

ProQuest Databases

Content and Coverage

The **ProQuest platform** hosts over 20 individual databases including -

- **Applied Social Sciences Index and Abstracts (ASSIA)**
- **British Humanities Index**
- **ERIC**
- **International Bibliography of the Social Sciences (IBSS)**
- **National Criminal Justice Reference Service Abstracts**
- **Social Services Abstracts**
- **Sociological Abstracts.**

The **ProQuest professional platform** hosts 3 individual databases –

- **British Education Index**
- **Australian Education Index**
- **ERIC**

Each database contains a range of bibliographic material such as journal articles, conference papers, government documents, books, theses, dissertations and reports covering that particular field. The databases on **each platform** can be searched individually or in combination and offer a wide range of search options including citation searching (see '**Searching**' below).

****Please note** the platforms have a common search interface so the 'look and feel' is the same but they are **distinct** so no cross-searching between the two is currently possible.

How to access ProQuest

- From the library homepage www.ioe.ac.uk/is select '**Searching> Databases**' from the left hand column and then either '**Education databases**' or '**Other databases**' to access an alphabetical listing.
- You will gain immediate direct access if within the IOE or via the portal, otherwise enter your ATHENS username and password when prompted.

Navigation

Advanced search, offering sophisticated search options is the initial default search screen but **Quick search** can also be selected via the **Search** link at the top of the screen.

The links grouped to the **top right** of the screen provide access to detailed **help** pages, **interface language options** and to **My Research**. This allows you to specify your own preferences, permanently save results, add tags and set up search alerts (see '**Personalised options**' below).

Although searching individual databases is perhaps a good starting point, you can search across **databases** and combine **subject areas (database clusters)** using the database dropdown menu **top left** or the **graphical links to subject areas** on the **right** of the page.

To retrace your steps, use the **Back** button on your web browser.

The screenshot shows the search interface with several key features highlighted by yellow boxes and arrows:

- Change database selection(s)**: Points to the dropdown menu on the left that lists various databases like ASSIA, Aqualine, and ABM.
- Personalised options and help**: Points to the top right navigation area containing 'Preferences', 'English', and 'Help'.
- Additional help/tips**: Points to the 'Search tools' sidebar on the right, which includes links for 'Thesaurus', 'View field codes help', and 'Search tips'.
- Change subject area**: Points to the 'Search subject areas' section in the sidebar, which features a grid of subject area icons like 'Education'.

Doing a search

(For general guidance on choosing a search strategy, techniques and terminology, refer to our [Search Strategy Guide](#). There is also a [Glossary](#) of common words and phrases used in the major search databases. The **Search tips** link on each search page also contains very detailed extra guidance).

Advanced search

This allows you to search across multiple record fields using Boolean operators to broaden or narrow a search as required and combine with predefined thesaurus terms if necessary (see below).

1. Enter your search term(s) into each box (an **auto-complete function** will try and anticipate your terms) selecting the appropriate record field using the dropdown

menus on the right. The default **All fields + text** (or **CABS**) option will look for your term(s) within the document title, author, abstract, subject, full text and (user-generated) tags fields.

2. **All terms** are searched for by default but only as an exact phrase if enclosed in **“quotation marks”**.
3. Link search terms/fields by selecting the operators **AND**, **OR** or **NOT** using the dropdown menus on the left.
4. This display can be further customised using the **Add/Remove row** option.
5. Use wildcards (*?) to search for singular and plural forms of words and for word variants. For example –

Enter **truan*** to find ‘truant’, ‘truating’ etc

Enter ***old** to find ‘told’ or ‘scold’ etc

Enter **behavio*r** to find ‘behaviour’ or ‘behaviour’ etc

Enter **wom?n** to find ‘woman’, ‘women’ etc

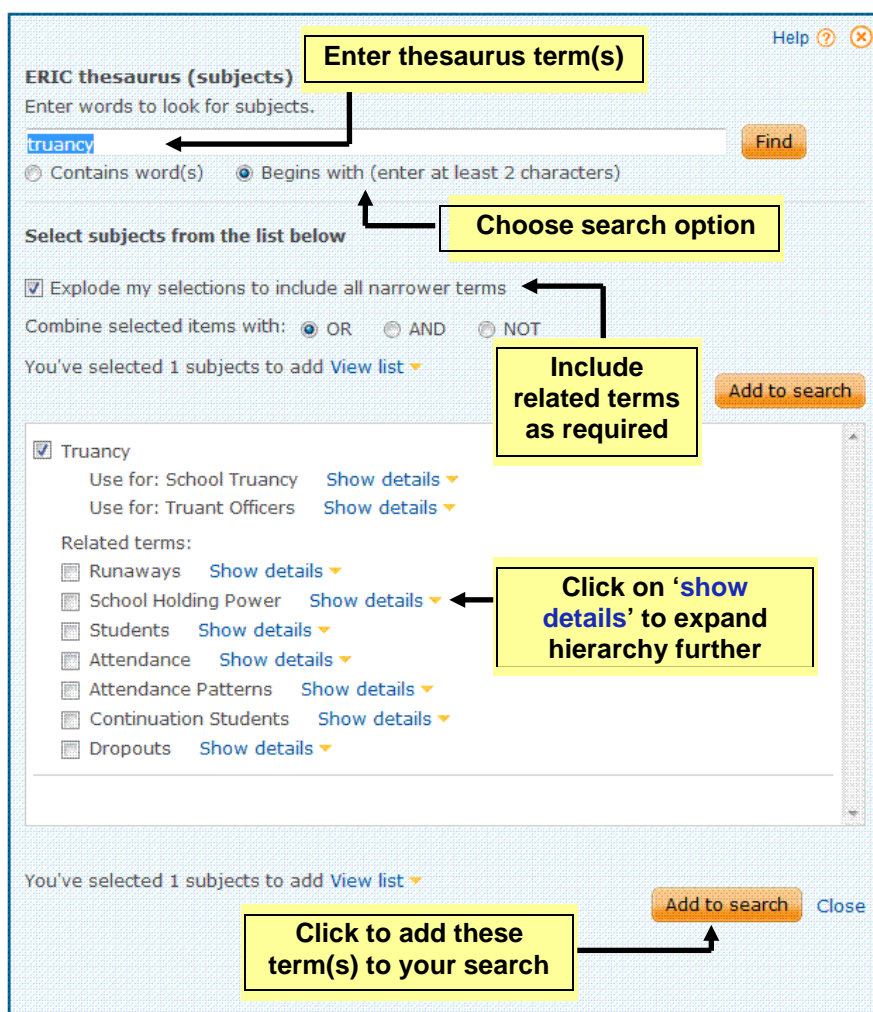
6. Additional search limits/selections can be selected underneath the search boxes.

7. Finally click on  or select **Clear form** to start afresh.

Thesaurus (subjects)

The thesauri for each individual database found under **Search Tools**, to the **right** of the page allow you to browse for terms alphabetically or through their hierarchical relationships and to automatically add these terms to your search. This is crucial if you want to search the terminology particular to a given database.

1. Enter your search term(s) into the search field, select a search option and then click **Find**.
2. The display shows the hierarchy of the term and relationships to broader, narrower and related terms within the thesaurus. The **show/hide details** option contains scope notes or brief statements of meaning where relevant. The **explode my selections** option searches for the marked term and all its narrower terms.
3. To search for the term(s), mark the boxes next to the desired term(s) and click on the **Add to search** button.
4. The same search limits/selections available in advanced search can be used to modify a thesaurus search.



Look ups

ProQuest provides **look up** links to **search and browse indexes** for search fields such as **author**, **subject** or **publication**. When you click on these links, a popup displays terms which you can add to your search in the same way as using the thesaurus. Similarly the **Look Up Citation** option (above the search boxes) is useful when you only have partial citation information available

Displaying the search results

Results for both **advanced** and **thesaurus** searches are displayed in the same way showing the total number of records retrieved by your search.

1. Click on the **Preview** link to view an instance pop-up of the record including **abstract** and **subject terms** or the hyperlinked title for the full record.
2. Use the '**faceted**' breakdown to the **right** of the screen to analyse your results in more detail using a range of criteria including **document type**, **subject** and **date** in conjunction with the **sorting** options at the top of the list.
3. Note that the **keywords** listing refers to **significant words** contained within an item whilst the **subject** relates to actual thesaurus terms applied to an item but without their hierarchical relationship. Clicking on **More options** within this section opens up the thesaurus to search further.
4. ProQuest will also automatically evaluate your search terms to provide you with related subjects relevant to your search in the **suggested subjects** box at the top of your results list. Click on a subject to retrieve a results list of relevant documents.

28 Results Search within | Find related figures & tables

1 selected item: View selected items Save to My Research ← **Saving/export options**
 Select 1-20 Email Print Cite Export Save as file

Select to add to marked list

Click to display the abstract

Expand and search particular 'facets' as required

Use the 'date sliders' to focus on a particular date range

Sort options

Sort results by: Relevance [Sort]

Narrow results by:

- Source type
- Publication title
- Document type
- Subject truancy (14)
 - foreign countries (12)
 - attendance (9)
 - high school students (8)
 - intervention (5)
 - More options...
- Language
- Date
 - January 2010 - December 2011 (months)

Enter a specific date range [Update]

Displaying the searches you've already done

Click on the **Recent searches** link on any search page to view, edit or save any of your previous searches. Note that you will need to log into **My Research** area to save them permanently. You can also combine and re-run these searches with **AND**, **OR** or **NOT**.

Running a search in another database

A search can be repeated in any of the ProQuest databases by selecting a new database(s) using the dropdown menu **top left** or the **graphical links** to the **right** of the page.

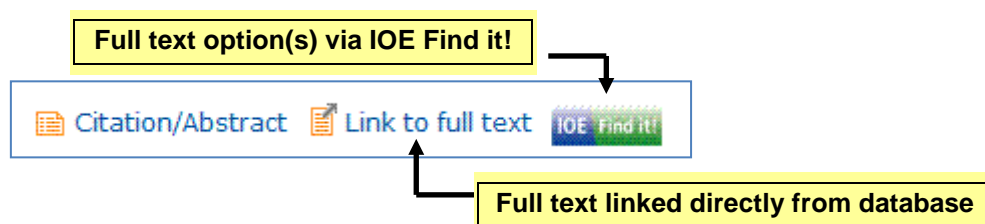
Saving the results

You can mark and save records across multiple searches **during your session** using the **check boxes** beside each record in conjunction with the **View selected items** command. Use the **Save to My Research** link to save these permanently to your personal profile.

Results can also be emailed or printed and automatically saved to **EndNote** and other bibliographic reference managers using the **Export** command.

Finding the references

Many of the documents indexed in ProQuest are available either electronically or in printed form in the IOE Library. Click on the **Find it!** button for full text links or to launch a catalogue search. Other results will link directly to electronic sources if available.



Personalised options

You can create a personalised profile using the **My Research** gateway accessible via the link in the top right hand corner of each screen. This allows you to manage **saved searches and documents**, create **search alerts** and **RSS feeds** and **tag** documents and share (make public) those tags with other users if you wish.

Remember to **logout** of My Research if necessary, when you've finished searching.

*****Other useful sources of information*****

- Visit the **database** section of the library website for a comprehensive listing of available resources - <http://www.ioe.ac.uk/services/400.html>.
- Visit the **tutorials and guides** section of the library website for more support materials - <http://www.ioe.ac.uk/services/23468.html>.
- ProQuest tutorials on [YouTube](#) – a series of short videos on how to search, find, use and share content in ProQuest resources.