How to use ProQuest Research Databases

In ProQuest you can search the following database resources: ABI/INFORM Collection, Hoover’s Company Profiles, ProQuest Dissertations & Theses A&I, PsycARTICLES, PsycINFO, and more.

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Tips for Database Searching

• Before entering a database, have a tentative strategy in mind. Do fully review the assignment or research project parameters.
• Identify possible search terms or keywords (including phrases) to use.
• Explore the limiters, or options, available in the databases. These limiters include: peer reviewed, publication date ranges, publication type, and more.
• Databases search using keywords and keyword phrases connected by AND, OR, NOT. A sample search would be: football AND “college athletes”.
• Using quotation marks around common phrases can help, as this tells the database to find those words together.
• Remember to track sources you identify (by writing them down, using a formal tracker, or setting up an account for a free folder in the database). This will help you when the research is complete and you are writing and citing.
• Be mindful while researching, databases do not autocorrect misspellings.
ProQuest Basic Search

When you select ProQuest, this takes you to the Basic Search screen. You can type words in the top box, or select any of the filter options. To further refine you can click on the words Advanced Search just below the keyword box on the Basic Search screen.
The Power of the Advanced Search

If you click on the words **Advanced Search** a new window opens with more options. In this area you can set special limiters for each keyword.
Select a Field Limiter

Next to each keyword box on the Advanced Search screen are drop down menus titled Anywhere. You can set a search to look for keywords in the title, in the subject area, by author, or source.
Using Document title-TI
You can try using Document title-TI which tells the database to find your terms in titles of articles. This can help better target your research.

- Full text can be selected to view results with full text access. In addition, if Peer reviewed articles are needed, that box can be selected as well.

Using Subject heading (all)-SU
If you know the subjects, which are specific terms databases may use to describe a topic, you can set a search term by setting the drop down menu to Subject heading (all)-SU.
Understanding the Results Screen

On the results screen there is a lot of information.

Here are some points to review:

- Review titles and the citation information below (see author, publication, date, and database origin).
- See if the item is available in full text. Look for HTML Full Text or PDF Full Text.
- Review the Subjects area for other search terms to try out.
Narrow Results: Left Navigation Area on the Search Results Page

On your results screen look to the left at the **Refine Results** area. Here you can further update the search by selecting Full Text, setting it for Peer Reviewed, set a source type, and more. Selecting an option here will automatically update the search.
Dissertation Research

To target a search for doctoral dissertations, on the Advanced Search screen in ProQuest, select Doctoral dissertations in the Manuscript type area. You can then place in keywords to identify materials.
Creating Database Folders

In ProQuest there is an area for users to create research folders. In the upper right of the Basic Search or Advanced Search screens, click on the outline of the person. You can then create a folder to save research to while using ProQuest. Users create their own free account, there is not an administrative login. Each database vendor will require a separate account (ProQuest, EBSCO, Gale, etc.)

- It is important to note databases may create temporary folders while you search. However, in order to save resources to view later on, you need to sign in to that databases folder area.

Here is the screen to create the free folder account or sign in:
ProQuest Help
ProQuest does offer tips and tutorials for exploration. On the Basic Search or Advanced Search screen, in the upper right click on the question mark “?”

- A new window opens featuring search information.

Contact the Academy Library
Please do feel free to contact a member of the Academy Library’s staff by phone, email, and chat.

Phone and email reference assistance is available Monday-Friday 8 a.m. to 5 p.m. CST.

- General library email: library@ussa.edu
- For the library, please call (251) 626-3303.

Staff policy is to respond to all inquiries within 18 hours during the business week.

The Academy’s library also offers 24/7 Librarian chat, available on the library’s homepage on the right side. Students can chat with a librarian anytime, 24 hours a day, 7 days a week, even during holidays.