How To Use

Proquest databases provide Asbury College students, faculty, and staff with access to four 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.

For further information on this service or any other research questions, please contact a Reference Librarian at the Kinlaw Library Reference Desk, by phone at x2257, or by e-mail at library@asbury.edu.

Databases available through Proquest

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.

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 “databases selected” 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 “continue” 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.

ProQuest

Databases

Select the database(s) you would like to search, then click Continue. Search a single database by clicking on its name. Databases with checkboxes can be cross-searched.

- All-Press Watch (APW) (ID: 14385)
  - A full text database comprised of the newspapers, magazines and journals of the alternative and independent press.
  - Coverage: varies | View titles

- Career and Technical Education (ID: 2386)
  - Search vocational and technical periodicals covering all aspects of the VoTech curriculum.
  - Coverage: 1991 - present | View titles

- National Newspaper Abstracts (ID: 1807)
  - Abstracts and indexing for New York Times, USA Today, and Wall Street Journal, included with a subscription to Research Library or Discovery.
  - Coverage: Varies | View titles

- ProQuest Computing (ID: 3196)
  - Science, Technology; Journals and magazines
  - Search top computing journals in full text for research on subjects such as database design, software development, web commerce, LANS, WANs, Intranets, and the Internet.
  - Coverage: 1995 - current | View titles

- ProQuest Religion (ID: 3319)
  - Search a comprehensive collection of journals covering religious issues and perspectives, including religious news and information, commentary on topics of general interest from the perspective of a particular religion, and formal theological studies.
  - Coverage: 1995 - present | View titles

- ProQuest Research Library
  - Search the full collection of journals, magazines and newspapers for information on a broad range of general reference subjects.
  - Coverage: Varies | View titles

- Research Library Core (ID: 414)
  - Search for basic coverage of a broad range of subject areas including: arts, business, children, education, general interest, health, humanities, international, law, military, multicultural, psychology, science, social sciences, and women’s interests.
  - Coverage: Varies | View titles
The BASIC SEARCH Screen

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

Use Date Limits
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.

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.

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 Publication Title to limit your search to articles appearing in a specific publication. Some databases let you click Browse publications to select a publication from an index of those available.
Limit Where to Search

The “Look for terms in” field will let you select where to search—within Citation and abstract or Citation and article text for your search terms. Searching in Citation and abstract is more likely to find articles whose main focus meets your search terms because your term must appear within the citation, the abstract or the indexing, making it more likely that your term is an integral concept of the article. Searching in Citation and article text will find more articles, because it will find articles that mention your search terms anywhere within the article. When you search just the citations and abstracts, ProQuest searches the following fields (this may vary, depending on the databases you are searching):

- Author
- Personal Name
- Abstract
- Product Name
- Article Title
- Subject Terms
- Company Name
- Source (publication title)
- Geographical Name

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.

Search Tips

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.
   Example: Internet AND NOT html

OR Find any of the words.
   Example: Internet OR intranet

W/# Find documents where these words are within some number of words apart (either before or after). Use when searching for keywords within "Citation and Document Text" or "Document Text."
   Example: computer W/3 careers

W/PARA Finds documents where these words are within the same paragraph (within approx. 1000 characters). Use when searching for keywords within "Document Text."
   Example: internet W/PARA education

W/DOC Find documents where all the words appear within the document text. 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 W/DOC education

NOT Find documents where these words appear but are not within some number of words apart (either before or after). Use when searching for keywords within "Citation and Document Text" or "Document Text."
   Example: computer NOT W/2 careers

PRE/# Find documents where the first word appears some number of words before the second word. Use when searching for keywords within "Citation and Document Text" or "Document Text."
   Example: world pre/3 web
Example Searches

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.
Advanced Search Screen

Advanced Search is a powerful way to search with ProQuest. Enter your word or phrase, and use the fields to focus your search. The advantage of this search is the ability to use all of the search features Proquest has to offer.

1. Enter a word or phrase into the search field.

2. If you're combining your search with additional search words:
   - Choose the operator (for example, AND or OR) you want to use.
   - Add your search word to the search field next to the operator list.
   - From the drop-down menu, select the field to search.
   - Continue adding words as needed. If you want to add more terms, click Add a row.

3. When you finish entering your terms, click Search.

You can focus your search by using the options listed under the “More Search Options” tab.
Search Result List

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

You can use the “Suggested Topics” 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. You can click Next and Prev to view more terms. When you click on one of these topics, a new search is performed and you will see the Narrow your results by: options. Here, you can select to view Topics, Dates, or Publications. You can select from these options to narrow your search by adding these choices to your search using AND. As you add terms to narrow your search, you will notice a bread crumb trail below the ProQuest Smart Search, showing each of the terms you added. Each term is a link, which you can use to step back in your search. If you add a term, and find it takes your search down the wrong path, you can easily backtrack by clicking on earlier terms.

Another choice on this page includes, “Refine Search”, which allows you to reconstruct your search terms, or to change the search altogether.

The tabs on the Results page let you filter your results, displaying subsets of the documents found. The filtering tabs that are available will depend on the ProQuest Collection you are working with. These filtering tabs may include:

- **All sources** This is the default selection, and displays all documents found.
- **Scholarly Journals** Display only documents in scholarly journals (including peer reviewed journals).
- **Magazines** Click this tab to display only documents found in magazines.
- **Trade Publications** Click this tab to display only documents found in trade publications.
- **Newspapers** Click this tab to display only documents found in newspapers.

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.

### Full Record

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

To see the document you’re currently reading in a different format, choose the format you want from the document format list on the right side of the screen.

From this full citation you can print or email the citation, abstract, and / or full text. You'll find **Cite this** above the title of your document, along with other options for handling the document you’re reading. When you click **Cite this**, 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.).
PUBLICATIONS Searching

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. Or Click **Show all publications** to view all available publications.

2. A list of titles appears. For publications available in full text format, you will see the coverage dates available, as well as any embargo periods.

3. 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.

4. 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.
Print or Email Results

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. You cannot send the document to multiple addresses.
4. Enter your name (optional).
5. Enter the email address to which you’d like to send the document. You cannot send the document to multiple addresses.
6. 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.
7. Click **Send Email.** A note appears confirming that your email has been sent.