

SOCIAL SCIENCES ABI/Inform Global HELP SHEET

ABI/Inform Global (also known as ProQuest) contains over 2,800 academic publications in business and management subjects, with more than 1800 journals available in full text. Abstracts are available from 1971 onwards, full text from 1987 onwards. It also contains over 18,000 Doctoral dissertations and Masters' theses from US and Canadian Universities, business cases from Ivey, Thunderbird, Idea Group and Darden, book reviews and author profiles, and EIU Viewswire coverage of business and economic events from around the world.

Getting Started

From the start page in ProQuest, choose **Business - ABI/Inform Global** from the dropdown list of databases:

The screenshot shows the ProQuest Basic Search page. At the top, there are tabs for 'Basic', 'Advanced', 'Topics', 'Publications', and 'My Research'. Below the tabs, it says 'Databases selected: ABI/INFORM Global'. The 'Basic Search' section has a search box with 'Search' and 'Clear' buttons. Below the search box, there are three dropdown menus: 'Database:', 'Date range:', and 'Limit results to:'. The 'Database:' dropdown is open, showing 'Business - ABI/INFORM Global' as the selected option. Other options include 'Multiple databases...', 'Interdisciplinary - Canadian Research Index', and 'Interdisciplinary - Dissertations & Theses'. There is also a checkbox for 'Scholarly journals, including peer-reviewed' and an 'About' link.

There are four main ways to search ABI/Inform Global - using Basic or Advanced Search, the Topic Guide, or Publication Search. They are the tabs across the top of the screen. Let's look at each one in turn:

Basic Search

Type one or more words or a phrase into the search box. Use quotation marks around phrases e.g. "financial reporting standards". Tick the box for **Full-text results only** if you don't want results with only an abstract. Then click the Search button.

Advanced Search

In Advanced Search you get three boxes with drop-down menu options beside each one, which allow you to search for each keyword in specific fields in the database. (You don't have to complete every box). Here's an example where I'm searching for full-text articles on Stakeholder leadership in *Academy of Management Review* published since January 1980:

The screenshot shows the ProQuest Advanced Search page. At the top, there are tabs for 'Basic', 'Advanced', 'Topics', 'Publications', and 'My Research'. Below the tabs, it says 'Databases selected: ABI/INFORM Global'. The 'Advanced Search' section has a search box with 'Stakeholder leadership' and a dropdown menu for 'Citation and abstract'. Below the search box, there are three rows of search criteria. The first row has 'AND' in a dropdown, 'Academy of Management Review' in a dropdown, and 'Publication title' in a dropdown. The second row has 'AND' in a dropdown, an empty search box, and 'Citation and abstract' in a dropdown. There are 'Add a row' and 'Remove a row' links. Below the search criteria, there are 'Search' and 'Clear' buttons. At the bottom, there are dropdowns for 'Database:' (Business - ABI/INFORM Global) and 'Date range:' (After this date... 01/01/1980). There is also a checkbox for 'Full text documents only' which is checked, and a checkbox for 'Scholarly journals, including peer-reviewed' which is unchecked. There is an 'About' link.

Tips

- If you want to search by subject, click on the **Browse topics** link (top right) to see if your subject keyword is used in this database.
- You can search for company names by selecting company from the drop-down menu.
- Combine your search terms using AND, OR or NOT and parenthesis. Parenthesis () is used to tell the database to recognise key terms together instead of just reading your search statement from left to right e.g. **(profit AND loss) OR financial results** joins profit and loss together, instead of first recognising loss or financial results.
- Expand your search using the truncation symbol, * e.g. financ* finds finance or financial or finances.
- Use ? as the wildcard to signify a letter in or at the end of a word e.g. wom?n finds woman or women.
- W/# searches for terms within the specified number of words from each other e.g. export W/10 Chin* (Note the use of * to search for China or Chinese).
- If you want full-text articles only, rather than results which include articles for which there are just abstracts, tick the box **Full text documents only** (below the search boxes).
- If you want more boxes, you can add them by clicking **Add a row**. You can refine your search even further or search in a specific field by clicking on **More Search Options**.

Refining your results

- Results can be narrowed to specific types of resources by clicking on the tabs above the list. You can choose to look at only scholarly journals, newspaper, trade or magazine articles.
- You can sort results by date or relevance, using the drop-down menu top-right.
- ABI/Inform also suggests topics and publications that are relevant to your search terms as you go along.

Topic Guide

Click on the Topic Guide tab. Look up a ProQuest topic by typing a term in the search box, or click on **Browse the subject directory** and click **View articles** to find articles for that subject.

Publication Search

Click on the Publication tab. Search for a specific publication by title, or browse through the A-Z list of publications.

Printing and Downloading

- To print: click the print button from the full-text article screen and follow the usual steps for printing in the Reading Rooms.
- Downloading is not permitted from ABI/Inform Global.

Alternatives

The following databases in the Social Sciences Reading Room all contain fulltext journal articles on business subjects:

- **Business Source Complete (EBSCO)** contains articles from over 11,000 management journals
- **JSTOR** contains historic runs of many scholarly journals in full text
- The British Library's **ESTAR** system contains the latest 5 years' journals from selected publishers
- **EconLit with full text** is a major source of economics journals
- Publisher databases include: **Emerald**, **Wiley Interscience** (Wiley-Blackwell), **Informa** (Taylor & Francis), **ScienceDirect** (Elsevier). Abstracting and indexing services include the **Social Science Citation Index** (Web of Knowledge), **IBSS**, **Institute of Management International Databases**, and **Human Resources Abstracts**.