

ProQuest Databases

Help Guide

ProQuest is a search platform for the following Library databases:

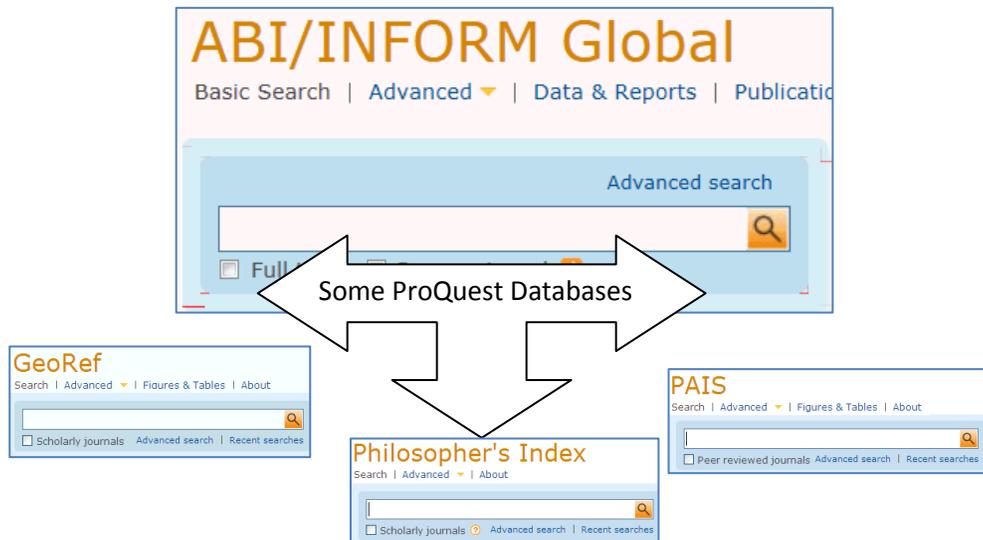
- **ABI/INFORM Global** (Business)
- **CBCA** (Canadian Business & Current Affairs)
- **GeoRef** (GeoSciences)
- **Globe and Mail** (Historical Newspapers) 1844-2009
- **Literature Online (LION)** (Literary texts & criticisms)
- **PAIS (Public Affairs Information Service)** (Public Policy & Social Issues)
- **Periodical Archive Online (PAO)** (Arts, Humanities & Social Sciences)
- **Philosopher's Index** (Philosophy)
- **Sociological Abstracts** (Sociology)
- **Toronto Star** (Historical Newspapers) 1894-2011

Getting Started

At the Library's homepage: www.smu.ca/library, click on Databases A-Z and select your preferred database, e.g., *ABI/INFORM Global*. If accessing the database from off-campus, you will be prompted to log in using your SMU "S" number.

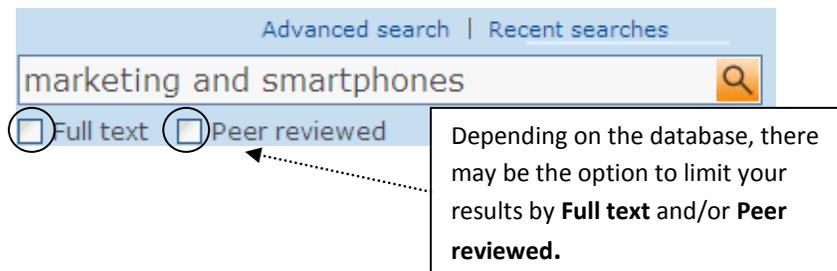
Basic Search

There are many ways to search ProQuest databases. When you first enter the database, the **Basic** search box will appear.



To get started, type a word or phrase that best describes your topic in the search box, and then click the  button.

Example: You have to write a paper about *marketing smartphones*.



Use Boolean operators (e.g., AND and OR) to limit or expand your search. If searching a phrase, use quotation marks, e.g., "market share" and smartphones.

Advanced Search

Using the Advanced Search, you can build a search by typing search terms in one or more search boxes.

Example: You are looking for information on *safety in the airline industry*.

Use Boolean operators (i.e., AND, OR, NOT) to limit or expand your search.

You can limit your search to specific fields (e.g., document title, author, company, etc.).

Additional **Search Options** (located directly below search boxes), are provided to allow for a more focused search. For example, you may be able to limit your search by date range, source type, document type, language, etc.

Search options

Limit to: Peer reviewed Latest update *

Date range: All dates

Source type: Select all
 Books
 Conference Papers & Proceedings

Document type: Select all
 Article
 Bibliography
 Book

Language: Select all
 Afrikaans
 Arabic

Look Up Citation

Use the **Look Up Citation** function (located under the **Advanced Search** option) when you already have a citation to an article and you need to quickly locate the full-text of the article.

Document title: "Smarter smart phones"

Author: _____

Publication title: _____

ISSN: _____
Use of hyphens is optional

ISBN: _____
Use of hyphens is optional

Volume: _____

Issue: _____

Start page: _____

Date range: All dates or Year (yyyy)

DOI: _____

Document ID: _____

Locate an item quickly by entering the document title, for example.

Results

After you perform a search, a list of article titles will appear. Icons to the left of the title indicate the type of resource (e.g., Trade Journals, Scholarly Journals, Newspapers, etc.).

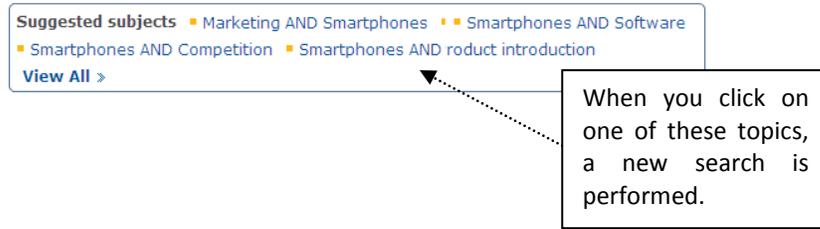
To display more information about an article, click the article title, or click the format you wish to view (e.g., Full text, PDF, etc.). If

links to Full text don't appear, then click this icon:



Depending on the database you are searching, you may be able to narrow your results by applying specific limitations (located to the right of the screen).

Additionally, some databases may allow you to revise your search by clicking on one of the **Suggested subjects** – a list of subjects appearing near the top of the screen.

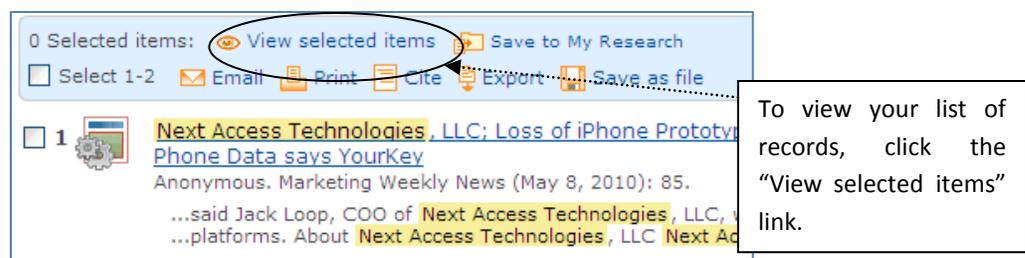


When finished viewing a record, click the "Back to results" link to return to your list of results.

Selecting Records

Select a record to **Email**, **Print**, **Cite**, **Export** or **Save as file** by checking the tick box (next to a title in your results list or within the citation/abstract). Note: Your **Selected Items** list is *not* saved beyond your current session.

Alternatively, you can use the "Save to My Research" link. By setting up a "My Research" account you can save documents and searches across sessions, organize documents in folders, and set preferences.



Email/Print/Cite/Export/Save as File

The following functions can be performed from a **Selected Items** list, **My Research** list, or individually from within the record view.

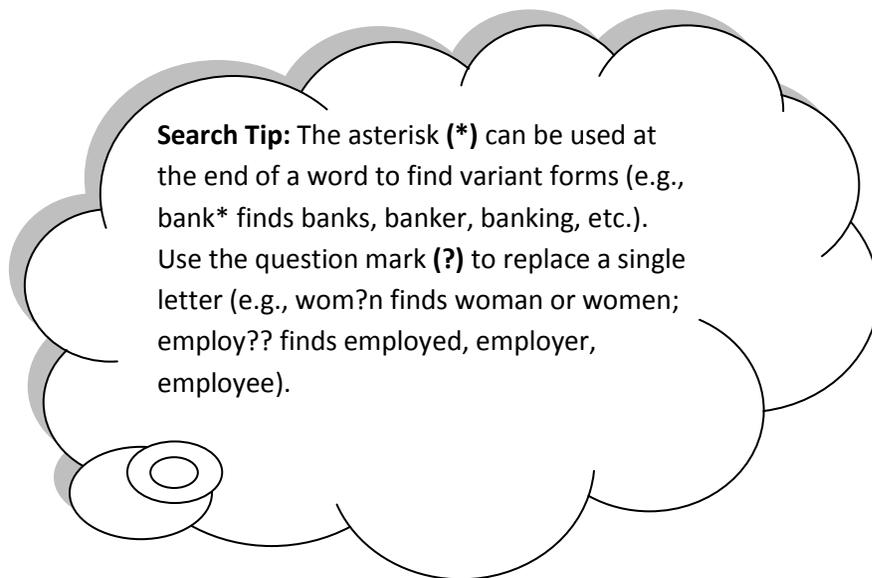
Email — Email items as results list only; citation, abstract, indexing; or full text—to one or more email addresses.

Print — Print items as results list only; citation, abstract, indexing; or full text.

Cite — Generate citations using a preferred style, e.g., APA.

Export — Export citations to a citation management tool such as RefWorks.

Save as file — Save your items as results list only; citation, abstract, indexing; or full text—to a single file (HTML, Text only, RTF, or XML).



Patrick Power Library, April 2015



One University. One World. Yours.