

# ProQuest Business Collection:

**Six databases: one interface to access journal articles, dissertations and reports.**

## ACCESS

Go to [ifind.swan.ac.uk](http://ifind.swan.ac.uk) and type a search for **ProQuest Business Collection**. Click on the database title from your results list and follow the links that appear.

You will need to log in with your Swansea University username and password.

## COVERAGE

The ProQuest Business Collection provides access to six key business databases: ABI Inform Complete, Accounting and Tax, Banking Information Source, International Bibliography of the Social Sciences (IBSS), ProQuest Asian Business and Reference, and ProQuest Entrepreneurship.

The type of publications included in ProQuest Business Collection are:

- Scholarly and peer-reviewed journals
- Trade journals and news sources such as The Economist
- Industry reports from Snapshot, First Research and Business Monitor International.
- Market research reports from Just-Series.
- Commodity reports from the Economist Intelligence Unit.
- Company reports from Hoovers and ProQuest.
- Country reports from the Economist Intelligence Unit and Oxford Analytica.
- Working papers from the Social Science Research Network.
- Start-up tools and business plans.
- Business dissertations and theses.

## ABI/INFORM COMPLETE

The database features thousands of full-text journals, dissertations, working papers, key business and economics periodicals such as the Economist, country-and industry-focused reports, and downloadable data. Its international coverage gives researchers a complete picture of companies and business trends around the world.

## PROQUEST ACCOUNTING & TAX

Includes peer-reviewed journals, trade journals, working papers, conference papers and dissertations covering accounting, tax and finance.

## BANKING INFORMATION SOURCE

500 authoritative sources for banking, finance, financial institutions, financial services, investments

## INTERNATIONAL BIBLIOGRAPHY OF THE SOCIAL SCIENCES

This database includes over two million bibliographic references to journal articles and to books, reviews and selected chapters dating back to 1951. It is unique in its broad coverage of international material and incorporates over 100 languages and countries. Over 2,800 journals are regularly indexed and some 7,000 books are included each year.

## PROQUEST ASIAN BUSINESS AND REFERENCE

Contains detailed information on companies, economies, markets, and overall business conditions throughout the Eastern Hemisphere.

## PROQUEST ENTREPRENEURSHIP

Content ranges from the scholarly - including journals, dissertations, working papers and conference proceedings - to a full toolkit of practical guides, templates, forms, sample business plans and tips from successful entrepreneur

## SEARCHING

Users can search the whole ProQuest Business Collection or just one specialist database.

We recommend selecting **Advanced Search** to search all business databases.

### ProQuest Business Collection

Basic Search **Advanced Search** ▾ Publications Browse

Full text  Peer reviewed ⓘ  Scholarly journals ⓘ [Advanced search](#) [Search tips](#)

Advanced Search enables the user to carry out searches across several concepts whilst combining several search terms using Boolean operators (and, or, not).

AND	focuses your search	e.g. entrepreneurship AND retail
OR	broadens your search	e.g. entrepreneurship OR innovation OR venture
NOT	excludes a term	e.g. taxation NOT income

### Example:

**Advanced Search** [Thesaurus](#) [Field codes](#) [Search tips](#)

Swansea University  
Patrolpaol Aberawre  
Information  
Services and  
Systems

motivation in Anywhere ▾

AND ▾ rewards OR  in Anywhere ▾

AND ▾ "human resources" OR  in Anywhere ▾

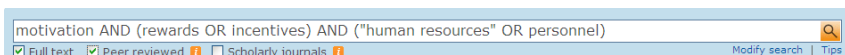
[+ Add a row](#) [- Remove a row](#)

### Tips

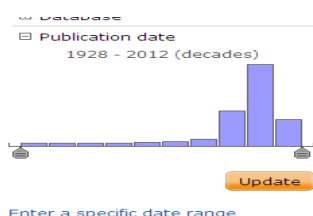
Search for phrases by enclosing them in quotation marks.  
Add a row if you wish to add another concept.

## RESULTS

**Too many?** Use filters to reduce the results to a manageable number. Filter by publication type, or by full-text ...



or by date (drag the slide bar to a more recent range of years).



### Need more relevant results?

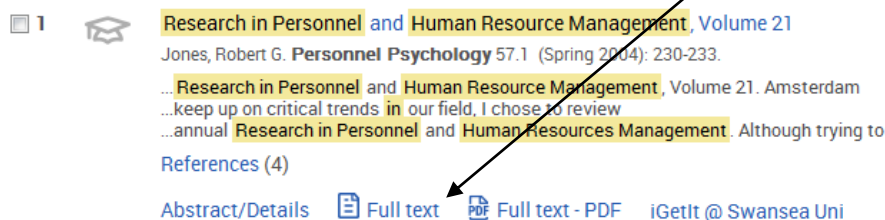
Use the Thesaurus to identify the best search terms for this database and improve the relevance of the results. Go to **Advanced Search** and click on **Thesaurus**



For example searching the Thesaurus for the term flexi time or flex time will identify the correct term as Flexible hours.

## ACCESSING THE FULL TEXT

About 70-80% of ProQuest results will have the full-text article within ProQuest itself. To access ProQuest full text, just click on a PDF or Fulltext icon



**No full-text within ProQuest?** Click on the **iGetIt@swansea** link and follow the link to the full-text or to the Library catalogue. The article may be available either in a print journal in the Library or online from another supplier such as EBSCO or Wiley.

**Still no availability for Swansea University users?** Consider using our Document Supply Service <http://www.swan.ac.uk/iss/libraries/documentsupplyservices/>

## COMPANY REPORTS

Click on **Browse** in the top horizontal menu and select Company Reports to find Hoover's Company Records and ProQuest Annual Reports Collection for the company you're researching.

ProQuest Business Collection

Basic Search   Advanced Search ▾   Publications   Browse

### Browse Topics & Featured Content

#### Business

- ⊕ Topic Guide
- ⊕ Industry and Market Research
- ⊕ Commodity Reports
- ⊕ Company Reports
  - Hoovers Company Records
  - ProQuest Annual Reports Collection
- ⊕ Country Reports
- ⊕ Start-up Tools
- ⊕ More Featured Content

## MARKET RESEARCH

Click on **Browse** in the top horizontal menu and select Industry and Market Research to find industry reports, journal articles and market reports for the commodity or product you're researching.

## OTHER SPECIALIST PUBLICATIONS (INDUSTRY REPORTS, COMMODITY REPORTS, COUNTRY REPORTS, START-UP TOOLS & BUSINESS PLANS, DISSERTATIONS, CASE STUDIES).

Click on **Browse** in the top horizontal menu on the database's home page and follow the links.

## SAVING, PRINTING AND E-MAILING RESULTS

Select the items in your results which are of interest to you and either click on **Email**, **Print** or **Export /Save** to output your items. Select APA 6<sup>th</sup> edition as a referencing style which is used in the School of Management.

## HELP AND SUPPORT

Email the Library Support team for Business and Economics: [buslib@swansea.ac.uk](mailto:buslib@swansea.ac.uk)