

Searching for Academic journals in Business Source Complete

Business Source Complete contains many different sources of information. The first priority is to be able to find the academic (or scholarly/peer reviewed) articles.

Connect to **Business Source Complete** through the [moodle database course](#) or the [library website](#).

The first screen that appears in Business Source Complete should be the **Advanced search** screen. Follow the instructions and reproduce the screenshots below to see how the searching works for yourself.

The screenshot shows the 'Advanced Search' page of Business Source Complete on EBSCOhost. The interface includes a search bar with the text 'small business' and a dropdown menu for 'Select a Field (option...)'. Below this, there are three rows for adding more search terms, each with an 'AND' dropdown and a 'Select a Field (option...)' dropdown. The first row has 'market*' entered in the search term field. To the right of the search bar are 'Search' and 'Clear' buttons. Below the search bar, there are links for 'Basic Search', 'Advanced Search', and 'Search History'. On the left side, there are sections for 'Search Options', 'Search Modes and E', 'Limit your', 'Published Date', and 'Publication Type'. The 'Search Modes and E' section has radio buttons for 'Boolean/Phrase', 'Find all', 'Find any', and 'Smart'. The 'Limit your' section has a checkbox for 'Reference'. The 'Published Date' section has dropdowns for 'Month' and 'Year'. The 'Publication Type' section has a list box with 'All', 'Academic Journal', 'Book', and 'Case Study'. On the right side, there is a checkbox for 'Scholarly (Peer Reviewed) Journals' which is checked. There are four callout boxes with red borders and purple text: 1. 'Once you are ready, click Search' pointing to the 'Search' button. 2. 'If you have more keywords you can add more rows. The more keywords you use, the fewer results you will get.' pointing to the '+' button in the third row of the search bar. 3. 'By typing market* I will find any word that starts with market, for example marketing and markets.' pointing to the 'market*' text in the first row. 4. 'It is good to use Scholarly Journals in your work, but be aware that checking this box can exclude some high quality resources.' pointing to the 'Scholarly (Peer Reviewed) Journals' checkbox.

Remember to search using **keywords**, not sentences. For example, I want to find information about marketing in small businesses, I have used the words small business and market*. These are my keywords.

Scholarly Journals (also known as peer reviewed) are ones which have their articles checked and approved by experts in the field, this is known as the peer review process. If an article or journal is peer reviewed it suggests that it is high quality and the information in it is accurate. You should try to use peer reviewed articles and journals in your work.

Harvard Business Review is **not** peer reviewed, this is one of a few publications in the business field which is high quality and authoritative but will not appear if you choose to only search 'Scholarly journals'.

When you see **AND**, **OR** or **NOT** these are known as Boolean searches. Use AND to find articles that mention all your keywords, use OR to find articles that mention any of your keywords and use NOT to find articles that don't mention one of your keywords. You can combine Boolean searches to create the perfect results.

The screenshot shows the EBSCOhost search interface. At the top, it says 'Searching: Business Source Complete | Choose Databases'. Below this, there are four search boxes with the following content: 'manufactur*', 'productivity', 'labour', and 'china'. Between the boxes are dropdown menus for 'AND', 'OR', and 'NOT'. To the right of each box is a 'Select a Field (option...)' dropdown. There are 'Search' and 'Clear' buttons on the right. At the bottom right, there are '+' and '-' buttons.

For example this search will find articles that mention both manufacturing and productivity or labour, but not anything about China.

The screenshot shows the EBSCOhost search results page. The search criteria are 'small business' AND 'market*'. The results are displayed as 'Search Results: 1 - 20 of 23,126'. A callout box on the right says: 'There are too many results to scroll through them all, so I will narrow the search. You should aim for fewer than 50 results.'

A good way to narrow your results and make them more relevant is to use the drop down list of options next to your keywords. Use these to decide where your keyword should appear in the articles. Is it an author's name, a company or a country you want articles about? In this case the keyword is a subject I'm researching, so I choose 'SU Subject Terms'.

The screenshot shows the EBSCOhost search results page. The search criteria are 'small business' AND 'market*'. The results are displayed as 'Search Results: 1 - 20 of 23,126'. A dropdown menu is open next to the 'market*' search box, showing options like 'TX All Text', 'AU Author', 'TI Title', 'SU Subject Terms', 'AB Abstract or Author-Supplied', 'KW Author-Supplied Keywords', 'GE Geographic Terms', 'PE People', 'PS Reviews & Periodicals', 'CO Company or Organization', 'IC NAICS Code', 'DN DUNS Number', 'TK Ticker Symbol', 'SO Publication Name', and 'IS ISSN (No Dashes)'. A callout box on the right says: 'By choosing 'SU Subject Terms', I will find articles that are all about small businesses, not just ones that mention small businesses.'

Because we selected Scholarly articles in our original search, all the results are from Academic Journals.

Use these tick boxes to select a few of the best journals. Do you want articles from marketing journals or management journals?

After the title and the authors of the article, we can see what journal it is from.

I have searched using both my keywords as subject terms.

I have fewer results now but still too many to look through them all.

You will normally only want recent results so that your work is up to date. Use this slider to see only results from the last few years.

Continue to narrow your results until you have a number which you can look at each one and decide if it is useful.