Guide to searching Pro-Quest

Library Services – www.uwe.ac.uk/library

UWE Bristol | University of the West of England

Guide to searching ProQuest databases

- ASSIA
- British Nursing Database (BND)
- International Bibliography of the Social Sciences (IBSS)
- Social Services Abstracts
- Proquest Sociology
- Proquest Dissertations and Theses

Accessing ProQuest

ProQuest databases can be found in the list of databases on the Library website:

https://www.uwe.ac.uk/study/library/browse-databases

Or from the Library homepage: www.uwe.ac.uk/library click on 'Databases A-Z and by subject'.

Browse the list for the database you require from the list above. By clicking on its title in the you will see more information about that database and a link to access it.

You will be prompted to log in using your UWE Bristol username and password. You will now be on the ProQuest website and on the search page of whichever database you selected.

Each database covers a different range of journals, so you may need to use more than one to carry out a thorough search. To select or change database, click on Change databases at the top of the screen.

Searching the databases

To carry out a simple search (default search when BND opens), type in your keyword or phrase and click Search. ProQuest looks for your keyword in the subject, keyword, title and abstract fields.
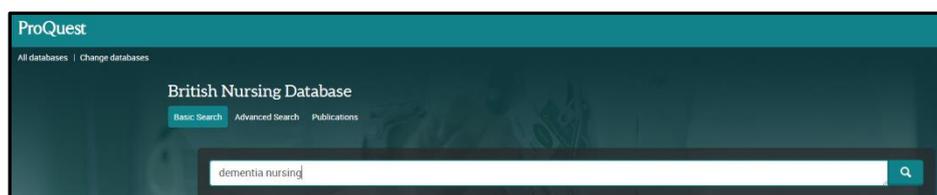
Advanced searching

For more complex searches, it is best to search for each concept or keyword on a separate line. For larger searcher, extra lines can be added by clicking on ⊕ Add a row
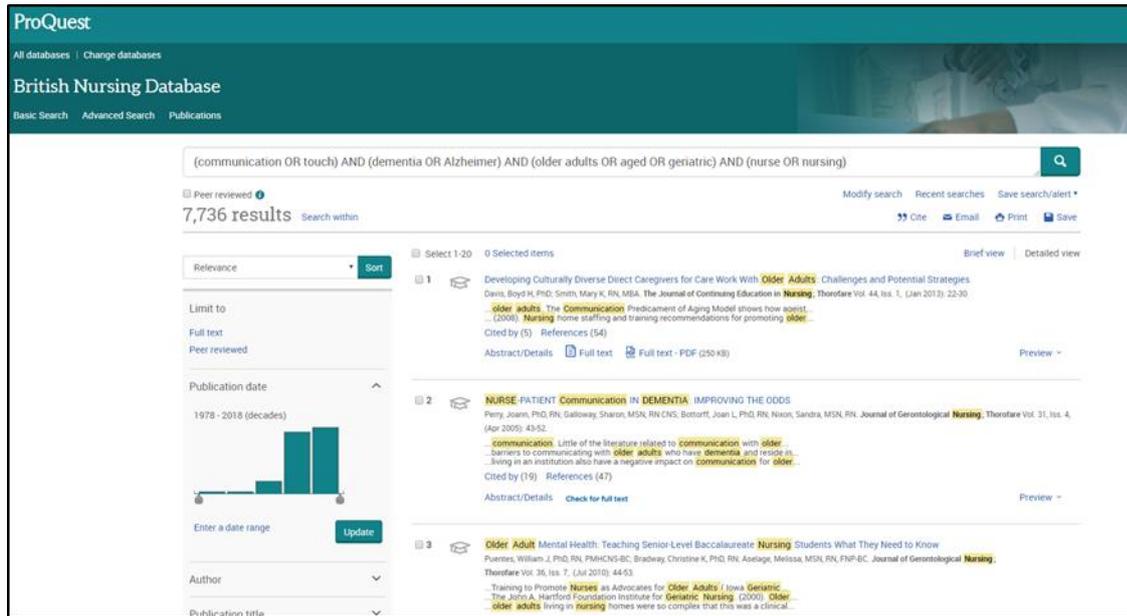
For a more precise search, change in Anywhere, eg to Abstract, Author, Document title or publication title to suit your requirements.

When you have carried out your search, click on either **Modify search** to amend it or **Recent searches** to see all the previous results.

Please note, you can change the date range of your results easily by using the slider on the left-hand side of the page then clicking on **Update**.
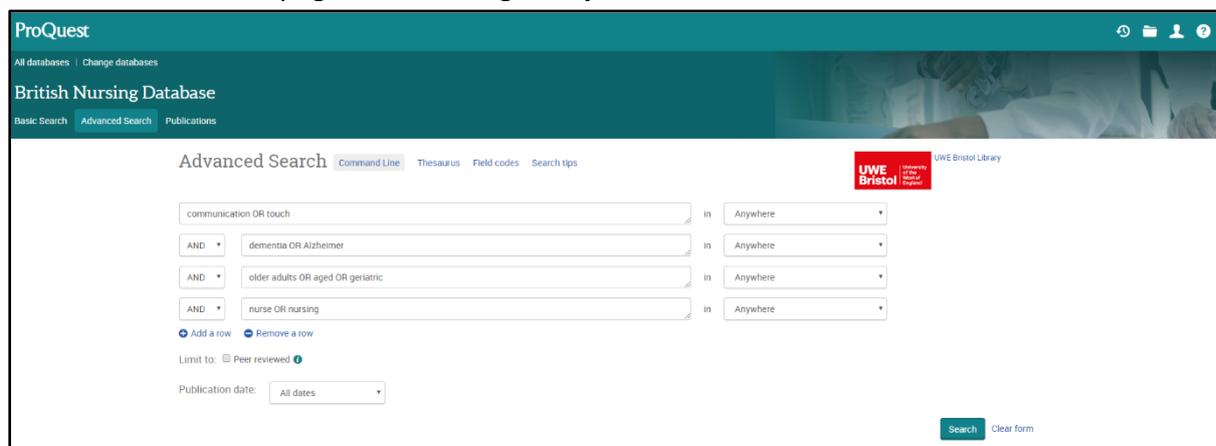
Viewing in search

The first 20 results of your search are displayed automatically. You can use **Preview, Citation/Abstract** or click on the tile for the full record. All articles indexed in BND link through to a full text version of the article – just click on **Full text – PDF**.

Limiting your search

You can limit or narrow your search using the options displayed on the left-hand side, eg date, language, subject or document type.

Managing your results

You can mark items to save, print, email or store in MyResearch for later access or sharing.

Saving searches

To save a search to be re-run at a later date, you need to create a **My Research Account**. Click on the **My Research** icon in the top right-hand corner of the screen.
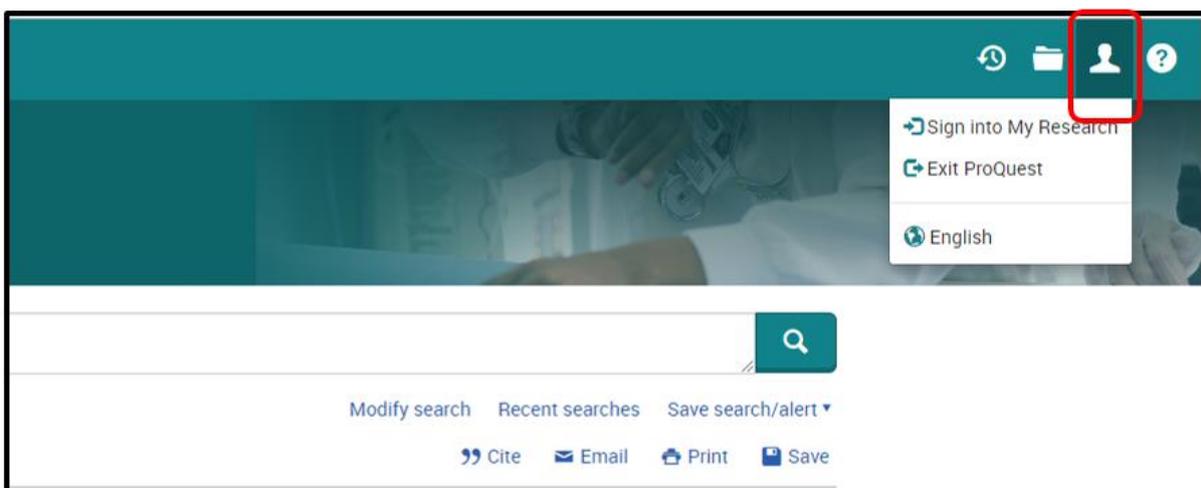
When you have a My Research account, you can save items in ProQuest for future use by clicking "Save to My Research".

If you want to run a recent search the next time you come to ProQuest, click "Save search" next to it.

You can also set up search alerts and create RSS feeds. Further help on all of these features is available from within ProQuest via the Help button in the top right-hand corner of the screen.
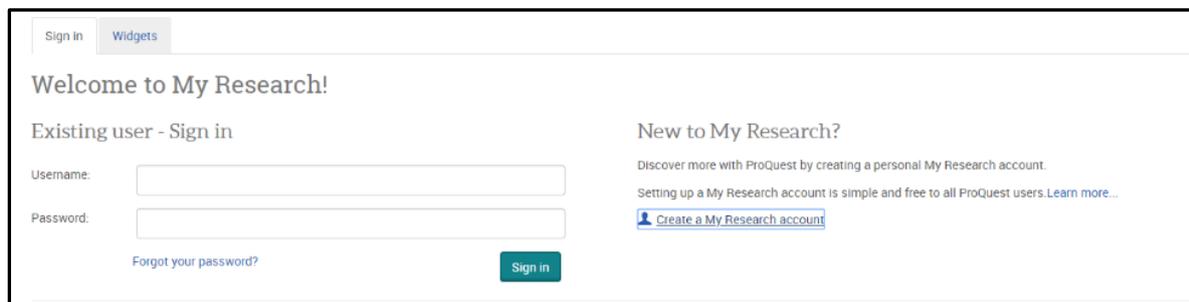
Exporting search results

You can export references to RefWorks. It is useful to have RefWorks open in another window before you export your results.

Access Refworks: https://www.uwe.ac.uk/study/study-support/study-skills/referencing/referencing-tools/refworks

Alternatively, from the library home page, click on **Databases: A-Z / by subject** and then the letter R, then Refworks.

In ProQuest, mark the references you want to export. They will go into the folder in the top right of the screen:

If you click on the icon you can see your selected items. Click on **Save** and you have the option then to export your references to RefWorks.
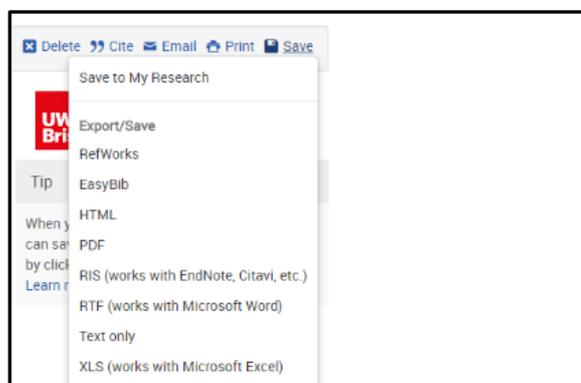
You also have the option to save these references to My Research at the same time.

Further help is available from within ProQuest via the Help button in the top right-hand corner of the screen.

This guide can be made available in alternative formats on request.

Updated September 2020