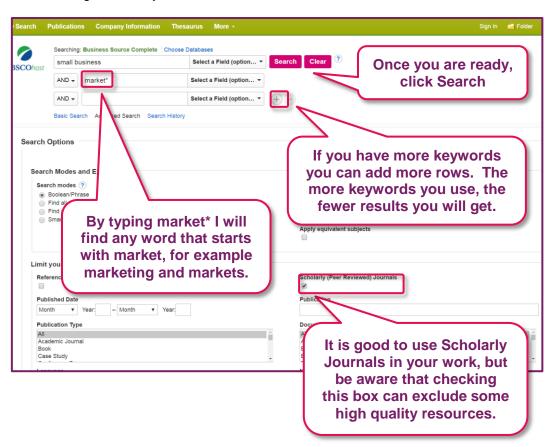## Searching for Academic journals in Business Source Complete

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.
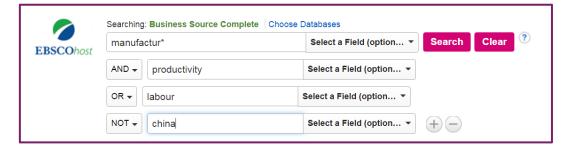

Remember to search using **keywords**, not sentences. For example, I want to find information about marketing in small businesses, I have used the words small business and market*. These are my keywords.

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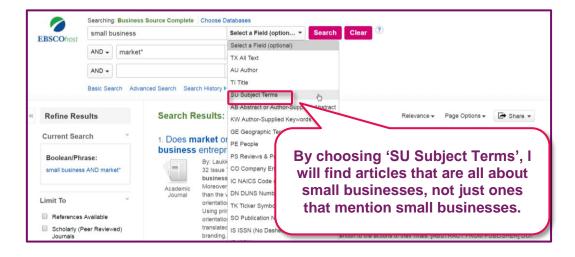
When you see **AND**, **OR** or **NOT** these are known as Boolean searches. Use AND to find articles that mention all your keywords, use OR to find articles that mention any of your keywords and use NOT to find articles that don't mention one of your keywords. You can combine Boolean searches to create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

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

There are too many results to scroll through them all, so I will narrow the search. You should aim for fewer than 50 results.
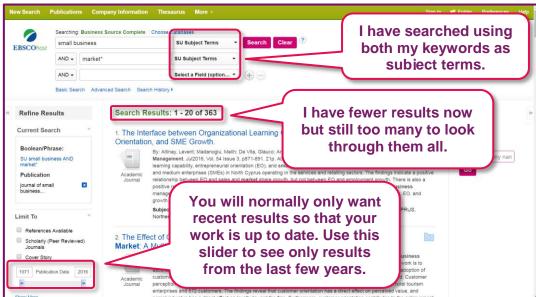
A good way to narrow your results and make them more relevant is to use the drop down list of options next to your keywords. Use these to decide where your keyword should appear in the articles. Is it an author's name, a company or a country you want articles about? In this case the keyword is a subject I'm researching, so I choose 'SU Subject Terms'.

By choosing 'SU Subject Terms', I will find articles that are all about small businesses, not just ones that mention small businesses.

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