# ProQuest® User Guide

ProQuest

Information and Learning

ProQuest

# What is ProQuest®?

ProQuest® is an aggregated electronic publications service. It is one of the largest online content repositories in the world, and provides a single, integrated platform. Depending on your institution's subscription, it provides online access to the full text of thousands of journals, newspapers and magazines with detailed abstracts and indexing for thousands of other publications. With it, you will find answers to your questions in fields that range from the latest scientific breakthroughs to emerging business strategies to the latest Hollywood blockbusters.

**ProQuest – key features**

• Intuitive, easy-to-navigate interface
• Clearly labelled search results
• ProQuest® Smart Search for simpler searching
• Search and content alerts
• My Research, providing a comprehensive record of your searches

For further information about the upcoming enhancements to the ProQuest® interface, visit http://www.proquest.com/division/pqnext/previews/

# Getting started with ProQuest®

The following screens are available at all times

• Basic
• Advanced
• Topics
• Publications
• My Research

To move between the different screens, just click on the appropriate tab. This guide explains how to use these different screens to find documents and citations for your research and study, and how to get the most from your search results.

## Local language interfaces

The ProQuest® interface is available in a number of languages: English, Spanish, French, German, Italian, Portuguese, Russian, Polish, Norwegian, Turkish, Simplified Chinese, Traditional Chinese, Japanese and Korean. All screens, including search screens, online help and the topics screen, are translated into the local language. To change the language interface, use the drop down menu on the top right of the screen.
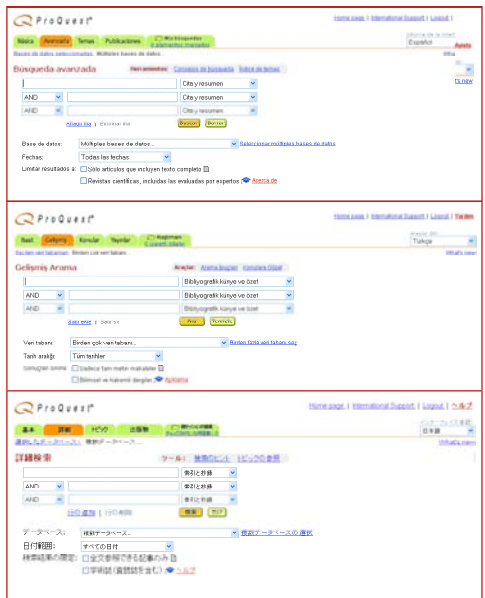


# Databases

**Databases** is available from the **Basic, Advanced** and **Publications** screens. It allows you to quickly scan database descriptions for

• Subjects
• Source types (eg newspapers, journals)
• Coverage
• Links to title lists
• Links to further information

ProQuest® is organised into subject-based collections of documents from newspapers, periodicals and academic journals. The **Databases** screen displays the databases that your institution subscribes to, enabling you to choose between searching across all databases simultaneously or selecting only collections relevant to your research or study. The description of a database is under each title. A note is displayed, describing the collection and providing general information about the publications available.

• To view a list of publications available in that collection, click **View Titles**
• To select collections for your search, check the box next to each database you wish to search and then click **Continue** to move to the basic search mode set up as default in your institution
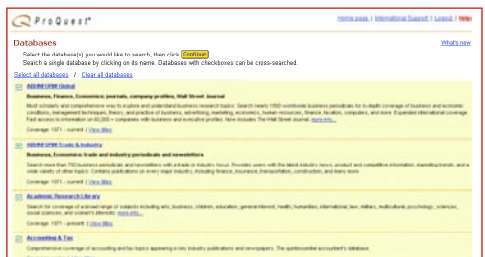
# Basic

In the **Basic** search screen, you can search by keyword or phrase. Simply enter your keyword in the search box. You can join these words with Boolean operators **AND, OR** and **AND NOT** to focus your search. To search for a phrase of more than two words, use quotation marks. You can also use the proximity operators **WITHIN** and **Pre.**

To narrow your search further, you can

- Select a **Database**, by using the drop down box to choose a subject database relevant to your query
- Specify a date range, using the drop down **Date range** menu
- Restrict documents to full-text documents, by checking the box next to the **Full text documents**
- Restrict documents to scholarly journals, by checking the box marked **Scholarly journals, including peer reviewed**

For more choices, click on **More Search Options**. This gives you the option to search by author, publication title, and look for terms in citation and abstract only.
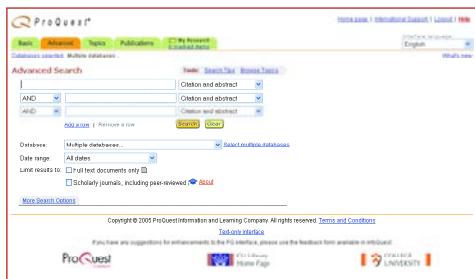
# Advanced

Choose **Advanced** if you would like assistance to perform more complex searches. It provides a structured framework to help you build your search.

1. Enter your keyword in the box
2. Select the index field you wish to search within from the drop down field list on the right hand side, for example **Subject**. You can select items from dropdown menus with the most popular indexed fields including subject, author name and type of article
3. Once you have chosen your search range, click **Browse** to open a browse window. You can then select an item to add it to your search criteria if you wish
4. Select the field in which you wish to search for your second search term, and repeat the steps above
5. Use the Boolean and proximity operators in the left-hand drop down lists to help build your search
6. If you want to use more than three search terms, click on **Add a row** and repeat the steps above

As with the **Basic** search screen, you can

- Select **Databases**
- Restrict date ranges using the drop down menus
- Limit your results to **Full text documents** only by checking the box
- Limit your results to **scholarly reviewed titles** only by checking the box
- Add search criteria using **More search options**

For more information on additional search fields, click on **Search Tips.**

# Using the ProQuest® Thesaurus

The ProQuest® Thesaurus allows you to look up subject terms in the ProQuest® controlled vocabulary and add them to your search.

To access the ProQuest® Thesaurus

1. Click on the **Advanced tab**
2. Enter your search term
3. Choose **Subject** from the drop down menu next to the first search box and click on **Browse Subjects.** A pop up box will appear
4. Click **Thesaurus** in the top right corner
5. To jump to a specific section of the thesaurus, select the corresponding letter from the alphabetical list. To move through each alphabetical list, scroll down the screen, clicking next (or previous) to take you to the alphabetically-arranged search terms
6. To find a term in the **Thesaurus** enter the whole term, or part of the term, and click **'find term'**

7. To add the term to your search, click **add to Search**
8. To view words or phrases associated with your term, click on the hyperlinked word or phrase that appears below your term

The **Thesaurus** is also available from the **browse topics** link on the **Basic** and **Advanced** search screens.
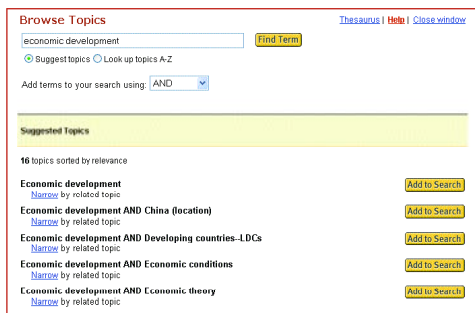
# Browse Lists

Browse lists enable you to find very precise results. With the browse lists you can see and use ProQuest's detailed indexing in your searches.

To use the browse lists function

1. Choose **Basic** or **Advanced** search
2. Choose which field you would like to search in from the drop down menu - eg **Document Type**. A link will appear next to the drop down menu called **Browse document types**; click on this link and you will see a pop up box with types of documents. Select the type of document you would like to read and click **Add to search**
3. Repeat this step as many times as required. For example, if you choose subject from the drop down menu, a **Browse subjects** link will appear next to the drop down menu. Select your subject and click **Add to search**
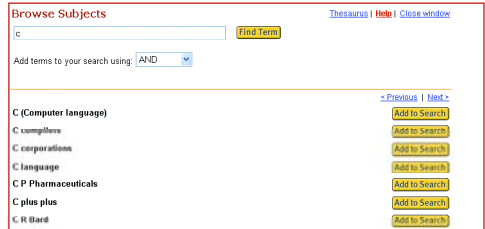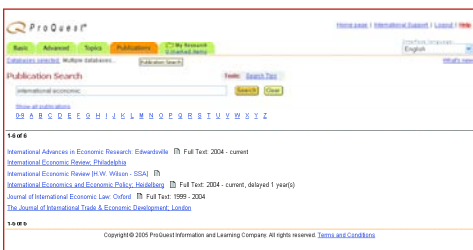
# Publications

This screen provides detailed information about the journals and other publications available through ProQuest®. To access this screen, click on the **Publications** tab.

To search for a particular publication use double quotation marks to find an exact title match, such as "International Financial Law Review". If you do not know the complete title, enter the words you do know, using Boolean operators if necessary.

Alternatively, all publications are listed alphabetically, so you can browse through the complete list.

Once you have selected a publication you are interested in, you will be taken to a new screen, with three tabs:

• **Browse Issues**. Click on this tab to find a particular issue of the publication you are interested in. This will bring up a list of issues; click on the date you are interested in to be taken to a table of contents for that particular issue

• **View Publication Information**. This shows details such as coverage dates for full text, citations and abstracts, embargoes, coverage gaps dates and publisher information
• **Search within a publication**. This allows you to perform keyword searches across all issues of a particular publication

1. Enter a keyword in the search box, using Boolean operators if required
2. As with the other search screens, if you wish to search for a particular range of issues by date, you can use the **Date range** drop down menu
3. Check the **Full text documents only** box to limit your results to full text
4. Use drop down boxes to search in fields such as **Citation and Abstract only**

## Publication Alerts

To receive automatic email alerts when the latest edition of a publication in your field becomes available in ProQuest®, click on **Set up alert** and complete the simple form that appears in the pop up box.
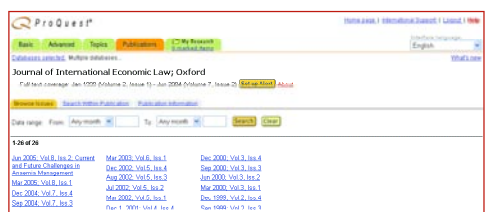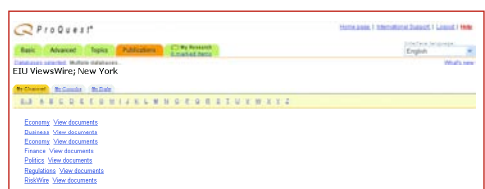
# Browsing non periodical content

Selected databases include non periodical content, such as reference works, dissertations, reports and other materials.

From the **Publications** page, you can also

• Browse reports alphabetically or chronologically and drill down by location (region, country), industry, topic, etc.
• Browse dissertations by subject and by location

# ≫ Topics

The **Topics** screen suggests related topics relevant to your search. It allows you to:

- Explore the ProQuest® subject directory
- Browse subjects, companies, people and locations
- Narrow search topics easily
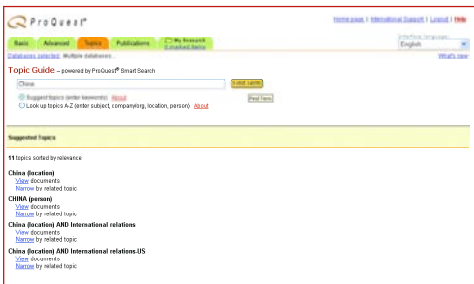


The **Topics** page enables you to browse collections using areas of interest, rather than specific keywords. This approach is useful if you are looking for information on a general subject, but are unsure of particular details. For example, if you were looking for information about the internet, you would start with the topic computers & internet. You could then work your way through each sub-topic, narrowing your focus to internet and then internet functionality. To find articles using the **Topics** screen:

1. Click on the **Topics** tab
2. Enter your keyword and the ProQuest® system will reply with a list of list of suggested narrow or related terms
3. When you have found a subject you are interested in, click on **View documents**; ProQuest® searches the Databases and retrieves all the articles about that term for you to read
4. Alternatively, browse the alphabetical topic tree to find topics you are interested in

# ≫ Results

Once you have entered your search terms and clicked search, the **Results** page appears. It displays documents relevant to your search term, and helps you to navigate and select documents. Results are now grouped by the type of information and the total number of documents found is clearly marked. Depending on what kind of article you want to read, click on the tabs to access:
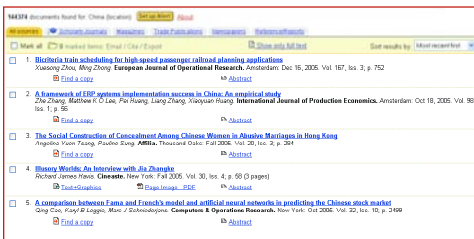


- All sources
- Scholarly journals
- Magazines
- Trade publications
- Newspapers
- Reference/reports
- Dissertations

Once you have refined your results you can:

- **Mark/clear all documents**, or mark only the documents you are interested in by checking the box next to the individual document titles
- Click on **Full text documents only** to limit to full text
- Sort your results, using the **Sort results by** drop down menu. The sorting methods available depend on the database(s) you are searching, but usually include most recent documents first, and relevance
- Change the number of **Results per page** – use the drop down menu at the bottom of the results page to adjust the number of documents displayed on each page
- **Refine your search** – a search field with the terms you used to run your search can be found at the bottom of the results page. You can refine your search by adding additional terms, selecting a different database, or selecting a limit

# ≫ ProQuest® Smart Search

Depending on the settings in your institution, ProQuest® Smart Search results will appear at the top of all results pages.

ProQuest® compares your search terms to index terms and publications to provide suggestions that can help focus your search and ensure you don't miss important and relevant content.

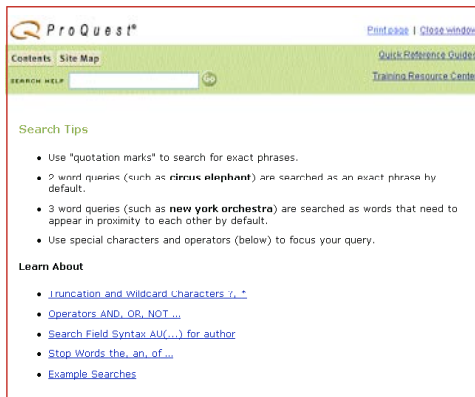To explore ProQuest® using Smart Search

1. Perform a search
2. You will see topics related to your search terms appear in order of relevance
3. Click on a topic to perform a search, or select to view **topics**, **dates** or **publications**
4. **Browse suggested publications** lets you select a publication relevant to your search terms; click on a publication to select a particular issue or search within the publication
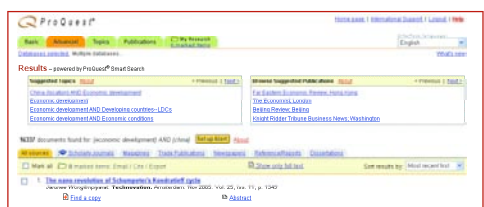
# ⟫ Online Help

The Online Help system provides context-sensitive assistance. It can be accessed from any screen by clicking the Help link.

- To search for specific information, enter a keyword or phrase in the box at the top of the page and click Go. A list of help topics related to that word or phrase appears. Select the help topic you wish to display
- To browse the Table of Contents, click the Contents button and select the section or topic you would like to display

The online help also includes links to Quick Print Guides and the Training Resource Centre



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# ⟫ Quick Reference Table

| AND | searches for both terms in up to 250 words of the document text |
|---|---|
| OR | either of the search terms can appear in the document |
| WITHIN | searches the same terms within the specified number of words from each other, in any order |
| PARENTHESES | use these to specify the order of a search: |
| | e.g searching for **federal reserve or (us and economies)** is performing two searches at the same time: |
| | 1) **federal reserve** |
| | OR |
| | 2) **us and economies** |
| | e.g **international relations and (foreign policy or politics)** will search: 1) **international relations and foreign policy** |
| | OR |
| | 2) **international relations and politics** |
| **\*** | The truncation symbol * allows you to find variants on your search term. • **econom\*** will find econom**y**, econom**ics**, econom**ical** |
| ? | The wildcard symbol ? is used to replace any single character. It cannot be used to begin a word. • **wom?n** will find wom**a**n and wom**e**n |

# ⟫ Training Resource Centre

The ProQuest® training resource centre provides detailed training, support and reference information to help you get the most out of ProQuest®:

- Lessons for new ProQuest® users
- Resources for trainers, librarians and teachers
- Technical support information for technical administrators
- Resources for organisations using ProQuest® Local Administrator (LAD)

http://training.proquest.com
http://www.proquest.co.uk/training

International Headquarters  marketing@proquest.co.uk
North America  pqsales@il.proquest.com
Germany  vertrieb@germany.proquest.com
Italy  peter.shelley@proquest.co.uk
Spain  editor@spain.proquest.com
Australia and New Zealand  sales@anz.proquest.com
China  saleschina@asia.proquest.com
Hong Kong and Macau  sales@asia.proquest.com
Japan  sales@japan.proquest.com
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Email: tsupport@il.proquest.com

For further information about the upcoming enhancements to the ProQuest interface, visit
http://www.proquest.com/division/pqnext/previews/

To open a document, click on its title or select the icon that corresponds to the format you wish to view. The available formats for documents are:



**Citation:** provides bibliographic information about the document, such as the author and publication date

**Abstract:** provides the citation plus a brief summary of the document

**Full Text:** provides the citation, abstract and full text of the document in html format

**Text + Graphics™:** unique to ProQuest®, this provides the citation, abstract and full text of the document plus all photographs, illustrations or charts that were originally published with the article

**Page Image:** provides scanned page images of the document as originally published

**Article image:** this view applied only to the historical newspapers collection and provides an image of the document as it was originally published

**Link to full text:** local holdings are other resources not available through ProQuest® directly, such as print versions of journals contained in your library's collection or e-journal subscriptions. This icon indicates that a link has been created for a document to enable you to access the full text via another source. This icon may have been customised by your institution.

After you select a document to view, you will see the **Document View** page. From here, you can review abstracts and citations of documents and in many cases read the full text online. You can also

- Browse other documents from your search results using the **Previous** and **Next** arrow functions
- Print the document by clicking the **Print** button. If the document is provided in PDF format, use the graphics toolbar to set print options if necessary
- Email the document to yourself or a colleague by clicking the **Email** button and completing the simple form that appears
- Change the format of the document
- **Jump to full text** from directly below the document title
- Find similar documents by clicking **More Like This** underneath the citation
- Add the article to your marked list, by checking the **Mark document** box
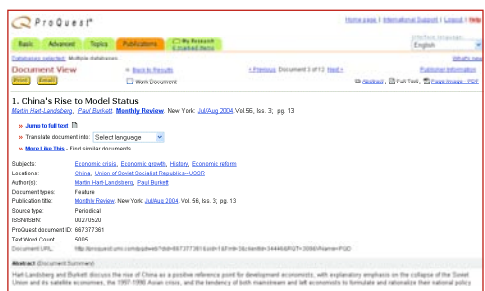
To keep up to date with the very latest research in your field, you can sign up for **Publications Alerts** and **Search Alerts.**

1. Search for your favourite query or publication
2. Click the **Set up Alert** button, available in the **Basic** and **Advanced** search results, **Recent Searches**, **Publications** and **My Research.**
3. No registration is required; you just need to provide an email address
4. You can then access full text and abstracts from any computer with access to ProQuest®
5. Options include how often you wish to receive email alerts, expiry dates and custom subject line and message

**My Research** is not only the screen where you will find your marked documents but also the screen from which you can access what you have done in ProQuest® during a particular session. You can access **My Research** by clicking on the **My Research** tab. This screen has three main sections:

1. **Marked documents**, which lists all the documents that you have marked during a particular session. To remove specific documents from your Marked list, simply uncheck the box next to each document you wish to delete, and then click the **Delete unmarked items** to refresh the page. To remove all documents from your list, click the **Clear all** link and then **Delete unmarked items** to refresh the page, as before.

2. **Recent searches**, which displays the number of searches you have run, the specific details of each search and the number of documents retrieved on that particular day. From here you can also set up Search Alerts

3. **Visited publications**, which lists all the publications you have viewed at the publication level, either via searching from the **Publications** screen or by clicking on a publication name from the **Document View** screen. You also have the option to set up Publication Alerts from this screen.

In addition to these sections, **My Research** also contains several tools that will help you organise and manage the information retrieved from ProQuest® during a particular session:

• **Create your bibliography** allows you to email, print or download your marked documents in the form of a bibliography. Simply click on this link after marking your required documents, select the style you would like for your bibliography and click on print, email or download
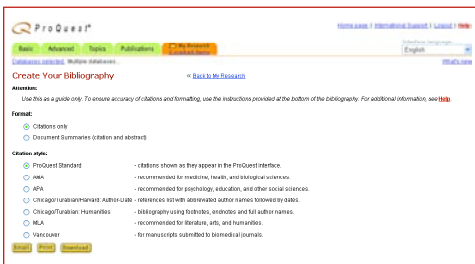
• **Email marked documents** allows you to email your marked documents. Just complete the simple form that appears, including the required citation style and the format in which you would like to receive the document, and click on **Send Email**.
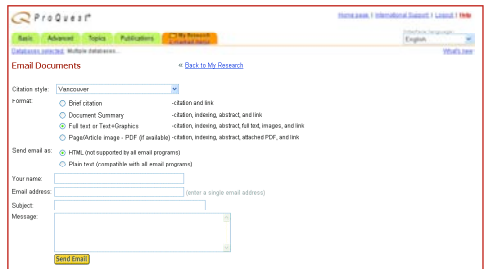
• **Export citations** allows you to export your marked documents into ProCite, EndNote, Reference Manager or RefWorks in a choice of methods. Just click on **Export citations** and choose your format
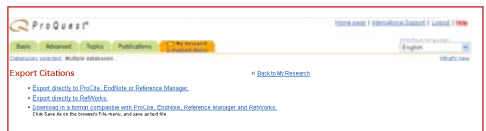
• **Create a web page** allows you to save **My Research** as a web page, for your own future reference or to share with others. Or if you prefer so, you can email **My Research** from this screen. The page will display the date of your research and you have the possibility of editing the information before saving / printing / emailing it. To edit, make comments or give labels to **My Research** use the **Edit** link, and once you have done your modifications remember to save the changes. To save as a web page or html file click on the **Download** link. You will see a version of **My Research** containing only the information below the ProQuest® navigation bar. From here, simply click on the File menu of your browser and select Save As. Make sure that the format is set to web page (.html or .htm) and click on Save. The final version will contain links to your marked documents, to your recent searches and to your visited publications. These links will let you and any other authorised ProQuest® user access documents, searches and publications. Because ProQuest® must authenticate all users, you may need to be in your library or to log into your library authentication system in order to use these links from home.