

ProQuest Databases

Help Guide

ProQuest is a search platform for the following Library databases:

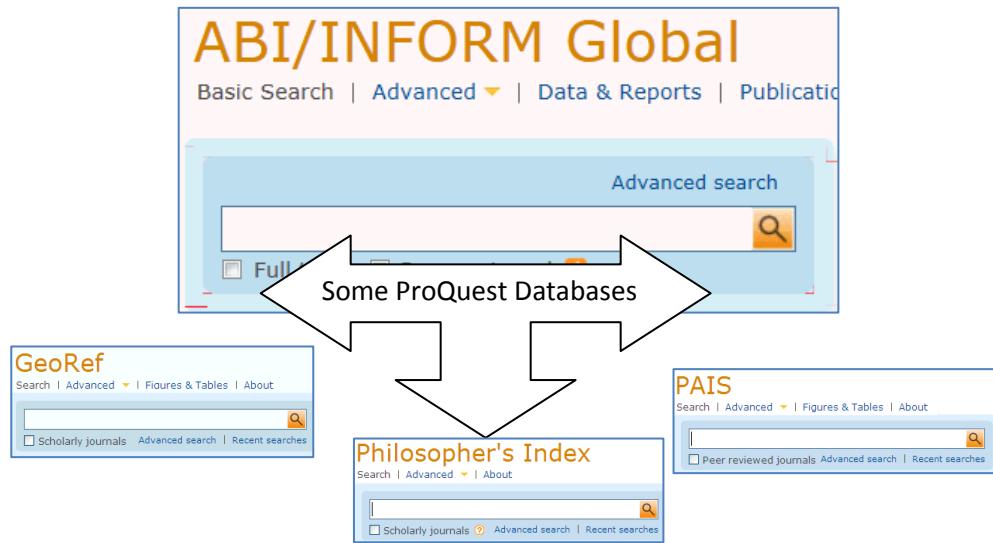
- **ABI/INFORM Global** (Business)
- **CBCA** (Canadian Business & Current Affairs)
- **GeoRef** (GeoSciences)
- **Globe and Mail** (Historical Newspapers) 1844-2009
- **Literature Online (LION)** (Literary texts & criticisms)
- **PAIS (Public Affairs Information Service)** (Public Policy & Social Issues)
- **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.

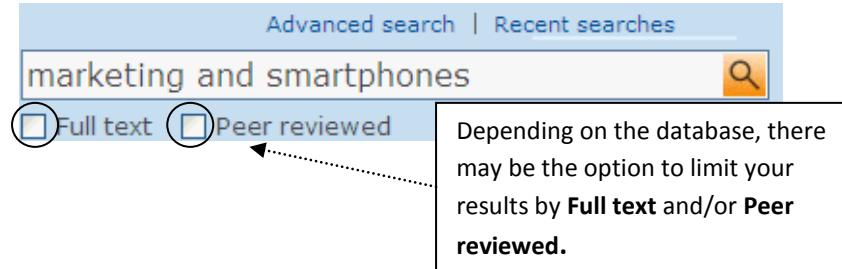
Basic Search

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.

The screenshot shows a search interface with two main search boxes. The top box contains 'airline industry' with 'in All fields — CABS'. Below it, there are two stacked Boolean clauses: 'AND (safety OR [empty field]) in All fields — CABS' and 'AND (air canada OR british airways) in Company/org — ORG'. Arrows point from the explanatory text to the search boxes.

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 able to limit your search by date range, source type, document type, language, etc.

This screenshot shows a 'Search options' panel with several filter categories. Under 'Limit to', there are checkboxes for 'Peer reviewed' and 'Latest update *'. The 'Date range' section has a dropdown set to 'All dates'. The 'Source type' section includes a 'Select all' checkbox and options for 'Books' and 'Conference Papers & Proceedings'. The 'Document type' section also has a 'Select all' checkbox and options for 'Article', 'Bibliography', and 'Book'. The 'Language' section includes a 'Select all' checkbox and options for 'Afrikaans' and 'Arabic'. Each category has a small circular callout pointing to its respective section.

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.

This screenshot shows a 'Look Up Citation' form with various search fields. The 'Document title' field is highlighted with the text 'Smarter smart phones!'. Other fields include 'Author', 'Publication title', 'ISSN', 'ISBN', 'Volume', 'Issue', 'Start page', 'Date range' (set to 'All dates'), 'DOI', and 'Document ID'. A callout box points to the 'Document title' field with the text: '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 title indicate the type of resource (eg., 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.

Suggested subjects

- Marketing AND Smartphones ■ Smartphones AND Software
- Smartphones AND Competition ■ Smartphones AND product introduction

[View All >](#)

When you click on one of these topics, a new search is performed.

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.

0 Selected items: [View selected items](#) [Save to My Research](#)

Select 1-2 [Email](#) [Print](#) [Cite](#) [Export](#) [Save as file](#)

1  [Next Access Technologies, LLC; Loss of iPhone Prototype Data says YourKey](#)
Anonymous. Marketing Weekly News (May 8, 2010): 85.
...said Jack Loop, COO of Next Access Technologies, LLC, ...platforms. About Next Access Technologies, LLC Next Ac

To view your list of records, click the “View selected items” link.

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).

Search Tip: The asterisk (*) can be used at the end of a word to find variant forms (e.g., bank* finds banks, banker, banking, etc.). Use the question mark (?) to replace a single letter (e.g., wom?n finds woman or women; employ?? finds employed, employer, employee).

Patrick Power Library, April 2015



One University. One World. Yours.