

ProQuest

ProQuest is a collection of 7 databases with many full text articles across all subject areas.

To access **ProQuest**, go to the AMU Library's electronic resources page (<http://insideavemaria.org/library/resources.asp>) and click on **ProQuest**. This will take you to the LIRN (Library and Information Resources Network) page. The LIRN patron identification number for AMU is **27516**.

Click on the button that says "Connect to ProQuest" and then on the yellow button marked "Continue."

SEARCH

Basic is the default search mode for ProQuest and works just like an internet search engine such as Google. You may use quotes for an exact phrase and the Boolean operators AND, OR, NOT to construct a search (see the separate handout on Boolean Operators for more on how they work). You may also choose to limit the results by database or date range, or to scholarly journals or items with full text only. Click the **Search** button when you are ready to see the results.

Click on the **Advanced** tab to do an advanced search. Use the boxes to construct a search using a combination of Publication Title, Author, Subject, or any of the other more than a dozen options. Please note that searching by "Citation and abstract" or "Citation and document text" allows you to do a keyword search within those areas. Notice to the left of the search box that you can select the Boolean operators AND, OR, NOT in your search. As in the Basic Search mode, you may also choose to limit the results by database or date range, or to scholarly journals or items with full text only. If your search requires more words, you may click "Add a row" to add another line to the search. Click the **Search** button when you are ready to see the results.

TOPICS

An alternative way to search is to click the **Topics** tab to see a list of potential subjects. Simply type a word or phrase in the box and click the "Find Topic" button. If you see the topic you are looking for, click "View documents." If you wish to further narrow your search, click "Narrow by related topic" to see a list of second topics to search simultaneously with your first topic. Keep narrowing your search until you have built a search string of topics, then click "View documents."

Search Tip: Using the **Topics** tab is useful because it helps you to find the "appropriate" keyword for your subject rather than leaving you to guess which synonym might be the "magic word" (as is the case with an internet search engine such as Google). While there is usually nothing special about one term over another, by gathering relevant articles together under a

uniform term, ProQuest helps you to be sure you have found all the articles they have about that topic. This is called controlled vocabulary.




RESULTS

After you click the **Search** button, you will see a list of results. If the list is long, there are several options available to you at the top of the screen. You may narrow your results by topic, date, or publication. If you choose topic, it will give you a list of topics that you can search simultaneously with your original search term to come up with a more specific list of results.

Just above the list of citations, another option to narrow your results is a set of tabs to limit the results by Scholarly Journals, Magazines, or Trade Publications.

Click the box next to any articles you wish to **Mark** and come back to after more searching. Click on the **My Research** tab to view the complete list of records you have marked. To e-mail or print a list of citations, click on "Create your bibliography," choose your format and style, and click on either the **Email** or **Print** button.

OPTIONS ONCE YOU HAVE FOUND AN ARTICLE

To view an article's citation, abstract, and full text (if available), simply click on the title or on  [Full text](#). Click on  [Page Image - PDF](#) to see a photocopied image of the article (if available). Click on  [Abstract](#) to read a brief description of the article.

You may print or e-mail the article you are viewing (including the full text, if available) by clicking on the orange **Email** or **Print** buttons. If you choose to view the pdf version of the article, the **Email** button is orange at the top of the screen and the **Print** button is in gray with a picture of a printer on it.

Search Tip #2: Once you have found an article on the subject you are looking for, click on any of **Subjects** listed in the citation for more articles on the same topic.

***** If an article is not available in full text, the library can order a photocopy of the article for you from another library. Ask at the reference desk for more information about this service (interlibrary loan).**

For more information or assistance ProQuest, call or visit the reference desk (xt. 2557) or e-mail the library at (library@avemaria.edu).