Business Source Complete from EBSCO contains over 1600 full text peer-reviewed academic journals covering all aspects of business and management, accounting and finance and economics, plus more than 1600 full text trade journals and general business magazines. Many of the scholarly journals are available in full text from the very first issue, and over 1200 are in full text from 2003 onwards, making Business Source Complete a key resource for academic researchers. It also contains market research reports, industry reports, country reports, company profiles and SWOT analyses; plus author profiles and interviews.

**Getting Started**
Business Source Complete is only available on computers in the Social Sciences reading room and the Business & IP Centre at the British Library. This guide covers using Basic Search, Advanced Search, using the Thesaurus, and Publication Search.

**Basic Search**
Click on Basic Search (below the main search box). Type one or more words or a phrase into the search box. If you’re using a phrase, put it in speech marks e.g. “management styles” or make sure the option **Boolean/Phrase** is on. 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). In the following example, I’m searching for **full-text articles** only, from all publication types, in English, on Strategic planning and leadership published from January 2000 to November 2008. Note that I have chosen to search for these keywords **anywhere** in the results:
Refining your results
Results are shown in a list down the middle of the page. In the example below, I have 1319 results (1). You can sort the results by Date, Relevance, Author or Source using the dropdown menu (2). The left-hand column allows you to narrow your results (click on Search Options (3) for more options); and the right-hand column has options to limit your results in lots of ways (by Source Type, Publication, Subject term etc):

In this example, I decide to narrow my results by Source Type, so that I can look just at Academic Journals (1). This gives me 429 results (2):

The title of each result is a hyperlink that will take me to the bibliographic details of that item. You get to the full text of the item, where available, only from links that say PDF Full Text or HTML Full Text at the bottom of the item (3).
Tips

- You can search for company names in a Basic or Advanced Search by using the **Company/Entity** box bottom-right.
- Tick the box **Full text**, as in the example above, to exclude articles which only have an abstract.
- Many of the more recent records contain cited **references** from the bibliographies of the source articles, which enables access to further relevant items. From your results list, click on **Search Options** under the Limiters in the right-hand column, then tick the box for **References Available** and then click Search. Click on the **Cited References** hyperlink under each result to see the referenced articles for that item, in a list. Here’s an example – as you can see, this one article had 28 cited references I can follow up:

- Most of the industry publications focus on American industry. But if you want to find what publications are available **for a particular industry**, you can search by NAICS (North American Industry Classification System) code. Click on Help (top right) and then go to the article called NAICS under Searching in the left-hand menu to look up what the NAICS codes mean. You type the four digit code into the search box.
- Tick **Image Quick View** and then choose certain image types to find only articles that contain an image of the type you specify. This is very useful if you’re looking for a certain diagram.
- Click on **Author Profiles** in the toolbar to search or browse for articles about selected notable business authors, including their current contact details.
- Click on **More** in the toolbar to search **Company Profiles**, **Cited References** or other **Indexes**. **Cited References** is a good way of finding articles or authors working in related fields, as well as the impact of a specific work. **Indexes** allows you to browse or search to see if your keyword – subject, person or place – is used in the database and to perform a search using it.

**Using the Thesaurus**

Before you do a keyword search, or if you get disappointing results, it’s really important to check that the keywords you want to use are in fact used in this database. For example, does it use the phrase Corporate social responsibility?

1. Click on **Thesaurus**
2. Type your keyword/s into the box below the green banner, and click **Browse**
3. As you’ll see, the database **does not use** Corporate social responsibility as a term. It suggests that I will get better results if I use phrase Social responsibility of business:

Sally Halper  28/11/2008
To use the term Social responsibility of business in my search, I tick the box to select it and click on the Add button (1). Then I click Advanced Search to go back to the Advanced search screen (2):

**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 icon from the full-text article screen and follow the usual steps for printing in the Reading Rooms. Printing is allowed within reasonable limits.
- Downloading is not permitted from Business Source Complete in the Social Sciences reading room. Up to 50 articles a day can be downloaded for you by staff in the Business & IP Centre.

**Alternatives**
The following databases in the Social Sciences Reading Room all contain fulltext journal articles on business subjects:
- **ABI/Inform (ProQuest)** contains articles from over 1800 management journals in full text and abstracts for another 1,000, plus Masters' theses and Doctoral dissertations from US and Canadian Universities.
- **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**.