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# How To Use

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## PROQUEST

Proquest databases provide Asbury University students, faculty, and staff with access to five different databases. Proquest can be accessed on any campus networked computer using any web browser. Abstracts and citations accessed through Proquest can be printed, saved to disk, or sent to your own e-mail account.

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### Databases available through Proquest

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#### **Alt-Press Watch (APW)**

A full text database comprised of the newspapers, magazines and journals of the alternative and independent press. This is a full text database of the over 174 newspapers, magazines and journals from alternative and independent presses. This interdisciplinary resource provides a valuable source of viewpoints and perspectives to complement and challenge mainstream media coverage. Coverage: varies by title.

#### **Career and Technical Education**

ProQuest Career and Technical Education is the definitive source for vocational information. The database includes over 540 titles, with more than 470 available in full text. Students should use the database to research virtually any technical topic. Coverage: 1991 - present.

#### **NewsStand**

This database offers unparalleled access to the full text of over 1300 newspapers, news websites and blogs from leading publishers throughout the world. The database includes backfile for most newspapers, providing access to articles, columns, editorials, obituaries and features published in each paper. Major newspapers include the New York Times, Wall Street Journal, Chicago Tribune, Washington Post, USA Today, Los Angeles Times, Boston Globe, The Guardian and many other national and regional titles. Newsstand provides the very latest local, regional and national news.

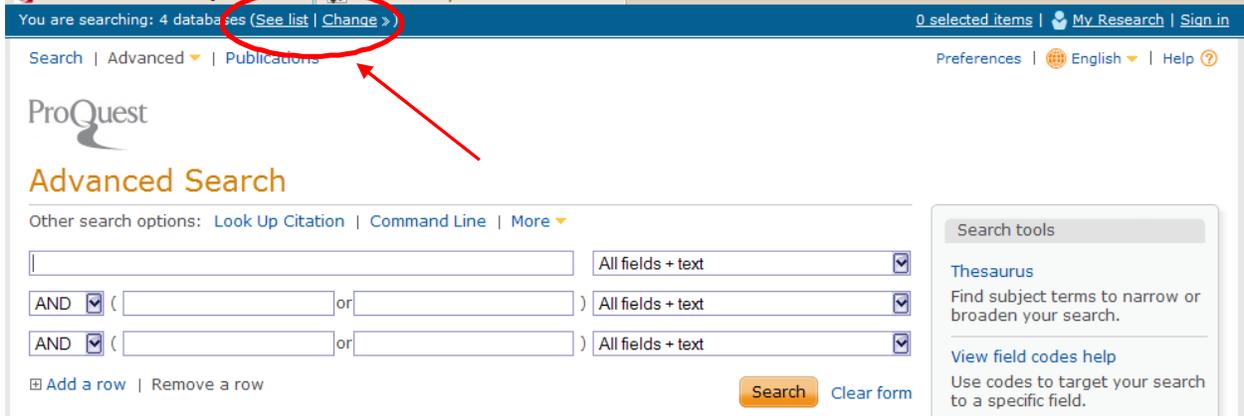
#### **Proquest Religion**

This is an indispensable resource for students researching religious issues and perspectives. The database includes nearly 120 titles, with more than 100 available in full text. Designed to meet the needs of both religious studies programs and general library collections, the database is an excellent source of religious news and information. The database provides details on doctrines and philosophies, reports on religious history, and related archeology. It also covers formal theological studies and commentary on topics of general interest from the perspectives of specific religions. Primary faiths represented in the database are Christianity, Islam, Judaism, and Buddhism. Coverage: 1986 - present.

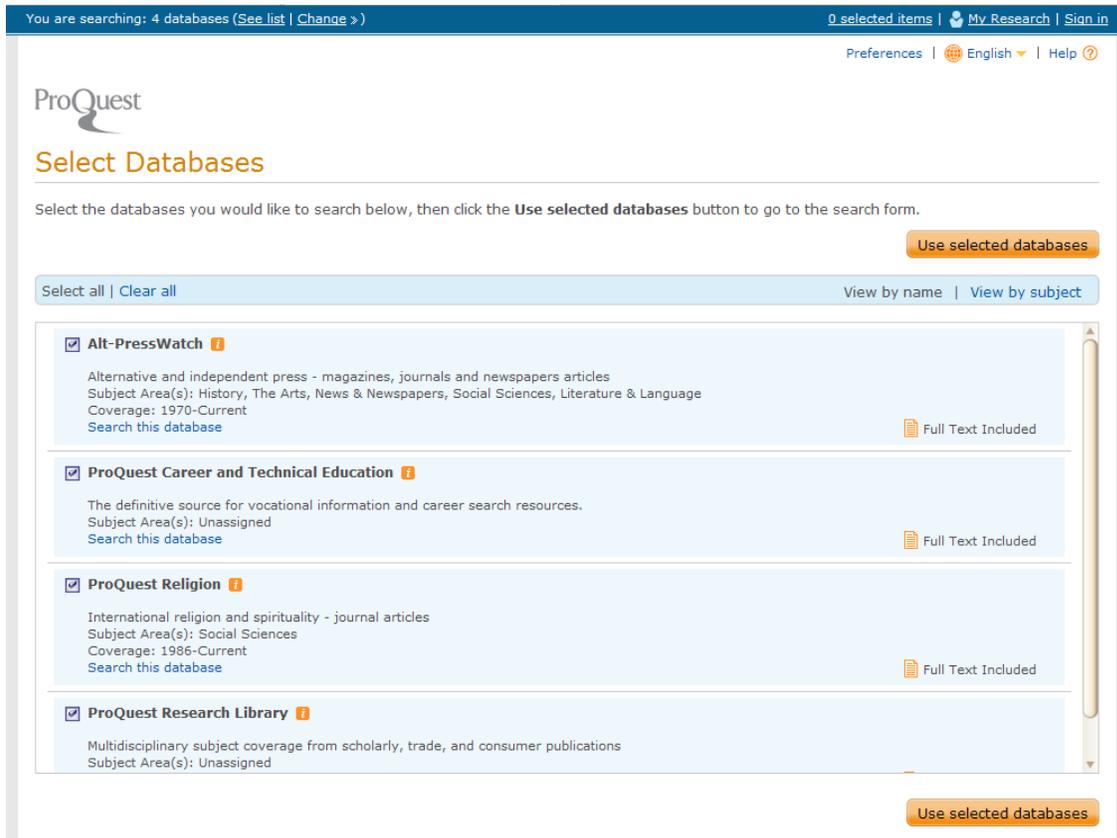
#### **Proquest Research Library**

From business and political science to literature and psychology, ProQuest Research Library provides one-stop access to a wide range of popular academic subjects. The database includes more than 3,820 titles, over 2,550 in full text. It features a highly-respected, diversified mix of scholarly journals, trade publications, magazines, and newspapers. This combination of volume and scope makes it one of the broadest, most inclusive databases. This resource consists of two components: a core list of periodicals; plus 15 supplemental subject-specific modules. Coverage: 1971 - present.

# The DATABASE SELECTION Screen



When Proquest opens, the predetermined database is usually selected already - or there is a preselected set of databases. In order to change this, click on the “Change” link to see what is already set. Once on that screen, shown below, you can change the database choices by clicking the check box next to the title. Once you have made your choice, click the “Use selected databases” button. Be sure to target your database. Instead of searching all available databases, limit your search to the databases most likely to contain your information.



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## The ADVANCED SEARCH Screen

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When Proquest is started, the first screen that appears is the Advanced Search screen, shown below. From this point you can put words or phrases into the search box and then click the “search” button.

The screenshot shows the ProQuest Research Library Advanced Search interface. At the top, it indicates 'You are searching: 1 database (See list | Change >)' and '0 selected items | My Research | Sign in'. The main header includes the ProQuest logo and 'ProQuest Research Library' with navigation links for Search, Advanced, Publications, and About. The 'Advanced Search' section features a search input field, a dropdown menu set to 'All fields + text', and two rows of search criteria, each with an 'AND' operator, a search box, and a dropdown menu set to 'All fields + text'. Below this are 'Add a row' and 'Remove a row' buttons, along with 'Search' and 'Clear form' buttons. The 'Limit to:' section includes checkboxes for 'Full text', 'Peer reviewed', and 'Scholarly journals', and a 'Date range:' dropdown set to 'All dates'. A 'More options' section is expanded, showing 'Source type' and 'Document type' lists with checkboxes for various categories like Books, Conference Papers, Magazines, Newspapers, and more. Below these are 'Document feature' and 'Language' lists. The right sidebar contains 'Search tools', 'Thesaurus', 'View field codes help', 'Search tips', and 'Search subject areas' with a list of subject categories like The Arts, Business, Health & Medicine, History, Literature & Language, and News & Newspapers.

### Limit Results

The limit results to options let you focus your search in different ways. If you want to read articles on the computer, limit your search to articles available in full text format. Other options let you limit your search to scholarly journals, including those that are peer reviewed.

### Date Range

If you know when an event occurred, or want information from a specific period, enter a date range to find articles published during that time period.

## Other Limits

You can focus your search with several options. By limiting the data searched, you can tightly focus your search. For example, enter a Source Type to limit your search to articles appearing in a Scholarly publications.

## Sort results by

You can sort your results by a variety of options. The default is most recent first, but other options may include most relevant.

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## Search Tips

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### Enter Your Search Terms Carefully

You can improve your searches by carefully selecting search terms.

- Use specific terms. A search for Bush will find articles mentioning US Presidents George Bush and George W. Bush, articles on the Australian outback, and other subjects. A search for "George W. Bush" will limit your search to articles dealing with the younger President Bush.
- Combine terms with Boolean Operators. Entering multiple terms can focus your search. Use operators to explain how they interact ("dog, and not cat", "Hillary appearing within two words of Clinton").
- Add phrases. You can combine keywords and specific phrases to get the information you're most interested in. Phrases should be surrounded by quotation marks if they are three words or longer. For example, you might search for "First Amendment rights" AND music industry to find articles discussing first amendment rights issues in the music industry.
  - Use "quotation marks" to search for exact phrases.
  - 2 word queries (such as **circus elephant**) are searched as an exact phrase by default.
  - 3 word queries (such as **new york orchestra**) are searched as words that need to appear in proximity to each other by default.
  - Use special characters and operators (below) to focus your query.

### Truncation and Wildcard Characters

- \* The symbol \* is used as a right-handed truncation character only; it will find all forms of a word. For example, searching for **econom\*** will find "economy", "economics", "economical", etc.
- ? The symbol ? is used to replace any single character, either inside the word or the right end of the word. ? cannot be used to begin a word. For example, searching for "**wom?n**" will find "woman" and "women." Searching for "**t?re**" will find "tire", "tyre", "tore", etc.

### Operators

Boolean, proximity and adjacency operators are used to broaden and narrow your search.

**AND** Find all the words. When searching for keywords in "Citation and Document Text," AND finds documents in which the words occur in the same paragraph (within approx. 1000 characters) or the words appear in any citation field. Use W/DOC in place of AND when

searching for keywords within "Citation and Document Text" or "Document Text" to retrieve more comprehensive results.

*Example:* internet AND education

**AND** Find documents which have the first word, but not the second word.

**NOT** *Example:* Internet AND NOT html

**OR** Find any of the words.

*Example:* Internet OR intranet

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## Example Searches

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The examples below illustrate the kinds of searches you can build in Basic Search or Advanced Search using operators and fields.

### **weather**

Finds documents that contain the word **weather**.

### **educat\***

Finds documents containing the words **education**, **educator**, **educate**, and **educating**.

The "\*" is the truncation symbol to find multiple forms of a word.

### **weather AND pacific ocean**

Finds documents that contain the word **weather** and the phrase **pacific ocean**.

### **"Blair Witch Project"**

Finds documents that contain the phrase **Blair Witch Project**.

Always enclose phrases longer than two words in quotation marks.

### **sub(mars) AND water AND life**

Finds documents about Mars that mention water and life. The Subject Terms search field will help you find documents that are about a particular subject.

Keywords (such as **water** and **life** as in the example) focus your search more precisely.

### **cap(panda) AND zoo**

Finds documents that have image captions containing the word **panda**. Use the Caption search field to find documents containing specific kinds of photos, charts, graphs, maps, or other graphics.

### **author(Dave Barry)**

Finds documents written by Dave Barry, a popular commentary writer.

### **at(book review) AND name(Stephen King)**

Finds book reviews of works by Stephen King. Use the document Type search field to find different kinds of documents, including biographies, interviews, and recipes.

Note that dtype is also a valid syntax form for document Type.

**source(Fortune) AND company(Ford) AND PDN(>03/01/2001 AND <10/30/2001)**

Finds documents from the magazine Fortune about the company Ford published between March 1, 2001 and October 30 2001. Use the Source search field to restrict your search to a specific newspaper or journal. Use the Company field to restrict to a specific company.

**at(movie review-favorable) AND "Blair Witch Project"**

Finds favorable movie reviews of the movie Blair Witch Project.

**stype(newspaper) AND at(obituary) AND John F. Kennedy Jr.**

Finds newspaper obituaries about John F. Kennedy Jr.

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## Search Result List

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The Results page shows you the documents that contain matches to your search words.

The screenshot shows the ProQuest Research Library search results page. At the top, it indicates the search criteria: "college students" and alcohol. The search has yielded 9825 results. A "Suggested subjects" box offers related terms like "College students AND Alcohol" and "College students AND Alcohol use". The results list includes three entries, each with a title, author information, and a brief abstract. The first entry is "Adverse consequences of student drinking: The role of sex, social anxiety, drinking motives" by Norberg, Melissa M; Olivier, Jake; Alperstein, Dion M; Zvolensky, Michael J; Norton, Alice R. The second entry is "'Partier' self-concept mediates the relationship between college student binge drinking and related adverse consequences" by Reslan, Summar; Saules, Karen K; Serras, Alisha. The third entry is "'This would be better drunk': Alcohol expectancies become more positive while drinking in the college social environment". On the right side, there are options to sort results by date (most recent first) and narrow results by source type, including Scholarly Journals (6777), Newspapers (1136), Trade Journals (945), Magazines (849), and Other Sources (62).

You can use the “Suggested subjects” to focus your search. These are alternate topics, shown in the box at the top of the results, related to the search terms you have entered. ProQuest compares your search terms to the available index terms, index term pairs, and publications for the database(s) you are searching. It then provides you with suggestions that can help you focus

your search. Suggested Topics appear in order by relevance (best suggestions and matches first) and often contain pairs of index terms to help focus results. When you click on one of these topics, a new search is performed. From the results page you will also see the **Narrow results by:** options. Here, you can select to view Source type, Dates, or Publications. You can select from these options to narrow your search by adding these choices to your search using AND.

To read a document in your Results list, just click the document's title. The document will open in the best-available format. This may include one of these formats: Text+Graphics, Full Text, Article Image, Document - PDF, Page Map, Page Image, Citation/Abstract. To view a document in a specific format, click the icon corresponding to the format you want. Shown below is an example of a complete citation and full text.

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## Full Record

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Shown below is an example of a complete citation with full text.

To see the document you're currently reading in a different format, choose the format you want from the document format list next to "Other formats". This example has two full text formats.

The screenshot shows a ProQuest Research Library article page. At the top, it indicates the search results and provides navigation options like 'ProQuest Home', 'Preferences', 'English', and 'Help'. The article title is 'Managing Stress and Maintaining Well-Being: Social Support, Problem-Focused Coping, and Avoidant Coping' by Chao, Ruth Chu-Lien, published in the Journal of Counseling and Development, JCD 89, 3 (Summer 2011): 338-348. Below the title, there are options for 'Other formats' including 'Citation/Abstract' and 'Full text - PDF (2 MB)'. The 'Full text' section is expanded, showing an 'Abstract (summary)' and a 'Full text' section. The abstract and full text sections contain detailed information about the study, including its purpose, methods, and findings. The full text section includes a 'Headnote' and a concluding sentence: 'From both theoretical and practical perspectives, there is lack of clear understanding of the factors that can'.

From this full citation you can print or email the citation, abstract, and / or full text. You'll find **Cite** above the title of your document, along with other options for handling the document you're reading. When you click **Cite**, it will open a window with a formatted citation you can include in a bibliography. Use the dropdown menu to select the desired citation format (APA, MLA, etc.).

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## PUBLICATIONS Searching

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Publication Search makes it easy to find the latest issue or a specific back issue of a favorite magazine, journal, or newspaper.

1. Enter a word or phrase into the search field and click **Search**. If you don't know the complete title, enter the words you know.
2. Click the title of the publication you want to browse. A list of available issues appears. Below the title you will see the coverage dates and any embargo periods.
3. Click the issue you're interested in to review a complete list of documents available. Or enter a keyword search into the search field and click Search to search within the selected publication. You can also click the Publication Information link to view more information about the selected publication.

You are searching: 1 database (See list | Change >)

0 selected items | My Research | Sign in

< ProQuest Home

ProQuest **ProQuest Research Library**  
Search | Advanced ▾ | Publications | About

Preferences | English ▾ | Help ?

### Publication Search

In title

List of 4993 publications

Show full text only View list as:  Summary  Title only

All 0-9 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

All

1 [1001 Home Ideas](#)

**Coverage:** Jan 1988(no. 174) - Jun 1991(no. 214)  
(with exceptions)  
(delayed 0 years)

**Publisher:** Family Media, Inc.

**Language(s):** English

**ISSN:** 0278-0844

**Place of Publication:** New York

2 [100 Great Business Ideas : from Leading Companies Around the World](#)

**Coverage:** 2009 - present  
(with exceptions)  
(delayed 0 years)

**Publisher:** Marshall Cavendish International (Asia) Pte Ltd

**ISBN:** 9781905736072

**Year:** 2008

3 [100 Great Sales Ideas : from Leading Companies Around the World](#)

**Coverage:** 2009 - present

Narrow publications list

- Source type
  - Scholarly Journals (3335)
  - Trade Journals (770)
  - Magazines (751)
  - Reports (69)
  - Other Sources (30)
  - More options...
- Journal Subject
- Language
- Database
- Publisher

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## Print or Email Results

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To print, click the print link. The print dialog box will pop up. To email your document(s):

1. Select the citation style to use when sending the document.
2. Select the format to use when sending the document (the formats available will vary, depending on the document(s) selected). The possible formats are:
  - **Brief Citation.** A citation in the chosen bibliographic format and a link to the document.
  - **Document Summary.** A citation in the chosen bibliographic format, a list of indexed terms (if available), abstract (if available) and a link to the document.
  - **Full Text or Text + Graphics (HTML).** A citation in the chosen bibliographic format, a list of indexed terms (if available), abstract (if available), the document text (or the document text + graphics) and a link to the document.  
Note: Any emailed graphics will be reduced to half size.
  - **PDF or other full text file** A citation in the chosen bibliographic format, a list of indexed terms (if available), abstract (if available), a link to the document, and the document as an attachment, if it is under 5MB. If the document has multiple files associated with it, you may receive them in multiple emails.
  - **Image.** A citation in the chosen bibliographic format, a list of indexed terms (if available), abstract (if available), a link to the document, and the document in .pdf format as an attachment. The .pdf document will include brief citation information in the header.
3. Enter the email address to which you'd like to send the document.
4. The remaining fields are optional and include: a subject header for the email, and any comments you'd like to include in the body of your email.
5. Click **Send Email**. A note appears confirming that your email has been sent.

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Kinlaw Library, Asbury University, Wilmore, KY 40390