Advanced Research Tools and Services

Programme

- Business Source Premier
  - Search Techniques
    - Advanced search options
    - Field limiters
    - Boolean connectors
    - Truncation
  - Subject Terms
    - Improving the efficiency and effectiveness of your searches, especially useful when searching very large databases
      - The Thesaurus
- Emerald Insight, a comparison
- Access to External Resources
  - Document Supply Service; British Library; Search25
- Assistance
Business Source Premier: Coverage

- Business Source Premier (BSP) is the largest bibliographic database used by the Business Faculty
- It contains over 2000 journals and report series
- Extensive subject coverage, including: finance; organisational studies; marketing; international business; tourism; event management; logistics
- Also gives access to company profiles, SWOT (Strengths, Weaknesses, Opportunities and Threats) analyses, market research reports, country reports, and industry reports
Access Route

1. Login to the University Portal
2. Select the Library & Computing tab
3. Go to the eLibrary channel, and select the Databases, Journals and e-books link
4. From the Library Databases and Electronic Information Resources directory, select the required database

Business Source Premier: Enhanced

Access Business Source Premier via the Enhanced Business Searching Interface

Select BSP from the directory of Library Databases
Select the Enhanced Business Searching Interface
BSP: Advanced Search Options

Select Advanced Search

Enter search terms

Browsable lists, including **Subjects** and **Publications** (the latter is indicative of the range of BSP’s content type)

BSP: Advanced Search (more options)

Note the facility to limit your results to Full-Text and/or Scholarly Journals

Specify the Date range

Specify the Publication Type

Specify the Document Type

And there are more options further down!
BSP: Initial, Unrefined Results

Results of search – too many?

Options to refine your results: Full text; Peer reviewed journals; Date range; Source type (academic, trade, report, etc.); Company; Publication; etc.

BSP: Field Limiters

Another way to refine results is to restrict the coverage of your search to a specific field, such as the Title, Abstract or Subject Terms.
BSP: Boolean Connectors

- **AND**
  - To identify articles that refer to different concepts
  - For example: personnel management AND transportation

- **OR**
  - To combine synonyms (words or phrases that describe the same phenomenon)
  - For example: human resource management OR personnel management

- **NOT**
  - To exclude words or phrases (use with extreme care or not at all!)
  - For example: tourism NOT china

BSP: Truncation and Wildcards

- **Truncation** – denoted by the star * symbol
  - Used as a substitute for one or more characters at the end of a word
  - For example, manage* would retrieve the words manage, managed, manager, managerial, and so on...

- **Wildcard** – denoted by the ? question-mark symbol
  - Used as a substitute for one character within a word
  - For example: organi?tation would retrieve words spelt organisation or organization

**Note:** You can also use the star * symbol to represent the wildcard (organis?ation)
BSP: Links to the Full-Text

Whether you are in the list of Search Results or the Detailed Record for a specific article, you will see links to the full text: PDF and/or HTML.

BSP: PDF Output options

- Save the article to your folder (you will need to create a My Business Source account)
- Export citation to a reference manager such as EndNote

Note: EndNote is accessible through another database: Web of Science

Print or Save the full text
Start Simply

- An effective and efficient search may not require the use of all these search tools and techniques
- Start with a simple strategy and introduce search tools (field limiters, truncation, etc.) as necessary
- The most difficult part of any search is identifying the most effective search terms
- Something that may help...

BSP: Subject Terms

Subject Terms: One or more terms that describe the main concepts and phenomena discussed in the article

Subject Terms are not arbitrary; they are ascribed from a controlled list (thesaurus) of available terms

The descriptive Abstract: a discursive summary of the main concepts and themes in this article
Our search term: logistics
Click on the term to reveal its full entry within the thesaurus
Link(s) to alternative, preferred term(s): Use...

Conceptually Narrower and Related terms
Will also show Broader Terms if relevant
Select the term(s) you require, and click on the Add button
Description of what this term covers
1. Select required term(s) by clicking on the adjacent tick box(es)

2. Choose how you want to connect your terms: **AND**, **OR**, or **NOT** (again, **AND** is the default)

3. Click on the **Add** button

4. Click on the **Search** button

Our search terms, with the option to add in additional terms

We have retrieved 134 articles

Refinement options
BSP: Example Searches

- So what happens when you **don’t** limit your search to Subject Terms?

<table>
<thead>
<tr>
<th>Search Term</th>
<th>Any Field</th>
<th>Subject Terms Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>sustainability</td>
<td>47,682</td>
<td>7,796</td>
</tr>
<tr>
<td>marketing</td>
<td>1,005,303</td>
<td>376,938</td>
</tr>
<tr>
<td>corporate governance</td>
<td>30,541</td>
<td>24,294</td>
</tr>
<tr>
<td>organizational behavior [note US spelling!]</td>
<td>31,405</td>
<td>23,687</td>
</tr>
<tr>
<td>human resource management</td>
<td>92,175</td>
<td>0</td>
</tr>
</tbody>
</table>

- **Note:** Not every term is a **Subject Term**
  - The **Thesaurus** may suggest an alternative term... and it may not!

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Emerald Insight: A comparison
Emerald: Coverage

- **Scope**
  - Contains approximately 200 management journals
    - Especially strong in the areas of accounting and finance, human resource management, strategic management, and marketing

- **Content Type**
  - Scholarly journals
  - Plus an archive of research series, 1991-2010
    - **Note**: Emerald refers to these series as ‘Books’

Emerald: Advanced Search Interface

Field limiters (**Keywords** is the near equivalent of BSP’s **Subject Terms**)

Boolean connectors: **AND; OR; NOT**

Truncation *
Access to External Resources

Document Supply Service

- Faculty of Business’ students are allowed to request resources (commonly journal articles, working papers and books) not currently held by the University Library Service.
- Forms to request resources can be downloaded from: www.gre.ac.uk/offices/ILS/ls/guides/otherlibs/ill
- Most of our requests are supplied by the British Library (Yorkshire)
  - **Note:** Depending on the type, age and location of resources, there *may* be a potentially significant delay in supplying them. So, do not delay submitting your requests!
The British Library’s **Business & IP Centre** is located in central London. Full details are available at:

[www.bl.uk/bipc/visitus/howtofind/index.html](http://www.bl.uk/bipc/visitus/howtofind/index.html)

Before visiting, you will need to obtain a freely available **Reader Pass**. See the requirements at:

[www.bl.uk/bipc/visitus/howtouse/index.html](http://www.bl.uk/bipc/visitus/howtouse/index.html)

Provides reference access to a wide range of physical and electronic resources. See in particular, the set of market research, company information, international economics data and other databases:

[www.bl.uk/eresources/business/cd-busin.html](http://www.bl.uk/eresources/business/cd-busin.html)

**SCONUL Access**

- The **Society of College, National and University Libraries**
- A national reciprocal access agreement that enables you to visit participating libraries
- Register at:
  
  [www.sconul.ac.uk/sconul-access](http://www.sconul.ac.uk/sconul-access)
- Certain categories of postgraduate and distance-learning student are usually allowed to borrow a small number of books
- **Note**: Access is rarely provided to electronic databases
Search25 is a service provided by the M25 Consortium of Academic Libraries
http://www.search25.ac.uk/

It allows you to cross search the library catalogues of most academic libraries in London and the South East

**Note**: Many (but not all) of these libraries are within the SCONUL Access Scheme
Help: Library Moodle Course

- Course: Library Information for Business Students
- Contents:
  - Induction presentations and database guides
  - Information on how to access other libraries
  - Links to:
    - OSCARS: support for Remote Users
    - iPROGRESS: information skills
    - The University’s Study Skills service

More Help!

- The Faculty of Business’ librarians can provide one-to-one or small group tuition in the use of most databases (e-mail: mgbulibteam@gre.ac.uk)
  - Identifying relevant databases
  - Devising search strategies