University of Cumbria

Getting started with Proquest databases

The Arts   Business   Dissertations & Theses   Health & Medicine   History

Literature & Language   News & Newspapers   Science & Technology   Social Sciences

1. Locating the databases
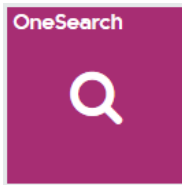
- Select ![OneSearch] from the Student Hub.

- In *OneSearch* select ***Eresources***.

 Eresources A-Z

- Select **P** from the **Eresources A to Z**

Eresources A to Z

A   B   C   D   E   F   G   H   I   J   K   L   M   N   O   **P**   Q   R   S   T   U   V   W   X   Y   Z

- Select your database from the list.

> **Proquest Central** searches most of their databases in one go and makes a good multidisciplinary database for wider searching. But using subject specific databases brings back fewer, more relevant results and also supports effective subject searching (see page 5).
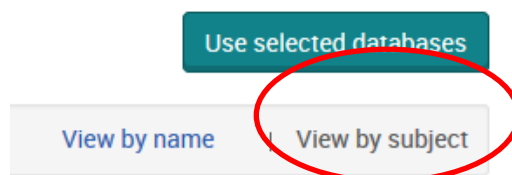
2. Selecting more than one database.

Once in any Proquest database it is possible to search several databases at the same time or choose a subject area.
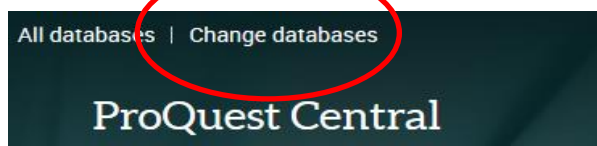
- Just select **Change database** (above the title) to see the list and make your selections.

- **View by subject** to select a subject collection such as Health & Medicine, which includes all of the health databases

3. Searching

There are three search options: **Basic, Advanced** and **Subject**. Although Basic Search OK for quick searches, Advanced Search is much more efficient.
The following screenshots and examples are from the *Nursing & Allied Health Database* but most of the search options apply to all Proquest databases.

3.1 Basic Search
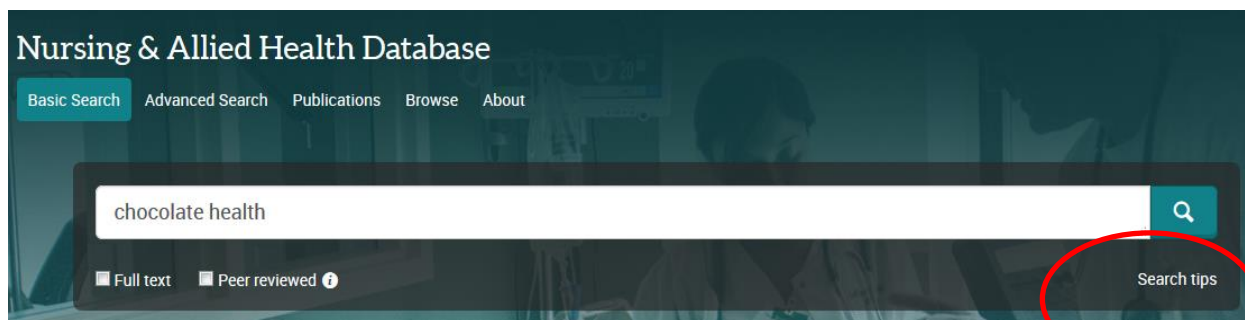
The basic search works like Google and assumes an AND search (see below).
It searches all fields, <u>including the full-text</u>, so can bring back <u>a lot</u> of results.

Search tips

- You can also limit by **Peer reviewed** (good quality academic resources that have been through the peer review process) and **Full-text.**

 Limiting to Full-text will limit the results to only journals provided by Proquest. Leaving this unticked will bring back additional articles which you may be able to access in another database. See page 7, Getting the full text.

3.2 Advanced Search

Using the Advanced Search allows you to take control of your search, choosing how you want to combine your terms and where you want to search.

You can also set a **Date range** and in this case because it is a health database you can select a gender and age range (lower down). These last options will not appear on non-health databases.

Choosing where to search

Anywhere is the default search and includes the full-text. This will bring back more but possibly irrelevant results.

Abstract is the summary of what the article is about so if your search terms appear in the Abstract there is a better chance of it being relevant.

Anywhere except full-text will include the Abstract, title, subject headings and authors, which is a good place to start.

Title will really narrow it down if you are getting a lot of results.

Publication allows you to narrow your search to within a specific journal.

Author to search for a specific author

What date?

This depends on your subject and topic area; your lecturers may give some guidance.

For example: health subjects require current information, the general rule of thumb is no older than ten years but this is arbitrary and can vary between topics, depending on when the guidelines changed. "Clinical skills" would require much more current evidence than "reflection" which can refer back to ideas from writers 20 years ago or more.

Similarly, in Education evidence for the current curriculum would need to be tied to the latest guidance, whereas "education theory" can be much older.

3.3 Subject search

Each database has a thesaurus of subject headings which are attached to each article. If you find the right subject heading for your topic you will find all the articles on that topic in one go, even if they don't contain your keywords.
Health databases also include MeSH headings which are **Me**dical **S**ubject **H**eadings.

- The subject headings assigned to each article can be seen in the **details/abstract**. Alternatively use the **Thesaurus** in Advanced Search to look them up.

- Add to search

CLEAR between each search

- Repeat for the next term to build up your search

You can always get back to any searches you have run in this session from the "**Recent Searches**" link. Here you can rerun or combine searches.

	Set ▼	Search	Databases	Results	Actions
☐	S3	⊞ su.Exact("chocolate") AND su.Exact("cardiovascular disease")	Nursing & Allied Health Database	38*	Actions ▼
☑	S2	⊞ su.Exact("cardiovascular disease")	Nursing & Allied Health Database	57,906*	Actions ▼
☑	S1	⊞ su.Exact("chocolate")	Nursing & Allied Health Database	522*	Actions ▼

4. Narrowing your results

Depending on the search you have run and the database you are using you will have some of these options and more to narrow down your search.

Relevance ▾	**Sort**	Results are displayed by relevance but this can be changed to date.
Narrow results	If you have too many results to look through use some of the filters below.
Full text ⌄	Full text will limit to only the journals supplied by Proquest
Peer reviewed ⌄	Select Peer review if not already applied, to get good quality results
Source type ⌃ ☞ Scholarly Journals (200) ▦ Trade Journals (7)	Check what they classify as a Trade Journal before you remove them, as some maybe good quality e.g. British Journal of Nursing
Publication date ⌄	Reducing the date range further is one way to narrow the results
Publication title ⌄	Identifies the key journals for your topic (will be limited to Proquest journals)
Document type ⌄	Helps you to pick out Literature Reviews or Feature articles
Subject ⌄	Groups results into subjects areas so you can pick a subset of results
Mesh ⌄	Only on Health databases. Medical subject headings used in many databases
Language ⌄	You will find most results are in English but you can eliminate other languages
Location ⌄	Limit to UK but be aware that not every article will have been assigned a country.

5. Viewing the results

You can use a Brief view or Detailed view. Take a look and see which you prefer.

☐ Select 1-100   1 Selected item   Clear   Brief view | Detailed view

☑ 1   ☞   **Chocolate** and medicine: Dangerous liaisons?
Lippi, Donatella. **Nutrition; Kidlington** 25.11/12 (Nov 2009): 1100-3.

...the use of **cocoa** and **chocolate** for therapeutic purposes reported what they saw
... **chocolate** . The document warned against excessive drinking of **cocoa** prepared from
...the cold quality of **cocoa** and the hot and dry quality of **chocolate**, which had to

Cited by (3)

Abstract/Details   📄 Full text   📄 Full text - PDF (229 KB)   Preview ⌄

In **Brief view** you need to click on the title to get the full record and link to pdf, whereas in **Detailed view** you get the pdf and abstract link upfront.

Use the **Abstract** to help you decide if the article is what you need.
If you get a **Cited by** link you know that other people have referenced this article. The more times it has been cited the higher impact it has had.
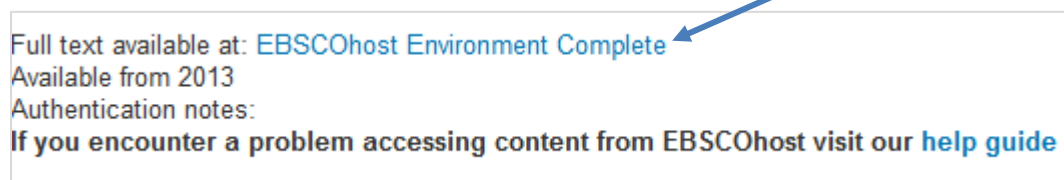
6. Getting the full text.

- Use the PDF (Photograph of the original article) or Full text (text version) link to access the article. Some articles may only have a PDF it depends on the publisher.

> Abstract/Details   🗎 Full text   📄 Full text - PDF (229 KB)

- If you haven't limited to your results to Full-text you may have records without a full text link.

> Abstract/Details   Check OneSearch for full-text   Access full text ↗
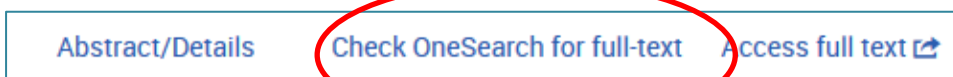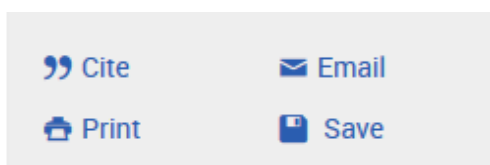
- Follow the **Check OneSearch** link and you will be taken to the **Journals A to Z** which will tell you whether you have access to the article in another collection. If you have access to the right year, follow the link to the relevant collection, select the year and volume to locate the article

> Full text available at: EBSCOhost Environment Complete
> Available from 2013
> Authentication notes:
> If you encounter a problem accessing content from EBSCOhost visit our help guide

> 📌 **Off campus** You will probably need to log in a second time to access articles in another collection. Take note of any instructions given with the link but as a rule of thumb you need the **Institutional or Shibboleth** login option.

- If the article isn't available and you want it, check Google Scholar or you can request a copy through the Interlibrary loan service http://my.cumbria.ac.uk/StudentLife/Learning/Resources/UsingtheLibrary/InterlibraryLoans.aspx

7. Saving and printing your results

> 💬 Cite   ✉ Email
> 🖨 Print   💾 Save

You have these options from individual records or selected lists.

Just tick the boxes next to the records you want to make a list.

> ☑ 1   Chocolate a
> Lippi, Donatell
> Preview ⌄
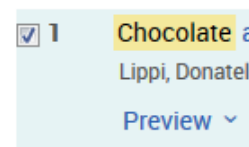
Cite isn't fully "*Cite them right*" format. You will need to add brackets around the year.

Print – you need to open up the PDF (and Download) before you can print the full-text article (otherwise it will just print the record).

Email gives you the option to just send the details and a link to the article or to include the full-text.

Save – choose where to save your research If saving to your own storage the PDF option is the easiest.


If you tick multiple results to save to PDF it will save it as one huge PDF!
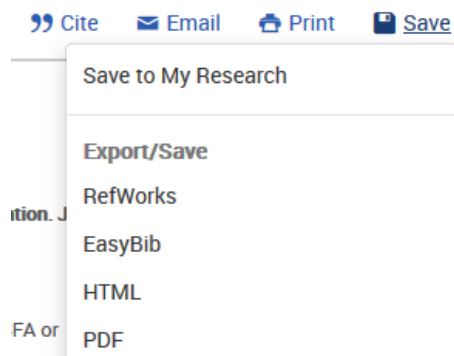
- You can also save to My Research (see below) or export to Refworks.
  For more information on **Refworks** (Reference management software) see
  http://my.cumbria.ac.uk/StudentLife/Learning/Resources/Eresources/RefWorks.aspx

8. My Research

Click on the person icon at the top of your screen to create a free **Research account** in Proquest. This will give you a place to collect your research in folders and to save searches to come back to.
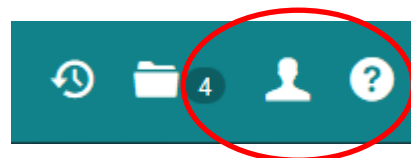
- You can Save individual records as you go along or to save several records in one go, tick the boxes to select records and then go to your basket, which will now have a number by it.

- Click on the Save ICON and **Save to My Research**
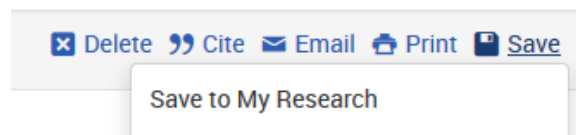
   DON'T FORGET TO SIGN IN or your results won't be saved.

Other features in "My Research"

- Set up **folders** to organise your research.

- **Save your search**

At the top of your results you will have

Save search/alert ▾

Give your search a name and it will be saved in **My Research** for you to come back to later.

- **Set up an Alert -**Get an email when any new articles for your search are published.