

Proquest databases

Proquest provides access to a wide range of databases in the Arts, Humanities, Social Sciences and Health Sciences, which you can search individually or simultaneously. Some material is full text and some gives references and abstracts only.

Getting Started

Go to www.cardiff.ac.uk/insrv and click **Search Databases**, and then **A to Z list of databases**. Click the link for the Proquest database that you want to access (see list below).

ABI/INFORM: business & management.

Applied Social Sciences Index and Abstracts (ASSIA)

Avery Index to Architectural Periodicals

British Humanities Index (BHI): arts, music, philosophy, religion, literature, economics, history, politics.

British Nursing Index

British Periodicals: 17th - early 20thC.

Educational Information Resources Center (ERIC)

Linguistics & Language Behavior Abstracts (LLBA)

MLA International Bibliography: literature, language, linguistics, folklore.

PILOTS: Post-traumatic stress disorder (PTSD) and related mental health issues.

Social Services Abstracts

Sociological Abstracts

Search options

The default is Advanced Search, which has the most functionality. If preferred you can use the basic search by clicking on Search, at the top left of the Advanced Search screen.

Advanced Search

Type search terms in the search boxes and click **Search**. For your terms to be

treated as a phrase, enclose them in quotes, e.g. "Virginia Woolf". Generally:

- Searches with **AND** only retrieve records containing *all* of your search terms, e.g. *dialect AND scotland*.
- Searches with **OR** retrieve records including *either* of the search terms, e.g. *food OR nutrition*.
- Searches with **NOT** exclude a term: e.g. *history NOT biography*.

Use the rows of search boxes to structure your search:

```
"Virginia Woolf"  
AND ("The Waves" OR Orlando)
```

will find records each relating to Virginia Woolf and also one or both of the novels.

Wildcards and truncation

- Use the ? symbol to replace a single letter: *wom?n* finds *woman* or *women*.
- Use the truncation symbol * to retrieve word variants: *nurs** finds *nurse*, *nursed*, *nurses*, *nursing*.

Limiting your search

Use the right-hand dropdown menus to set where your terms should appear in the results: All fields + full text, Author, Publication title, etc. These may vary depending on the database chosen.

Certain choices will yield a link below the dropdown menu, e.g. to **Look Up Subjects** or **Look Up Authors**. This lets you check for and pick the exact terms used by Proquest for the word(s) you want, to improve search accuracy.

You can **limit** your results to items which are **full text** and/or **peer reviewed**, and you can also limit by **date** of publication.

Further limits include **source type** (e.g. book or scholarly journal), **document type** (e.g. article, case study or review) and **language** of publication.

Viewing search results

On the results page each record will have a link to a **Citation** and sometimes an **Abstract** and **Full Text**. Or you may see:

- **Link to Full Text** which will take you to the full item on an external site.
- **Check For Full Text** which will search the Library Catalogue to check if we have full text elsewhere.

Sorting and narrowing results

To the right of your results list are options to sort your results by relevance or date. Make your selection and click **Sort**.

You can also narrow the results by source type or subject, for example. Make your selections and click **Update**.

Using the Thesauri

Thesauri let you browse terms in an index to define your search more accurately. There are different thesauri for different Proquest databases.

In Advanced Search, click **Thesaurus** and pick a relevant one. Enter a term in the box and click **Find**, to see Proquest's preferred terms for the words you have searched for. You may also be offered broader, narrower and related terms.

Tick any terms you wish to include in the search and click **Add to Search**. Link them with **AND** or **OR**. Click **Search**.

Combining searches

Click **Recent Searches** to view previous searches/results again or to edit a search. Combine several searches by ticking the checkboxes. Select **AND** or **OR**, and click **Search**, above the list of recent searches.

Storing your results

Tick the box by each required record in your results list. Use the buttons at the top of the list to store your results:

- **Email**: fill in required details on the screen and click **Send Email**.
- **Print**: choose desired level of detail (where available) for your records and a referencing style then click **Continue**. Then use the File – Print command on your web browser.
- **Cite**: will produce a bibliography containing your selected records, in one of a choice of referencing styles.
- **Export**: allows you to transfer references to EndNote. In the **Export To** box, pick **ProCite, EndNote or Reference Manager**. Click **Continue** then click **Open**. If prompted choose the EndNote library you require.
- **Save as file**: choose desired level of detail (where available) for your records and a file type and click **Save**.

Keeping up to date

First click **My Research** to create a free account. Then, when you run searches you can use links on the results page to:

- **Create alert**: emails you new relevant records as they are added.
- **Create RSS feed**: see <http://mwehelp.cf.ac.uk/portal/tourmypage.html>.
- **Save search**: save a search strategy to re-run it in the future.
- **Save to My Research**: stores your chosen records for future access and lets you add annotations.

Changing databases

Click **Change** in the blue bar at the top of the screen to add to or alter your selection of databases, then click **Use selected databases** to confirm.

For further help contact the Arts and Social Studies Library. Tel: 029 2087 4818, Email: ASSLLib@Cardiff.ac.uk

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Available in alternative formats on request