ProQuest
ABI/INFORM Global
User’s Guide

Welcome to ProQuest’s ABI/INFORM Global database. This user guide will show you everything you need to know to access and utilize the wealth of information available from this database.

This program is an Internet-based database that may be accessed by using one of the network computers in the McLeod Business Library in Alan B. Miller Hall.

Mason School of Business graduate students, undergraduate students with a business major, faculty and staff may also access this program through the Mason School of Business network.

Introduction

ProQuest online information service provides access to thousands of current periodicals and newspapers that you can search or browse. ProQuest’s documents are copyright-cleared which means that you may copy, e-mail, or print them.

ABI/INFORM Global includes in-depth coverage for more than 3,000 publications, with more than 2,000 available in full text. This database offers the latest business and financial information for researchers at all levels. With ABI/INFORM Global, users can find out about business conditions, management techniques, business trends, management practice and theory, corporate strategy and tactics, and competitive landscape.

ABI/INFORM Global includes ABI/INFORM Archive, which provides cover-to-cover articles and full-images, complete with illustrations and advertisements. The database contains complete runs of key business and management journals, providing a unique historical perspective on hundreds of topics, including corporate strategies, management techniques, marketing, product development, and industry conditions worldwide.
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Opening Screen

The ProQuest opening screen displays the *Search* window. You may use this search screen to immediately start a search by typing a term in the box, then click on the *Search* icon.

For more options to conduct a basic search, please go to page 6.

Header

The ProQuest header consists of two lines. The top line tells you how many databases you are searching (the default setup for the McLeod Business Library is one: ABI/INFORM Global). You may click on the down arrow to modify the list of databases you are using. See page 5.

This line also indicates the number of searches you have made and the number of items you have selected during the current session.

There are also links to *My Research* and *Exit*. The *Exit* link will close the program.
**My Research** will list the items you have selected. You may save items from one session to another by creating an account for **My Research** by clicking on the **My Research** link. See page 29 for information about **My Research** and creating an account.

The main part of the header has six tabs and links for **All Databases**, **Business Databases**, **Preferences**, the interface language (English), and **Help**.

The **All Databases** link will select all databases so that your search will include all the databases that are available.

The **Business Databases** link will select the six databases that have a business orientation. These are ABI/INFORM Global (the primary business database), COS Conference Index, ebrary@e-books, EconLit, ProQuest Dissertations & Theses: Business, and ProQuest Historical Newspapers: The Wall Street Journal (1889-1994). Your search results will include information from all of these databases.

You may return to the ABI/INFORM Global opening page (and the McLeod Business Library’s subscription) only by closing the database and reentering it through the McLeod Business Library server databases page).

You may make limited selections for some functions by clicking on the **Preferences** link. You must have a **My Research** account before you can make any adjustments to the preferences. These selections will remain in effect each time you log onto your **My Research** account.

The interface language may be changed by clicking on **English** and making a selection from the menu. English is the default language.

Clicking on **Help** in the upper right corner will open a **ProQuest Help** window.

Once you are in the help window, you may use the **Table of Contents** or **Search** selections to search for other information.

**Tabs**

The six tabs in the header are **Basic Search**, **Advanced**, **Data & Reports**, **Publications**, **Browse**, and **About**.

- **The Basic Search** tab returns you to the **Opening Screen/Search** page from any page in the ProQuest program. Please go to page 6 for information about the **Basic Search** tab.

- **The Advanced** tab opens a menu with five selections (**Advanced Search**, **Command Line**, **Data & Reports**, **Find Similar**, and **Look Up Citation**). For information about the **Advanced** tab, please go to page 16.
• The Data & Reports tab opens the Data & Reports Search page, which allows you to target your search to reports and other published materials with data on companies, industries and markets. Please go to page 21 for information about the Data & Reports tab.

• The Publications tab opens the Publication Search page, which allows you to search for documents by searching or browsing through the numerous publications included in the ProQuest databases. Please go to page 22 for information about the Publications tab.

• The Browse tab opens the Browse Featured Content page, which allows you to browse the ABI/INFORM Global database in specific topics: Industry and Market Research, Country Reports, and More Featured Content. You also may browse by selected topic paths. See page 26 for information about the Browse tab.

• The About tab opens an information page about the ABI/INFORM Global database. Please go to page 28 for information about the About tab.

Selecting a Database

Clicking on the down arrow and link in the top line of the header will open a drop-down menu of available databases. There are a number of databases from which to choose. ABI/INFORM Global is the database that provides business-related information through the McLeod Business Library. The other selections (American Periodicals, EconLit, etc.) are provided through the Earl Gregg Swem library.

Select the databases you want by clicking on the check boxes next to the databases so that checkmarks appear in the boxes.

When you have completed making your selection(s) click on the Use Selected Databases button to return to the same page in ProQuest from which you accessed the Select Databases page.

The Go to Database Details link will open the Select Databases page where the databases are listed with a brief description of each one. Again, select the ones you want to use and click on the Use Selected Databases button.
Basic Search Tab

When you first access ProQuest the Search page with the ABI/INFORM Global database is the default opening screen. From this screen you may use the tabs in the header to select the type of search you want to make (Advanced, Publication, etc.). The results of recent searches and any saved documents from other searches (made during your current session) may be viewed by using the My Research link. See page 29 for information about My Research.

Basic Search

Selecting the Basic Search tab will return you to the Search page from anywhere in the program.

The Search page allows you to make a quick and simple search using a word or words as your search terms.

The page consists of a search box, some information about the database, a section on the right with some search assistance links and some search tips. There is also a link to the McLeod Business Library’s web page with its hours of operation.

Performing a Search

To make a search on the Basic Search tab enter a word or words into the search box. There are also three filtering options (Full Text, Peer Reviewed, and Scholarly Journals) that you may select. The Full Text option is already selected.

As you type in a word a menu of suggested terms is displayed below the box. Clicking on a selection will start the search using the selected term. (Note: if you want to use the filtering options below the box they must be selected before clicking on a suggested term.)

There is a search link above the search box. This will take you to the Advanced tab. If you need more options in developing your search go to the Advanced tab. See page 16 for information about the Advanced tab.

Once a search has been made a new link is added above the search box. This is the Recent Searches link. Clicking on this will open the Recent Searches window. This lists your recent searches. Each search is link hat will run the search again.

Once you have entered your search term into the box click on the Search icon (if you did not select one of the suggested terms from the menu) to begin the search. The search results will be displayed on a Results page. See page 8 for information about the Results page.
Other Search Page Features

The section of the Basic Search tab to the right of the search box has links that provide information and help. The Search link in this section will open a ProQuest Help window.

Once you are in the help window, you may use the Table of Contents or Search selections to search for other information.

The Search Syntax Changes link will open a ProQuest Help window. The window will be open the help page with information about the syntax changes.

The Discover link will open a Support Center window with Frequently Asked Questions and other information.

The Contact link will open a Contact Support window with contact information.

The Search Tip section of the page gives you some very basic tips on how to improve your search set up.
Results Page

The results of your search are displayed on a Results page.

The documents meeting your criteria are displayed 20 to a page. However, you have the option of changing how many documents are displayed. The Results per page box drop down menu at the bottom of the list gives you four selections: 10, 20, 50 or 100 documents per page.

You may navigate from page to page by clicking on the page numbers or the Next Page arrow at the bottom of the list.

The bottom of each page of the Results page has a Search Term box that allows you to conduct another search within the current search results. Enter a search term into the data field and click on the Search button. The results of this search will be displayed on a new Results page.

The Search Within link in the top section of the page will scroll the page to the Search Term box at the bottom of the page.

Document List

Each document entry has a check box, a document type symbol (Trade Journals, Wire Feeds, Newspapers, Magazines, Scholarly Journals, etc.), the document title, a brief description of the document and indications of whether the document is available in full text.

Placing a check mark in the check box will include that document in your marked list. Please see page 29 for information about My Research.

Each document title is a link to that document’s page. Please go to page 13 for information about the Document page.
Each entry includes the author’s name (if known) and information about the publication (Date, volume, page, etc.).

If the document is available in Full text, Text & Graphics or Page Image – PDF there are symbols/links below the main entry line that will take you to the appropriate page.

There is also a Preview link (you may click on it or hover the mouse pointer over it) that will open a new window with information about the document and many of the same links and tools included on the Results page.

**Results Page Links**

The original search box is at the top of each Results page. The search term you used is entered into the data field. Also, there are two new links below this data field: Modify Search and Tips.

The Modify Search link will take you back to the original search tab (Basic Search or Advanced) with your search terms and selections entered. You may then modify the search setup and make a new search.

Clicking on the Tips link will open a ProQuest Help window open to the section on Search Tips.

There are three links below the original search box: Create Alert, Create RSS Feed and Save Search. Clicking on one of these links will open a new window where you may set up the service desired.

The Save Search link will first prompt you to log onto your My Research account. After logging on your search will be saved in My Research. See page 29 for information about My Research.
The *Create Alert* and *Set Up Your RSS Feed* windows are simple to operate. Fill in the information needed to complete the forms and click on the *Create Feed* or *Create Alert* buttons.

### Suggested Subjects

The *Results* page has a box that allows you to branch out from your original search. The *Suggested Subjects* box is located near the top of each *Results* page. This box has links to topics related to the subject of your original search.

The ProQuest database automatically screens your search term for related topics and places them in the *Suggested Subjects* box.

The *Suggested Subjects* box does not display all the subjects the program has identified. The *View All* link will open a new *Suggested Subjects* window with the complete list of suggested subjects.

Clicking on one of the links in the *Suggested Subjects* box or the *Suggested Subjects* window will open a new *Results* page.
Results Page Tools

The Results page has two boxes of tools that you may use to select items for your use or refine the search results. See page 12 for information about the column on the right side of the page.

The box just below the top search box has selections for Save to My Research, Email, Print, Cite, and Export/Save.

Each of these will act on any items you have selected from the list of documents. Documents are selected by clicking on the checkbox next to each item so that a check mark appears. Clicking on the box next to the “Select 1-20” line will select all the items on the page.

The Save to My Research link will save the items you have selected to your My Research account. If you are not already signed in you will be prompted to sign in. See page 29 for information about My Research.

Selecting the Email link will open an Email window where you may fill in information to have the selected items e-mailed to an e-mail address you enter.

The Print link will open a Print window. You may select what will be printed from a drop-down menu.

You may select Results Listing Only (as it is in the results list); Citation, Abstract, Indexing; Full Text (Citation, Abstract, Full Text, Images, Indexing), or Custom.

You also have the option to select the citation style from another drop-down menu with numerous selections.

Once you have made your selections click on the Continue button. This will open the selections in a printer friendly page with the print window open so that you may select the printer.

The Cite link will open a window with citations for the items you have selected. You may change the citation style by selecting a different style from the drop-down menu.

You may cut and paste the citations into your document. You also may Email, Print or Download the citations.
Hovering over Export/Save will open a menu with nine selections (see the box at right) for the format in which to save the selections.

Making a selection from the list, or clicking on the Export/Save selection will open the Export/Save window.

This window allows you to select what will be saved (Results Listing Only as it is in the results list); Citation, Abstract, Indexing; Full Text (Citation, Abstract, Full Text, Images, Indexing), or Custom), the format in which it will be saved (if not already selected from the Export/Save menu), and Bibliography style.

The column on the right side of the Results page has selections where you may sort the results list according to: Relevance, Publication Date (Oldest First), and Publication Date (Most Recent First). The Publication Date (Most Recent First) selection is the default display when the Results page first opens.

You also may narrow the results according to the topics listed. The topics are grouped into more than a dozen categories: Full Text, Peer Reviewed, Scholarly Journals, Source Type, Publication Title, Document Type, Subject, Classification, Company/Organization, Location, Person, Tags, Language, and Publication Date.

Each of these categories may be expanded by clicking on the plus icon next to the name. The top selections in that category will be displayed. More selections may be displayed by clicking on the More Options link at the bottom of the category. Each selection will have a number next to it indicating how many items are included in that topic.

More than one category may be expanded at one time.

Clicking on a topic name will display a new Results page with only those items listed.

The Publication Date category has a column chart that indicates how many items are included in each time increment. Hovering the mouse pointer over the chart will display the time frame of the column and how many items are included in that column. Clicking on the column will display a new Results page with only those items listed.
Document Page

Clicking on the document title or a Full Text link will take you to the Document page. This page displays the document with links to additional information about the document, author, and publication.

**Document Page Top Section**

The top line of information on the Document page includes a link to take you back to the Results page. A navigation link is also on this line that tells you which document you are viewing (e.g., Article 5 of 22843) in the list from your search results. This link allows you to go forward to the Next document or backwards to the Previous document.

Below this line is a box of tools similar to the tools box on the Results page. Go to page 11 for information about these links.

The Tags link is new to this page. Clicking on this link will take you to the Tags section at the bottom of the Document page. Here there are links to Add Tags, information About Tags, and a link to Go to My Tags in your My Research account. See page 29 for information about My Research. If you are not signed in you will receive a prompt to sign in.

Tags are used to identify an item using key words that you would use to signify the content of the item.

The box on the right side of the Document page has some tools that you may use to gather additional information about the document or find related documents.

You may close the box by clicking on the double arrow icon at the top of the box. Clicking on them again will open the box.

The box is divided into two sections: Other Formats and More Like This.
The Other Formats section has one link: **Citation/Abstract**. Clicking on this link will display the citation/abstract of the document in the main display area of the *Documents* page. The link then becomes **Full Text**. You may click on this link to reopen the full text document in the main display area.

The More Like This section has two links: **See Similar Documents** and **Search With Indexing Terms**. Clicking on one of these will open selections below it. Only one may be open at a time.

The **Search With Indexing Terms** links is already open. It has a variety of selections to use in another search. This will be a new search using the terms selected. A new Results page will be opened.

**See Similar Documents** will expand it to display a list of five items. Clicking on an item’s title opens that item’s *Document* page. You may view more items on this list by clicking on the **Next 5** link at the bottom of the box.

### Document Section

#### Top Matter

The document section of the *Document View* page is subdivided into sections. The top matter section has the document title, the author, the publication title, and publication issue information. The author’s name, publication name, and publication issue number are all links that will take you to other areas of ProQuest.

- The author’s name link will take you to a page with all documents written by that author.
- The publication name link will take you to a page with all issues of that publication.
- The publication issue number link will take you to a page with all documents from that issue of the publication.

There is also a link that will turn off or turn on hit highlighting. That is, turning it on will cause your search terms to be highlighted wherever they appear in the document.

#### Abstract

If the document being displayed on the *Document* page has an abstract prepared for it the abstract will be displayed below the top matter section. Any instances of the search term you used in your search that appear in the abstract’s text will be highlighted (unless you turn off the hit highlighting feature).

The Abstract section has a **Translate** link. This link will open a box that gives you selections for languages into which the abstract may be translated. Select the language from the drop-down menu and click on the Translate button. Only the abstract will be translated. Be advised that this will be a “machine-generated” translation and may only be an approximation of an actual translation by an experienced translator.
**Full Text**

Below the Abstract section is the full text display of the document.

The number of words in the document is listed at the end of the article. The body of the section lists copyright information and then the text of the document.

The Full Text section has a **Translate** link. This link will open a box that gives you selections for languages into which the abstract may be translated. Select the language from the drop-down menu and click on the Translate button. Only the abstract will be translated. Be advised that this will be a “machine-generated” translation and may only be an approximation of an actual translation by an experienced translator.

**Full Text – PDF**

Selecting the **Full Text – PDF** option (if available) will open the document using Adobe Acrobat. The document will be displayed just as it appeared in the publication.

**Indexing**

The bottom of the Document page has the Indexing section.

This section has information about the article. There are also some links to other information.

First there is a **Cite** link. This will open a window with citations for the items you have selected. You may change the citation style by selecting a different style from the drop-down menu.

You may cut and paste the citations into your document.

The Author’s name, publication name, publication volume and issue numbers, and journal subjects are links.

The author’s name link will take you to a page with all documents written by that author.

The publication name link will take you to a page with all issues of that publication.

The publication issue number link will take you to a page with all documents from that issue of the publication.

The Journal Subjects terms will perform a search using the term as the search term. A fresh **Results** page will be opened. See page 8 for information about the **Results** page.

You may cut and paste the document’s URL (which is the document’s permanent web location) into another document or e-mail.
The Advanced tab in the ProQuest header has a submenu with five items: Advanced Search, Command Line, Data & Reports, Find Similar, and Look Up Citation.

Advanced Search
Selecting the Advanced tab from the tabs in the ProQuest header will open the Advanced Search page.

The Advanced Search page has three lines of boxes for the entry of search terms. You have the option of selecting where each term will be searched for in the

Look Up Citation
Clicking on the Advanced tab without selecting an item from the menu will open the Advanced Search page.
document. The box to the right of each data entry box has a drop down menu with numerous selections for different areas to search.

In addition to this feature, you may also choose how the boxes are used in conjunction with each other by using the boxes to the left of the two lower data entry boxes. These boxes have drop down menus with a selection of three operators that allow you to connect the other data fields in specific ways. The selections are AND, OR, and NOT.

The two lower rows each have two boxes for search terms. The boxes are separated by the OR operator so you may enter search terms in each and the database will search for either term in the area you specify.

If you need more rows of boxes for your search you may click on the Add a Row link below the last row. This will add another row identical to the last row.

Click on the Search button to begin your search. The results will be displayed on a Results page. See page 8 for information about the Results page.

If you wish, you may narrow your search. Use the Limit To section of the Advanced Search page to apply limiters.

This section has five boxes for data entry and scrolling menus of other limiters you may use: Source Type, Document Type, Document Feature, and Language. A sixth box may be displayed by clicking on the Show More Fields link.

The bottom of the page has several selections for the results display (Sorting and items per page).
Search Tools

Above the boxes are three links: Thesaurus, Field Codes and Search Tips.

The Thesaurus link will open the ProQuest Thesaurus window. Enter a term into the box and click on the Find button.

Any items that are identified in the search will be displayed in the area below the box.

Each term has a check box next to it. Click on the box next to any terms you want to use so that a check mark appears in the box. This selects that term. Clicking on a term that has more terms under it will select all the terms.

You also may browse for terms by using the linked alphabet.

Click on the Add to Search button to include these terms in your search.

The Field Codes, and Search Tips selections will open ProQuest Help windows with the subject displayed (e.g., field codes, etc.).

The right side of the Advanced Search page has a Search Subject Areas box. This box (see far right) has a list of topics. These include Business, Dissertations & Theses, and more.

Clicking on a topic will open an Advanced Search page tailored for that topic. The Business Advanced Search page is pictured. It is very similar to the regular Advanced Search page but has fewer limiter menus and has an additional section: the Databases section. This section lists the databases that are being searched. You may select specific databases, or omit them by clearing the check boxes.
Command Line

The Command Line selection in the Advanced tab menu opens the Command Line Search page. This page has a menu line below the page title with selections for more searches. These are: Advanced Search (this takes you to the Advanced Search page, see page 16 for information about the Advanced Search page), Look Up Citation (see page 20), and More (which has two selections under it: Find Similar and Data & Reports, see page 20).

The Command Line Search page is used to construct a precise search. You may elect to not use operators or command line syntax by simply typing in a phrase or sentence. However, you may construct a search using command line syntax and operators to narrow the search to specific areas and associations between your search terms.

You may add more boxes by clicking on the Add Search Fields link. This will expand the area above the main box. Two boxes with drop-down menus are added, one with a selection of ten operators and another with a long list of search fields you may use (e.g., author, company, dateline, etc.).

There are also some selections for limiters and display options below the main box.

The box on the right side of the page has links and information that are helpful in setting up your search. This box has selections for Thesaurus, Look Up Terms, Field Codes, and Tips. See page 18 for information about the Thesaurus, Field Codes and Tips links.

The Look Up Terms link will open the Look Up Terms window. This window has eight links to open search windows for various topics, including Authors, Publications, Subjects and more. The Look up Authors window is pictured. Each of these windows will find terms for you to use in your search.

After making your selections and entering terms click on the Search button to begin the search. The results are displayed on a Results page. See page 8 for information about the Results page.
Data & Reports

The Data & Reports selection in the Advanced tab menu will open the same Data & Reports Search page that is opened when the Data & Reports tab in the program header is selected. See page 21 for information about the Data & Reports Search page.

Find Similar

The Find Similar selection in the Advanced tab menu will open the Find Similar page.

This page is used to locate other items that may be similar to one you have already found.

The Find Similar search is used by cutting and pasting a block of text from the document you have found into the data field on the Find Similar page.

There are some selections below the data field for some limiters and display options.

Click on the Search button to begin the search.

The results of your search will be displayed on a Results page. See page 8 for information about the Results page.

Look Up Citation

The Look Up Citation selection in the Advanced tab menu will open the Look Up Citation page.

This search function may be used to search for a particular document when you have only part of a title, author’s name or other information.

Enter the information you have into the appropriate boxes. You may use wildcard (?) and truncation (*) symbols to fill in areas of words of which you may have incomplete information. Click on the Search button when you are ready to begin your search.

The results are displayed on a Results page. See page 8 for information about the Results page.
Data & Reports Tab

Selecting the **Data & Reports** tab opens the **Data & Reports Search** page.

This page is a specialized search function that is available when you search the Business subject area and the ABI/INFORM Global database. This search feature targets your business research to specific companies, industries, and markets.

Set up your search by entering your search term into the box near the top of the page.

You may select where the database searches for the term by selecting from the drop-down menu of the box next to it. The menu has two selections: **Anywhere** and **All Fields (no full text) -ALL**.

Next select the data/report types. There are two categories: Company Research and Market Research. Each has three selections below it. A check mark in the check box by each selection indicates it is being used in the search. The default setup is for all types to be selected. You must deselect a type to omit it from your search.

You also may set up some limiters. You may narrow the date range from the default **All Dates** by selecting one of the options from the drop-down menu. The **Specific Date Range** selection will open a new set of boxes where you may set up the start and end dates.

You also may limit the search to a specific company, location, industry or market segment. There are four boxes for entering your terms for these limiters. Each box has a link next to it that opens a search feature in a new window. Each feature assists you in identifying the company, location, industry or market.

You also may adjust the display options of the results.

There are also some search tools above the boxes and a Search Subject Areas box on the right side of the page. These are the same tools (**Thesaurus**, **Field Codes** and **Search Tips**) and box that are on the **Advanced Search** page. See page 18 for information about these items.

When you have finished setting up your search click on the **Search** button to begin your search. The results will be displayed on a **Results** page. See page 8 for information about the **Results** page.
Publications Tab

Selecting the Publications tab from the ProQuest header tabs will open the Publication Search page. You have the options of running a search or browsing through the journals. See page 25 for information about browsing publications.

Search Publications

To perform a search of publications in ProQuest, enter the name or part of a name of a publication in the box and click on the Search button. Using as much of the name as possible will help to narrow your search, possibly to the specific publication you are seeking.
Putting the title in quotation marks will help narrow the search even more.

Typing in a general term such as Journal will produce a list of more than 1000 publications whereas typing in Journal of Accountancy will produce a list of about 25 publications. Adding quotation marks around the title in the data field will produce a search results list of only two publications.

Each entry on the list will give you the title of the publication, an indication if full text documents are available and the dates that are available. Each title is a link to that publication’s page in ProQuest. See page 24 for information about the Publication page.

Narrow Publications List Box

There is a Narrow Publications List box on the right side of the Publication Search page that allows you to select specific areas. The box has areas broken up into numerous topics including: Source Type, Publication Subject, Language, Publisher, and Database.

Each of these topics may be expanded to display selections under that topic. The topics are expanded by clicking on the “+” sign beside the topic name. For instance, the Source Type topic has the top five selections displayed and a More Options link that will open a window with more selections.

Each selection has a number beside it in parentheses indicating how many publications are included in that selection.

Clicking on a selection will change the list to include only the publications included in that selection. You still have the options to search or browse this list.
Publication Page

The publication page lists the publication title and full text availability. There are two links near the top of the page, Set Up Alert and Create RSS Feed.

The Set Up Alert link will open a new window with instructions on how to set up a publication alert service that will send an e-mail message to the designated e-mail address whenever there is a new issue of the publication posted to ProQuest.

The Create RSS Feed will automatically set up a link to a RSS feed. You have the option to cancel the feed if you decide not to use it. Otherwise the feed will expire in three months if it is not used.

Browse Specific Issues

You may browse through the individual issues listed in the bottom section of the page in the Browse Specific Issues section. Clicking on a year group will expand it to display all the years in that group. Clicking on a year will expand it to display all the issues in that year. Clicking on an issue will open a Browse Issue page with all the articles in that issue listed. This page is similar to and operates in a similar manner as the Results page. Please go to page 8 for information about the Results page.
Search Within Publication

The **Search within this publication** section has a search function that allows you to search all the issues of the publication using specific terms. Enter your search terms into the box, and click on the **Search** button to begin the search.

This will open a **Results** page with all the matching documents in that publication listed. Please go to page 8 for information about the **Results** page.

The **Advanced Search** link will open the **Advanced Search** page. See page 16 for information about the **Advanced Search** page.

Publication Page Links

**Show All**

The **Show All** link will expand the publication information section.

**Show Format Availability**

The **Show Format Availability** link will open a box showing the formats in which articles are available in that publication.

**Subjects Line and Publisher Name**

The items in the Subjects line and Publisher line are links that will perform searches. The Subjects links will open a search results page using the subject terms as the search terms.

The Publisher line (in the expanded publication information section) will open a publications search results page with all publications from the same publisher.

**View Most Recent Issue**

The **View Most Recent Issue** link will open a **Browse Issue** page with all the documents in that issue listed. This page is similar to and operates in a similar manner as the **Results** page. Please go to page 8 for information about the **Results** page.

**Browsing Publications**

You may browse for a publication by clicking on a letter of the hyperlinked alphabet. Each letter will open a page with all publications that begin with that letter. Some letters may have enough publications for more than one page.

Each title is a link to that publication’s page. See page 24 for information about the **Publication** page.
Browse Tab

Selecting the Browse tab from the ProQuest header tabs will open the Browse Featured Content page. This page has links divided into four topics: Industry and Market Research, Country Reports, More Featured Content and Topic Paths. Each group has from one to six links under it.

Clicking on a link will open the page for that browsing feature.

Industry and Market Research

The Industry and Market Research topic has one link: Just-Series Market Research Reports.

Clicking on this link opens the Just-Series Market Research Reports page. This page has three tabs: Browse by Subject, Browse by Industry and Browse by Title. Each tab will display the reports grouped according to the tab subject.

Each tab displays a list of items that may be expanded by clicking on the plus sign next to the item.

Clicking on the View Documents link next to an item will open a Results page for all the documents for that item and for all items under it. See page 8 for information about the Results page.

Country Reports

The Country Reports topic has three links under it. Clicking on one of these links will open a page with the same title as the link.

Each of these pages is similar to the Just-Series Market Research Reports page described above. Each page has two or three tabs that allow you to display the contents sorted by different parameters.

Some of the pages have boxes where you may search that tab for items.
More Featured Content

The More Featured Content topic has two links under it. Clicking on one of these links will open a page with the same title as the link.

Each of these pages is similar to the Just-Series Market Research Reports page described on page 26. Each page has one or two tabs that allow you to display the contents sorted by different parameters.

Some of the pages have boxes where you may search that tab for items.

Topic Paths

The Topic Paths topic has six links under it. Clicking on any of these links will open the same Topic Paths page. This page has a list of links that are divided into six sections with the same names as the links in the Topic Paths topic on the Browse Featured Contents page.

The top of the page has a search box. You may use this to search for topics on this page. The results for a search for “textile” is pictured.

Clicking on the View Documents link on this list will open a Topic Paths Results page. This page is similar to the Results page. See page 8 for information about the Results page.

On the Topic Paths page, clicking on one of the links will open that item to display the items contained within it. Clicking on one of those items will open it as well. You may continue doing this until the lowest level is displayed.

Clicking on the View Documents link on one of these lines will open a Topic Paths Results page. This page is similar to the Results page. See page 8 for information about the Results page.
About Tab

Selecting the About tab from the ProQuest header tabs will open the About ABI/INFORM Global page. This page has information about the ABI/INFORM Global database.

About ABI/INFORM Global

Launched in the early 1970s, ABI/INFORM remains the gold standard when it comes to business research databases. ABI/INFORM Complete’s massive content set – which includes important full-text journals and much sought-after titles from the business press as well as key trade publications, dissertations, conference proceedings, and market reports - will help today’s researchers resolve tomorrow’s problems.

ABI/INFORM Global™ is one of the most comprehensive business databases on the market, offering the latest business and financial information for researchers at all levels. It includes in-depth coverage from thousands of publications, most of them in full-text. With ABI/INFORM Global, users can find out about business conditions, management techniques, business trends, management practice and theory, corporate strategy and tactics, and competitive landscape. ABI/INFORM Global includes ABI/INFORM Archive, which offers a deep backfile of many of the most important business journals of the last century.

Through agreements with some of the world’s most prestigious publishers—including Cambridge University Press, Dow Jones & Company, Emerald Group Publishing, Palgrave MacMillan, the Financial Times Group, and the Economist Intelligence Unit—ProQuest provides access to hundreds of key business titles.

Key ongoing full-text journals include:
- Journal of Economic Literature
- Journal of International Business Studies
- Organization Science
- Journal of Economic Perspectives
- Academy of Management Science Journal
- American Economic Review
- Accounting Review
- Supply Chain Management
- MIT Sloan Management Review
- China Quarterly

Key ongoing full-text periodicals include:
- Wall Street Journal
- Financial Times
- Economist
- SmartMoney
My Research

Clicking on the My Research selection in the ProQuest program header will open the My Research page. This page displays all documents you have marked during your current ProQuest session. Saved documents will also be listed.

The page also lists recent searches.

Without creating an account you may still use some of the features of My Research.

The general My Research page has three tabs: Sign In, Widgets, and Import to My Research.

Signing In

If you save a search without first creating or opening your account you will be prompted to sign in. The Sign in to My Research window will be displayed. You may enter your information and open your account or you may click on the Create a My Research Account link. This will open the Create a My Research Account window. Enter the information requested to create your account.

There is also a box on the general My Research page where you may sign in to your My Research account. This box also has a Create a My Research Account link.
My Research Page

Once you have created your account and signed into My Research your personal My Research page will be displayed.

There are nine tabs across the top of the page: Documents, Searches, Alerts, RSS Feeds, Tags, Shared Lists, Widgets, Account, and Import to My Research.

Documents Tab

The page opens with the Documents tab opened. This tab lists all documents you have selected and saved to My Research.

The list includes the title (which is a link to the item’s Document page – see page 13 for information about the Document page), the formats in which it is available, any notes you may have created about that item, and a Delete link and an Add to Folder link.

You may create a folder by clicking on the New Folder link in the column on the right side of the page. This will open the New Folder window where you may name the folder and select where to have it located.

After you have created a folder you may place documents into it by clicking on the Add to Folder link and selecting the folder from the list.

The column on the right also has a sorting menu that allows you to sort the documents according to your selection.

The View section has two options for viewing the documents you have placed into My Research. The All Documents selection will display all the documents on the list.

Documents Not in a Folder will display only those documents that have not been placed into a folder.

Searches Tab

The Searches tab has the number of saved searches in parentheses. Clicking on the Searches tab will display the list
of searches.

This list includes the keywords of the searches, the parameters of the search, and some links at the bottom of each search entry. Using these links you may **Delete** the search, **Modify** the search (this will open the search page with the search term already entered), Set up an **Alert** for that search, or set up a **RSS Feed** for that search.

The bottom of the list has a **Combine Searches** box that allows you to combine two or more searches and run a new search with the combined searches.

The column on the right side of the **Searches** tab has a selection that allows you to view **Recent Searches** from the current session.

**Alerts, RSS Feeds, Tags, and Shared Lists Tabs**

Each of these tabs will open a display of any of these items you may have created and saved. Each list will have information about the items and allow you to run, modify or delete the items.

**Widgets Tab**

The **Widgets** tab opens a page where you may set up a widget on your web page that will allow you to make a search in ProQuest from your web page. (Please note that this database is IP address recognized and any access must be through the Mason School of Business database server or the database will not load.)

**Account Tab**

The **Account** tab will display a page with information about your My Research account. You may change the password and other information on this page.

**Import to My Research Tab**

The **Import to My Research** tab will open a page that will allow you to import research you may have created in older ProQuest products.