



Hints and Tips for using

ProQuest Databases

Includes: Research Library
Education Journals
Ethnic NewsWatch
National & Regional Newspapers
Nursing & Allied Health
Psychology Journals

Basic **Advanced** Topics Publications My Research
0 marked items

Advanced Search

Tools: [Search Tips](#) [Browse Topics](#)

Limit by date, full text, or scholarly journals

AND
 AND
[Add a row](#) | [Remove a row](#)
 Database:
 Date range:
 Limit results to: Full text documents only
 Scholarly journals, including peer-reviewed

- Citation and abstract
- Citation and document text
- Abstract
- Author
- Company/Org
- Document text
- Document title
- Person
- Product name
- Publication title
- Section
- Subject

Default search looks in Citation and abstract
OR
Look for your search terms in these specific fields (fields can vary by database)

- To search for word variations with unlimited characters use truncation symbol *:
*litera** gets *literary, literature, literatures* as well as *literal, literally*
- To search for single character variations use ?: *wom?n, colo?r,*
- To find articles about people change default to **Person** (not Subject). Enter the name (order does not matter). *Toni Morrison* as a person and *beloved* in citation and abstract will find reviews and criticism of the novel – limit to Scholarly for more substantial items.
- To find articles by a person change default to **Author**; name order does not matter.
- To search for phrases: two words are searched as a phrase: *global warming* For three or more words or for common words use quotation marks: *“the sound and the fury”*
“that was then”
- Review your results for articles that may be useful to your research. “Mark” selected articles.
- Click on the “My Research” tab to e-mail the list *and any full text documents* to yourself and/or export the *citations* to RefWorks.
- To view / print / email full text documents click on the appropriate icon:

Full text	Text+Graphics	Full Text - PDF	Link to full text	Abstract
Text only No graphics	Will include all charts, graphs and photos	As it would appear in the print journal	Text is available in another database	Citation info and abstract only

More Search Options

This section allows you to limit your search using different fields or by specific types of articles or features (these options can vary by database).

- Publication title – Limit results to articles in a particular journal or newspaper
- Use Location to limit to articles with the location as a prominent component of the article
- NAICS (SIC) Census bureau codes defining a type of business or industry – Use to find articles about specific industries
- Use Document type to limit to reviews, editorials, and other specific kinds of articles

AND	Publication title:	<input type="text"/>
AND	Subject:	<input type="text"/>
AND	Company/Org:	<input type="text"/>
AND	Person:	<input type="text"/>
AND	Location:	<input type="text"/>
AND	NAICS:	<input type="text"/>
AND	Document feature:	Any feature <input type="button" value="v"/>
AND	Document type:	Any document type <input type="button" value="v"/>

Publication type:

Exclude from results: Book Reviews
 Newspapers

Sort results by:

Results per page:

Document feature
includes:
Charts
Diagrams
Illustrations
Photographs
Etc.

Document Type
can include:
Case Study
Editorial
Interview
Obituary
Review
Speech
Etc.

Check Book Reviews or Newspapers to REMOVE them from your search results (options may vary by database)

Use Document type to LIMIT results to book or other reviews

Exporting to RefWorks

1. Mark selected articles (consider saving all full text articles in one batch).
2. Click on My Research tab to see your Marked Items.



- [Create your bibliography](#) to email, print, or download.
 - [Email marked documents](#) with a bibliography.
 - [Export citations](#) into EndNote, ProCite, RefWorks or Reference Manager.
 - [Create a web page](#) with links to your articles, searches, and publications.
3. Click **Export citations**.
 4. Then click **Export Directly to RefWorks**. RefWorks login will open in a new window.
 5. Edit the full text articles to give the appropriate database name, date accessed, and data source (ProQuest).
 6. Also e-mail the marked documents to yourself.