

ProQuest ABI/INFORM Collection – user guide

COVERAGE

ProQuest ABI/INFORM Collection is a full text database holding thousands of full-text journals, dissertations, working papers and key business & economics periodicals - covering Business, Finance, Economics journals, company profiles and country and industry reports.

ACCESSING ABI/INFORM Collection

This database can be accessed from on and off-campus via the university Portal using your university ID and password.

Once inside the Portal select the *Learning Resources* tab, then select *databases*, ABI is the second one on the list.

SEARCHING

The screenshot shows the ProQuest Advanced Search interface. At the top, there are tabs for "Advanced Search", "Command Line", "Thesaurus", "Field codes", and "Search tips". The "Advanced Search" tab is active. Below the tabs, there are two search input fields. The first field contains the text "corporate" and has an arrow pointing to it from the annotation "Insert search terms.". The second field contains the text "responsibility" and has an arrow pointing to it from the same annotation. Between the two fields is a dropdown menu set to "AND" and an "OR" option. To the right of each search field is a dropdown menu for the search scope, both set to "Anywhere except full text – ALL". An arrow points from the annotation "Specific parts of the record can be searched i.e. Author, title etc." to the "Anywhere except full text – ALL" dropdown menu. Below the search fields, there is a section for "Limit to:" with checkboxes for "Full text" and "Peer reviewed". Below that is a "Publication date:" dropdown menu set to "All dates". At the bottom right, there are "Search" and "Clear form" buttons. An arrow points from the "Limit to:" section to the text below.

You can limit the search to content available in full text and or peer reviewed sources. Date range limits can also be set.

Very complex searches can be constructed but initially it is best to keep things simple.

Combining search terms

AND narrows your search, for example: **accounting AND standards** will only retrieve articles where both terms are present.

OR broadens your search, for example: **tax OR taxation** will retrieve articles where one or both terms are found.

Use **AND NOT** to eliminate terms, but use it cautiously or you may miss valuable articles.

Searching for a particular article. You can construct your search by using author, date, title etc. from the options available, even if you don't have the full reference.

Search tips

- Use “quotation marks” for exact phrases e.g. **“financial reporting standards”**.
- Use * symbol at the end of a word to represent *any number* of characters e.g. **account*** will find **account, accountancy, accounting, accountability** etc.
- Use ? symbol to represent *one* character in a word or at the end of a word e.g. **organi?ation** will find both **organisation** and **organization**.

RESULTS

The search results are listed by relevance but can also be sorted by date.

Icons indicate the type of document. The key to the icons is on the left. Clicking here will narrow to one document type eg. Scholarly Journals.

The screenshot shows a search results interface. On the left, there is a 'Narrow results' sidebar with a 'Source type' section containing icons and counts for Trade Journals (8,602), Scholarly Journals (4,603), Wire Feeds (3,649), and Newspapers (1,844). The main results area shows two items. The first item is 'Corporate Responsibility: Putting Your Act Together' by Moskal, Brian S. in *Industry Week* 214.2 (Jul 26, 1982): 50. It has a document icon and a 'U Find it' button. The second item is 'The development of governance structures for corporate responsibility' by Spitzcek, Heiko. in *Corporate Governance* 9.4 (2009): 495-505. It has a graduation cap icon and a 'Full text - PDF (228 KB)' link. Annotations with arrows point from the text above to the 'U Find it' button, the 'Full text - PDF' link, and the 'Selected items' link at the top of the results list.

Documents can be tagged and added to a marked list which can be viewed by clicking on the ‘selected items’ link another at the top of the page.

Documents not available full text will show the ‘U Find It’ icon. If you click on this, the system will attempt to find full-text library source for this document.

VIEWING RESULTS

Click on the symbol below each reference to see either:

Full Text (Text – graphics may not be positioned as in the original article).

Full text - PDF (Displays the article as originally published).

If you have not selected *full-text articles only*, some articles will only have an abstract available.

THESAURUS

It is also possible to search using the thesaurus of words that have been used to index the documents in the database – click on 'Thesaurus' at the top right of the search box.

Subject words are those used to index documents so should result in a more focused search.

ProQuest Thesaurus

Search terms: entrepreneurship

Contains word(s) Begins with

Browse terms: 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

Click a term in the list below to see available narrower, broader, and related terms. [Learn more](#)

Subject terms found: Entrepreneurship Entrepreneurship education Social entrepreneurship

Tick the box for any subject terms matching your query.

Combine terms with And, Or, Not.

0 terms selected view

Combine using:
 OR AND NOT

[Close](#)

Click on 'Add to search' to move these terms to a search box.

SU.EXACT("Social entrepreneurship") OR SU.EXACT("Entrepreneurship") in Anywhere except full text – ALL

AND OR in Anywhere except full text – ALL

+ Add a row

Limit to: Full text Peer reviewed

Publication date: All dates

[Clear form](#)

Then click on the 'Search' button to run the search. This will give you the normal results listing.

MARKING, SAVING, PRINTING OR EMAILING YOUR RESULTS

When you have completed a Search, your results appear on the Screen in sets of 10. Scroll to the bottom of the page and click on **Next** to go to the next 10.

There are a number of ways you can retrieve your results in order to keep them.

To print or save to disk we advise that you do so when the full-text article is displayed on the screen as a pdf file. Often you will be given the option to view the article as a text file, although sometimes there is an advantage in viewing this way, any graphics in the article may not be at the appropriate place in the text.

- From the **page image** (pdf file), you should use the **print** or **save** icons within the Acrobat reader and these will print or save the article exactly as it appeared in the printed journal, complete with graphics. **This is the best way to print or save documents.**



You will need to select documents for printing or saving (tick in box beside record). When you click on Print or Save you will be given the choice of whether to save just the reference or the full text.

CITATIONS

If you have access to a bibliographic software package (eg. RefWorks), you can move citations from your marked list (Selected items list) for a bibliography by clicking on the **Export** button.

From the next screen choose how you want to download your citations.

HELP

Help screens are available at all stages of your search. These can be accessed by clicking on the **Help** button at the top right of the screen.

You can also use the **Search Tips** in **Tools** for quick help while you are searching.