

## Business Source Complete

### What is Business Source Complete?

Business Source Complete is a scholarly business database, providing bibliographic and full text content. Indexing and abstracts for the most important scholarly business journals back to 1886 are included. It also indexes the cited references for more than 1,200 journals and contains detailed author profiles for the 20,000 most-cited authors in the database. Additional full text, non-journal content includes financial data, books, monographs, major reference works, book digests, conference proceedings, case studies, investment research reports, industry reports, market research reports, country reports, company profiles, SWOT analyses and more.

### Access

1. At the Library Home Page (<http://www.cityu.edu.hk/lib/>), select **E-Resources**.
2. Select **Databases: Title List**.
3. Select **Business Source Complete** from the alphabetical list of databases.

### Search

Select a search method:

- **Basic Search** provides both the ability to keyword search and a "lookup" feature that lets you search within the Indexes and Authority Files. The links below the Basic Search box also let you browse Company Profiles, Industry Reports, Country Reports and Market Research Reports.
- **Advanced Search** is the default search mode which offers multiple text boxes, searchable fields, and various search options allowing you to create a well-focused search. You can also build a search using search history, specific limit and expand options.

### Basic Search

1. Enter search term(s)

2. Click to start search.

If a radio button other than **Keyword** is selected, the particular index will be displayed at the closest match to your search term.

## Advanced Search

1. Enter search term(s).

2. Select a field.

3. Select operator\* to combine terms entered in multiple text boxes.

4. Set limit options, if desired.  
(Limiting results to Full Text is not recommended as you can use the SFX button in the results to find full text from other sources.)

5. Click to start search.

If desired, you can ask the system to suggest an appropriate subject term:

- check the "Suggest Subject Terms" box
- enter a word or phrase in the "Find:" box
- Click the Search button.

\* Note that "and" takes precedence over "or" when grouping items together.

## Search Tips

### Boolean and Proximity Operators

Operator	Example	Finds articles containing...
AND	shopping <b>and</b> internet	shopping and internet in the same document
OR	survey <b>or</b> research	survey or research, or both, in the document
NOT	television <b>not</b> cable	Television, but not cable
N#	business <b>N3</b> reengineering	business within 3 words of reengineering, i.e., "business reengineering", "reengineering of business ...", etc.
W#	quality <b>W4</b> management	quality within 4 words of management, <i>in the order specified</i>

where # is a number

### Use of Parentheses:

Use parentheses to specify the order of Boolean operations, e.g., enter (online shopping or electronic commerce) and (marketing strategies or business planning) to search for documents containing the phrase "online shopping" or "electronic commerce", and also the phrase "marketing strategies" or "business planning".

### Wildcard and Truncation Symbols

Symbol	Function	Example	Finds articles containing...
?	to substitute a single character	wom?n	woman or women
*	Searches for words containing a common word root	manage*	manage, manager, managers, management, etc.

## Display Results

Click to go back to the Search page and refine your search statement.

Add the search statement to the folder for later use.

Display the link to the search, you can then copy the link and paste it to a web site, document, or email.

Click to create a RSS search alert ^.

Select to sort results in different order, if desired.

Click to add records to a folder for later viewing on screen, saving, printing or e-mailing.

Click to display the list of articles in this database that have cited this article.

Click on a title to view full record.

Display full text of the article \*\*.

Click to check availability of full text via SFX.

Click to display the list of references cited in this article.

Click and select to display results from a particular publication type, if desired.

Annotations on the screenshot include: 'Refine Search', 'Add search to folder', 'Display link to search', 'Create alert for this search', 'Filter results by', 'All Results: 1-20 of 31', 'Page: 1 2 Next', 'Sort by: Date', 'Add (1-20)', 'Narrow Results by', 'Subject', 'PERFORMANCE', 'CHANGE agents', 'RESISTANCE to change', 'HERKERT, Craig', 'WATER quality', 'ADAPTABILITY (Psychology)', 'More >', 'Subject: Thesaurus Term', 'Company', 'Publication Type', '1. Human Capital: DOD Needs Better Internal Controls and Visibility over Costs for Implementing Its National Security Personnel System: GAO-07-851', 'PDF Full Text (1.6MB)', 'S-F-X', '2. CLEAR COMMUNICATION IS KEY TO BEATING OFFICE POLITICS', '3. Changing Public Organizations: Four Approaches', 'Cited References: (47) Times Cited in this Database: (1)', 'PDF Full Text (69KB)', 'S-F-X'.

\*\* Full text can be available in different formats:

### HTML Full Text

Full text of the article in HTML format

### HTML Full Text

Complete article text in HTML format, along with photographs, illustrations, figures, charts, or other images that can be viewed and saved as separate files

### PDF Full Text

Scanned images of articles in Portable Document Format (PDF)

### Linked Full Text

Full text of the article provided by other EBSCOhost databases or subscribed e-journals

^ A pop-up screen displays with the search alert information. Copy the **Syndication Feed URL** into your newsreader.

## Print/E-mail/Save/Export Search Results

To print/e-mail/save/export a single record:

- Click on the [Print](#) [E-mail](#) [Save](#) [Export](#) links at the top of the citation/full-text record.
- Use the **Print/Save** button in Adobe Reader to print/save articles in PDF.

To print/e-mail/save/export marked records in folder:

- i) Click on the [Folder](#) link at the top of the screen to display all marked records.
- ii) Click on the [Print](#) [E-mail](#) [Save](#) [Export](#) links at the top of the marked records list.
  - You can e-mail/save citations in a format that can be used in a bibliographic management software (such as RefWorks) by using the *Export Manager*.

## Save Searches and Alerts

(for Advanced Search only):

Searches can be saved and retrieved later. If a search is saved as **Alert**, the search will be run automatically and notification can be sent to you via e-mail when there are results retrieved. A personal account is required:

1. Click on the **Search History / Alerts** link in Advanced Search.
2. Click on the **Retrieve Searches** or **Retrieve Alerts** or **Save Searches/Alerts** link, you will then be directed to the Login page.
3. Click on I'm a new user and create a personal account.