ProQuest

User guide

User Guide

Welcome to the new ProQuest search experience. ProQuest's all-new, powerful, comprehensive, and easy-to-navigate search environment brings together resources from ProQuest, Cambridge Scientific Abstracts (CSA), and Chadwyck-Healey.™ It's a better way to search, find, use, and share information. Here are all the key points you'll need to know for successful research.

Search for more information with our new, more powerful search options!

From the homepage, you may conduct a search in several different ways:

1. Enter a **Quick Search** that searches across *all* of your ProQuest subscriptions.

2. Select from the **Subject Areas** icons to search by category or:

- **2a –** Choose a single subject area.
- **2b –** Explore databases by hovering the mouse over the subject area.

3. Choose **Advanced Search** to construct complex searches and select specific limiters.

4. View the **Publications** list, and search directly in a selected title.

5. View the **Databases** list to select a single resource or combine databases for a custom search.

6. Login to your **My Research** account.

* Subject areas and topics may be different based on your ProQuest subscriptions.

Find relevant information from a wider variety of sources!

The Results page offers users the ability to:

1. **Modify** search options.

2. **Set up alerts, Create RSS feed, Save search** right from the Results page.

3. **"Search within" results** to narrow results, search using suggestions from **Smart Search**, or search for **figures and tables**.

4. **Add items to My Research, Email, Cite, Export references** from the Results page.

5. **View Results List** which displays Articles, Books, Dissertations, etc. Click to view using Citation/Abstract, Full text, Text with Graphics, or PDF formats. Determine the source type by the **icon** (see also Source Type in column to the right).

6. **Sort or narrow** results by source type, subject heading, date, etc. in the **collapsible sidebar**.

7. **Discover** images, charts, graphs, maps, etc. found within the results quickly from the results page. Click the image to open.

8. **Preview** the contents of the full-record in a lightbox.

9. **Mark items** to save, print, or email or to store in My Research to access later; create a shared list, etc.

10. Identify hit-terms in context more easily with **hit-term highlighting**.

Product Page Sample (selected from the Science & Technology Subject Area as seen on page 1)

The Product Page allows the user to search the specific content of a single resource by selecting the name of the resource from one of two locations: the Subject Areas lists on the homepage or the Databases link at the top of each page. Once a resource has been selected, you can then search (basic or advanced), view the publications list, and view particulars about the resource to better understand the scope of content, dates of coverage, number of titles covered, total amount of records to date.

Preview Sample (#8 from Results list as seen on page 2)

The Preview option allows for review of indexed publication details, the abstract (when available), accessible and searchable subject headings, as well as the opportunity to click to view the full record using the *Citation/Abstract* or view the document as full text or PDF when available. You can also immediately Email, Cite, Save, or Export the citation from the Preview lightbox.

ProQuest is very excited to be using a new technology for presenting article Previews (shown above) as well as Subject Area information (see pg 1) in what are known as *lightboxes*. These open and float in the existing window and *in no way interfere with pop-up blockers*.

Advanced searching options – at your fingertips!

The Advanced Search page:

1. Multiple **query boxes** offer the ability to create more complex searches and limit query fields to specific indexed information* such as Author, Title, or Subject.

2. Further define the search query with additional selections* available in the **Limit to** area, such as:
   - **2a –** Source Type
   - **2b –** Document Type
   - **2c –** Language

3. **Search Tools**, such as Thesauri,* Field Code lists,* Search Tips, and Subject Areas, are available.

4. Pre-select **Display Options** before viewing the Search Results Page:
   - **4a –** Sort by
   - **4b –** Items per page

5. **Other Search Options** allow for searching for Tables & Figures, Look Up Citation, Command Line search, or Text Match search.

*Determined by the database(s) selected for searching.

Search tips for every searcher

ProQuest allows you to search quickly and efficiently, and provides advanced search features.

Quick Tips

- Broaden your search by separating your search terms with OR; combine terms or phrases with AND.
- Look for phrases by enclosing them in quotation marks, e.g. "wind energy."
- Use Advanced Search to search using specific information, such as Authors or Subjects.
- Use Publications to browse issues of a newspaper, journal, or magazine, or search for articles in a specific magazine.

How ProQuest interprets your search

You can search just by typing words into the search form (Basic, Advanced, or on Results pages) and ProQuest will:

- Look for results containing **all your search terms**. A search on "wind energy" is the same as a search for "wind AND energy", and will not retrieve results with just the word "wind" or just the word "energy".

- Look for your search terms **appearing in key fields**, including document titles, authors, abstract, subjects, full text, and tags.
- **Remove common phrase terms** to ensure a focused search. For instance, if you search on "who is Abraham Lincoln," you'll find results on Abraham Lincoln even if they do not contain the terms "who" and "is." You can include those terms in your search by enclosing them in a phrase search.

Control your search using advanced features
- Use operators to combine search terms (AND, OR, NOT, etc.).
- Search for phrases and exact terms:
  - Look for phrases by enclosing your search terms in **quotation marks**. For instance, *"higher education"* will retrieve results with the phrase higher education. It will not retrieve results with the word "higher" and the word "education"; they must appear in a phrase.
  - You can also look for your **exact search term** in its entirety. This is primarily used when searching specific fields, like Subject. For instance, a search on su.exact("higher education"), will return documents with a subject term of "higher education," but not documents with a subject term of "higher education funding."
- Search for terms in specific fields (see p. 6 for list of codes and proper syntax).
- Use wildcards and truncation to broaden your search.

*	Used to replace **zero or more** characters.	nurse*	Returns "nurse, nurses, nursed"
		colo*r	Returns "colour, color"
		*taxa	Returns "taxa, supertaxa"
?	Used to replace **one** character.	nurse?	Returns "nurses, nursed"
		sm?th	Returns "smith and smyth"
		ad???	Returns "added, adult, adopt"

Operators and Search Modifiers

Use operators to combine your search terms. Use search modifiers to tell ProQuest what results to look for. Operators are not case-sensitive.

Operator/Modifier	Description	Example
and	Look for documents containing both term A and term B. Helps you narrow your search.	food and nutrition
or	Look for documents containing term A and for documents containing term B. Helps you broaden your search.	food or nutrition
not	Look for documents containing term A, that **do not** have term B.	nursing not shortage
near/n	Look for documents where term A appears close to term B, in any order. Use "n" to specify the number of words apart - "3" means within 3 words.	nursing near/3 education
pre/n	Look for documents where term A appears **before** term B. Use "n" to specify the number of words apart - "3" means within 3 words.	nursing pre/3 education
exact	Look for your exact search term in its entirety. Used primarily for searching specific fields, like Subject. For instance, a search on su.exact("higher education"), will return documents with a subject term of "higher education," but not documents with a subject term of "higher education funding."	su.exact("higher education")
-	Used to search for ranges in numerical fields, such as Publication Date.	YR(2005-2008)

Operator precedence

ProQuest assumes your search terms should be combined in a certain order. If you include operators such as AND and OR, we will combine them in this order: NEAR, PRE, NOT, AND, OR. For instance, a search on "education AND elementary NOT secondary" would be interpreted as "(elementary NOT secondary) AND education." So in this case, "elementary NOT secondary" is considered first. This search will return results regarding education with information on elementary but not secondary education.

You can also use **parentheses** to control the order in which your search terms get combined, instead of using the standard operator precedence. The use of **parentheses** and Boolean operators in combination is perfectly acceptable.

Search in specific fields

You can target your search to specific fields, such as Authors or Subjects. You can use Advanced Search to help you build targeted searches, OR use **search field syntax** to quickly target your search.

- **Search field syntax -** each search field has a **field code**. Type the code for the field you want your search targeted against, then put your search terms in parentheses (i.e., **CODE(search term)**) A search for author with the surname of Smith would be entered as **AU(smith)**.

Examples of common search fields are below. You can also view field codes for search fields in Advanced Search. Please note that field codes are **not case sensitive** (i.e., Proper nouns such as Author names, Corporate Author names, etc. need not be entered using capital letter.

Common search fields

Field	Field Code	Example
Abstract	AB	AB(food)
Author	AU	AU (smith)
Date of publication	PD	PD(20051231)
Document feature	DF	DF(maps)
Document ID/Accession number	AN	AN(123)
Document title	TI	TI(food)
Document type	DTYPE	DTYPE(literature review)
Full Text	FT	FT(food)
ISBN - search with or without hyphens	ISBN	ISBN(0205189997)
ISSN - search with or without hyphens	ISSN	ISSN(10673881) ISSN(1067-3881)
Issue	ISS	ISS(23)
Language	LA	LA(french)
Location as subject	LOC	LOC(france)
Person as subject	PER	PER(smith)
Publication title	PUB	PUB(wall street journal)
Source Type	STYPE	STYPE(newspapers)
Subject heading	SU	SU(higher education)
Tag	TAG	TAG(benefits)
Volume	VO	VO(85)
Year of publication	YR	YR(2005)

Features and tools
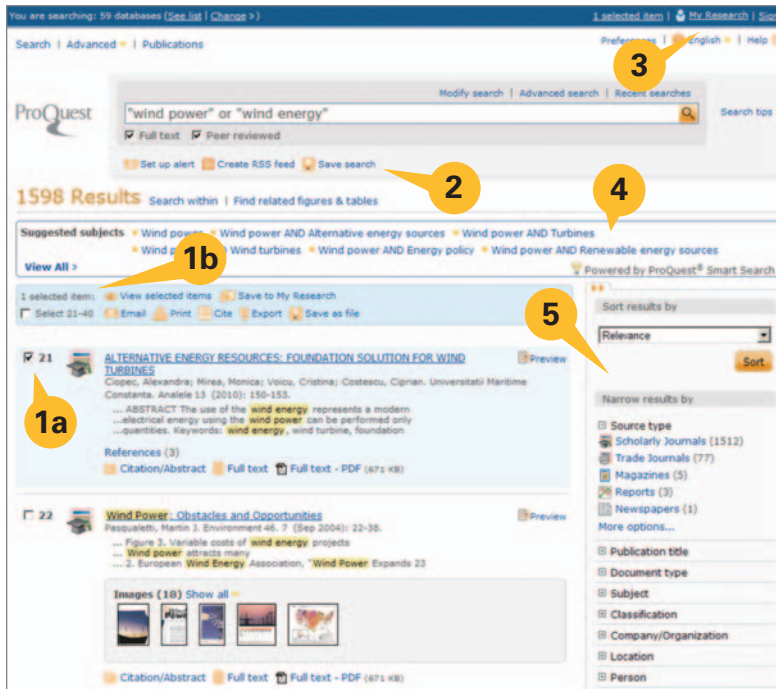
From the Results page you may:

1. Select desired items from the results list to be saved in **My Research**:

- **1a –** Select items individually or the entire page to be included on the Marked List.
- **1b –** Notes the number of items selected (dynamically updates).

2. Other functions include (see below for more detail):

- Set up alert
- Create RSS feed
- Save Search

3. Adapt and save **Preferences** to personal needs by signing in to **My Research**.

4. Click to search for similar topics from the **Smart Search Suggested subjects** box.

5. Sort or otherwise Narrow results.

Alerts

There are two kinds of alerts. The "search alert" (shown here) allows searches to be saved, run anew, and notification sent regarding updated results. The "publications alert" (found on the Publications search page with similar properties) notifies of the latest available issues of a favorite publication. Below are some of the common features used in setting up alerts:

1. View sources that will be used in searching for the alert.

2. Include either new materials only from a search, or choose to also receive historical information along with new materials from the search.

3. Schedule to receive alerts daily, weekly, monthly, or quarterly. Stop the alert in as little as two weeks or as much as one year. Renew at any time.

4. Provide email details, including email address, subject, and optional message.

5. Select:

- **a –** Text only or HTML format
- **b –** Click *Set up alert* button to save settings

RSS Feeds
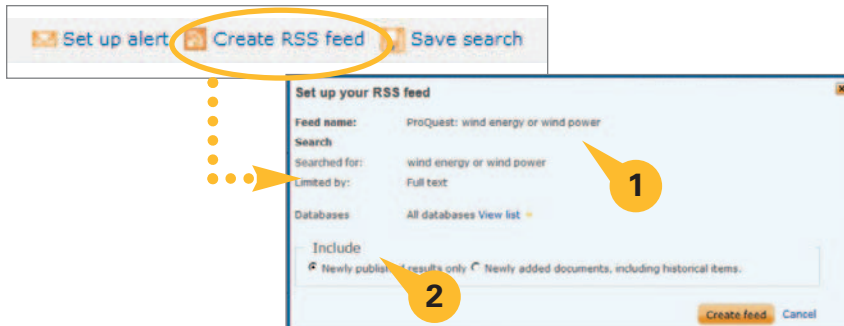
RSS Feeds are similar to alerts, except that they provide on-demand information whenever accessed. A feed URL is generated which may be placed on a web page or saved inside a browser for easy access. Below are the options in setting up a feed:

1. Information on the name and search terms are provided. The feed is based upon the original search terms from the results page. A list of the resources used in building the feed is provided.

2. Choose to isolate only newly found materials each time the feed is run, or choose to also receive historical information along with new materials whenever the feed is run.

My Research – Creating an Account and New Documents

My Research may be used as a gathering place for generating citations, emailing, printing, and more!

1. Click **My Research** at the top of any page:

- **1a – Create a personal username and password** (see p. 9 for more detail).
- **1b –** Click the **Sign In** link each time you logon to better manage your research.

2. Functions to manage marked records:

- **Email:** Send as plain text or HTML to one or multiple recipients with a custom message. Also select to send records as brief or full records or as a citation list.
- **Print:** Print as brief or full records, or as a citation list.
- **Cite:** Create an instant bibliography using 20 available styles.
- **Export citations:** Send records to a bibliographic manager such as RefWorks, EndNote, and ProCite, or download RIS or text files.
- **Save as file:** Save the list to the desktop, USB memory drive, etc.
- **Share:** Create a list to share with others. When relevant items are found in Shared Lists they will be included in searches, and listed in the right-hand sidebar found on relevant article pages.
- **Delete:** Remove selected items from list.

3. Research provides a list of recent searches, and newly marked documents and figures & tables.

My Research – Recent Searches
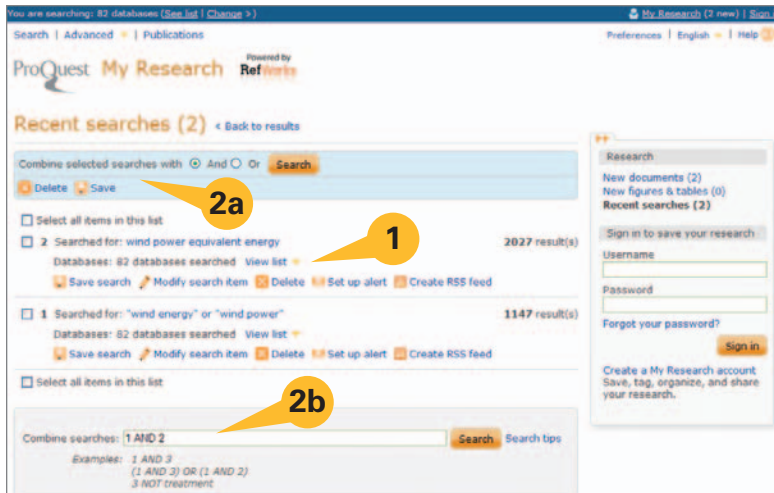
My Research - Research

1. **Recent searches:** The number of results for the search is shown, as well as the number of collections which were searched. Any search may be saved, modified, deleted, or set up as an alert or RSS feed.

   • Searches may be **saved** if a My Research account has been created. This will be shown in the next diagrams.

   • **Modify search** item will allow for a search to be edited before being run as a new search.

2. More than one previous search may be **combined** to produce new, more customized searches.

   • **2a –** Combine listed searches *without adding* new terms or phrases.

   • **2b –** Combine listed searches *with additional* terms or phrases.

My Research – Creating a Personal My Research Account

From the My Research page, click on the **Create a My Research account** then fill in the form.
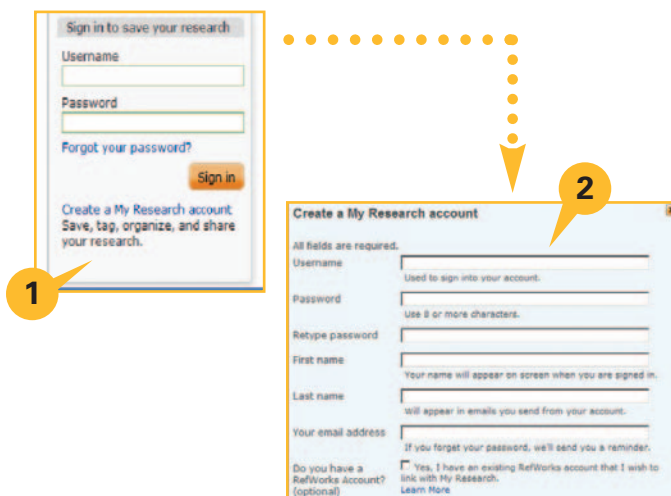
My Research – Create a New Account

1. A personal **My Research** account is central to gaining complete value from ProQuest. The power of the personal **My Research** account is that it allows results to be saved, tagged, organized, and shared with others. Whenever a sign in section appears, a link will also be provided to **Create a My Research account**.

2. Creating the account requires providing a username, password, first name, last name, and email address. *All fields are required.* Once a personal **My Research** account has been created, the username and pass-word may be used to login to ProQuest each time you use your favorite resources!
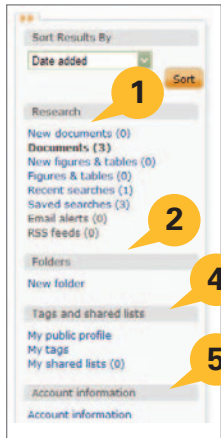
My Research continued:

1. A My Research account allows the management of saving/deleting and working with documents, figures & tables, email alerts, and RSS feeds in the **Research** section (see pg 9).

2. The **Folders** option allows items to be placed and saved from lists in My Research into any of a series of multi-tiered folders. Lists in My Research will contain an "Add to Folder" option (see below).

3. (see screen capture below) Selecting **New Folder** allows the creation of multiple tiers of folders. Each time a folder is created, folder name, location (1st tier or within another folder), and notes are provided. When folders are tiered within other folders, they appear under the **Manage Folders** link indented as indication of the tier.

4. Tags and Shared Lists – Add your own keywords as "tags" to any reference in your results list or add your marked items to lists that can be shared with all ProQuest users!

    • Setup a public profile – Required to tag or share lists

    • My Tags – A list of all your tag keywords (see p. 11)

    • My Shared Lists – See all lists you've shared (see p. 12)

5. Account Information – Update your My Research account at any time.


Share

Social Networking

The most effective and powerful research tools promote the ability of researchers to share information in order to encourage collaboration on essential projects. This section discusses ProQuest's extensive sharing options both within the main interface as well as within personal **My Research** accounts.

When a searched document has been opened, along with all of the standard document options, a social networking button provides an option of sharing links to the article on popular social networking sites, encouraging information sharing. This function is available regardless of whether or not a personal **My Research** account has been established.

Share – Tags
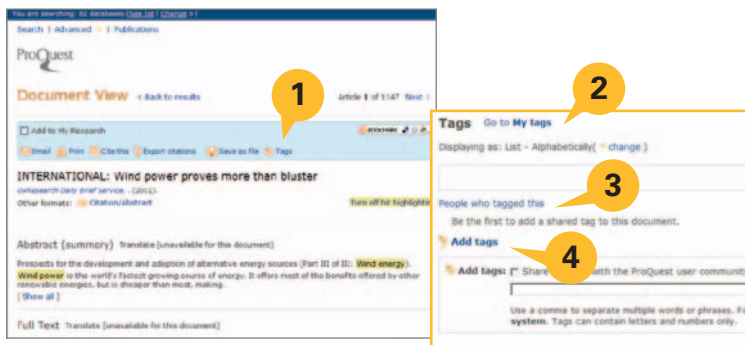
Tags are a way of using keywords to label references so that they may be easily searched and located at a later time. Tags may be created by any researcher who has established a personal **My Research** account. *Public sharing of Tags is **optional** in ProQuest*. The My Research account holder may choose whether or not to make their Tags visible to other users through management under the "My Tags" link inside My Research.

1. When a reference is viewed from the results list, **Tags** is in the options list at the top.

2. Clicking the **Tags** option will toggle to the bottom of the page to the section titled "Tags." If Tags already exist, they will display here and options will be provided for altering their display, including *List - Alphabetically, List - Most Popular, List - Most Recent*, and *Cloud*. **You may create or add a Tag at any time.**

3. A link titled **People who tagged this** can also be present. It will *only* list names of previous Tag authors provided those authors have chosen to make their Tags available for public view.

4. Other links will go directly to My Research to **manage My Tags** or open a dialogue box to **Add Tags**.

NOTE: In order to make Tags available for public view, a My Research account holder must first create a *Public Profile*. Creation of a profile will be discussed at the end of this section, following *Shared Lists*.

Share – Shared Lists
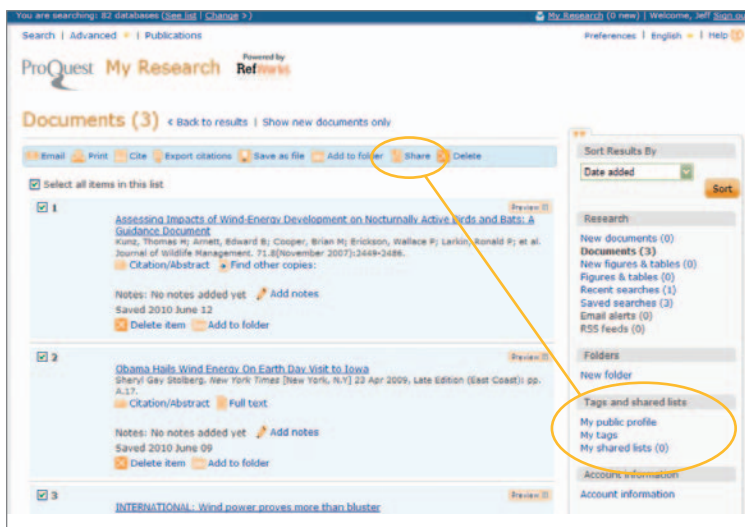
Once a list is accessed in My Research, the option to **Share** is found at the top. A new list may be created at any time, or items may optionally be added to existing lists. When creating a Shared List, a dialogue box titled *Share in list* opens. Here, enter a new list title, or alternately add the list items to an existing list. A check box titled *Take me there now* will return the management screen for the new or amended list. The list will display and options will be provided for adding a subtitle and description, then saving the list. The list is not shared until the My Research account holder has clicked the button titled *Share List*. Once shared, a public list will show as a Shared List on any related article page in the right hand sidebar under the header *Appearing in (X#) shared list(s)*.

Shared lists may consist of the first 100 items from any search results list which have been added to **My Research**, or they may be a combination of individual items which have been marked and placed into **My Research** from many searches.

Share – Creating a Public Profile

1. To create a "Public Profile" for publishing tags and shared lists to all other ProQuest database users, you must first create an unshared tag or save an unshared list. Once complete, access your personal **My Research** account. On the tab options bar, go to the tabs titled *My Tags* or *My Shared Lists* and click the link in the right sidebar titled *My Public Profile*. On the resulting page, click the link titled *Create Your Public Profile*.

2. In the lightbox that appears, **enter your first and last name** (this is the only required information). Optional fields include: *Role, Institution, About me, Email address*, and a *URL* (for blog, university library website, etc.).

3. Before submitting your Public Profile, you **must** check the box stating your age eligibility, your understanding that your public profile will be *visible to the entire ProQuest community,* and that you have read and agree to the privacy policy.

For more information, visit www.proquest.com/go/yourpath