Keywords and indexing terms in Business Source Complete

The help sheets about finding journals showed you how to search Business Source Complete using the keywords small business and market*. This help sheet shows you how to find and choose the best keywords to find the most relevant articles in Business Source Complete.

Some keywords work better than others because they are **indexing terms**. If we had used 'small enterprise' instead of small business we would have had less relevant results because small enterprise is not an indexing term.

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 keywords and indexing terms work for yourself.
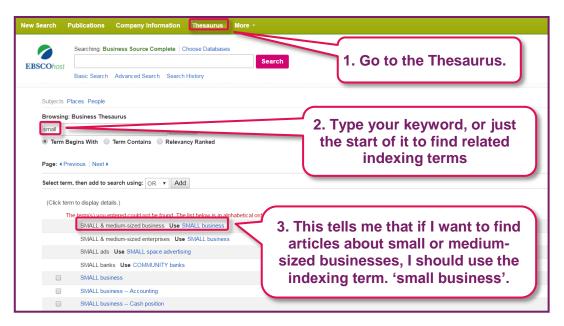
Try to use indexing terms when choosing your keywords. You can find out which keywords are indexing terms in 2 ways.

a) All the indexing terms for an article are listed with its other details. If you find an article that is particularly helpful, look at its indexing terms and use these when searching.

These are the indexing terms for this article. The ones we searched for are in bold.

b) The Thesaurus is a list of all the indexing terms used in Business Source Complete. Type in any keyword to find out if it is an indexing term, or what indexing terms would be better.

The more indexing terms you use when searching, you are likely to have fewer, more relevant results. Try to find the indexing terms for all the keywords related to your topic you can think of.