 percent for agencies combining adult and juvenile services. Thirty-two types of services were reported, including food service, security, transportation, work release, and laundry. Approximately \$200 million is spent annually on these services. Correctional administrators cited nine major benefits of private sector contracting, including staff savings, better quality of service, more efficient operation, better accountability, and reduced training requirements. Planning strategies for private sector contracting are divided into precontract, contract, and postcontract activities, and include such criteria as establishing need, including renewal contingencies, and close monitoring for the first 6 months. Several models for contracting the operation of an entire correctional facility are suggested. Three tables, study instruments and data, and a 16-item bibliography are provided.

08534, 08653

Descriptors: Contract corrections services; Privatization

Limiting search results using accession number ranges

The chart below shows the highest and lowest accession numbers of documents entered into the data base in a given year. Although the accession numbers are sequentially assigned at the beginning of document processing, the completed records are not entered into the NCJRS Data Base in the same sequence. As a result, there is considerable overlap between the number range of one year and the next.

| Year of entry | Accession number range |
|---------------|------------------------|
| 1975 | 00001 - 33535 |
| 1976 | 12167 - 37992 |
| 1977 | 37011 - 44275 |
| 1978 | 43043 - 51885 |
| 1979 | 45346 - 62609 |
| 1980 | 50358 - 73054 |
| 1981 | 60334 - 79538 |
| 1982 | 70206 - 84644 |
| 1983 | 80452 - 91574 |
| 1984 | 85335 - 99072 |
| 1985 | 93365 - 99925 |
| 1986 | 98076 - 99992 |

2.1 Limiting after a set has been created--the limit command

The limit command may be used to further refine search results by restricting the documents to those within a specific accession number range. We have seen that accession numbers do not mark the sequence in which records are added by the monthly update; even if they did, they would bear only a general correspondence to the age of a document. Nevertheless, limiting by accession number range will subset the retrieval set roughly according to the years in which the document was added to the file.

Limiting by accession number is not recommended for normal search strategies. Restricting by publication year (p. 52) or by update (p. 62) will ordinarily be much more useful. However, an example of limiting by accession number is offered on the next page as a way of introducing the limit command.

Retrieved material may be restricted to a particular accession number range by using the **limit** command after the set which you want to limit has been created. The **limit** command only operates on the set specified in the command statement.

Example 3

The **limit** command

```
?s missing(w)children
      356 MISSING
     5,297 CHILDREN
S1      31 MISSING(W)CHILDREN
```

```
?limit 1/080000-999999
S2      24 1/080000-999999
```

```
?t 2/1/2-24
```

```
2/1/2-24
098395 097855 096639 095339 093612 092730
098366 097843 096229 094615 093473 091952
097946 097194 095792 094481 093377 087561
097944 096689 095459 093801 093132 086837
```

The upper limit of the accession number may be filled with nines to include all records added to the present date, as shown in the example on the previous page.

Limiting before sets are created--the limitall command

The **limitall** command is used to restrict all subsequent **select** commands to a specified accession number range. **Limitall** is entered prior to entering any **select** commands, and affects all **select** commands that follow, until it is cancelled with a **limitall/all** (or **lall/all**) command or a **begin** command.

Example 4

The **limitall** command

```
?limitall/080000-999999
>>>LIMITALL started
```

```
?s missing(w)children
      113 MISSING
     1046 CHILDREN
S2      24 MISSING(W)CHILDREN
```

```
?limitall/all
>>>LIMITALL cancelled
```

The 24 records in set 2 are the same 24 that appear in set 1.

Availability

The majority of records in the NCJRS data base include an availability field, which contains the name and varying portions of the address of sources from which the item is available. There is no availability field for periodical articles. For individual chapters of a book, or papers from a conference proceeding, etc. (analytics), the availability field contains information on the source of the "parent" document from which the analytic is taken. (See, for example, the availability fields displayed with sample parent/analytic records in the discussion of the title field, pp. 56 et seq.)

In addition to information about the organizational source of the publication, the availability field may contain stock or ordering numbers which may be used to order the publication. This is true for all items available from the Government Printing Office and the National Technical Information Service. The availability field is not searchable.

Contract/grant number (CN=)

This field contains the project, contract, or grant number which has been assigned by the sponsoring organization. More than one contract, grant, or project number may be included in the field if the publication is associated with multiple contracts, grants, or projects. The contract/grant number field is optional: only those publications associated with a contract, grant, or project will have one.

These numbers are stored in the data base as complete alphanumeric strings (i.e. including all punctuation and blank spaces). Because of the various ways in which a contract, grant, or project number can appear, it is advisable to expand in the CN index prior to searching for a specific number.

Expanding in the CN index

Example 5a

?e cn=n

| Ref | Items | Index-term |
|-----|-------|----------------------|
| E1 | 1 | CN=M423516 |
| E2 | 1 | CN=M427435 |
| E3 | 0 | *CN=N |
| E4 | 1 | CN=N-086 |
| E5 | 1 | CN=N-1979-SL |
| E6 | 1 | CN=NAS 2-10143 |
| E7 | 7 | CN=NAS 7-100 |
| E8 | 1 | CN=NAS-7-100 EP-2146 |
| E9 | 1 | CN=NASA-CR-139371 |
| E10 | 1 | CN=NASW 1953 |
| E11 | 1 | CN=NASW 1992 |
| E12 | 11 | CN=NAS7-100 |

Example 5b

?e cn=a-

| Ref | Items | Index-term |
|-----|-------|------------------|
| E1 | 1 | CN=A 73-182-220 |
| E2 | 1 | CN=A 9037 |
| E3 | 0 | *CN=A- |
| E4 | 1 | CN=A-(44)-367-76 |
| E5 | 1 | CN=A-A 3-217-77 |
| E6 | 1 | CN=A-A-9-25-79 |
| E7 | 1 | CN=A-A:3-259-77 |
| E8 | 1 | CN=A-A3-52-78 |
| E9 | 1 | CN=A-B- 134-77 |
| E10 | 1 | CN=A-C 10-16-78 |
| E11 | 1 | CN=A-C 10-18-79 |
| E12 | 1 | CN=A-C:10-16-78 |

Note that entries e7 and e12 in example 5a are the same grant/contract.

Contract or grant numbers containing slashes (/) or colons (:) must be searched using special techniques.

To retrieve a contract/grant number that contains an embedded slash, either the entire number must be enclosed in quotation marks, or the slash replaced with the truncation symbol (?):

Example 6
Embedded dash

```
?s cn=rand/wn-10185-doj
>>>Term "WN" is not defined in file 21
>>>Possible typing error near -

?s cn='rand/wn-10185-doj'
      S1      1  CN='RAND/WN-10185-DOJ'

?s cn=rand?wn-10185-doj
      S2      1  CN=RAND?WN-10185-DOJ
```

The citation retrieved in Sets 1 and 2 of Example 6 is the same:

```
058642
DESIGNING SAFE ENVIRONMENTS, PART 3 - TESTING PROCEDURES
HEALD, K A
Rand Corporation, Santa Monica, CA 90406
SPONSOR: US Department of Justice LEAA National Institute of Law
Enforcement and Criminal Justice
1979 35 p Not copyrighted
United States
Document Type: Document
Languages: English
Contract No.: RAND/WN-10185-DOJ
.
.
.
```

Either single (') or double (") quotation marks may be used; the result is the same.

Contract numbers containing colons must also be selected by either enclosing the entire string within quotation marks, or replacing the colon with a truncation symbol (?):

Example 7

Colon

?s cn=a-c:10-16-78
Processing for CN=A-C:10-16-78 stopped after CN=NI-71-127
S1 3992 CN=A-C:10-16-78

?s cn='a-c:10-16-78'
S2 1 CN="A-C:10-16-78"

?s cn=a-c?10-16-78
S3 2 CN=A-C?10-16-78

Set 2 contains the document

078441

Rape 3 - National Developments in Rape Reform Legislation
Beinen, L

SPONSOR: New Jersey State Law Enforcement Planning Agency, Trenton, NJ

08625

Women's Rights Law Reporter, V 6, N 3 (Spring 1980), P 170-213 1980 44 p
United States

Document Type: Article

Languages: English

Grant No.: A-C:10-16-78^A-C:10-18-79

.
.
.

In the previous example, there are two citations retrieved by using the truncation symbol in place of the colon. Set 3 contains both the citation in Set 2, and the citation below.

073101

Jurors and Rape - A Study in Psychology and Law

Feild, H S; Bienen, L B

SPONSOR: New Jersey State Law Enforcement Planning Agency, Trenton, NJ

08625

1980 479 p Copyrighted

United States

Availability: Heath Lexington Books, 125 Spring Street, Lexington, MA

02173; Book

Languages: English

Grant No.: A-C 10-16-78^A-C 10-18-79

.
.
.

Corporate source and sponsor (CS=, SP=)

These fields contain the name, and in most cases, the city, State, or country (if not U.S.) of the organization(s) producing or sponsoring a publication. Multiple organizations may be included in either the sponsor or corporate source fields; each individual organization is a subfield. Both fields, however, are optional (i.e. if there is no corporate source or sponsoring organization associated with a publication, the record will not contain the fields).

In most cases, the corporate source or sponsor fields (or both) contain the complete name of the organizations, rather than abbreviations. For foreign organizations, the name is entered into the data base in its native language whenever possible.

Sample foreign language corporate sources

094966

Towards a Comparative Cost-Benefit Assessment of Dutch Penal Policies
Glaser, D
Netherlands Ministerie Van Justitie Centrale Recherche Informatiedienst,
2500 Eh the Hague, Netherlands

.
.

064576

PSYCHOANALYSIS AND CRIMINALITY
PSCIOANALISI E CRIMINALITA
TROMBI, G
Ministero di Grazia E Giustizia, Rome, Italy

.
.

049705

VENEZUELA - REVIEW OF THE MINISTRY OF JUSTICE, 1976
REPUBLICA DE VENEZUELA - REVISTA DEL MINISTERIO DE JUSTICIA, 1976
Republica de Venezuela Ministerio de Justicia, Caracas, Venezuela

.
.
.

All meaningful words in the corporate source or sponsor field are searchable; this includes address information--city, State (as two-character abbreviation), zipcode, country--as well as the organizations' name. The two-letter State abbreviations are listed in Appendix E.

Example 8

Searching on corporate source address information

?e cs=md

| Ref | Items | Index-term |
|-----|-------|------------|
| E1 | 1 | CS=MCMEEL |
| E2 | 18 | CS=MCNALLY |
| E3 | 3397 | *CS=MD |

.
.
.

?s e3

S1 3397 CS="MD"

?t 1/3/1-2

1/3/1

098379

Female Classification - An Examination of the Issue
Nesbitt, C A
American Correctional Association, College Park, MD 20740
SPONSOR: National Institute of Corrections, Washington, DC 20534

.
.
.

098344

Report of the Governor's Task Force to Review the Defense of Insanity
Maryland Executive Department Office of the Governor, Annapolis, MD 21404

.
.
.

Because there may be more than one organization in either the corporate source or the sponsor field, each as its own subfield, it is best to use the "W" or "S" proximity operators to ensure that multiple words of an organization's name are retrieved from the same CS or SP subfield. As the example on the next page illustrates, using the "S" proximity operator will retrieve records having the desired words in the same subfield, but in any order. Using the "W" proximity operator will retrieve records having the desired words in the desired order. When using the "W" proximity operator, be sure to allow for the presence of DIALOG stop words in the organization's name.

Example 9

Retrieving National Institute of Justice--The presence of stop words in an organization's name must be accounted for when using the "W" proximity operator

```
?s cs=(national(w)institute(w)justice)
      4751 CS=NATIONAL
      4481 CS=INSTITUTE
      6324 CS=JUSTICE
S1      0 CS=(NATIONAL(W)INSTITUTE(W)JUSTICE)
?s cs=(national(w)institute(lw)justice)
      4751 CS=NATIONAL
      4481 CS=INSTITUTE
      6324 CS=JUSTICE
S2      265 CS=(NATIONAL(W)INSTITUTE(1W)JUSTICE)
```

Set 2 contains records such as:

```
096031
  Network of Knowledge - Directory of Criminal Justice Information Sources
  - Fifth Edition
  National Institute of Justice/National Criminal Justice Reference
  Service, Rockville, MD 20850
  .
  .
  .
```

Example 10

Using the S proximity operator will not force word order, but will keep words within the same subfield

```
?s cs=(national(s)institute(s)justice)
      4751 CS=NATIONAL
      4481 CS=INSTITUTE
      6324 CS=JUSTICE
S3      548 CS=(NATIONAL(S)INSTITUTE(S)JUSTICE)
```

The 548 items in Set 3, in addition to containing all of the records in Set 2, will include records such as:

```
093883
  Response Strategies to Youth Gang Activity (From Gang Violence and
  Control - Hearings, P 101-117, 1983 - See NCJ-93881)
  Stapleton, W V; Needle, J A
  American Justice Institute National Juvenile Justice System Assessment
  Center, Sacramento, CA 95814
  .
  .
  .
```

```
093207
  National Institute for Juvenile Justice and Delinquency Prevention Office
  of Juvenile Justice and Delinquency Prevention Report for Fiscal Years
  1981-82
```

```
  US Department of Justice National Institute for Juvenile Justice and
  Delinquency Prevention, Washington, DC 20531
  .
  .
  .
```

Example 11

Because there may be multiple organizations in the corporate source and/or sponsor field, each its own subfield, using the "F" proximity operator will retrieve records in which the specified terms do not necessarily occur in the same organizational name

```
?s cs=(national(f)institute(f)justice)
      4751 CS=NATIONAL
      4481 CS=INSTITUTE
      6324 CS=JUSTICE
S4    559 CS=(NATIONAL(F)INSTITUTE(F)JUSTICE)
```

Set 4 will include (in addition to the records in Set 3) records such as:

080767

National Student Competition on Correctional Architecture
Hutchings, B L
National Clearinghouse for Criminal Justice Planning and Architecture;
American Institute of Architects, Washington, DC 20006
.
.
.

077747

Alaska Corrections Master Plan
Moyer Associates Inc, Chicago, IL 60601; Alaska Division of Corrections,
Juneau, AK 99801; American Foundation, Inc Institute of Corrections,
Philadelphia, PA 19107; National Center for Juvenile Justice, Pittsburgh,
PA 15219; Applied Environmental Research Inc, Ann Arbor, MI 48104
.
.
.

Country of publication (CP=)

This field identifies the country in which a document originates. Approximately 91 percent of the records in the data base contain the country of origin field; records not having this field are predominately from the United States.

The names of the countries are spelled out, using the English-language form of the country name. (A list of countries of publication represented in the NCJRS Document Data Base occurs on p. 14.) Country names composed of more than one word are indexed as complete phrases in addition to being indexed by individual words in the name; thus they can be retrieved either by using proximity operators or by entering the entire name of the country without proximity operators.

For example, if you expand on the CP field, you would find the following entries in the CP index (the sample below is the combined result of several expansions):

| Ref | Items | Index-term |
|-----|-------|-------------------|
| E1 | 3884 | CP=KINGDOM |
| . | | |
| . | | |
| E? | 58734 | CP=STATES |
| . | | |
| . | | |
| E? | 62906 | CP=UNITED |
| E? | 3884 | CP=UNITED KINGDOM |
| E? | 288 | CP=UNITED NATIONS |
| E? | 58734 | CP=UNITED STATES |

Thus, selecting documents published in the United Kingdom may be accomplished in either of two ways:

Example 12
Selecting

```
?s cp=united kingdom
  S1  3884 CP=UNITED KINGDOM
```

```
?s cp=(united(w)kingdom)
      62906 CP=UNITED
      3884 CP=KINGDOM
  S2  3884 CP=(UNITED(W)KINGDOM)
```

Sets 1 and 2 are identical and contain citations such as

```
097506
  Evaluation of Associative Evidence - Choosing the Relevant Question
  Stoney, D A
  Journal of the Forensic Science Society, V 24, N 5 (September/October
  1984), P 473-482 1984 10 p Copyrighted
  United Kingdom
```

.

.

.

Descriptors (/DE and /DF)

All records in the data base are assigned one or more descriptor terms from the National Criminal Justice Thesaurus. A microfiche copy of the Thesaurus is included with this manual. Indexing policies are described in Chapter 2.

Individual words from the descriptor field are included in the Basic Index. Retrieval from the descriptor field is therefore automatically performed if no suffix is specified in the search statement:

```
?s pretrial(w)release
      2608 PRETRIAL
      4629 RELEASE
S1    646 PRETRIAL(W)RELEASE
?L1/de
S2    368 1/DE
```

Descriptor terms are of four types:

- subject terms that relate to the substantive content of the data base item, such as "Juvenile correctional facilities";
- names that refer to organizations or programs that are the subject of the document, such as "Federal Crime Insurance Program," "Project NEW PRIDE," "Federal Bureau of Prisons";
- geographic descriptors relating to geographic areas, such as countries, States of the United States, and continents, for example "Brazil," "Africa," or "Arkansas"; and
- terms indicating a type of material or intellectual approach, such as "Bibliographies," "Biographies," "Reference materials," "Publications lists," etc.

Descriptor terms in the Thesaurus have in many cases been abbreviated to fit within Thesaurus character limitations:

```
Evidence identificatn and analysis
Juvenile correctionl populatn projtn
Justice System Imprvmnt Act of 1979
Correctionl staff trng re handicappd
```

Multiword descriptors are indexed both by individual words and as bound phrases; they can be retrieved with or without using proximity operators. Even if the /DE suffix is not specified for multiword phrases, search statements without proximity operators will only retrieve from the descriptor field.

Example 13

Multiword descriptors

```
?s police unions
  S1      134 POLICE UNIONS
?s police(w)unions/de
      16489 POLICE/DE
      332 UNIONS/DE
  S2      134 POLICE(W)UNIONS/DE
```

Alternatively,

```
?s police(w)unions
      25519 POLICE
      581 UNIONS
  S3      193 POLICE(W)UNIONS
?1 3/de
  S4      134 3/DE
```

Array terms

Certain terms, called "array terms," are printed in the Thesaurus followed by a slash (/). Array terms may be single words or multiword phrases. They are very broad in scope. Special care must be taken in selecting array terms, due to the presence of the slash.

Array terms may NOT be selected with /DE, neither by omitting the slash from the search statement nor by including the slash:

Example 14

Seeking array term with slash

```
?s behavioral science research/de
  S1      0 BEHAVIORAL SCIENCE RESEARCH/DE
?s behavioral/science research
  >>> Possible typing error near RESEARCH
  >>> Term "SCIENCE" is not defined in file 21
```

Thus, DIALOG will not process further. However, array terms may be selected from an expansion list:

Example 15

Seeking array term by expansion

?e behavioral science research/

| Ref | Items | Index-term |
|-----|-------|---------------------------------|
| E1 | 1052 | BEHAVIORAL AND SOCIAL SCIENCES/ |
| E2 | 72 | BEHAVIORAL OBJECTIVES |
| E3 | 1058 | *BEHAVIORAL SCIENCE RESEARCH/ |

.
.
.

?s e3
S2 1078 "BEHAVIORAL SCIENCE RESEARCH/"

Set 2 contains records such as:

095370

Victimization, Self-Monitoring, and Eyewitness Identification
Hosch, H M; Marchioni, P M; Leippe, M R; Cooper, D S

.
.

08626, 04057, 03419

Descriptors: Eyewitness testimony; Suspect identification; Behavioral science research/

Alternatively, array terms may be selected by enclosing the entire term (including the slash) in quotation marks:

Example 16

Ways to search on array terms

?s "behavioral science research"/de
S3 1078 "BEHAVIORAL SCIENCE RESEARCH"/DE

Obviously, the array term may be selected by using the descriptor code corresponding to the array term, with the DC= prefix:

?s dc=03419
S4 1078 DC=03419

Finally, array terms may be selected by using the truncation symbol (?) in place of the slash:

?s behavioral science research?/de
S5 1078 BEHAVIORAL SCIENCE RESEARCH?/DE

Single word versus multiword descriptors

Because multiword descriptors are indexed under each individual word in the term, they can be retrieved by including any of the individual words in the phrase in a search statement:

Example 17

Single word and multiple word descriptors

```
? s explosives/de
      S1      149 EXPLOSIVES/DE
```

The records in Set 1 will contain both those assigned the single word descriptor "Explosives" as well as those assigned the multiword descriptor "Explosives tagging":

094533

Explosions and Explosion Investigators

.
. .

08465, 04385, 00393

Descriptors: Explosion investigations; Explosives; Evidence collection

080600

Taggants in Explosives

.
. .

04856, 03757, 04019, 04613, 03556

Descriptors: Explosives tagging; Incendiary devices; Legislation;
Criminal investigation/; Covert markings

In order to limit the retrieval to only single word descriptors, i.e. those assigned the index term "Explosives," use the /DF search suffix:

```
?s explosives/df
      S2      135 EXPLOSIVES/DF
```

Selecting descriptors with embedded logical operators

Certain of the NCJRS Thesaurus terms include embedded logical operators such as "and" or "or". These terms must be selected by either enclosing the logical operator in quotation marks, enclosing the entire phrase within quotation marks, or using the proximity operator to account for the embedded logical operator:

Example 18

Boolean operators in descriptors

```
?s 'arrest and apprehension'/de
  S1      527  'ARREST AND APPREHENSION'/DE

?s arrest 'and' apprehension/de
  S2      527  ARREST 'AND' APPREHENSION/DE

?s arrest(lw)apprehension/de
          1235 ARREST/DE
          589  APPREHENSION/DE
  S3      527  ARREST(1W)APPREHENSION/DE
```

Selecting descriptors with embedded special characters

Certain NCJRS descriptor terms contain slashes within the term itself. An example is "Aftercare/juvenile parole". These terms cannot be selected by entering the term the way it exists in the Thesaurus; the slash is a special character for DIALOG and cannot be processed:

Example 19

Descriptors with special characters

```
?s aftercare/juvenile parole/de
>>>Term "JUVENILE" is not defined in file 21
>>>Possible typing error near PAROLE
```

The terms may be selected from an expansion display. Alternatively, they may be selected by enclosing the entire phrase in quotation marks:

```
?s 'aftercare/juvenile parole'/de
  S1      2  'AFTERCARE/JUVENILE PAROLE'/DE
```

However, descriptors containing parentheses are searched retaining the parentheses:

```
?s scuba (equipment)
  S1      2  SCUBA (EQUIPMENT)
```

Descriptors containing hyphens (-) may be searched as a bound phrase, including the hyphens. Alternatively, the "w" proximity operator may be used:

Example 20

Descriptors with hyphens

```
?s out-of-state juvenile treatment
  S1      5 OUT-OF-STATE JUVENILE TREATMENT
```

```
?s out(1w)state(w)juvenile(w)treatment/de
      14 OUT/DE
      4972 STATE/DE
      10222 JUVENILE/DE
      3323 TREATMENT/DE
  S2      5 OUT(1W)STATE(W)JUVENILE(W)TREATMENT/DE
```

Set 1 and 2 contain identical documents, among which is:

080819

Major Issues in Juvenile Justice Information and Training - The
Out-of-State Placement of Children - Northeast State Profiles

05340, 05078, 89000, 10000, 23000, 25000, 33000, 34000, 36000, 42000,
44000, 50000

Descriptors: Out-of-state juvenile treatment; Residential child care institu-
tions; Connecticut; Delaware; Maine; Massachusetts; New Hampshire; New Jersey;
New York; Pennsylvania; Rhode Island; Vermont

Descriptor code (DC=)

The descriptor code field contains one or more five-digit numbers representing subject terms which have been assigned to the document using the NCJRS Thesaurus. The field offers controlled vocabulary searching using numeric codes rather than the text of the terms themselves.

In general, the higher the descriptor code number, the more recently the code and its corresponding term has been developed for use in indexing NCJRS data base documents. However, as further explained in Chapter 2, because of the various reindexing projects which have occurred over the years, a code (and its corresponding term) implemented in, for example, 1984, may be assigned to documents having much earlier publication dates.

Example 21

Relation of DC= to /DE

```
?s dc=04354
  S1      368 DC=04354
```

```
?s pretrial release/de
  S2      368 PRETRIAL RELEASE/DE
```

Since 04354 is the numeric code for pretrial release, both of the above search statements result in identical data base records being retrieved. Included among the 368 items are records such as:

095221

Supervised Pretrial Release Test Design Evaluation -- Executive Summary

.

04354, 02846

Descriptors: Pretrial release; Release on recognizance

Document type (DT=)

The document type field is used to identify the format of items in the data base. There are 1,433 records in the data base that do not have a document type field.

The following document types are currently being assigned to items:

| Type | Definition |
|----------------|--|
| Article | Individual articles taken from issues of journals, newsletters, or other periodicals |
| Audio cassette | Tape recordings on cassette or reel |
| Book | Commerical hardcover publications |
| Dissertation | Theses submitted in conjunction with doctoral degrees |
| Document | Publications of noncommercial organizations such as government agencies; may be hardcover or paperback |
| Film | 16 mm film, videotapes, videocassettes |
| Film strip | vu graphs, photographs, strip films, microfilms, slides |
| Kit | multimedia items |
| Magnetic tapes | available for assignment to machine readable computer tapes, but no items in data base fall into this category |
| Microfiche | any microform except film strips, motion pictures, or microfilm |
| Pamphlet | brochures, catalogs, etc. |
| Paperback | softcover commercial publications |

Document types that are no longer actively assigned to records entering the data base, but for which there are a few postings in the data base, are "News Media" and "OT=" meaning "Other."

The document type field may display either as its own labeled field or with the Availability Statement. Its location does not affect searchability; searching for a specific document type by selecting DT= will retrieve the record regardless of the placement of the document type field.

Records in the data base may contain more than one document type field, for example, a publication available in both microfiche and as a hardcopy document will have both document types assigned to the record. However, only one document type will display on the record when it is retrieved.

Example 22

More than one document type may be assigned, but only one will display

```
?s dt=document
      S1 27301 DT=DOCUMENT
?s dt=microfiche
      S2 22823 DT=MICROFICHE
```

```
?c 1 and 2
      S3 4987 1 AND 2
```

Set 3 contains citations indexed to both the document type "Document" and the document type "Microfiche." However, when the citations are displayed, note that only one of the document types displays:

```
?t 3/3/1-4
    3/3/1
    099072
```

Assessing Criminal Justice Needs

.

Availability: National Institute of Justice/National Criminal Justice Reference Service Microfiche Program, Box 6000, Rockville, MD 20850; Microfiche

```
3/3/2
098762
```

Crime in the United States, 1984

.

Availability: Superintendent of Documents GPO, Washington, DC 20402; 027-001-00040-8 Document

```
3/3/3
098501
```

First Decade of the Circuit Court Executive--An Evaluation

.

Availability: Federal Judicial Center, 1520 H Street NW, Washington, DC 20005; Document

.

```
3/3/4
098379
```

Female Classification--An Examination of the Issue

.

Availability: National Institute of Justice/National Criminal Justice Reference Service Microfiche Program, Box 6000, Rockville, MD 20850; Microfiche

Multiword document types are indexed as bound phrases; they may be retrieved by entering the entire phrase (without proximity operators).

In some cases, retrieval of specific document types will be enhanced if the search is broadened to include the note (/NT) field. For example, changes in NCJRS cataloging policies have resulted in multiple and diverse indexing of dissertations. Although "dissertations" is a document type, and some dissertations will be retrieved by using the DT= field, most dissertations are identified as such only in the note field.

Example 23

Identifying all dissertations

```
?s dt=dissertation
  S1      62  DT=DISSERTATION

?s dissertation/nt
  S2      1311 DISSERTATION/NT

?s doctoral(w)thesis/nt
           1081 DOCTORAL/NT
           281  THESIS/NT
  S3      96   DOCTORAL(W)THESIS/NT

c 1 or 2 or 3
           62  1
           1311 2
           96  3
  S4      1428 1 OR 2 OR 3
```

Set 4 contains records such as:

096016

Effects of Video Camera Techniques on the Pre-Deliberation Judgements and Perceptions of Role-Playing Jurors

Bukoff, A

1984 308 p Copyrighted

United States

Note: Kent State University - doctoral dissertation

Document Type: Dissertation

.
. .

095495

Incidence of the Inanimate Movement, Human Movement, and Human Content Responses Among Juvenile Delinquents Reporting Physical Abuse

Evans, R W

1982 83 p Copyrighted

United States

Note: United States International University - doctoral dissertation

(this record does not have a DT field)

.
. .

Example continues next page

095492

Investigation of the Relationship of Self-Esteem in Adolescents to Family Cohesiveness and Family Violence

Lopez, R L

1982 83 p

United States

Note: University of Colorado doctoral thesis
(this record does not have a DT field)

.
.
.

Videotapes and videocassettes are not distinct document types; they are included within the document type "Film." However, NCJRS practice is to identify videotapes and videocassettes in the note field. Therefore, to retrieve only videotapes or videocassettes, the note field is used instead of the DT= field.

Example 24

Selecting videotapes

```
?s video(w)cassette?/nt
      150 VIDEO/NT
      408 CASSETTE?/NT
S1    137 VIDEO(W)CASSETTE?/NT
?s videocassette?/nt
S2    140 VIDEOCASSETTE?/NT
c 1 or 2
      137 1
      140 2
S3    276 1 OR 2
```

Records in Set 3 include:

094461

War of the Eggs

Crichton, M; Luch, J M

Paulist Productions, Pacific Palisades, CA 90272

1971 02 p Copyrighted

Availability: Media Guild, Suite J P O Box 881, San Diego, CA 92121; Film

Note: 16 mm, 25 minutes running time, color, available videocassette.

Rental is also available from sales source

.
.
.

094021

Crime and Insanity

Newman, E; Rogers, R

NBC News, Inc, New York, NY 10020

Rogers, R Copyrighted

United States

Availability: Films, Inc, 1144 Wilmette Avenue, Wilmette, IL 60091; Film

Note: Video cassette, 20 minutes running time, color, 3/4 inch. Rental is also available from sales source

.
.
.

Journal name (JN=)

The journal name field contains information about the journal in which an article appeared. Included are the name of the journal, volume and/or issue number, publication date, and inclusive pagination of the article. Only the first 46 characters of the journal citation are displayed in the journal name index. However (for journals whose title is longer than 46 characters), the full title is searchable using the journal name field.

Expanding on the JN= index illustrates the format of the entries:

Example 25

Expansion in JN index, showing entry format

?e jn=labor law

| Ref | Items | Index-term |
|-----|-------|---|
| E1 | 1 | JN=KRITISCHE JUSTIZ, V 11, N 1 (1978), P 1-19 |
| E2 | 1 | JN=L'OFFICIER DE POLICE - DE POLITIEOFFICIER, N 1 |
| E3 | 0 | *JN=LABOR LAW |
| E4 | 1 | JN=LABOR LAW JOURNAL, V 26, N 11 (NOVEMBER 1975), |
| E5 | 1 | JN=LABOR LAW JOURNAL, V 26, N 12 (DECEMBER 1975), |
| E6 | 1 | JN=LABOR LAW JOURNAL, V 27, N 5 (MAY 1976), P 278 |
| E7 | 3 | JN=LABOR LAW JOURNAL, V 27, N 8 (AUGUST 1976), P |
| E8 | 1 | JN=LABOR LAW JOURNAL, V 28, N 1 (JANUARY 1977), P |
| E9 | 1 | JN=LABOR LAW JOURNAL, V 28, N 10 (OCTOBER 1977), |
| E10 | 3 | JN=LABOR LAW JOURNAL, V 29, N 8 (AUGUST 1978), P |
| E11 | 1 | JN=LABOR LAW JOURNAL, V 29, N 9 (SEPTEMBER, 1978) |
| E12 | 1 | JN=LABOR LAW JOURNAL, V 30 (MARCH 1979), P 165-17 |

Enter P or E for more

| | | |
|-----|---|---|
| E13 | 1 | JN=LABOR LAW JOURNAL, V 32, N 8 (AUGUST 1981), P |
| E14 | 1 | JN=LABOR LAW JOURNAL, V 34 (MARCH 1983), P 149-15 |
| E15 | 1 | JN=LABOR LAW JOURNAL, V 35 (JANUARY 1984), P35-4 |

.
.
.

The journal name field may be searched either as a bound phrase (without proximity operators), or by using the proximity operators. Because the field contains the full citation, articles from a specific journal should be selected by using the truncation symbol following the journal title.

Example 26

Selecting articles from a specific journal

?s jn=labor law journal

S1 0 JN=LABOR LAW JOURNAL

Using truncation will result in retrieval

?s jn=labor law journal?

S2 22 JN=LABOR LAW JOURNAL?

?t 2/2/1

2/2/1

097654

Legal Issues Raised by Drugs in the Workplace

Susser, P A

Labor Law Journal, v 36 N 1 (January 1985), P 42-54 1985 13 p

Copyrighted

United States

Document Type: Article

.
. .

When searching for journal titles containing an embedded logical operator (most likely "AND"), the entire title or the embedded logical operator must be enclosed in quotes:

Example 27a

Selecting title with embedded Boolean operator

?s jn=law and contemporary problems?

0 JN=LAW

0 CONTEMPORARY PROBLEMS?

S1

0 JN=LAW AND CONTEMPORARY PROBLEMS?

Example 27b

?s jn=law 'and' contemporary problems?

S1

19 JN=LAW 'AND' CONTEMPORARY PROBLEMS?

Example 27c

?s jn='law and contemporary problems'?

S2

19 JN='LAW AND CONTEMPORARY PROBLEMS'?

Because of the variety of ways in which a journal title may be represented (due to title changes, etc.), for comprehensive retrieval of articles from a specific periodical, we recommend expanding the JN index prior to selecting titles:

Example 28

Expanding JN index (in this case, title variants occur together in the JN index; this may not always be the case)

?e jn=lae

| Ref | Items | Index-term |
|-----|-------|---|
| . | | . |
| E3 | 0 | *JN=LAE |
| E4 | 8 | JN=LAE (LAMBDA ALPHA EPSILON) JOURNAL OF THE AMER |
| E5 | 1 | JN=LAE (LAMBDA ALPHA EPSILON/JOURNAL OF THE AMERI |
| E6 | 15 | JN=LAE JOURNAL OF THE AMERICAN CRIMINAL JUSTICE A |
| E7 | 6 | JN=LAMBDA ALPHA EPSILON JOURNAL, V 40, N 1 (MARCH |
| . | | . |
| . | | . |
| . | | . |

Although the journal name index only displays the first 46 characters of the field, which may result in the truncation of longer journal titles, the entire name of the journal appears in the index and should be specified in the search.

Example 29

Where 46-character limit truncates journal title

In searching for articles from the Bulletin of the American Academy of Psychiatry and the Law, note that the title has been truncated in the display

?e jn=bulletin of the american academy of psychiatry

| Ref | Items | Index-term |
|-----|-------|--|
| E1 | 1 | JN=BULLETIN MEDECINE LEGALE, TOXICOLOGIE, V 22, N |
| E2 | 2 | JN=BULLETIN MEDICINE LEGALE TOXICOLOGIE, V 22, N |
| E3 | 37 | *JN=BULLETIN OF THE AMERICAN ACADEMY OF PSYCHIATRY |
| E4 | 1 | JN=BULLETIN OF THE ATOMIC SCIENTISTS, V 31, N 6 (|
| E5 | 1 | JN=BULLETIN OF THE ATOMIC SCIENTISTS, V 31, N 9 (|
| E6 | 1 | JN=BULLETIN OF THE ATOMIC SCIENTISTS, V 32, N 8 (|
| E7 | 1 | JN=BULLETIN OF THE ATOMIC SCIENTISTS, V31, N5 (MA |
| E8 | 2 | JN=BULLETIN OF THE CANADIAN ASSOCIATION FOR THE P |
| E9 | 1 | JN=BULLETIN OF THE CANADIAN CRIMINOLOGY AND CORRE |
| E10 | 5 | JN=BULLETIN OF THE CRIMINOLOGICAL RESEARCH DEPART |
| E11 | 1 | JN=BULLETIN OF THE INSTITUTE OF CRIMINOLOGY AND P |
| E12 | 1 | JN=BULLETIN OF THE INSTITUTE OF PENAL AND CRIMINO |

However, selection from the JN field should can be done using the full title of the journal.

Language of publication (la=)

This field is used to identify the language in which the publication is written. Up to two languages may be assigned to each publication. A list of languages currently represented in the NCJRS Document Data Base appears on p. 15.

The field is useful for limiting search results to one or more specific languages. However, there are approximately 7,000 records in the NCJRS file which do not contain the la field. Since the vast majority of these records represent English language publications, special care must be taken if you want to select on English documents. Because these records do not contain the la field, they cannot be selected using the la= prefix. The only way to retrieve these records is by a cumbersome strategy, as follows:

Example 33

Selecting English documents

- create a set of all records in the data base by expanding on the update date (UD=) field and selecting from the expansion list:

```
?e ud=
Ref  Items  Index-term
.
.      (emission of E1-E3)
.
E4   77129  UD=8501
E5    955   UD=8503
E6    244   UD=8505
E7    421   UD=8508
E8   1510  UD=8603
E9   1510  UD=9999
.
.      (emission of E10-E12)
.
?s e4-e8
      77129  UD=8501
      955   UD=8503
      244   UD=8505
      421   UD=8508
      1510  UD=8603
S1   80258  E4-E8
```

Example continues next page

• create a set of all records in the data base having a language of publication field by expanding on the la= index and selecting from the expansion list (the example below is abbreviated--it requires three expansions to get from E1 to E29):

```

?e la=

Ref  Items  Index-term
.
.
E4      6  LA=AFRIKAANS
E5      5  LA=CZECH
E6     40  LA=DANISH
.
.
E28    168  LA=SWEDISH
E29     2  LA=THAI

?s e4-e29

          6  LA=AFRIKAANS
          5  LA=CZECH
          .
          .
          168  LA=SWEDISH
          2  LA=THAI
S2      73059  E4-E29

```

• create a set of all records in the data base which do not have the la field by using the NOT command to "remove" all records having the la field:

```

?c 1 not 2
      80258 1
      73059 2
S3 7199 1 NOT 2

```

The records in Set 3 are in fact, English language records. Set 3 can then be combined (using OR) with a set created by selecting LA=ENGLISH. The resulting set will contain all English language publications in the data base. While this seems to be a roundabout way to identify all English publications, if the requirements of the search dictate comprehensive retrieval of only English language documents, it is worth the trouble.

Note (/NT)

Many of the records in the data base contain a note field, which provides a variety of descriptive information about items in the data base. Individual words from the note field are included in the Basic Index. Consequently the note field is automatically searched for single words if no suffix is used in the search statement:

?s transcript
S1 314 TRANSCRIPT
?L1/nt
S2 30 1/NT

Typically, the note field is used to

- Indicate that an item was produced as a masters thesis or doctoral dissertation (see also example under Document Type field):

093444

Evaluation of Alternative Resolution Procedures for Jurisdictional Disputes in the Construction Industry

Heuer, D W

1983 150 p Copyrighted

United States

Note: Pennsylvania State University - Master thesis

.
.
.

- Indicate that an item was an address or paper presented at a conference or convention:

096786

Ideology of Victim Precipitation

Timmer, D A; Norman, W H

Criminal Justice Review, V 9, N 2 (Fall 1984), P 63-68 1984 6 p

Copyrighted

United States

Note: Adapted from paper presented at the annual meeting of the American Society on Criminology, November 1983, Denver, Colorado.

.
.
.

- Indicate that an item is a reprint:

095484

Retail Security

American Society for Industrial Security, Washington, DC 20006

1981 47 p Copyrighted

United States

Note: ASIS Reprint Series number 11, reprinted from Security Management

.
.
.

- Indicate a series note (for foreign language documents, the series note is given in both the foreign language and an English translation):

096208

Introducing Court-Annexed Arbitration - A Policymaker's Guide

Rolph, E

Rand Corporation The Institute for Civil Justice, Santa Monica, CA 90406

1984 129 p Copyrighted

United States

Availability: Rand Corporation, 1700 Main Street, Santa Monica, CA 90406

Paperback

Report No.: R-3167-ICJ

Note: Rand Publication Series

.
.
.

- Indicate that an item is, or includes, a transcript; name participants cited in a transcript:

092833

Self Protection - It's a Matter of Common Sense

American Association of Retired Persons Criminal Justice Services Program

Department, Washington, DC 20049; Detroit Police Department, Detroit, MI

48226

1983 Copyrighted

United States

Availability: American Association of Retired Persons, 1909 K Street, NW, Washington, DC 20006; Kit

Note: Kit contains slides, cassette, transcript, etc. 13 minutes running time.

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- Indicate information related to a foreign language translation:

083155

Vulnerability of the Elderly as Victims of Crime

La persona anziana come vittima del delitto: sua vulnerabilita

Dussich, J P J; Eichman, C J

1978 15 p Copyrighted

Italy

Note: Translation of paper presented in English at the National Conference on Crime Against the Elderly, June 5-7, 1975 at the American University of Public Affairs, Washington, D.C.

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continued

- Indicate when an item has been issued in multiple parts:

096150

Delinquency in a Birth Cohort in Philadelphia Pennsylvania, 1945-1963-
Individual File - Delinquency in a Birth Cohort in Philadelphia
Pennsylvania, 1945-1963 - Offense File
Wolfgang, M E; Figlio, R; Sellin, T
SPONSOR: US Department of Health and Human Services National Institute of
Mental Health, Rockville, MD 20857
1981 60 p Not copyrighted
United States
Availability: Inter-University Consortium for Political and Social
Research, P P Box 1248, Ann Arbor, MI 48106; ICPSR 7729 Document
Note: Issued in two parts.

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- Indicate edition statements when they are not part of the title:

095129

State Trooper
Hammer, H (Editors)
1984 148 p Copyrighted
United States
Availability: Arco Publishing Company, 219 Park Avenue South, New York,
NY 10003; Paperback
Note: ARCO Civil Service Test Tutor. Revised edition of State Trooper,
Highway Patrolman, Ranger, 7th edition, 1981

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Personal names (AU=)

The personal names field contains all personal authors, project directors, and editors associated with a publication. There is no limit on the number of individuals who may be listed in this field. There is no distinction between authors, editors, and project directors: all personal names are listed without indication of their role. There are records in the data base that do not have a personal names field; this is true for instances in which the responsibility for a publication is attributed to an organization rather than one or more individuals.

The standard format for individual names is last name, comma, followed by a space and the individual's first (or first and second) initial. There are usually no periods following the initials. There is a space between initials if a name has more than one.

Since a personal name may be entered in more than one form, depending on how it appears in the publication itself, it is preferable to expand on the personal name field.

Hyphenated surnames may be expanded with or without including the hyphen in the expand command:

Expanding on hyphenated surnames with or without using hyphen

Example 34a

Example 34b

?e au=horner rosner

?e au=horner-rosner

| Ref | Items | Index-term |
|-----|-------|-----------------------|
| E1 | 5 | AU=HORNE, P |
| E2 | 1 | AU=HORNE, P. P. |
| E3 | 0 | *AU=HORNER ROSNER |
| E4 | 1 | AU=HORNER-ROSNER, M B |
| E5 | 1 | AU=HORNER, B |
| E6 | 1 | AU=HORNER, J |
| E7 | 1 | AU=HORNER, J R |
| E8 | 1 | AU=HORNER, T W |
| E9 | 5 | AU=HORNEY, J |
| E10 | 1 | AU=HORNICK, C W |
| E11 | 1 | AU=HORNIK, R C |
| E12 | 1 | AU=HORNING, D N M |

| Ref | Items | Index-term |
|-----|-------|-----------------------|
| E1 | 5 | AU=HORNE, P |
| E2 | 1 | AU=HORNE, P. P. |
| E3 | 0 | *AU=HORNER-ROSNER |
| E4 | 1 | AU=HORNER-ROSNER, M B |
| E5 | 1 | AU=HORNER, B |
| E6 | 1 | AU=HORNER, J |
| E7 | 1 | AU=HORNER, J R |
| E8 | 1 | AU=HORNER, T W |
| E9 | 5 | AU=HORNEY, J |
| E10 | 1 | AU=HORNICK, C W |
| E11 | 1 | AU=HORNIK, R C |
| E12 | 1 | AU=HORNING, D N M |

Note that the order of alphabetization places the hyphenated surnames before identical single surnames: HORNER-ROSNER appears in the expansion list before HORNER.

Surnames with apostrophes should be expanded by including the apostrophe in the expand statement: even though DIALOG responds with a warning message, inclusion of the apostrophe will place you in the "correct" part of the personal name index.

Expanding on AU with and without the apostrophe

Example 35a

Example 35b

?e au=obrien

?e au=o'brien

>>> Warning: unmatched quote found

| Ref | Items | Index-term |
|-----|-------|--------------------|
| E1 | 1 | AU=OBIS, C B |
| E2 | 1 | AU=OBLOCK, R L |
| E3 | 0 | *AU=OBRIEN |
| E4 | 1 | AU=OBRIEN, C P |
| E5 | 1 | AU=OBSTFELD, G |
| E6 | 2 | AU=OBY, G |
| E7 | 1 | AU=OCAMPO, E A, JR |
| E8 | 1 | AU=OCCELLO, M |
| E9 | 1 | AU=OCCULTO, R |
| E10 | 1 | AU=OCHALEK, K |
| E11 | 4 | AU=OCHBERG, F |
| E12 | 6 | AU=OCHBERG, F M |

| Ref | Items | Index-term |
|-----|-------|-------------------|
| E1 | 1 | AU=O'BOYLE, M |
| E2 | 1 | AU=O'BRIAN, S |
| E3 | 1 | *AU=O'BRIEN |
| E4 | 1 | AU=O'BRIEN R M |
| E5 | 1 | AU=O'BRIEN, B |
| E6 | 1 | AU=O'BRIEN, B M |
| E7 | 3 | AU=O'BRIEN, C C |
| E8 | 4 | AU=O'BRIEN, D |
| E9 | 1 | AU=O'BRIEN, D J |
| E10 | 2 | AU=O'BRIEN, D M |
| E11 | 1 | AU=O'BRIEN, D. L. |
| E12 | 7 | AU=O'BRIEN, E |

Note: R M O'Brien comes 1st in the list because of the missing comma between last name & initials; D. L. O'Brien sorts after D M O'Brien because of the periods after the initials.

Last names preceded by prefixes such as Van, Von, De, La, Vander, etc. are entered into the data base with the prefix preceding the surname, and should be searched accordingly.

Expanding on a prefixed surname

Example 36a

?e au=van

| Ref | Items | Index-term |
|-----|-------|------------------------|
| E1 | 1 | AU=VALOR, J |
| E2 | 1 | AU=VALUSEK, J |
| E3 | 0 | *AU=VAN |
| E4 | 1 | AU=VAN ALLEN, M W |
| E5 | 1 | AU=VAN ALSTYNE, D N |
| E6 | 1 | AU=VAN AMBURG, G H |
| E7 | 1 | AU=VAN AMBURG, L |
| E8 | 1 | AU=VAN BEMMELEN, J M |
| E9 | 1 | AU=VAN BENTHUYSEN, H E |
| E10 | 2 | AU=VAN BERGEIJK, G A |
| E11 | 1 | AU=VAN BLARICON, D P |
| E12 | 3 | AU=VAN BOSTRAETEN, H |

Example 36b

?e au=la perla

| Ref | Items | Index-term |
|-----|-------|---------------------|
| E1 | 1 | AU=LA FORCE, N |
| E2 | 1 | AU=LA FOREST, G V |
| E3 | 0 | *AU=LA PERLA |
| E4 | 1 | AU=LA ROSA, D S |
| E5 | 1 | AU=LA VALLEE, J E |
| E6 | 1 | AU=LAAKSO-WILSON, H |
| E7 | 4 | AU=LAB, S P |
| E8 | 1 | AU=LABADIE, J M |
| E9 | 1 | AU=LABANOW, R |
| E10 | 1 | AU=LABAR, W |
| E11 | 1 | AU=LABARBERA, P A |
| E12 | 2 | AU=LABATE, C |

Publication year (PY=)

The year of publication of the source document is indexed in full four-digit form:

?s py=1985

S1 654 PY=1985

Search results can be restricted to a particular publication year by selecting a subject and a publication year, e.g.:

Example 37

Restricting by word and date

?s vandalism and py=1985

1008 VANDALISM
654 PY=1985
S3 4 VANDALISM AND PY=1985

A search can be restricted to a range of years using the colon (:) feature:

?s terrorism and PY= 1976-1986

2052 TERRORISM
51758 PY=1976 : 1986
S4 1406 TERRORISM AND PY=1976:1986

This retrieves publications dated between 1976 and 1986. The 3,959 records for which no publication date appears are those for which no date is known--the type of document that, in a bibliography, would be recorded as "n.d."

Report number (RN=)

The report number field contains report numbers that have been assigned to the document. The field is optional. A record may have multiple report numbers.

The report number field has the same characteristics as the contract/grant number field: report numbers are entered as complete character strings (including blanks and special characters).

Expanding in the RN index

Example 38a

?e rn=n

| Ref Items | Index-term |
|-----------|---------------------|
| E1 | 1 RN=M76-50 |
| E2 | 1 RN=M78-80 |
| E3 | 0 *RN=N |
| E4 | 1 RN=N BSIR 81-2298 |
| E5 | 1 RN=N 16 |
| E6 | 1 RN=N 18 |
| E7 | 1 RN=N 22 |
| E8 | 1 RN=N 32 |
| E9 | 1 RN=N 48 |
| E10 | 1 RN=N 7 |
| E11 | 1 RN=N 9 |
| E12 | 1 RN=N 96-4 |

Enter P or E for more

?e

| Ref Items | Index-term |
|-----------|---------------------------------|
| E13 | 1 RN=N-1286-DOJ |
| E14 | 1 RN=N-1287-DOJ |
| E15 | 1 RN=N-1300-SL |
| E16 | 1 RN=N-1498-SL |
| E17 | 1 RN=N-1610-SL |
| E18 | 1 RN=N-1856-AF |
| E19 | 1 RN=N-2257-1CJ |
| E20 | 1 RN=NACRO PAPERS & REPRINTS 10 |
| E21 | 1 RN=NACRO PAPERS & REPRINTS 11 |
| E22 | 1 RN=NACRO PAPERS & REPRINTS 4 |
| E23 | 2 RN=NACRO PAPERS & REPRINTS 5 |
| E24 | 1 RN=NACRO PAPERS & REPRINTS 6 |

Example 38b

?e rn=b

| Ref Items | Index-term |
|-----------|--------------------------|
| E1 | 1 RN=AWARD NO K6 MH 9415 |
| E2 | 1 RN=A402C |
| E3 | 0 *RN=B |
| E4 | 1 RN=B 81 |
| E5 | 1 RN=B-114859 |
| E6 | 1 RN=B-115369 |
| E7 | 1 RN=B-118638 |
| E8 | 3 RN=B-171019 |
| E9 | 1 RN=B-175425 |
| E10 | 1 RN=B-179226 |
| E11 | 1 RN=B-179849 |
| E12 | 1 RN=B-193697 |

Enter P or E for more

?e

| Ref Items | Index term |
|-----------|----------------------------------|
| E13 | 1 RN=B-56 |
| E14 | 1 RN=B-59 |
| E15 | 1 RN=B-737762 |
| E16 | 2 RN=BASICO 645-01 |
| E17 | 1 RN=BCS 74-0237 |
| E18 | 1 RN=BCS 74-0239 |
| E19 | 1 RN=BHARC-200/80/020 |
| E20 | 1 RN=BHARC-200/80/023 |
| E21 | 1 RN=BHH-75 |
| E22 | 1 RN=BIBLI SER NO 3 |
| E23 | 1 RN=BIBLIOGRAPHICAL SERIES NO 6 |
| E24 | 1 RN=BIBLIOGRAPHY NO A 20 |

Note that in some instances, information on numbered series is included in the RN field rather than in the note field.

Because of variations in the format of report numbers, it is advisable to expand in the RN index when looking for a specific report number, and to select it from an expansion list.

However, if you wish to search on a specific report number rather than first expanding the RN index, special care must be taken in searching for report numbers containing either slashes (/) or colons (:).

Retrieval of report numbers containing slashes is uncertain if the slashes are included within the search statement: most often an error message will occur (but not always):

Example 39a
Slashes in RN field

```
?s rn=shr-0002244/es
>>>Term "ES" is not defined in file 21
    S3      0 RN=SHR-0002244/ES
```

```
?s rn=series/number 04-012
>>>Term "NUMBER" is not defined in file 21
>>>Possible typing error near 04
```

```
?s rn=bmid/75-176-tr
    S1      1 RN=BMD/75-176-TR
```

```
?s rn=bharc-200/80/023
    S2      1 RN=BHARC-200/80/023
```

Retrieving report numbers containing the problematic slash can be accomplished either by enclosing the report number within quotation marks, or using the truncation character in place of the slash:

Example 39b

```
?s rn='shr-0002244/es'
    S1      1 RN='SHR-0002244/ES'
```

```
?s rn=shr-0002244?es
    S2      1 RN=SHR-0002244?ES
```

Either of the above search statements retrieves

```
052219
EVALUATION OF HUMAN SERVICES PLANNING APPROACHES AT STATE AND LOCAL
LEVELS, VOLUME 1 - EXECUTIVE SUMMARY
```

```
.
.
Report No.: SHR-0002244/ES
```

The presence of colon(s) in a report number must also be handled either by enclosing the entire report number in quotes or substituting the colon with the truncation character (?);

Example 40
Colons in RN field

?s rn=a-a:3-259-77

Processing for RN=A-A:3-259-77 stopped after RN=OFF STAT OF FNLND 32-28
S8 2075 RN=A-A:3-259-77

?s rn=series 2:78:1
>>>Character ":" in invalid position

?s rn='series 2:78:1'
S1 1 RN='SERIES 2:78:1'

?s rn=series 2?78?1
S2 1 RN=SERIES 2?78?1

Sets 2 and 3 consist of the following document

060315
CHARACTERISTICS OF THE PAROLE POPULATION, 1977
CRIM, C M; LITSKY; MACNEIL, E L
National Council on Crime and Delinquency, San Francisco, CA 94102

Report No.: SERIES 2:78:1

Source (SO=)

The source field contains the individual words from the titles of journals, indexed as single words. All records having the journal name field will also have a source field, which offers an alternative method of selecting journal titles with more flexibility than that available with the journal name field.

Expanding in the SO index

Example 41a
?e so=labor

| Ref | Items | Index-term |
|-----|-------|---------------|
| E1 | 36 | *SO=LABOR |
| E2 | 3 | SO=LABORATORY |
| E3 | 1 | SO=LABOUR |
| E4 | 2 | SO=LADIES |
| E5 | 24 | SO=LAE |
| E6 | 3 | SO=LAEGER |
| E7 | 15 | SO=LAMBDA |
| E8 | 3 | SO=LANCET |
| E9 | 5 | SO=LAND |
| E10 | 1 | SO=LANDS |

Example 41b
?e so=law

| Ref | Items | Index-term |
|-----|-------|---------------|
| E1 | 1 | SO=LATINA |
| E2 | 2 | SO=LAVORO |
| E3 | 5927 | *SO=LAW |
| E4 | 1 | SO=LAWS |
| E5 | 67 | SO=LAWYER |
| E6 | 4 | SO=LAWYERS |
| E7 | 1 | SO=LE |
| E8 | 1 | SO=LEAA |
| E9 | 2 | SO=LEADERSHIP |
| E10 | 11 | SO=LEAGUE |
| E11 | 3 | SO=LEARNING |
| E12 | 25 | SO=LEE |

Example 41c
?e so=journal

| Ref | Items | Index-term |
|-----|-------|----------------|
| E1 | 1 | SO=JOURNAL |
| E2 | 1 | SO=JOUNEE |
| E3 | 8684 | *SO=JOURNAL |
| E4 | 7 | SO=JOURNALISM |
| E5 | 3 | SO=JOURNALS |
| E6 | 1 | SO=JP |
| E7 | 72 | SO=JUDGES |
| E8 | 376 | SO=JUDICATURE |
| E9 | 4 | SO=JUDICIAL |
| E10 | 1 | SO=JUGEE |
| E11 | 6 | SO=JUGENDRECHT |
| E12 | 5 | SO=JUGENDWOHL |

Retrieval from the source field requires the use of proximity operators for multiword titles.

Example 42

Retrieval using source field

```
?s so=(labor(w)law(w)journal)
      36 SO=LABOR
     5927 SO=LAW
     8684 SO=JOURNAL
S1      22 SO=(LABOR(W)LAW(W)JOURNAL)
```

Title (/TI)

The title field contains the title of the document. If the document is written in a foreign language, both the foreign language title and the English language translated title are usually included in the title field. An exception occurs with an ideographic language such as Japanese. Out of 71 Japanese-language documents currently in the NCJRS Data Base, 54 give only English titles. The other 17 record both English and Japanese titles, the latter in romaji, the standard method of phonetically reproducing Japanese in the Latin alphabet. There are no Chinese-language or Korean-language documents in the NCJRS Data Base at the present time.

In records representing analytics (such as individual chapters from a book or individual papers from a conference proceeding), the title field also contains a reference to the parent document from which the analytic was taken.

Individual words from the title field are included in the Basic Index. Therefore, individual words from the title field are automatically searched when no suffix is specified in the search statement:

```
?S dispute(w)resolution
      1104 DISPUTE
      1557 RESOLUTION
S1      392 DISPUTE(W)RESOLUTION
?LI/ti
S2      149 I/TI
```

In most cases, the title of the document is entered into the data base exactly as it appears on the title page. However, there are a few instances in which titles are modified:

- Titles beginning with the articles "a," "an," or "the" are entered without the initial article.
- Titles beginning with numbers are entered with the number spelled out.
- Titles beginning with dates are rearranged so that the date is at the end of the title
- Acronyms and abbreviations within titles are entered as they appear, but the full meaning is added in parentheses following the acronym or abbreviation.

(The only exceptions to this rule are for titles containing "FBI," "LEAA," "NIJ," "HR" for House of Representatives, "S" for Senate, "US" or "USA"; in these cases, the full name of the organization or country is not added.) Note that if the full name of an organization or the full meaning of an acronym is used in the title, the acronym or abbreviation is not inserted, although it is retained when it appears on the title page.

• Titles beginning with words or phrases such as "Report," "Annual Report of," "Proceedings of," etc. are permuted so that the significant part of the title appears first.

Example 43
Selecting from the title field

?s understanding(w)police(w)agency(w)performance/ti

| | |
|------|--|
| 163 | UNDERSTANDING/TI |
| 8666 | POLICE/TI |
| 268 | AGENCY/TI |
| 489 | PERFORMANCE/TI |
| 7 | UNDERSTANDING(W)POLICE(W)AGENCY(W)PERFORMANCE/TI |

The result would have been the same if the proximity operator "(w)" had not been used; in the title field, unlike some others, simply leaving spaces would have sufficed.

The seven records retrieved with this search statement include one record representing a "parent" document with the title "Understanding Police Agency Performance," as well as six individual chapters from the parent document, which have been indexed separately (analytics):

093973

Policing and the Fear of Victimization - An Exploratory Analysis (From Understanding Police Agency Performance, P 160-176, 1984, Gordon P Whitaker, ed. - See NCJ-93967)

Phillips, C D; Pollitz, A A
1984 17 p Not copyrighted
United States

Availability: Superintendent of Documents GPO - Washington, DC 20402;
027-000-01188-8 Document

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.
.

093972

Linking Subjective and Objective Measures of Performance (From Understanding Police Agency Performance, p 148-159, 1984, Gordon P Whitaker, ed. - See NCJ-93967)

Parks, R B
1984 12 p Not copyrighted
United States

Availability: Superintendent of Documents GPO - Washington, DC 20402;
027-000-01188-8 Document

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.
.

093971

Comparing Citizen and Observer Perceptions of Police-Citizen Encounters .
(From Understanding Police Agency Performance, P 121-135, 1984, Gordon P
Whitaker, ed. - See NCJ-93967)

Parks, R B

1984 15 p Not copyrighted

United States

Availability: Superintendent of Documents GPO - Washington, DC 20402;
027-000-01188-8 Document

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093970

Crime Prevention and the Patrol Officer - The Dissemination of Crime
Prevention Information (From Understanding Police Agency Performance, P
93-109, 1984, Gordon P Whitaker, ed. - See NCJ-93967)

Worden, R E; Whitaker, G P

1984 17 p Not copyrighted

United States

Availability: Superintendent of Documents GPO - Washington, DC 20402;
027-000-01188-8 Document

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093969

Patrol Officer Attitudes and the Distribution of Police Services - A
Preliminary Analysis (From Understanding Police Agency Performance, P
42-54, 1984, Gordon P Whitaker, ed. - See NCJ-93967)

Worden, R E

1984 13 p Not copyrighted

United States

Availability: Superintendent of Documents GPO - Washington, DC 20402;
027-000-01188-8 Document

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093968

Policing as a Multi-Firm Industry (From Understanding Police Agency
Performance, P 7-22, 1984, Gordon P Whitaker, ed. - See NCJ-93967)

Parks, R B; Ostrom, E

1984 16 p Not copyrighted

United States

Availability: Superintendent of Documents GPO - Washington, DC 20402;
027-000-01188-8 Document

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093967

Understanding Police Agency Performance
University of North Carolina, Charlotte, NC 28223
Whitaker, G P (Editors)
SPONSOR: US Department of Justice National Institute of Justice,
Washington, DC 20531
1984 183 p Not copyrighted
Availability: Superintendent of Documents GPO - Washington, DC 20402;
027-000-01188-8 Document

In general, where acronyms and abbreviations appear in the title of a publication, NCJRS practice is to supplement the title by including the full name of the organization or the full meaning of the acronym in parentheses following the abbreviation/acronym.

Example 44

Titles with acronyms defined

?s port/ti

S1 20 PORT/TI

?s probationed(w)offenders(w)rehabilitation/ti

11 PROBATIONED/TI

1908 OFFENDERS/TI

565 REHABILITATION/TI

S2 9 PROBATIONED(W)OFFENDERS(W)REHABILITATION/TI

?c 1 and 2

20 1

9 2

S3 9 1 AND 2

Set 3 contains records such as:

016593

PORT (PROBATIONED OFFENDERS REHABILITATION AND TRAINING) OF CROW WING COUNTY (MN) - A PRELIMINARY EVALUATION REPORT

016592

PORT (PROBATIONED OFFENDERS REHABILITATION AND TRAINING) ALPHA - A PRELIMINARY EVALUATION REPORT

014369

PORT (PROBATIONED OFFENDERS REHABILITATION AND TRAINING) - ANNUAL MEETING, 4TH - ROCHESTER, MINNESOTA, OCTOBER 25, 1973

Records having "port" as a word in the title, which are not supplemented with the addition of "probationed offenders rehabilitation," are those in which port does not represent an acronym, such as:

096071

Port Authority Cargo Theft Data of New Jersey and New York, 1978-1980

088058

Coping With Crime in a Developing Country - The Fear of Crime in Port Moresby, Papua New Guinea

Although it was noted earlier that titles having the abbreviations LEAA, FBI, NIJ, US (United States), HR (House of Representatives), or S (Senate) are not generally supplemented by adding the full name of the organization, using both the acronym and the full name of the organization will yield complete results:

Example 45

Finding nonexpanded acronyms

?s fbi/ti

S1 88 FBI/TI

?s federal(w)bureau(lw)investigation/ti

1518 FEDERAL/TI

383 BUREAU/TI

958 INVESTIGATION/TI

S2 31 FEDERAL(W)BUREAU(1W)INVESTIGATION/TI

?c 1 or 2

88 1

31 2

S3 96 1 OR 2

Records in Set 3 include:

094493

FBI Undercover Operations - Hearings Before the House Subcommittee on Civil and Constitutional Rights, February 4, March 2, April 1, 22, 29, June 2, 3, 9, July 22, and November 23, 1982

084446

FBI (Federal Bureau of Investigation) Latent Fingerprint Section

078752

Story of the Federal Bureau of Investigation

Foreign titles are searchable in both their original language and their English translation:

Example 46
Foreign titles

```
?s disciplina(w)penitenziaria/ti
      2 DISCIPLINA/TI
      9 PENITENZIARIA/TI
S1    1 DISCIPLINA(W)PENITENZIARIA/TI
```

This search statement retrieves:

030955
PRISON DISCIPLINE - ITALY
DISCIPLINA PENITENZIARIA
VELOTTI, G
Ministeri di Grazia E Giustizia, Rome, Italy
RASSEGNA DI STUDI PENITENZIARI, V 25, N 3-4 (MAY-AUGUST 1975), P 447-462

The above record is also included in the set formed by the following search statement:

Example 47
Foreign titles from English search

```
?s prison(w)discipline/ti
      1846 PRISON/TI
      115 DISCIPLINE/TI
S1     12 PRISON(W)DISCIPLINE/TI
```

Set 1 contains the following records:

| | |
|--|---|
| 089904 Program on Prison Discipline - Final Report | 034628 PRISON DISCIPLINE IN ISRAEL - A COMPARATIVE STUDY |
| 086102 Corrections Law Developments - The Use of Informants in Prison Discipline | 031482 PRISON DISCIPLINE PRACTICE AND PROBLEMS IN CORRECTIONS WORK - WEST GERMANY PRAXIS UND PROBLEMATIK DER HAUSSTRAFEN IM STRAFVOLLZUG |
| 084157 Prison Discipline and Preventive Confinement | 030955 PRISON DISCIPLINE - ITALY DISCIPLINE PENITENZIARIA |
| 073380 Prison Discipline and the Female Offender | 025494 HABEAS CORPUS CHALLENGES TO PRISON DISCIPLINE |
| 070071 Prison Discipline and Inmate Rights | 014004 PRISON DISCIPLINE AND THE EIGHTH AMENDMENT - A PSYCHOLOGICAL PERSPECTIVE |
| 057872 COMPARATIVE EXPLORATION OF PRISON DISCIPLINE | 005399 JUDICIAL INTERVENTION IN PRISON DISCIPLINE |

Update (UD=)

Each record in the NCJRS data base is associated with the date on which it was added to the DIALOG system. While the UPDATE field may be used for retrieval purposes, it does not display in the records.

The update field may be used to restrict a retrieved set to those items associated with a specified update of the DIALOG file. This is useful for updating previously executed searches, when you only want to see new materials added to the file since the search was last run.

DIALOG normally numbers its updates according to the year and month of the update. Because the NCJRS file is reloaded annually, each annual reload begins a new update numbering cycle:

Example 48 Finding update totals

?e ud=

| Ref | Items | Index-term | |
|-----|-------|------------|---------------------------------|
| E1 | 11 | SP=99801 | |
| E2 | 2 | SP=99811 | |
| E3 | 0 | *UD= | |
| E4 | 77129 | UD=8501 | (annual file reload - Jan 1985) |
| E5 | 955 | UD=8503 | (update - March 1985) |
| E6 | 244 | UD=8505 | (update - May 1985) |
| E7 | 421 | UD=8508 | (update - August 1985) |
| E8 | 1510 | UD=8603 | (update - March 1986) |
| E9 | 1510 | UD=9999 | (most recent update) |

The most recent file update may also be retrieved by selecting UD=9999.

Example 49 Updating with subject term

?s e9

S1 1510 UD='9999'

?s police dogs/de

S2 102 POLICE DOGS/DE

?c 1 and 2

1501 1

102 2

S3 7 1 AND 2

Appendix A--Introduction to NCJ Thesaurus, January 1986 Edition

The National Criminal Justice Thesaurus contains listings of descriptors or terms used to index literature in the National Institute of Justice/NCJRS document data base and to retrieve information about the literature for users of the service. Term selection is based on the vocabulary used in documents entering the National Criminal Justice Reference Service system, on the frequency of term usage in the literature, and on the language of the user community. The 5-digit number assigned to each term is used as a descriptor code in searching on that term.

SUBSTANTIVE DESCRIPTORS AND RELATED ENTRIES

The order in which notations appear under a descriptor, when appropriate, is as follows:

SN SCOPE NOTE
UF USED FOR
BT BROADER TERM
NT NARROWER TERM
RT RELATED TERM

A SCOPE NOTE (SN) explains the specific use of a term in the NCJRS system. A typical SCOPE NOTE is included in the terms under "Miranda rights" in the example under Related Term, below. It may be a true definition, may place a positive or negative limitation on usage, or may combine definition and positive limitations.

Two types of terms are listed: descriptors and synonyms or near synonyms. Descriptors are authoritative terms that are acceptable for indexing and searching. A USE entry follows synonyms or near synonyms of descriptors. This entry directs the user to the preferred valid descriptor for communicating with the system. Synonym entries appear solely to provide as many points of entry to the Thesaurus as possible. The importance of the USE entry extends beyond synonymy. The entry can represent the relationship to a descriptor of a near synonym with general conceptual similarity. A USE entry provides a valid descriptor term synonymous with or approximating the concept of the term referenced. For example:

Remote terminals
01027 USE Terminals (computer)

The USED FOR (UF) entry is the reverse of the USE entry. The entry shows the user that the descriptor includes the concept represented by the UF entry. For example:

01027 Terminals (computer)
UF Remote terminals

A NARROWER TERM (NT) entry denotes a hierarchical relationship between the main descriptor and a descriptor that belongs in the same class but is on a lower level; that is, the narrower term is more specific. For example:

01777 Hallucinogens
00616 NT LSD (acid)
05131 NT PCP (phencyclidine hydrochloride)
01450 NT Peyote

A BROADER TERM (BT) entry is also a hierarchical notation and is the reciprocal of the NT notations. A BT entry indicates that the descriptor is in the same class but that it is on a higher level in the hierarchy. For example:

01450 Peyote
04632 BT Controlled drugs
01777 BT Hallucinogens

The RELATED TERM (RT) entries perform two functions, only one of which is concerned with the scope of the main entry. A term listed as RT may clarify scope, that is, provide further definition of the main descriptor entry. The alternate function is to alert the user to other terms and thus provide additional points of reference. For example, to illustrate the two-sided RT relationship:

04183 Arrest and apprehension
04985 RT Arrest warrants
02462 RT Citizens arrests
05069 RT Crimes in progress
04816 RT Lawful use of force
00624 RT Manhunt
05208 RT Miranda rights
05136 RT Police pursuit driving
03215 RT Postarrest procedures
08578 RT Probable cause

05208 Miranda rights
 SN (Predetention rights of the
 accused as required by the US
 Supreme Court ruling)
04183 RT Arrest and apprehension
04197 RT Constitutional rights and civil lib/
02879 RT Rights of the accused

Every hierarchical and collateral entry has a reciprocal entry elsewhere in the Thesaurus.

ARRAY TERMS are very broad terms (e.g., Equipment/, Facilities/, and Programs/) which are considered to be too general to be of much value in indexing or retrieval. Such terms have been appended with a slash (/); wherever possible, a more specific term should be used in lieu of this term. The following standard SCOPE NOTE is used in conjunction with all array terms: "Use of a more specific term is recommended; consult the terms listed below." The listing of RT references following each array term refers the reader to all terms at the next lower level of specificity (but not to the still lower levels of specificity).

HOW TO USE THE THESAURUS

Alphabetization

Terms are alphabetized on a letter-by-letter basis. All spaces, hyphens, and other signs which may appear within the term are ignored, except the left parenthesis "(", which precedes "a." The example below demonstrates this exception.

UF Hypnosis (questioning under)
Hypnosis of victim or witness
Hypnotism in investigation

Selecting the Most Specific Descriptor

To avoid retrieving irrelevant documents and to assure full retrieval of target information, you always should select the most specific thesaurus descriptor of the concept you are searching on. Because documents are indexed to the narrowest applicable term within a hierarchy, a search on a broader term only will not retrieve the documents indexed to the narrower terms.

Search Examples

Suppose you wish to find documents about "juvenile delinquents" in the NCJRS data base. The Thesaurus can help pinpoint the appropriate term or terms for your search. You might begin by checking the rather general term #Delinquents#, in which case you would find the following entry:

Delinquents (juvenile)
USE Juvenile delinquents

This citation indicates that the term #Juvenile delinquents# is the preferred descriptor for indexing and retrieval. Turning to the preferred term, you find the following list of cross-references.

01637 Juvenile delinquents
UF Delinquents (juvenile)
03990 BT Juveniles
02409 NT Emotionally disturbed delinquents
05119 Female juvenile delinquents
05425 Male juvenile delinquents
05261 RT Alternative schools
01308 Auto theft
03822 Confrontation tactics
05049 Crime in schools
05095 Juvenile court waiver
03669 Juvenile offenders
04103 Juvenile status offenders
05245 Parent education
05241 School delinquency programs
08311 Ungovernable juveniles
03001 Youthful offenders

Skipping over the term designated UF (i.e., the nonpreferred synonym of #Juvenile delinquents#) and the BT (indicating that #Juvenile delinquents# is part of the more comprehensive hierarchy of #Juveniles#), you will come to the NT references. #Emotionally disturbed delinquents#, Female juvenile delinquents#, and #Male juvenile delinquents# are all valid search terms which you may prefer to use if they are more accurate expressions of the concept you are searching for. As mentioned above, a search on the term #Juvenile delinquents# alone will not retrieve the documents indexed under #Emotionally disturbed delinquents# or under the two other NT's. If any of the narrow terms are relevant to your search, they should definitely be included in your search strategy. You should also note the RT references, which provide new directions for your search by adding related terms.

Focusing Your Search

If the first term you locate is followed by a slash, it is an ARRAY TERM. Though ARRAY TERMS can be used for searching, they are often too broad to be useful for indexing or retrieval. The following entry is typical of ARRAY TERMS:

```
01391 Property crimes/
      (Use of a more specific term is
      recommended; consult the terms listed
      below)
      UF Crimes against property
04914 RT Antitrust offenses
02497 Arson
00110 Burglary
02443 Counterfeiting
04384 Crime costs
04941 Crimes against businesses
01405 Dealing in stolen goods
01726 Extortion
03629 Forgery
01768 Fraud
03627 Hijacking
00469 Hit and run
04651 Industrial espionage
03850 Loan sharking
04600 Offenses/
02586 Piracy
05362 Property crime statistics
04255 Property identification
03640 Theft offenses
04757 Vandalism
01355 White collar crimes
```

Scan the RT terms listed under the array term and select those related to your interest as new points from which to search. Do not make a final choice until you have determined whether there are still narrower terms that would be better choices. In this particular example, if you selected the RT #Crime costs# as a new starting point, you would find that #Crime costs# has two NT's, #Business crime costs# and #Stolen vehicle costs#, either of which may be a more specific expression of the concept you are trying to locate.

Searching on Cross-Cultural Terms

To facilitate access to the numerous international documents in the data base, the Thesaurus contains a number of cross-cultural terms. These include expressions peculiar to a foreign country which have no direct equivalent in the U.S. system or for which such an equivalent cannot be readily identified. For the most part, these idioms are entered as nonpreferred synonyms of their nearest American equivalent. For instance, the French concept "Sursis avec mise a l'epreuve" would have the following reference to the preferred American term:

Sursis avec mise a l'epreuve
USE Probation

In addition, numerous international organizations are included in the organizational file of the Thesaurus.

Combining Several Descriptors

To attain an even greater level of specificity, the technique of combining or "coordinating" more than one descriptor in a search is useful. Though the Thesaurus contains no specific term to express the concept "police attitudes toward abuse of authority," the combination of the existing descriptors #Abuse of authority# and #Police attitudes# will yield only those documents which hold relevant information on both descriptors. In coordinating, descriptors from all three files of the Thesaurus (substantive, geographic, and organizational) may be combined. For instance, the geographic code or descriptor for #France# may be combined with #Preventive detention# to obtain information on preventive detention in France.

STATISTICS

This edition of the National Criminal Justice Thesaurus exhibits the following statistics:

| <u>Descriptors</u> | |
|-------------------------|--------------|
| Substantive File | |
| Postable Descriptors | 3,453 |
| Nonpostable Descriptors | <u>1,637</u> |
| Total | 5,090 |
| Total Cross-references | 30,114 |
| Organizational file | |
| Postable Descriptors | 311 |
| Nonpostable Descriptors | <u>159</u> |
| Total | 470 |
| Total Cross-references | 252 |
| Geographic file | |
| Postable Descriptors | 219 |
| Nonpostable Descriptors | <u>83</u> |
| Total | 302 |
| Total Cross-references | 561 |

Appendix B--Sample records in other formats

On pages 18 and 19, four sample records were presented in DIALOG Format 5, showing the complete file on those documents. This appendix presents the same sample records as they would appear in the other available formats.

Sample record 1

Format 1--DIALOG accession number

?t 093548/1
0/1/0
093548

Format 2--Full record except abstract

093548/2

093548

Search for Evidence
Buckwalter, A
1984 288 p Copyrighted
United States
Availability: Butterworths (Publishers) Inc, 80 Montvale Avenue, Stoneham, MA
02180; Book
Languages: English
Descriptors: Evidence; Burden of proof; Rules of evidence; Evidence collection;
Evidence preservation; Photography; Document analysis; Testimony; Arson; Trace
evidence

Format 3--Bibliographic citation

093548/3
093548

Search for Evidence
Buckwalter, A
1984 288 p Copyrighted
United States
Availability: Butterworths (Publishers) Inc, 80 Montvale Avenue, Stoneham, MA
02180; Book

Format 4--Abstract and title

093548/4

093548

Search for evidence

Twenty chapters discuss fundamentals of evidence, verbal evidence, written evidence, physical evidence, and photographing and recording evidence. Fundamentals of evidence are explored from the perspectives of evidence classification, rules of evidence, and investigation. Witnesses' qualifications, competence, and credibility; the importance of witnesses; and investigators' court testimony are discussed in the section on verbal evidence. Chapters on written evidence look at evidential, questioned, and forged documents; obtaining specimen writings for standards of comparison; and documentary evidence and examination. Physical evidence is examined in chapters discussing kinds of physical evidence; impression evidence; transfer and trace evidence; evidence of violence; and collecting, preserving, and presenting physical evidence. A final section considers photography and recording evidence, specifically investigative photography, accident scene photography, arson photography, and presenting photographic evidence in court. Chapter notes, an index, and about 45 references are supplied.

Format 6--Title and DIALOG accession number

093548/6

093548

Search for Evidence

Format 7--Bibliographic citation and abstract, descriptor codes

093548/7

093548

Search for Evidence

Buckwalter, A

1984 288 p Copyrighted

United States

Availability: Butterworths (Publishers) Inc, 80 Montvale Avenue, Stoneham, MA 02180; Book

Languages: English

Twenty chapters discuss fundamentals of evidence, verbal evidence, written evidence, physical evidence, and photographing and recording evidence. Fundamentals of evidence are explored from the perspectives of evidence classification, rules of evidence, and investigation. Witnesses' qualifications, competence, and credibility; the importance of witnesses; and investigators' court testimony are discussed in the section on verbal evidence. Chapters on written evidence look at evidential, questioned, and forged documents; obtaining specimen writings for standards of comparison; and documentary evidence and examination. Physical evidence is examined in chapters discussing kinds of physical evidence; impression evidence; transfer and trace evidence; evidence of violence; and collecting, preserving, and presenting physical evidence. A final section considers photography and recording evidence, specifically investigative photography, accident scene photography, arson photography, and presenting photographic evidence in court. Chapter notes, an index, and about 45 references are supplied.

03776, 04885, 03234, 00393, 04060, 00776, 03751, 00253, 02497, 01167

Format 8--Title and indexing

093548/8

093548

Search for Evidence

Descriptors: Evidence: Burden of proof; Rules of evidence; Evidence collection; Evidence preservation; Photography; Document analysis; Testimony; Arson; Trace evidence

Sample record 2

Format 1

?t 093712/1
0/1/0
093712

Format 2

093712/2
093712
Constitutional Limitations on Postarrest, Prehearing Detention
Powers, J F
Washington and Lee Law Review, V 40, N 4 (Fall 1983), P 1555-1573
1983 19 p Copyrighted
United States
Document Type: Article
Language: English
Descriptors: Pretrial detention; Postarrest procedures; Rights of the accused;
Probable cause; US Supreme Court decisions

Format 3

093712/3
093712
Constitutional Limitations on Postarrest, Prehearing Detention
Powers, J F
Washington and Lee Law Review, V 40, N 4 (Fall 1983), P 1555-1573
1983 19 p Copyrighted
United States

Format 4

093712/4

093712

Constitutional Limitations on Postarrest, Prehearing Detention
The United States Supreme Court has established that the fourth amendment places limits on the permissible duration of postarrest, prehearing detention. The decision in Gerstein v. Pugh clearly established this principle and formed the basis for similar analyses in Federal court decisions in Fisher v. Washington Metropolitan Area Transit Authority and Sanders v. City of Houston. These decisions rested on the reasonableness standard of the fourth amendment and asserted that an officer's ad hoc assessment of probable cause permits brief custodial detention to permit law enforcement officers to take the necessary administrative steps which are related to arrest. This analysis balances the recognition of individual liberty with the Supreme Court's reluctance to extend adversary safeguards to probable cause hearings. These safeguards would be required under a due process analysis based on the 14th amendment, which was considered in the case of Patzig v. O'Neil. Imposing due process guarantees on probable cause hearings would cause longer periods of postarrest detention and would work against the prohibition against post-arrest, prehearing detention of unreasonable duration. Federal courts are likely to hear an increased number of actions based on this issue as more practitioners become aware of the limitations imposed by the fourth amendment. A total of 111 footnotes are provided.

Format 6

093712/6

093712

Constitutional Limitations on Postarrest, Prehearing Detention

Format 7

093712/7

093712

Constitutional Limitations on Postarrest, Prehearing Detention
Powers, J F
Washington and Lee Law Review, V 40, N 4 (Fall 1983), P 1555-1573
1983 19 p Copyrighted
United States
Document Type: Article
Languages: English

The United States Supreme Court has established that the fourth amendment places limits on the permissible duration of postarrest, prehearing detention. The decision in Gerstein v. Pugh clearly established this principle and formed the basis for similar analyses in Federal court decisions in Fisher v. Washington Metropolitan Area Transit Authority and Sanders v. City of Houston. These decisions rested on the reasonableness standard of the fourth amendment and asserted that an officer's ad hoc assessment of probable cause permits brief custodial detention to permit law enforcement officers to take the necessary administrative steps which are related to arrest. This analysis balances the recognition of individual liberty with the Supreme Court's reluctance to extend adversary safeguards to probable cause hearings. These safeguards would be required under a due process analysis based on the 14th

amendment, which was considered in the case of Patzig v. O'Neil. Imposing due process guarantees on probable cause hearings would cause longer periods of postarrest detention and would work against the prohibition against post-arrest, prehearing detention of unreasonable duration. Federal courts are likely to hear an increased number of actions based on this issue as more practitioners become aware of the limitations imposed by the fourth amendment. A total of 111 footnotes are provided. 09039, 03215, 02849, 08578, 08597

Format 8

093712/8

093712

Constitutional Limitations on Postarrest, Prehearing Detention

Descriptors: Pretrial detention; Postarrest procedures; Rights of the accused; Probable cause; US Supreme Court decisions

Sample record 3

Format 1

?t 095057/1
0/1/0
095057

Format 2

095057/2
095057

Research Findings for Forensic Information Users
Lipskin, B A; Field, K S
Forensic Sciences Foundation, Colorado Springs, CO 80910
SPONSOR: US Department of Justice, National Institute of Justice, Washington,
DC 20531
1983 403 p Not copyrighted
United States

Availability: National Institute of Justice/National Criminal Justice
Reference Service Microfiche Program, Box 6000, Rockville, MD 20850;
Microfiche

Note: Includes microfiche versions of NCJ 95057 to 95062.

Languages: English

Grant No.: 80-IJ-CX-0071

Descriptors: Forensic sciences; Forensic pathology; Dental analysis;
Criminalistics/; Document analysis; Poisons and poison analysis; Bone
analysis; Medicolegal considerations

Institution: A2918;B0263

Format 3

095057/3
095057

Research Findings for Forensic Information Users
Lipskin, B A; Field, K S
Forensic Sciences Foundation, Colorado Springs, CO 80910
SPONSOR: US Department of Justice, National Institute of Justice, Washington,
DC 20531
1983 403 p Not Copyrighted
United States

Availability: National Institute of Justice/National Criminal Justice Reference
Service Microfiche Program, Box 6000, Rockville, MD 20850; Microfiche

Format 4

095057/4
095057

Research Findings for Forensic Information Users

The fields of criminalistics, forensic odontology, forensic pathology, forensic anthropology, questioned document examination, and forensic toxicology are addressed in separate chapters by leading figures in each area. The objective of this state-of-the-art manual is to improve the quality of forensic sciences by helping police, attorneys, prosecutors, and judges to understand and use these services to their greatest advantage. Each chapter begins with an executive summary, then outlines in nontechnical language the definition and scope of the particular discipline, the current capabilities and limitations, developing areas within the field, and critical issues facing practitioners. The kind of evidence examined and the scientific techniques used in each discipline are described at length. In some cases, tables and figures are provided for illustration. A glossary of terms, a list of legal citations, and a bibliography are provided with each chapter.

Format 6

095057/6
095057

Research Findings for Forensic Information Users

Format 7

095057/7
095057

Research Findings for Forensic Information Users

Lipskin, B A; Field, K S

Forensic Sciences Foundation, Colorado Springs, CO 80910

SPONSOR: US Department of Justice, National Institute of Justice, Washington, DC 20531

1983 403 p Not copyrighted

United States

Availability: National Institute of Justice/National Criminal Justice Reference Service Microfiche Program, Box 6000, Rockville, MD 20850; Microfiche

Note: Includes microfiche versions of NCJ 95057 to 95062.

Languages: English

Grant No.: 80-IJ-CX-0071

The fields of criminalistics, forensic odontology, forensic pathology, forensic anthropology, questioned document examination, and forensic toxicology are addressed in separate chapters by leading figures in each area. The objective of this state-of-the-art manual is to improve the quality of forensic sciences by helping police, attorneys, prosecutors, and judges to understand and use these services to their greatest advantages. Each chapter begins with an executive summary, then outlines in nontechnical language the definition and scope of the particular discipline, the current capabilities and limitations, developing areas within the field, and critical issues facing practitioners. The kind of evidence examined and the scientific techniques used in each discipline are described at length. In some cases, tables and figures are provided for illustration. A glossary of terms, a list of legal citations, and a bibliography are provided with each chapter.

08468, 08979, 04049, 04614, 03751, 04053, 04638, 04214

Format 8

095057/8

095057

Research Findings for Forensic Information Users

Descriptors: Forensic sciences; Forensic pathology; Dental analysis;

Criminalistics/; Document analysis; Poisons and poison analysis; Bone analysis;

Medicolegal considerations

Institution: A2918;B0263

Sample Record 4

Format 1

?t 095058/1
0/1/0
095058

Format 2

095058/2
095058

Criminalistics (From Research Findings for Forensic Information Users, P 1-64, 1983, by Beth A Lipskin and Kenneth S Field - See NCJ-95057)

Thornton, J I

1983 64 p Not copyrighted

United States

Availability: National Institute of Justice/National Criminal Justice Reference Service Microfiche Program, Box 6000, Rockville, MD 20850; Microfiche

Note: Available on microfiche as NCJ-95057.

Languages: English

Descriptors: Criminalistics/; Evidence identification and analysis/;

Scientific techniques

Institution: A2918;B0263

Format 3

095058/3
095058

Criminalistics (From Research Findings for Forensic Information Users, P 1-64, 1983, by Beth A Lipskin and Kenneth S Field - See NCJ-95057)

Thornton, J I

1983 64 p Not copyrighted

United States

Availability: National Institute of Justice/National Criminal Justice Reference Service Microfiche Program, Box 6000, Rockville, MD 20850; Microfiche

Format 4

095058/4

095058

Criminalistics (From Research Findings for Forensic Information Users, P 1-64, 1983, by Beth A Lipskin and Kenneth S Field - See NCJ-95057)

Criminalistics is concerned with the analysis, identification, and interpretation of physical evidence. The principal role of the criminalist is to apply objectively those elements of the natural and physical sciences relevant to the evidence under consideration. The ultimate aim is to identify material, aid in the reconstruction of the crime, or establish an element of the crime necessary for the effective adjudication of the case. What distinguishes criminalistics from high-grade detective work or the work of a technician is the relevant application of the scientific method. The approach to a physical evidence problem must meet criteria generally accepted by the universal scientific community. Criminalistics is a serious scientific enterprise, crystallized from a number of convergent pathways for the express purpose of providing an objective examination of diverse materials. The profession is still experiencing some problems. One problem is determining operational responsibility where overlap exists between criminalistics and other forensic disciplines. Another dilemma is the generalist versus specialist conflict which arises partly from a philosophical stance and partly from staffing considerations. The capabilities of the field are determined primarily by scientific factors, while its limitations are frequently determined by various factors unrelated to science. The real constraints are extraneous limits placed on the laboratory. A list of legal citations, a glossary, and a bibliography of 206 items are provided.

Format 6

095058/6

095058

Criminalistics (From Research Findings for Forensic Information Users, p 1-64, 1983, by Beth A Lipskin and Kenneth S Field - See NCJ-95057)

Format 7

095058/7

095058

Criminalistics (From Research Findings for Forensic Information Users, p 1-64, 1983, by Beth A Lipskin and Kenneth S Field - See NCJ-95057)

Thornton, J I

1983 64 p Not copyrighted

United States

Availability: National Institute of Justice/National Criminal Justice Reference Service Microfiche Program, Box 6000, Rockville, MD 20850; Microfiche

Note: Available on microfiche as NCJ-95057.

Languages: English

Criminalistics is concerned with the analysis, identification, and interpretation of physical evidence. The principal role of the criminalist is to apply objectively those elements of the natural and physical sciences relevant to the evidence under consideration. The ultimate aim is to identify material, aid in the reconstruction of the crime, or establish an element of the crime necessary for the effective adjudication of the case. What distinguishes criminalistics from high-grade detective work or the work of a technician is the relevant application of the scientific method. The approach to a physical evidence problem must meet criteria generally accepted by the universal scientific community. Criminalistics is a serious scientific enterprise, crystallized from a number of convergent pathways for the express purpose of providing an objective examination of diverse materials. The profession is still experiencing some problems. One problem is determining operational responsibility where overlap exists between criminalistics and other forensic disciplines. Another dilemma is the generalist versus specialist conflict which arises partly from a philosophical stance and partly from staffing considerations. The capabilities of the field are determined primarily by scientific factors, while its limitations are frequently determined by various factors unrelated to science. The real constraints are extraneous limits placed on the laboratory. A list of legal citations, a glossary, and a bibliography of 206 items are provided.

04614, 03375, 08909

Format 8

095058/8

095058

Criminalistics (From Research Findings for Forensic Information Users, P 1-64, 1983, by Beth A Lipskin and Kenneth S Field - See NCJ-95057)

Descriptors: Criminalistics/; Evidence identification and analysis/;

Scientific techniques

Institution: A2918;B0263

Appendix C--Examples of Searches on File 21

Following are two examples of searches performed according to the precepts given on previous pages of this manual. You may wish to remove the "Topic" pages from this binder and place them alongside the examples of what would appear on the printer at your terminal if you went through the steps suggested.

Remember, for complicated searches, DIALOG users can telephone 301-251-5500 to seek assistance.

Topic: Find information on the use of recreational programs in preventing or controlling juvenile crime.

Only the most relevant references are desired.

This search involves three concepts (juvenile crime, prevention, recreation) and uses the Basic Index.

1. Begin in File 21, NCJRS
2. Select synonymous terms for juvenile crime, specifying title and descriptor fields for greater relevance.
3. Select synonymous terms for prevention or control, again specifying title and descriptor fields.
4. Select synonymous terms for recreation with the same search field restrictions.
5. Combine the results in an AND relationship.
6. Type a few records in format 8 to review titles and descriptors for relevance.
7. Print the entire set offline in format 5, full format.
8. Logoff to end the search.

Search is displayed starting next page:

File 21:NCJRS - 1972-86/MAR
Copr. 1986 Aspen Systems Corporation

| Set | Items | Description |
|---|-------------------------|---|
| --- | ----- | ----- |
| ?s youth?() | offender? or juvenile() | delinquen? |
| | 6840 | YOUTH? |
| | 18833 | OFFENDER? |
| | 931 | YOUTH?(W)OFFENDER? |
| | 13655 | JUVENILE |
| | 8238 | DELINQUEN? |
| | 5014 | JUVENILE(W)DELINQUEN? |
| S1 | 5729 | YOUTH?()OFFENDER? OR JUVENILE()DELINQUEN? |
| ?s s1 or juvenile() | offender? or juvenile() | crime? |
| Processing | | |
| | 5729 | S1 |
| | 13655 | JUVENILE |
| | 18833 | OFFENDER? |
| | 2136 | JUVENILE(W)OFFENDER? |
| | 13655 | JUVENILE |
| | 29316 | CRIME? |
| | 814 | JUVENILE(W)CRIME? |
| S2 | 7250 | S1 OR JUVENILE()OFFENDER? OR JUVENILE()CRIME? |
| ?s s2/ti,de | | |
| S3 | 4843 | S2/TI,DE |
| ?s reduc? or control? or deter? or prevent? | | |
| Processing | | |
| | 9490 | REDUC? |
| | 15402 | CONTROL? |
| | 15731 | DETER? |
| | 13068 | PREVENT? |
| S4 | 38584 | REDUC? OR CONTROL? OR DETER? OR PREVENT? |
| ?s s4/ti,de | | |
| S5 | 11455 | S4/TI,DE |
| ?s recreat? or sport? or same? | | |
| | 1058 | RECREAT? |
| | 350 | SPORT? |
| | 565 | GAME? |
| S6 | 1829 | RECREAT? OR SPORT? OR GAME? |
| ?s s6/ti,de | | |
| S7 | 421 | S6/TI,DE |
| ?c 3 and 5 and 7 | | |
| | 4843 | 3 |
| | 11455 | 5 |
| | 421 | 7 |
| S8 | 32 | 3 and 5 and 7 |
| ?t 8/8/1-5 | | |
| 8/8/1 | | |
| 090989 | | |

Trouble in Outer Galactica - The Police Power, Zoning, and Coin-Operated Videogames

Descriptors: Recreation; Victimless crimes; Juvenile delinquency prevention; Municipal ordinances; Zoning ordinances

8/8/2

078404

Community Alternatives for Youth - Final Report
Descriptors: Youth development; Youth employment; Vocational training; New York; Juvenile delinquency prevention; Juvenile court diversion; Community crime prevention programs; Recreation
Institute: A2918

8/8/3

078186

Athletes and Juvenile Delinquents - A Comprehensive Analysis Based on a Review of Literature
Descriptors: Juvenile delinquency factors; Juvenile delinquency prevention; Recreation; Biological influences; Genetic influences on behavior; Delinquent-nondelinquent comparisons; Nonbehavioral correlates of crime; Literature reviews
Institutional: A2918

8/8/4

077436

What They Need Is Love - Third Annual Report on Community-based Alternatives in North Carolina (From North Carolina Division of Youth Services Serving North Carolina Children, 1979 - See NCJ-77433)
Descriptors: Annual reports/; Community based corrections (juv); Alternatives to institutionalization; Group homes; Foster homes; Counseling; Volunteer programs; Recreation; Juvenile delinquency prevention; School delinquency programs; Alternative schools; Corrections statistics; North Carolina
Institution: A2918

8/8/5

075019

Athletic Delinquency - A Preliminary Approach
Descriptors: Studies/; Recreation; Juvenile delinquency prevention; Juvenile delinquency factors; Educational Resources Info Center
Institution: A2680

?print 8/5/1-32

P006: PRINT 8/5/1-32 est. cost of \$9.60

?logoff

10jun86 09:18:22 User030223
\$3.71 0.106 Hrs File 21
\$0.00 5 types in Format 8
\$0.00 5 Types
\$9.60 32 Prints in Format 5
\$9.60 1 Print transaction(s)
\$0.84 Dialnet
\$14.15 Estimated cost this file
\$14.41 Estimated total session cost 0.115 Hrs.
\$9.60 Print credit

Logoff: level 9.1.4 B 09:18:28

DIALNET: call cleared by request

Topic: Locate information on the sentences given to white collar criminals. This search involves two concepts (white collar crimes, sentencing) and uses the Basic Index.

1. Begin in File 21, NCJRS.
2. Select the descriptor for white collar crimes as a bound phrase.
3. Select synonymous terms for business criminals, specifying the title and descriptor fields for the most precise results.
4. Combine terms for business crimes in an OR relationship.
5. Select synonymous terms for sentencing.
6. Combine the two concepts in an AND relationship.
7. Type a few records in format 8 to verify relevance.
8. Print the entire set offline in format 5, full format.
9. Logoff to end the search.

Search displayed starting next page:

File 21:NCJRS - 1972-86/MAR
Copr. 1986 Aspen Systems Corporation

| Set | Items | Description |
|------------|-------|--|
| --- | ----- | ----- |
| ?s | | white collar crimes |
| S1 | 1179 | WHITE COLLAR CRIMES |
| ?ss | | business? or corporat? or industr? or compan? |
| S2 | 3526 | BUSINESS? |
| S3 | 1364 | CORPORAT? |
| S4 | 2766 | INDUSTR? |
| S5 | 1605 | COMPAN? |
| S6 | 7393 | BUSINESS? OR CORPORAT? OR INDUSTR? OR COMPAN? |
| ?s | | s6/ti,de |
| S7 | 1927 | S6/TI,DE |
| ?ss | | s7 and crim?/ti,de |
| Processing | | |
| | 1927 | S7 |
| S8 | 28876 | CRIM?/TI,DE |
| S9 | 1174 | S7 AND CRIM?/TI,DE |
| ?c | | 1 or 9 |
| | 1179 | 1 |
| | 1174 | 9 |
| S10 | 1983 | 1 or 9 |
| ?ss | | punish? or sentenc? |
| S11 | 5021 | PUNISH? |
| S12 | 8287 | SENTENC? |
| S13 | 11590 | PUNISH? OR SENTENC? |
| ?c | | 10 and 13 |
| | 1983 | 10 |
| | 11590 | 13 |
| S14 | 327 | 10 and 13 |
| ?t | | 14/8/1-5 |
| | | 14/8/1 |
| | | 097907 |
| | | White-Collar and Corporate Crime (From Major Forms of Crime, P 137-166, 1984, Robert F. Meier, ed. - See NCJ-97901) |
| | | Descriptors: White collar crimes; Literature reviews; Corporate criminal liability; Deterrence; Sentencing; Law reform |
| | | Institution: A1185 |
| | | 14/8/2 |
| | | 097106 |
| | | Criminology - Crime and Criminal Justice |
| | | Descriptors: Criminology overview texts; White collar crimes; Organized crime; Street crimes; Political crimes; Victimless crimes; Criminal justice system analysis; Crime control theory; Punishment; Correctional institutions (adult) |
| | | Institution: A5467 |

14/8/3

096894

American Government and American Business - Our Common Defense Against Terrorism

Descriptors: Political crimes; International terrorism; Terrorist tactics; Crimes against businesses; Security management

14/8/4

096870

Defending Business and White Collar Crime - Federal and State, Volume 1 - Second Edition

Descriptors: Defense preparation; Defense counsel; Defense counsel effectiveness; White collar crimes

Institution: A0167

14/8/5

096822

Public Policy and the Punishment of Crime in a Divided Society A Historical Perspective on the South African Penal System

Descriptors: Republic of South Africa; Correctional industries; Prison farms; Corrections policies; History of corrections

?print 14/5/1-327

PO05: PRINT 14/5/1-327 est. cost of \$98.10

?logoff

10jun86 08:59:48 User030223

\$2.83 0.081 Hrs File 21

\$0.00 5 types in Format 8

\$0.00 5 Types

\$98.10 327 Prints in Format 5

\$98.10 1 Print transaction(s)

\$0.64 Dialnet

\$101.57 Estimated cost this file

\$101.76 Estimated total session cost 0.086 Hrs.

Logoff: level 9.1.4 B 08:59:55

DIALNET: call cleared by request

Appendix D--Journal Frequency List

The following list consists of the 150 professional journals whose articles appear most frequently in the NCJRS data base (many other journals are represented, but by fewer citations). They are listed first in the descending order of frequency and second in alphabetical order.

Frequency list

Police Chief
FBI Law Enforcement Bulletin
Federal Probation
Journal of Police Science and Administration
Law and Order
Judicature
Criminology
Crime and Delinquency
Journal of Forensic Sciences
Journal of Criminal Law and Criminology
Journal of Criminal Justice
British Journal of Criminology
Criminal Justice and Behavior
International Journal of Offender Therapy and Comparative Criminology
Security Management
Corrections Magazine
Journal of Research in Crime and Delinquency
Victimology
Criminal Law Bulletin
Security World
Police Journal
International Criminal Police Review
American Criminal Law Review
Kriminalistik
Police Magazine
Journal of Criminal Law
Law and Society Review
Australian and New Zealand Journal of Criminology
Monatsschrift fuer Kriminologie und Strafrechtsreform
Police Research Bulletin
Juvenile and Family Court Journal
Criminal Justice Review
International Journal of Comparative and Applied Criminal Justice
Canadian Journal of Criminology and Corrections
Police Studies
Revue internationale de criminologie et de police technique
Justice System Journal
Trial
American Bar Association Journal
Canadian Journal of Criminology
Social Problems
International Review of Criminal Policy
Journal of the Forensic Science Society
Prison Journal
Law and Human Behavior

Juvenile Justice
Crime Prevention Review
Revue de droit penal et de criminologie
Revue de science criminelle et de droit penal compare
Bewaehrungshilfe
International Journal of Criminology and Penology
American Journal of Psychiatry
Kriminologisches Journal
Annales de Vaucresson
Medicine
Terrorism
Offender Rehabilitation
Military Police Law Enforcement Journal
Journal of Offender Counseling
Police Review
Revue penitentiarie de de droit penal
Canadian police college journal
Annals of the American Academy of Political and Social Science
Archiv fuer kriminologie
Evaluation Quarterly
Journal of California Law Enforcement
Psychological Reports
Social Work
Criminologist
Journal of Offender Counseling Services and Rehabilitation
Journal of Correctional Education
Child Welfare
Michigan Law Review
Crime et/and Justice
Criminal Law Review
Criminologie
Social Defence
Campus Law Enforcement Journal
Judges' Journal
New England Journal on Prison Law
Security Gazette
Georgetown Law Journal
Journal of Drug Issues
Prosecutor
Contemporary Drug Problems
Journal of Clinical Psychology
American Journal of Criminal Law
American Journal of Orthopsychiatry
Polygraph
Canadian Society of Forensic Science Journal
Corrections Today
Journal of Personality and Social Psychology
Contemporary Crises
Hastings Law Journal
Harvard Law Review
Fordham Law Review
Indiana Law Journal
British Journal of Psychiatry
Child Abuse and Neglect
Crime and Social Justice

Police Product News
American Behavioral Scientist
California Law Review
Evaluation and Program Planning
Journal of Legal Studies
University of Pennsylvania Law Review
Annales internationales de criminologie
Iowa Law Review
Journal of Social Issues
Policy Studies Journal
University of Cincinnati Law Review
Baylor Law Review
International Journal of the Addictions
Issues in Criminology
Australian Police Journal
State Court Journal
California Youth Authority Quarterly
Howard Journal of Penology and Crime Prevention
Indian Journal of Criminology
Deviance et Societe
Schriftenreihe der Polizei-Fuehrungsakademie
Police
Social Forces
Corrective and Social Psychiatry and Journal of Behavior Technology Methods
American Sociological Review
Police Law Quarterly
Assets Protection
Yale Law Journal
Adolescence
Evaluation
Criminal Justice Quarterly
Journal of Security Administration
Southern California Law Review
Vanderbilt Law Review
Australian Journal of Forensic Sciences
Canadian Criminology Forum
Evaluation Review
Kriminalist
Bulletin of the American Academy of Psychiatry and the Law
Police College Magazine
Public Administration Review
Rassegna di studi Penitenziari
Law Enforcement Communications
Journal of Applied Psychology
Social Casework
Social Science Quarterly
UCLA Law Review
Albany Law Review
Columbia Law Review
Journal of Social Psychology

Alphabetical list

Adolescence
Albany Law Review
American Bar Association Journal
American Behavioral Scientist
American Criminal Review
American Journal of Criminal Law
American Journal of Orthopsychiatry
American Journal of Psychiatry
American Sociological Review
Annales Internationales de Criminologie
Annales de Vaucresson
Annals of the American Academy of Political and Social Science
Archiv fuer Kriminologie
Assets Protection
Australian Journal of Forensic Sciences
Australian Police Journal
Australian and New Zealand Journal of Criminology
Baylor Law Review
Bewaehrungshilfe
British Journal of Criminology
British Journal of Psychiatry
Bulletin of the American Academy of Psychiatry and the Law
California Law Review
California Youth Authority Quarterly
Campus Law Enforcement Journal
Canadian Criminology Forum
Canadian Journal of Criminology and Corrections
Canadian Journal of Criminology
Canadian Police College Journal
Canadian Society of Forensic Science Journal
Child Abuse and Neglect
Child Welfare
Columbia Law Review
Contemporary Crises
Contemporary Drug Problems
Corrections Magazine
Corrections Today
Corrective and Social Psychiatry and Journal of Behavior Technology
Crime Prevention Review
Crime and Delinquency
Crime and Social Justice
Crime et/and Justice
Criminal Justice Quarterly
Criminal Justice Review
Criminal Justice and Behavior
Criminal Law Bulletin
Criminal Law Review
Criminologie
Criminologist
Criminology
Deviance et societe
Evaluation Quarterly
Evaluation Review

Evaluation and Program Planning
Evaluation
FBI Law Enforcement Bulletin
Federal Probation
Fordham Law Review
Georgetown Law Journal
Harvard Law Review
Hastings Law Journal
Howard Journal of Penology and Crime Prevention
Indian Journal of Criminology
Indiana Law Journal
International Criminal Police Review
International Journal of Comparative and Applied Criminal Justice
International Journal of Criminology and Penology
International Journal of Offender Therapy and Comparative Criminology
International Journal of the Addictions
International Review of Criminal Policy
Iowa Law Review
Journal of Applied Psychology
Journal of California Law Enforcement
Journal of Clinical Psychology
Journal of Correctional Education
Journal of Criminal Justice
Journal of Criminal Law and Criminology
Journal of Criminal Law
Journal of Drug Issues
Journal of Forensic Science Society
Journal of Forensic Sciences
Journal of Legal Studies
Journal of Offender Counseling Services and Rehabilitation
Journal of Offender Counseling
Journal of Personality and Social Psychology
Journal of Police Science and Administration
Journal of Research in Crime and Delinquency
Journal of Security Administration
Journal of Social Issues
Journal of Social Psychology
Judges' Journal
Judicature
Justice System Journal
Juvenile Justice
Juvenile and Family Court Journal
Kriminalistik
Kriminalist
Kriminologisches Journal
Law Enforcement Communications
Law and Human Behavior
Law and Order
Law and Society Review
Medicine
Michigan Law Review
Military Police Law Enforcement Journal
Monatsschrift fuer Kriminologie und Strafrechtsreform
New England Journal on Prison Law
Police Chief

Police College Magazine
Police Journal
Police Law Quarterly
Police Magazine
Police Product News
Police Research Bulletin
Police Review
Police Studies
Police
Policy Studies Journal
Polygraph
Prison Journal
Prosecutor
Psychological Reports
Public Administration Review
Rassegna di studi penitenziari
Revue Internationale de Criminologie et de Police Technique
Revue de droit penal et de criminologie
Revue de science criminelle et de droit penal compare
Revue penitentiaire et de droit penal
Schriftenreihe der Polizei-Fuehrungsakademie
Security Gazette
Security Management
Security World
Social Casework
Social Defence
Social Forces
Social Problems
Social Science Quarterly
Social Work
Southern California Law Review
State Court Journal
Terrorism
Trial
UCLA Law Review
University of Cincinnati Law Review
University of Pennsylvania Law Review
Vanderbilt Law Review
Victimology
Yale Law Journal

Appendix E--List of State Abbreviations

These are the two-letter State abbreviations used in titles, corporate source addresses, and other purposes in the NCJRS Document Data Base:

| | | | | | |
|----|-------------|----|----------------|----|-----------------------|
| AL | Alabama | MD | Maryland | PA | Pennsylvania |
| AK | Alaska | MA | Massachusetts | RI | Rhode Island |
| AZ | Arizona | MI | Michigan | SC | South Carolina |
| AR | Arkansas | MN | Minnesota | SD | South Dakota |
| CA | California | MS | Mississippi | TN | Tennessee |
| CO | Colorado | MO | Missouri | TX | Texas |
| CT | Connecticut | MT | Montana | UT | Utah |
| DE | Delaware | NE | Nebraska | VT | Vermont |
| FL | Florida | NV | Nevada | VA | Virginia |
| GA | Georgia | NH | New Hampshire | WA | Washington |
| HI | Hawaii | NJ | New Jersey | WV | West Virginia |
| ID | Idaho | NM | New Mexico | WI | Wisconsin |
| IL | Illinois | NY | New York | WY | Wyoming |
| IN | Indiana | NC | North Carolina | CZ | Canal Zone |
| IA | Iowa | ND | North Dakota | DC | District of Columbia |
| KS | Kansas | OH | Ohio | GU | Guam |
| KY | Kentucky | OK | Oklahoma | PR | Puerto Rico |
| LA | Louisiana | OR | Oregon | VI | Virgin Islands (U.S.) |
| ME | Maine | | | | |