



ProQuest Databases

Available ProQuest Databases

- ABI/INFORM Dateline
- ABI/INFORM Global
- ABI/INFORM Trade & Industry
- Academic Research Library
- Accounting & Tax
- Banking Information Source
- Career and Technical Education
- Pharmaceutical News Index
- ProQuest Asian Business and Reference
- ProQuest Computing
- ProQuest Dissertations and Theses – A&I
- ProQuest Education Journals
- ProQuest European Business
- ProQuest Medical Library
- ProQuest Newspapers
- ProQuest Religion
- ProQuest Research Library: Health Module
- ProQuest Science Journals
- ProQuest Social Science Journals
- ProQuest Telecommunications
- U.S. National Newspaper Abstracts

Access

1. At the Library Home Page (<http://www.cityu.edu.hk/lib/>), select **E-Resources**.
2. Select **Databases: Title List**.
3. Select **ProQuest Databases** or any ProQuest database titles in the alphabetical list of databases.

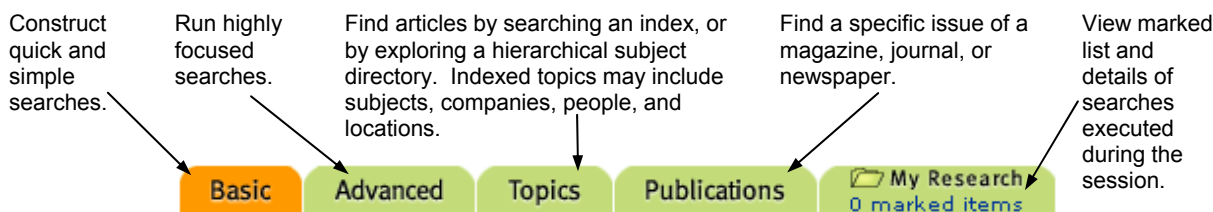
Refer to the **Guide to Remote Access** (<http://www.cityu.edu.hk/lib/instruct/guides/eresguid/remote.htm>) for accessing the database from off-campus.

Getting Started

Select Database(s) to Search

By default, all databases are selected. To select specific databases to search, click on **Clear all databases** and then check the boxes next to the database titles. Click **Continue** to move to the Basic Search screen.

ProQuest Toolbar



Search

Basic Search

The screenshot shows the 'Basic Search' page. At the top, there are links for 'Tools: Search Tips' and 'Browse Topics'. Below is a search input field with a 'Search' button and a 'Clear' button. A dropdown menu for 'Database' is set to 'Interdisciplinary - Academic Research Library', with a link to 'Select multiple databases'. A 'Date range' dropdown is set to 'All dates'. Under 'Limit results to:', there are checkboxes for 'Full text documents only' and 'Scholarly journals, including peer-reviewed'. A 'More Search Options' link is visible. Annotations 1-6 point to the search input, database dropdown, date range dropdown, 'More Search Options' link, 'Search' button, and 'Clear' button respectively.

1. Enter search term(s).
2. Select a database, if desired.
3. Specify a date range.
4. Check boxes to set search limits, if desired.
5. Click here to display more search options, if desired.
6. Click to begin searching.

Advanced Search

The screenshot shows the 'Advanced Search' page. It features a search input field with a dropdown for 'Citation and abstract'. Below it are two rows of search criteria, each with an 'AND' operator dropdown and a search input field. A link 'Add a row | Remove a row' is present. The 'Database' dropdown is set to 'Multiple databases...'. The 'Date range' dropdown is 'All dates'. Under 'Limit results to:', there are checkboxes for 'Full text documents only' and 'Scholarly journals, including peer-reviewed'. A 'More Search Options' section is expanded, showing various criteria: 'Publication title', 'Subject', 'Company/Org', 'Person', 'Location', 'NAICS', 'Document feature', and 'Document type', each with an 'AND' operator dropdown and a search input field. Below this are 'Publication type', 'Exclude from results' (with checkboxes for 'Book Reviews' and 'Newspapers'), 'Sort results by', and 'Results per page'. Annotations 1-9 point to the search input, operator dropdowns, database dropdown, date range dropdown, 'More Search Options' link, 'Search' button, 'Clear' button, and the 'Document feature' dropdown respectively.

1. Enter search term(s).
2. Select the field to search.
3. Select an operator to combine search terms in different fields.
4. Select a database, if desired.
5. Specify a date range.
6. Check boxes to set search limits, if desired.
7. Specify other search criteria, if desired. You can enter the criteria in the box(es) directly, or click on the Browse links and select term(s) from the index(es).
8. Select document feature, document type, publication type, exclusion, sorting method, and results per page, if desired.
9. Click to start searching.

Search Tips

- Phrase Searching:
 - To search for a two-word phrase, just enter the phrase by itself.
e.g. *market share*
 - To search for a phrase longer than two words, enclose the phrase in quotation marks.
e.g. *"life after death"*

Search Tips (Continued)

- Boolean and Proximity Operators:

Operator	Example	Finds articles containing...
AND	education and internet	<i>education</i> and <i>internet</i>
OR	web or internet	<i>web</i> or <i>internet</i> , or both
AND NOT	education and not internet	<i>education</i> , but not <i>internet</i>
W/#	education w/3 internet	<i>education</i> within three words of <i>internet</i>
NOT W/#	education not w/3 internet	<i>education</i> and <i>internet</i> at least four words apart
PRE/#	education pre/3 internet	<i>education</i> preceding <i>internet</i> by up to three words
W/DOC	education w/doc internet	both <i>education</i> and <i>internet</i> within either the indexed fields or the article text

where # is a number

- Wildcard Symbols:

Wildcard	Function	Example	Finds articles containing...
*	to substitute any number of characters following a word root	manage*	<i>manage, manages, managed, manager, managers, management</i>
?	to substitute a single character in a word	Wom?n	<i>woman, women</i>

- You may use parentheses to specify the order of execution of the Boolean/Proximity operations in your search statement.

e.g. *China and (e-commerce or electronic commerce)*

order of execution:

1. *e-commerce or electronic commerce* → [result set #1]
2. [result set #1] *and* China

Display Search Results

The screenshot shows a search results page with the following annotations:

- Click to refine the search by making changes to the search form.** (Points to the search bar area)
- Click to set up search alert and receive regular email notifications when new documents matching your search are added to the database.** (Points to the 'Set Up Alert' link)
- Click to create a RSS feed.** (Points to the 'Create RSS Feed' link)
- Click on a tab to display results from a particular publication type, if desired.** (Points to the 'All sources' tab)
- Check the boxes to add articles to your Marked List for later printing, e-mailing, saving, etc.** (Points to the checkboxes next to search results)
- Click on any available format icon** to display the article in that format or click on the article title to display the best available format.** (Points to the format icons and article titles)
- Change sorting method, if desired.** (Points to the 'Sort results by' dropdown menu)
- Click to check availability of full text via SFX.** (Points to the SFX icon)

**** Format icons:**

Citation/Abstract Bibliographic information and summary of the article, if available	Full Text Citation, abstract and complete article text	Text + Graphics Citation, abstract, and complete article text, along with photographs, illustrations, figures, charts, or other images	Page/Article Image Scanned images of articles in Portable Document Format (PDF)

Print/E-mail/Cite/Export Search Results

To print/e-mail/cite a single record:

- Click on the respective icons [Print](#) | [Email](#) | [Copy link](#) | [Cite this](#) at the top of the record.
- Use the **Print/Save** button in Adobe Reader to print/save documents in PDF.

To print/e-mail/export marked records of current session in *My Research* folder:

- Click the [My Research](#) **2 marked items** icon at the top of the screen to display all marked records.

My Research [« Back to Results](#)

- 1 • [Create your bibliography](#) to email, print, or download.
- 2 • [Email marked documents](#) with a bibliography.
- 3 • [Export citations](#) into EndNote, ProCite, RefWorks or Reference Manager.
- 4 • [Create a web page](#) with links to your articles, searches, and publications.

Marked Documents [Recent Searches](#) | [Visited Publications](#)

[Mark](#) / [Clear all](#) | [Delete unmarked items](#)

1. [THE INTEGRATION OF TOTAL QUALITY MANAGEMENT INTO SUSTAINABILITY](#)
Petros Christofi, Seleshi Sisaye, George Bodnar. Internal Auditing. Boston: Jan/Feb 2008. Vol. 23, Iss. 1; p. 33 (7 pages)
[Abstract](#) | [Text+Graphics](#) | [Full Text - PDF \(1 MB\)](#)
2. [Reap the Benefits of Total Quality Management](#)
Jack Miller. Contractor's Business Management Report. New York: Dec 2007. p. 1 (4 pages)
[Abstract](#) | [Text+Graphics](#) | [Full Text - PDF \(568 K\)](#)

* The maximum number of documents you can save is 50.

Click to display previous searches in the current session.

Click to display the publications viewed in the current session.

- 1 Click to print/email/download the list of marked citations or document abstracts (not the full text of documents) in your selected citation style such as MLA and APA.
- 2 Click to email marked documents. Each document will be sent in a separate email message.
- 3 Click to export marked citations directly to bibliographic management software, such as RefWorks.
- 4 Click to produce an html file with links to selected documents, previous searches and selected publications in ProQuest.