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6-1991

## Total News, Volume 3, Number 2, June 1991

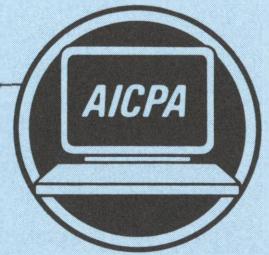
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## Use Connectors in Your Search Requests

Connectors link the words you want to search for in the **TOTAL** service.

### MAJOR CONNECTORS

The three main connectors, which are discussed below, are

1. **OR**
2. **W/n**
3. **AND**

#### **OR**

Use **OR** to locate documents in which one or both of your words and/or phrases appear.

#### **Example**

To locate documents that discuss **corporate mergers**, include the words **acquisition** or **divestiture** in the search request—even though they are not literally synonymous:

**merg! OR acqui! OR divest! OR takeover  
OR take over [ENTER]**

While words linked by **OR** are often synonymous, this connector can be used effectively to link antonyms or alternative spellings as well:

**constitutional OR unconstitutional [ENTER]  
pretrial OR pre-trial [ENTER]**

#### **W/n**

Use **W/n** between two words or phrases that you expect to appear within a specified number of words of each other. The **n** in **W/n** denotes any number of words from 1 through 255.

#### **Example**

To locate documents that discuss **stock redemptions**, use the following search request, which will find documents in which the words **stock** or **share** occur within 10 words of the word **redemption** or a form of the word **redeem**:

**stock OR share W/10 redemption OR  
redeem! [ENTER]**

**TOTAL** neither acknowledges, nor therefore counts, certain common and often used "noise" words—e.g., "the," "be," "to," etc. (The Blue Tab—*Reference Manual*, Section E-1, in the **TOTAL** manual contains a complete list of noise words.)

#### **AND**

Use the **AND** connector to find documents where your search words appear in the same document—no matter how close together or far apart they are.

#### **Example**

To find documents that discuss **free speech** and the **First Amendment**, use the following search request, which will find documents in

*continued on page 2*

### CONTENTS

Use Connectors in Your Search Requests	1
Connector Combinations	4
Conduct Further Searches in the GENFED Library	5
New Publication Launched: State Tax Notes (STNOTE)	8
New Format for TNT Allows CITE, CODE Segment Searches	9

continued from page 1

which a form of the word **free** occurs within 10 words of the word **speech** and the phrase **first amendment**:

**free! W/10 speech AND first amendment**  
[ENTER]

**ADDITIONAL CONNECTORS**

Certain complex search requests may incorporate five other connectors to help ensure specific results:

1. **PRE/n**
2. **NOT W/n**
3. **W/SEG**
4. **NOT W/SEG**
5. **AND NOT**

**PRE/n**

Use **PRE/n** in situations where a different word order significantly alters the meaning. This connector requires that a word or phrase precede another word or phrase by no more than a stated number of words.

**Example**

To retrieve documents that discuss **cable television**—*not* television cables—type  
**cable PRE/2 television OR tv OR t.v.**  
[ENTER]

**NOT W/n**

This connector may be essential if the words you want to search for are related in an unusual way.

**Example**

The following search tells **TOTAL** to find documents that contain the word **rico** (as it refers to the Racketeer Influenced and Corrupt

Organizations Act) and that do not contain the word **puerto** within two words of it:

**rico NOT W/2 puerto** [ENTER]

**TOTAL** subscribers are cautioned to use the **not W/n** connector sparingly, as it might exclude documents that are relevant to the issues at hand.

**W/SEG**

**W/SEG**, which is slightly more restrictive (and less frequently used) than **AND**, is sometimes very useful for locating certain documents.

**Example**

Segments are naturally occurring parts of documents.

To find documents in which both the words **California** and **unitary** occur in the same segment, type

**california W/SEG unitary** [ENTER]

**NOT W/SEG**

This connector has a broad sweep, and **TOTAL** subscribers are cautioned to use it sparingly.

**Example**

To find documents in which the word **trust** occurs in at least one segment in which the word **charitable** does not occur, type

**trust NOT W/SEG charitable** [ENTER]

**AND NOT**

This connector tells the computer to find documents that *exclude* a search word or phrase.

**Example**

To find only those documents in which the

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Richard D. Walker, CPA  
Director of Information Technology

Nancy A. Cohen, CPA  
Editor

word **trust** appears and the word **charitable** does not appear, type

**trust AND NOT charitable [ENTER]**

The exclusion covers the entire document; therefore, a document would not be retrieved if the word **trust** occurs only on the first page and the word **charitable** on the last page.

**TOTAL** subscribers are cautioned to use the **AND NOT** connector sparingly.

**COMBINATION OF CONNECTORS**

Each connector has a priority in relation to the other connectors. This order of priority is as follows:

1. OR
2. W/n, PRE/n, NOT W/n
3. W/SEG
4. NOT W/SEG
5. AND
6. AND NOT

If the **W/n** connectors have different numbers, the smallest number is selected first. **W/n** connectors with the same numbers operate from left to right.

The following search illustrates the priority of connectors:

**bankrupt! W/25 discharg! AND student OR college W/5 loan**

In this instance, **OR** has the highest priority. The first relationship created in this case is between **student** and **college**, so **student OR college** is now treated as a unit.

**W/5**, the smaller of the **W/n** connectors, ties together the word **loan** and the previously formed unit, **student OR college**.

**W/25** creates a unit comprising the words **bankrupt! and discharg!**

**AND**, which has the lowest priority, links the unit **bankrupt! W/25 discharg!** with the unit **student OR college W/5 loan**.

So, in a document that satisfies this request, a form of the word **bankrupt** appears somewhere within 25 words of a form of the word **discharge**, and the word **loan** appears within 5 words of an occurrence of either **student** or **college**.

**PARENTHESES FOR CHANGING THE SEQUENCE**

The standard sequence in which connectors operate enables users to express almost any idea in a search. Occasionally, though, it may be advantageous to alter a sequence by using parentheses.

**Example**

A portion of your search request is as follows:

**move\* OR motion W/3 dismiss! OR rule 12 [ENTER]**

Such a request may miss relevant cases due to the sequence in which the connectors operate. That is, it is instructing the computer to look for documents with such data as

**move\* W/3 dismiss!**  
**move\* W/3 rule 12**  
**motion W/3 dismiss!**  
**motion W/3 rule 12**

However, you may use parentheses to change the standard sequence in which the connectors operate—*e.g.*:

**(move\* OR motion W/3 dismiss!) OR rule 12 [ENTER]**

Now the computer will look for three alternatives:

**move\* W/3 dismiss!**  
**motion W/3 dismiss!**  
**rule 12** □

For more information on connectors, refer to the chapter "Developing a Search" in the Blue Tab—*Reference Manual* of your **TOTAL** manual.

## Connector Combinations

The chart below shows the various ways connectors can be used together. Those combinations

that indicate "ERROR" either are logically not possible or will result in ambiguous search results.

COMBINATION	WHAT YOU WILL RETRIEVE
profit sharing OR (pension OR annuity)	Documents that contain any occurrence of the phrase <b>profit sharing</b> or the words <b>pension</b> or <b>annuity</b>
profit sharing OR (pension AND annuity)	Documents that contain (1) the phrase <b>profit sharing</b> ; (2) both the words <b>pension</b> and <b>annuity</b> ; or (3) the phrase <b>profit sharing</b> and the words <b>pension</b> and <b>annuity</b>
profit sharing OR (pension W/SEG annuity)	Documents that contain (1) the phrase <b>profit sharing</b> ; (2) the words <b>pension</b> and <b>annuity</b> in the same segment; or (3) the phrase <b>profit sharing</b> and at least one segment with both the words <b>pension</b> and <b>annuity</b>
profit sharing OR (pension W/10 annuity)	Documents that contain (1) the phrase <b>profit sharing</b> ; (2) the word <b>pension</b> within 10 words of the word <b>annuity</b> ; or (3) the phrase <b>profit sharing</b> and at least one occurrence of the word <b>pension</b> within 10 words of the word <b>annuity</b>
profit sharing OR (pension PRE/10 annuity)	Documents that contain (1) the phrase <b>profit sharing</b> ; (2) the word <b>pension</b> preceding within 10 words of the word <b>annuity</b> ; or (3) the phrase <b>profit sharing</b> and at least one occurrence of the word <b>pension</b> preceding within 10 words of the word <b>annuity</b>
profit sharing OR (pension AND NOT annuity)	Documents that contain (1) the phrase <b>profit sharing</b> ; (2) the word <b>pension</b> and <i>not</i> the word <b>annuity</b> ; or (3) the phrase <b>profit sharing</b> and the word <b>pension</b> , but <i>not</i> the word <b>annuity</b>
profit sharing OR (pension NOT W/10 annuity)	Documents that contain (1) the phrase <b>profit sharing</b> ; (2) the word <b>pension</b> when it is not within 10 words of the word <b>annuity</b> ; or (3) the phrase <b>profit sharing</b> or the word <b>pension</b> when it does not occur within 10 words of the word <b>annuity</b>
profit sharing W/10 (pension AND annuity)	<b>ERROR</b> —You are requesting both the words <b>pension</b> and <b>annuity</b> ; however, it is impossible to request that the phrase <b>profit sharing</b> be within 10 words of 2 words
profit sharing NOT W/SEG pension AND NOT annuity	<b>ERROR</b> —Consecutive exclusionary connectors must be of the same type—e.g., only the phrase <b>AND NOT</b> may follow <b>AND NOT</b>
profit sharing AND NOT pension AND NOT annuity	Documents that contain the phrase <b>profit sharing</b> , and not the words <b>pension</b> and <b>annuity</b> <input type="checkbox"/>

## Conduct Further Searches in the GENFED Library

This is a continuation of the article on conducting searches in GENFED, published in the March 1991 **TOTAL News** issue.

The files listed below contain data on

### **Statutory and Regulatory Materials:**

ALLFAR	Entire Federal Acquisition Regulations and Supplements
BKRLH	Legislative history information for bankruptcy laws
CFR	<b>Code of Federal Regulations*</b> (current)
ENVLH	Legislative history information for environmental laws
FEDREG	Federal Register
GLINE	Federal Sentencing Guidelines
PUBLAW	U.S. Public Law
TAXLH	Legislative history information for tax laws
USCNST	U.S. Constitution
USCS	U.S. Code Service

### **COMBINED FILES**

The combined files, USCODE and ALLREG, are also available.

See your LEXIS/NEXIS® Library Contents Guide for the contents of these combined files.

### **DEFINITIONS OF SEPARATELY SEARCHABLE SEGMENTS**

Every document in GENFED is broken down into separately searchable segments. Use the segment names listed below to search the statutory and regulatory materials. Not every document contains all segments.

\*Available in individual files for past years, and a combined file for all years:

CFR88	CFR87	CFR86
CFR85	CFR84	CFR83
CFR82	CFR81	ALLCFR

### **DEFINITIONS**

ACT	NEXT-MEET
ACTION	NOTES
ACTIVITY	NUMBER
AGENCY	PART
APPENDIX	POPULAR-NAME
AUTHORITY	PROGRAM
CFR	PUBLAW
CHAPTER	PUBLICATION
CITE	REFERENCE
COMM-MEET	ROLL
COMMENTARY	SECTION
CONGRESS	SENATE
CONTACT	SOURCE
DATE	SPEAKER
DATES	STATUS
HEADING	SUBCHAPTER
HIGHLIGHTS	SUMMARY
HISTORY	SYNOPSIS
HOUSE	TEXT
MEETING	TITLE
NAME	TYPE
NEW-LAWS	WORDS

### **FILE DESCRIPTIONS**

#### **ALLFAR**

*Group file that contains the Federal Acquisition Regulation System.*

*The Federal Acquisition Regulation System is established for the codification and publication of uniform policies and procedures for acquisition, by all executive agencies of the Federal Government, of supplies and services that obligate appropriated funds.*

*The Federal Acquisition Regulation System consists of the Federal Acquisition Regulation (FAR), which is the primary docu-*

*continued on page 6*

**FILE DESCRIPTIONS**

**ALLFAR** (continued)

ment, codified at Title 48, Chapter 1, of the **Code of Federal Regulations**, and the individual agency acquisition regulations, which implement or supplement the FAR.

**BKRLH**

Combines the legislative history documents, including bills, reports, acts, and **Congressional Record** documents involving bankruptcy statutes from the following acts:

- Bankruptcy Reform Act of 1978
- Bankruptcy Tax Act of 1980
- Bankruptcy Amendments and Federal Judgeship Act of 1984
- Bankruptcy Judges, U.S. Trustees and Family Farmer Bankruptcy Act of 1986
- Retiree Benefits Bankruptcy Protection Act of 1987
- Miscellaneous Bankruptcy Legislative Histories

**CFR**

Contains the full text of the **Code of Federal Regulations** as published by the Office of the Federal Register. It is a codification of the general and permanent rules published originally in the **Federal Register** by executive departments and agencies of the Federal Government.

The **Code** is divided into 50 titles, which represent broad areas subject to federal regulation. Each title is divided into chapters, which usually bear the name of the issuing agency. Each chapter is further subdivided into parts covering specific regulatory areas, and each part is divided into sections.

**ENVLH**

Combines the legislative history documents of major environmental acts. ENVLH is compiled by the law firm of Wilmer Cutler and Pickering, and contains public laws, hearings, committee prints, committee reports, bills, and

**FILE DESCRIPTIONS**

**ENVLH** (continued)

**Congressional Record** debates concerning the passage of the following acts:

- CERCLA—Comprehensive Environmental Response, Compensation, and Liability Act of 1980
- NEPA—National Environmental Policy Act of 1969
- SARA—Superfund Amendments and Reauthorization Act of 1986
- CAA—Clean Air Act Amendments of 1977

**FEDREG**

Contains the full text of the **Federal Register** as published daily, Monday through Friday (except federal holidays), by the Office of the Federal Register.

The **Federal Register** is the official system for making available to the public the regulations and legal notices issued by federal agencies. These include federal agency documents, such as regulations having general applicability and legal effect, documents required to be published by act of Congress, other federal agency documents of public interest, and presidential proclamations and executive orders.

**GLINE**

Contains the Federal Sentencing Guidelines printed in the **United States Sentencing Commission Guidelines Manual**. It includes sections, policy statements, and Sentencing Table. The **Manual** is the work of the United States Sentencing Commission, which is an independent agency in the judicial branch composed of seven voting and two nonvoting, ex-officio, members. Its principal purpose is to establish sentencing policies and practices for the federal criminal justice system, which will assure the ends of justice by promulgating detailed guidelines prescribing appropriate sentences for offenders convicted of federal crimes.

**FILE DESCRIPTIONS**

**PUBLAW**

Contains the full text of Public Laws (Acts and Joint Resolutions) as published in **USCS Advance** by The Lawyers Co-operative Publishing Company. Each Public Law updates or creates one or more sections of the United States Code Service.

**TAXLH**

A legislative history file that contains proposed and enacted legislation dealing with tax-related matters. **TAXLH** contains the following types of documents:

- House and Senate Bills
- Conference Bills
- House and Senate Reports
- Conference Report
- House and Senate Prints
- Joint Committee on Taxation Print
- Act
- Public Law

**USCNST**

Contains the entire **United States Constitution** as well as History, Cross References, and Research Guide references.

**USCS**

Contains the United States Code Service, the federal laws of a general and permanent nature arranged in accordance with the section numbering of the **United States Code**.

Each section also includes other information such as the complete history of the Code section showing the source and derivations of the law, with any amendments. Research references are provided to give quick and convenient leads to extensive materials.

**SAMPLE SEARCH REQUESTS**

Refer to the 10 inquiries and sample search requests below to assist you in locating specific information.

1. To find out how to account for unallowable costs involved in the determination of rates:  
**GENFED;ALLFAR;determin! rate W/15 unallowable costs [ENTER]**
2. To find any legislative documents that discuss a trustee's power with respect to transfers during bankruptcy proceedings:  
**GENFED;BKRLH;trustee W/15 power OR discretion! W/20 transfer! [ENTER]**
3. To review all regulations dealing with the indemnification of corporate officers:  
**GENFED;CFR;indemnif! W/5 director OR officer [ENTER]**
4. To determine what safeguards Congress intended to implement to protect endangered species through CAA, CERCLA, NEPA, or SARA:  
**GENFED;ENVLH;endanger! W/10 species [ENTER]**
5. To stay informed on all matters proposed by the International Trade Commission and the International Trade Administration:  
**GENFED;FEDREG;agency (international trade) AND action (proposed) AND date aft 1989 [ENTER]**
6. To find any policy statements relating to the Criminal History portion of the sentencing guidelines:  
**GENFED;GLINE;heading (criminal history) AND section (policy statement) [ENTER]**
7. To find what protection is provided by federal law if your client discloses fraud committed by his/her director—i.e., "whistleblower" legislation:  
**GENFED;PUBLAW;fraud AND federal W/5 employee W/25 disclos! OR whistleblower [ENTER]**

*continued on page 8*



continued from page 7

8. To read Joint Committee Prints relating to the Technical Corrections Act of 1988:  
**GENFED;TAXLH;name (technical correction AND 1988) AND cite (joint AND print) [ENTER]**
9. To research the secondary sources of the Fifth Amendment for an interpretation of what constitutes the taking of private property for public use without just compensation:  
**GENFED;USCNST;cite (amendment 5) AND private property [ENTER]**
10. To find code sections dealing with maintenance by government agencies of records and information on individual people, and the disclosure of those records:  
**GENFED;USCS;freedom of information OR privacy act [ENTER]**

*This article on **Statutory and Regulatory Materials** topic files is the second in a series on how to conduct searches in the GENFED library. Future issues of **The TOTAL News** will contain similar articles on conducting searches in other GENFED files.*

## New Publication Launched: State Tax Notes (STNOTE)

State taxation is gaining importance in business decisions and personal financial planning as states, faced with budgetary problems and reduced federal support, look for new sources of revenue.

In recognition of the increased interest in this area, **Tax Analysts** has created **State Tax Notes** (STNOTE), a new publication that provides practitioners with the information they need in order to comply with state tax laws and to track trends in state tax policy.

STNOTE can be found on-line in both the federal tax (FEDTAX) and state tax (STTAX) libraries. An in-depth analysis and coverage of individual state tax developments is provided by

on-the-spot reporters in all 50 states. Moreover, STNOTE explores, in detail, state tax issues of national importance—such as unitary taxation or the taxation of mail-order sales. Coverage includes developments in state legislatures, courts, and administrative agencies, as well as news of taxpayer coalition activities, conferences, and speeches.

To keep you informed of the latest developments, STNOTE is updated daily. Plus, you have the benefit of an automatic display of the latest issue—including the “Highlights” and “Table of Contents” when you enter the file.

As with **Tax Notes Today** (TNT) and **Tax Notes International** (TXINT), you simply transmit  
**.ns [ENTER]**

or press the [NEW SEARCH] key to retrieve information from issues back to 1984.

### SEGMENT SEARCHES IN STNOTE

#### GEOGRAPHIC

The same segments, including the new segments available to you in other **Tax Analysts** files, are available in STNOTE. For example, you can use the new **GEOGRAPHIC** identifier segment to restrict your search to information on a particular state:

**.ns;geographic (new york) [ENTER]**

The **GEOGRAPHIC** identifier segment was made available in January 1991; therefore, it should be used only for material published in or after that month. To search for individual states in material before that time, use the state name in your *free text* search described below.

#### CITE

Documents added to the file since the beginning of 1991 can be retrieved with the new **CITE** segment. To view a document with an electronic citation of **91 STN 40-2**, type

**.ns;cite (91 stn 40-2) [ENTER]**

#### DEPARTMENT

The traditional **headline** search may be used for documents appearing before 1991.

To search for a particular type of document—e.g., state legislation—use the **DEPARTMENT** segment. Type

.ns;department (state legislation) [ENTER]

**FREE TEXT SEARCHES IN STNOTE**

Free text searching is another option for comprehensive results.

For example, to obtain information on states whose legislatures have recently considered state lotteries, type

.ns;lottery AND date aft dec 1990 [ENTER]



**New Format for TNT Allows CITE, CODE Segment Searches**

The **Tax Notes Today** (TNT) and **Tax Notes International** (TXINT) files on the TOTAL service have been enhanced recently to provide more refined searches and improved displays of search results.

Here is a list of new segments, along with examples, effective for documents added beginning in 1991:

**CITE**

Retrieve documents by electronic citations.

**Example:** To find 91 TNT 24-23, type  
.ns;cite (91 tnt 24-23) [ENTER]

**CODE**

Search by primary section classification of documents.

**Example:** To gather articles on **Section 1361, S Corporation Defined**, type  
.ns;code (1361) [ENTER]

**SUMMARY**

Display an analytical summary of any document.

**Example:** From the segment display screen, type

summary [ENTER]

**AUTHOR**

Indicates the individual, institution, or judge authoring a document.

**Example:** Type

.ns;author (tax foundation) [ENTER]

**GEOGRAPHIC**

Identifier segment, which limits search results to a particular state or country.

**Example:** Type

.ns;geographic (california) [ENTER]

**INDEX**

Contains terms in *Tax Analysts' Thesaurus*.

**Example:**

.ns;index (gift tax) [ENTER]

**REFERENCES**

Includes cross references, principal cited references, IRS Uniform Issue List Numbers, and/or major subject area headings.

**Example:**

.ns;references (employee plan) [ENTER]



## Billing Procedure Change

Due to a change in our billing systems, **effective immediately**, all invoices will be sent to the *main user* of the TOTAL program. The main user must be an AICPA member.

The invoice will be mailed to the "mailing address" as per AICPA membership records. If no mailing address is given, the invoice will be sent to the business address.

There will be no exceptions. If you wish to make any changes to your address, please contact Membership Administration at (212) 575-6421.

We apologize for any inconvenience this change may cause.

## Mead Data Central Training Classes

**TOTAL** subscribers may attend special training classes through Mead Data Central's (MDC) local area offices. There is a one-time \$75.00 fee for the first class, with additional classes free of charge. Participants are given one free hour of usage in limited files, which they must use within 14 days of attending the first class.

Each participant should have his or her own ID number. To obtain additional ID numbers free of charge and to order a schedule for 1991 third-quarter training classes in your area, call Bill Suda, *AICPA Information Retrieval Department*: (212) 575-6655.

## NAARS Library

The NAARS library, which was formerly listed under OTHER SERVICES on the menu screen, has been moved to FINANCIAL SERVICES. When you sign on to the TOTAL system, be sure to look for NAARS in its new location.

## Moving?

If you are relocating, please send your new address along with your old mailing label—including Zip Code—to

**The TOTAL News**  
Information Retrieval Department  
American Institute of  
Certified Public Accountants  
1211 Avenue of the Americas  
New York, NY 10036-8775

Allow at least four weeks for address changes. Act fast, as we don't want you to miss out on a single issue of **The TOTAL News**.

## Letters to the Editor

Questions? Comments? Any search techniques you want to share that will save time and money? Please let us and other **TOTAL** subscribers know your thoughts and ideas by writing a letter to

Ms. Nancy Cohen, Editor  
**The TOTAL News**  
American Institute of  
Certified Public Accountants  
1211 Avenue of the Americas  
New York, NY 10036-8775

**UPCOMING AICPA CONFERENCES**

The 1991 National Tax Education Program: University of Illinois	June 17-21	Urbana-Champaign, IL
	June 24-28	
	July 15-19	
	July 22-26	
	July 29-Aug. 2	
1991 Employee Benefits Conference: The CPA's Role	June 20-21	Washington, D.C.
The Fourth Annual National Accounting and Auditing Advanced Technical Symposium	June 24-25	Arlington, VA
	July 8-9	Seattle, WA
The CPA's Role in Litigation Services	July 11-12	Denver, CO
	Oct. 10-11	Atlanta, GA
The CPA and the Older Client	July 15-16	Boston, MA
	Sept. 26-27	San Francisco, CA
The 14th Annual AICPA-CPE Advanced Estate Planning Conference	July 24-26	San Diego, CA

For further information, call the AICPA Meetings and Travel division at (800) 242-7269. (In New York State, call (212) 575-6451.)

**TOTAL HOTLINE**

**TOTAL** subscribers are entitled to full customer service at no additional cost on all aspects of using the **TOTAL** library.

**1-800-543-6862      1-513-859-1608 (Ohio)**



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