

## WHAT IS BUSINESS SOURCE PREMIER?

Business Source Premier is a full text electronic database delivered through EBSCOhost covering nearly 3,600 journal articles in nearly all fields related to business.

## HOW DO I ACCESS BUSINESS SOURCE PREMIER?

Access from the UNSW Library home page [info.library.unsw.edu.au](http://info.library.unsw.edu.au) via

- **Databases & e-journals (Sirius)**, or
- **Catalogue (LRD)**, or
- Commerce & Economics group of **subject guides**

## SEARCH TIPS

### 1. TRUNCATION

- The wildcard (?) replaces any one character, e.g. ne?t finds neat, nest or next but not net
- comput\* finds computer or computing

Business Source Premier automatically searches for plurals, e.g. if you search for **company** the search will also include **companies**.

### 2. REFINING YOUR SEARCH

If you retrieve **too few useful results**:

- try using a broader term.
- consider alternative terms for the same key concept (the **Thesaurus** can help with this.)

If you retrieve **too many results**:

- refine your search plan
- try using a narrower (more specific) term, or adding another key concept and then combine the search results via **Search History**
- use the list of **Limiters** under the **Refine Search** sub-tab
- limit the search using terms automatically generated under **Narrow Results by Subject** section.

### 3. ALERTS

To set up an alert, click **Help**, choose **Saving Searches & Alerts** and follow the instructions.

### 4. VISUAL SEARCH

Use this search if you prefer to have your results sorted by topic in an interactive, visual map.

## PREPARING TO SEARCH

### SEARCH EXAMPLE

You need to find journal articles about how businesses can help to reduce their adverse impact on the environment.

### DEFINE THE KEY CONCEPTS AND SEARCH PLAN

Before doing your search consider the key concepts in the question.

- Avoid using general terms such as impact, characteristics, influence etc., as they are generally implied in the key concepts
- In this example **businesses**, **reduce** and **environment** could be the key concepts.

An alternative term for business could be **company**, but it may be helpful to search for **corporation** as well.

**Decrease** could be used for reduce or reduction.

Environment is a very broad concept which could cover environmental policy or environmental impact and other environmental aspects. Truncating **environment\*** will retrieve results for all of these terms. Alternatively you could browse the **Thesaurus** to clarify the concept.

### LIST ALTERNATIVE TERMS FOR THE KEY CONCEPTS

business			
OR			
company	AND	reduc*	
OR		OR	AND
corporation		decreas*	environment*

By using the Boolean operators **AND** and **OR** between the key concepts and alternative terms, you have now created a **search plan** which can be transferred into the **Advanced Search** mode of Business Source Premier.

## SEARCHING

### OPTION 1

Transfer the **search plan** (see above) into the query boxes in **Advanced Search** mode and click **Search**. Note: it is not necessary to truncate terms in order to retrieve plurals (e.g. business\*) as Business Source Premier does this automatically.

The screenshot shows the 'Find:' section of the search interface. It contains three rows of search terms: 'business or company or corporation', 'reduc\* or decreas\*', and 'environment\*'. Each row has a dropdown menu for 'Select a Field (optional)' and a 'Search' button. Below the search boxes, there is a dropdown menu for 'in: Business Source Premier'.

The screenshot shows the search results page. At the top, it says 'All Results: 1-10 of 7546'. Below this, there are tabs for 'Refine Search', 'Search History/Alerts', and 'Results'. The 'Results' tab is active, showing a list of search results. The first result is 'Scheduling in supply chain environment' by Chauhan, Satyaveer S.; Gordon, Valery; Proth, Jean-Marie. The second result is 'Locating audit expectations gap within a cultural context: The case of Saudi Arabia' by Haniffa, Roszaini. There is a 'Narrow Results by Subject' section on the left with a list of subject terms like 'UNITED States', 'Environmental aspects', 'GREENHOUSE gas mitigation', and 'SOCIAL responsibility of business'.

The search results in over seven thousand items.

### OPTION 2: USING SUGGEST SUBJECT TERMS

Go back to the Advanced Search screen and re-enter your **search plan** into the search boxes. Then, click the **Suggest Subject Terms** box. And, click **Search**.

The screenshot shows the 'Find:' section of the search interface, similar to the previous one, but with a checkbox labeled 'Suggest Subject Terms' checked. The search terms and fields are the same as in the previous screenshot.

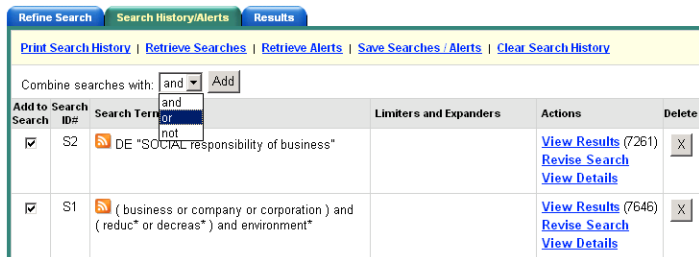
- Instead of taking you directly to the results, the **Suggest Subject Terms** option allows you to **refine** your concepts and search through subject terms in the **thesaurus** of the database by displaying a list of subject terms ranked by relevance

- The term **Business – Environmental aspects** looks relevant. Click on this to explore its **Narrower** and **Related Terms**
- The related term **Social responsibility of business** could be a useful term to search for. Tick the box next to the term, choose **and** then click **Add** to place the term into the **Find** box
- Click **Search** to retrieve a list of records with this subject term
- You now have another set of results.


## COMBINING SEARCHES USING SEARCH HISTORY

Every search in the same session is recorded in **Search History**. You can combine your previous searches or refine the search results using **Search History**.

- Click on the **Search History/Alerts** tab
- Tick the boxes next to your chosen previous searches in **Search History**
- Choose **or** (to expand the results) or **and** (to narrow the results) or **not** (to exclude terms from the results) then click **Add** to place the searches in the **Find** box
- In this example, click **Clear** to clear previous search terms, tick **S1**, **S2** and choose **or** to combine the two searches
- Click **Search**.



## VIEWING SEARCH RESULTS

- Your search results are displayed in a list which can be further divided by categories such as Academic Journals, Trade Publications, Magazines, etc. You can choose to view all or one particular category.
- Choosing **Relevance** from the **Sort by** drop-down menu (in the top right corner) may help to evaluate the results.
- Click on the title of the article to see the **full record** including subject terms. Subject terms with an \* indicate the major subjects discussed in the article
- Click the **Full Text** link (if present) to see the full text of the article
- If **Full Text** links are not present, click on  for options for locating the full text of the article in the Library.

## PRINTING OR EXPORTING RECORDS

- Click the **Print**, **E-mail** or **Save** icons. Follow the directions on the screen to print, e-mail or save your results. You can email and save results in formats such as MLA and APA.
- To print, email or save more than one record at a time, click **Add to Folder** from the full record, go back to the **Results list** and click on **Folder has items**. You can then click on the Print, E-mail or Save icons as before.

## REFINING YOUR SEARCH

### 1. USING NARROW RESULTS BY SUBJECT CLUSTERS

Terms listed under **Narrow Results by Subject** on the results display page are automatically generated from the results set. Clicking on a term from this list will take the term up to the **Find** box and performs a search to narrow down the result. In the earlier example, clicking on **Emission Control** reduced the number of results significantly.

### 2. USING REFINE SEARCH LIMITERS

Use **Limiters** from the **Refine search** tab to narrow your search if you retrieve a large number of results. You can limit your search to:

- Articles from a specific time period
- Specific types of publications e.g. academic journals, trade publications, books etc.
- Scholarly (peer reviewed) journals, etc.

### 3. REFINE USING SUBJECT TERMS

The subject terms displayed in a useful record may help you find further relevant items on your topic. To view subject terms assigned to an item, go to the Full Record view of an item by clicking on the title.



- Click on the Subject Term **Social responsibility of business**. This will place the term into the **Find** box and performs a **new search** with this term. This can then be combined with other searches using **Search History**.

## THESAURUS SEARCH TOOL

You can conduct a **Thesaurus** search on one concept at a time and then combine the results using **Search History**.

- Click the **Thesaurus** tab on the sub-tool bar
- Enter your search terms in the **Browse for** field
- Select one of the three radio buttons below. **Relevancy ranked** is useful. Then click **Browse**
- Click on a term to explore the broader, narrower and related terms. You can then tick one or more boxes next to subject terms and choose **and**, **or** or **not** from the drop-down menu, then click **ADD** to place the terms in the **Find** bar at the top of the screen.
- Click **Search**.

Note: ticking the **Explode** box will retrieve the term indexed under all its narrower terms.

For more information about using databases, go to the Library's Online Training page:  
<http://info.library.unsw.edu.au/skills/tutorials.html>