

Business Source Premier

The world's largest full text business database, it covers all aspects of business, including management, international business, economics, finance and accounting, as well as a selection of journals on social sciences, design, construction, and engineering subjects. It contains almost 3,300 scholarly journals in full-text, including more than 1000 peer-reviewed publications. Among journals available in full-text on the database is the *Harvard Business Review*. In addition to full-text journals, **Business Source Premier** also provides abstracts for over 4000 business journals, full text country economic reports and company profiles for the world's 5000 largest companies.

Availability

Varies by journal. Over 200 journals have PDF full text back to 1965 or the first issue published. A few journals have PDF full text for issues prior to 1965.

Accessing the Database

From the "Database" section of the Library home page, **Business Source Premier** can be found under "B" on the *alphabetical* list of index databases, or in the *subject* lists under "Business."

Searching the database - Basic Keyword Search

In the **Find:** box, enter words that define your search. For example, if you are looking for articles on recruitment in supermarkets. This search method will find articles in which both the words recruitment and supermarkets are present in the title, author, subject headings or abstract of the journal article.

If you wish to search for a phrase enter that phrase in quotation marks e.g. "project management" or "computer science".

It is possible to use Wildcards and Truncation. For example, use the wildcard symbol (?) when you want to search on alternatives for a letter or letters within a word (e.g. wom?n finds woman or women). Use the truncation symbol (*) to search for all words starting with the same root (e.g. retail* finds retail, retailer, retailers, retailing). You can combine these terms with others words or phrases (e.g. retail* and wom?n and clothing).

If you wish to **Limit your results** select options from the **Refine Search** area. You can limit your search to find only **Full Text** articles, articles for which **References** are available or **Scholarly (Peer Reviewed) Journals** by clicking in the appropriate box. Use the **Published Date** boxes if you want to search for articles published between certain dates. If you only wish to search for articles in one particular journal, enter the name of that journal in the **Publication** box. The **Publication Type** drop down menu is unlikely to be helpful in most searches - Newspaper may limit the search to the *Wall Street Journal*, Book Only searches a small collection of items and Primary Resource Document searches for US government account documents.

You can also **Expand your search** by choosing to **Search Within the Full Text of the articles** (rather than just the title, authors, abstract and subject headings which will be done by default). You can also **Search for related words** (synonyms, plurals).

Searching the database - Advanced Keyword Search

If you want to carry out a more sophisticated search, click on **Advanced Search** at the top of the screen. You can limit or expand your search by selecting from a number of options similar to those available in the Basic Search. As with the Basic Search, use quotation marks if you are searching for a phrase and wildcards and truncation as appropriate.

Viewing results

When you have entered your search terms and limited or expanded your search as required, click on the **Search** button to produce a list of all articles which match your search criteria. Options to

display only certain types of article (e.g. **Scholarly Journals, Magazines, Country Economic Data** etc.) may be displayed above the first listed article - the options available will depend on any limits you have applied in entering your search. (If you are looking for economic or business information on a particular country you may find it helpful to search on the name of the country and then use the option on the results page to view only Country Economic Data).

Icons under the title of an article will indicate if full-text is available. Where full-text is available, click on **HTML Full Text** or **PDF Full Text**. Where only an abstract is available, click on the title of the article to view the citation (author, title, subject terms) and abstract.

Emailing, Printing, Saving

When viewing the abstract or **HTML full-text**, you can choose to **Print, E-mail**, or **Save** individual articles by clicking on the icon at the top of the screen. Alternatively, you can choose **Add to folder** and when you have finished searching, click on **View Folder** at the top of the screen to produce a list of articles in the folder. You can then choose to **Print, E-mail** or **Save to Disk**. Depending on the format in which the articles are available, you may have a number of further options relating to format to choose from. Articles in **PDF format** can be E-mailed individually or added to the folder and emailed at the same time. In both cases they will be sent as an attachment.

Searching the database - Publications

Click on **Publications** in the tool bar to Browse a list of all journals for which full-text or abstracts is available. Click on the name of the Publication for full details. Use the **View Issue** section to click and work your way down to a particular journal issue and its contents. See above for instructions on E-mailing, printing and saving.

Searching the database - Thesaurus

Click on Thesaurus in the tool bar to browse the list of subject headings which have been added to articles to describe their content. Enter your subject in the **Browse for** box. Click on **Alphabetical** or **Relevancy Ranked** (the best match first), then the **Browse** button. This will produce a list of the nearest thesaurus terms. Click on a term to view further details. You may be offered the option to choose **Broader** or **Narrower** terms, or click on **Explode** to select all narrower terms or broader terms as appropriate. When you have selected the terms you want, click on **Add** to transfer the headings to the **Find** box at the top of the screen and then **Search**. See above for instructions on viewing results, E-mailing, printing and saving.

Searching the database - Company Profiles

Click on **Company Profiles** to gain access to an alphabetical list of Company Profiles. Use the **Browse for** box to search for the company you are interested in, or click on the appropriate letter of the alphabet and work your way down to the company. Click on **PDF Complete Report** to view the Company Profile. Use the icons within the Acrobat software (the icons just above the text) to Print or Save. Use the icon just above the Acrobat software to **E-mail** (as an attachment) or **Add to Folder**.

Searching the database - References

The **References** search facility allows you to do a form of citation search (a search for later articles which have cited an article which you have found to be useful). Fill in some of the boxes in the search screen (**Author, Title, Source, Year**) with details of the original article. Click on **Search** to produce a list of articles matching your search terms. Check the box next to the article you require, then **Find Citing Articles** to produce a list of later articles, which cite the original article. Where full-text for the later article is available a link will be given.

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