




### 13.1.7 EBSCO's Business Source Premier (<http://search.epnet.com/>)

Designed specifically for business schools and libraries, **Business Source Premier** is the world's most comprehensive index of business journals, magazines and other sources. This database contains indexes and abstracts for more than 10184 serials indexed and abstracted of which **9257 are business-related full-text serials**. Coverage of these titles goes back to the first half of the 20th century for many leading scholarly journals. **The database provides full text for more than 9257 serials, including over 1,100 full-text peer-reviewed journals**. In addition, database also facilitates searches through a business thesaurus and search for citations (a.k.a. linked, cited references) for more than 1,100 academic journals. **Business Source Premier** is the most comprehensive archive available for business journals, offering hundreds of thousands of peer reviewed business articles in PDF prior to 1985. Over 280 journals has archival coverage from Volume 1 Issue 1 onwards. Post-1985 coverage is also unparalleled with current full text from leading journals in every area of business, including marketing, management, MIS, POM, accounting, finance, econometrics, economics, international business, and more. The database also includes other sources such as hundreds of full-text country economic reports from eight different providers (including the EIU), hundreds of full-text reference books and scholarly monographs, hundreds of industry reports, and thousands of detailed company profiles. The database is updated daily. Besides **Business Source Premier**, three other EBSCO Databases accessible to the members of the INDEST-AICTE Consortium are **Academic Search Elite**, **TOC Premier** and **Library & Information Sciences Technology Abstracts (LISTA)**.

**Accessible to:** IITs (Except IIT Guwahati), IISc and IIMs.

Although the same search and browse interface can be used to search all the three databases mentioned above, this Compendium provides examples from Business Source Premier. A user can select a database to be searched through the interface reproduced below:

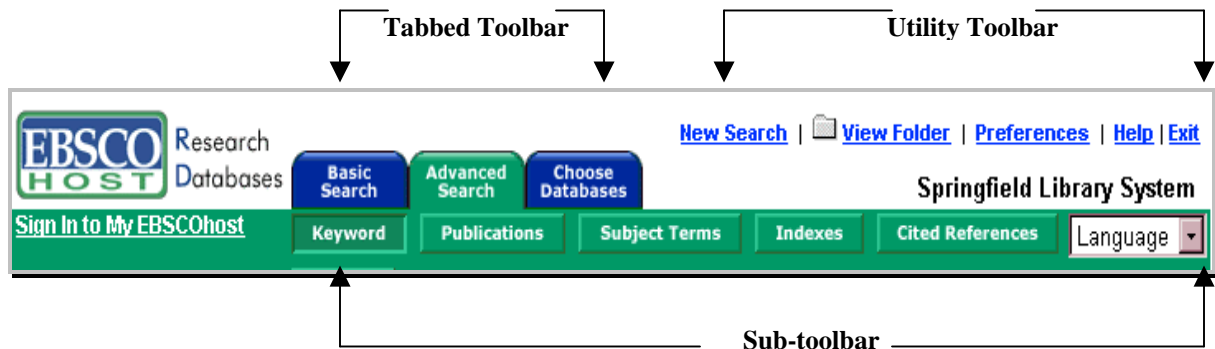
#### Choose Databases

To search within a single database, click the database name listed below. To select more than one database to search, check the boxes next to the databases and click *Continue*.  Folder is empty.

<input checked="" type="checkbox"/>	<b>Academic Search Premier</b> The world's largest academic multi-disciplinary database, <i>Academic Search Premier</i> provides full text for nearly 4,000 scholarly publications, including full text for more than 3,100 peer-reviewed journals. Coverage spans virtually every area of academic study and offers information dating as far back as 1975. This database is updated on a daily basis via EBSCO <i>host</i> . <a href="#">Title List</a> <a href="#">More Information</a>
<input type="checkbox"/>	<b>Business Source Premier</b> As the world's largest full text business database, <i>Business Source Premier</i> provides full text for nearly 3,600 scholarly business journals, including full text for nearly 1,050 peer-reviewed business publications. Coverage includes virtually all subject areas related to business. This database provides full text (PDF) for more than 300 of the top scholarly journals dating as far back as 1922. This database is updated on a daily basis via EBSCO <i>host</i> . <a href="#">Title List</a> <a href="#">More Information</a>

#### Using the Toolbar

EBSCOhost offers a toolbar for functions that are available at all times during a search session. There may be different options depending upon the database you are searching.



### Using the Utility Toolbar

- **New Search** – This link returns you to the default search screen.
- **View Folder** – This link displays results placed in the folder.
- **Preferences** – Click on this link to change the format and number of results per page for your Result List.
- **Help** – This link opens the Online Help Manual.
- **Exit/Home Library** – This link will appear only if no home library graphic and URL are available. Click Exit to log out of EBSCOhost.
- **Home Library Graphic** – Click on the library graphic or logo to return to the library home page.

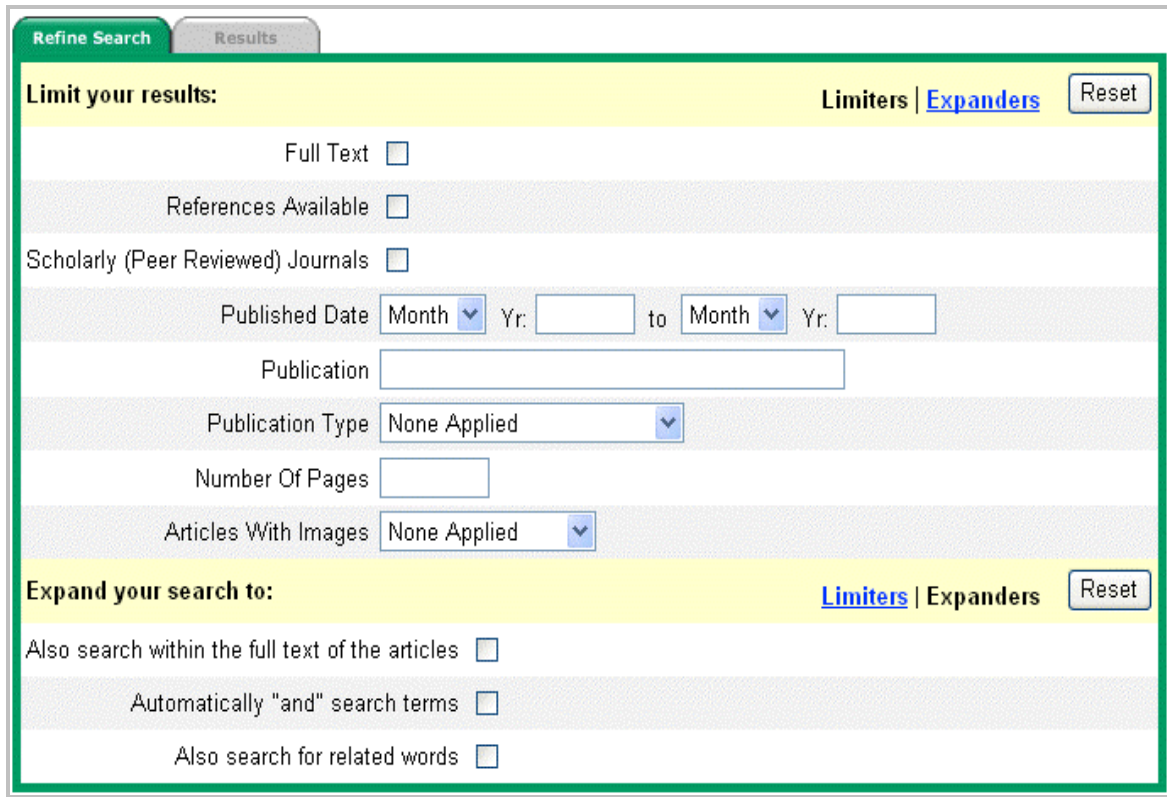
### Using the Basic Search Screen

#### Performing a Basic Search

Enter your term(s) in the **Find** field and click **Search**. Click **Clear** to remove any existing term(s). A user can use Boolean operators, field codes, truncation (\*), wildcard (?) and phrase searches in quotes when performing a Basic Search.

All search results are in reverse chronological order, beginning with the most current item. Boolean Search techniques are explained in the next section.

## Refine Search Options



**Limit your results:** [Limiters](#) | [Expanders](#)

Full Text

References Available

Scholarly (Peer Reviewed) Journals

Published Date   to

Publication

Publication Type

Number Of Pages

Articles With Images

**Expand your search to:** [Limiters](#) | [Expanders](#)

Also search within the full text of the articles

Automatically "and" search terms

Also search for related words

**Limiters:** User limiters to narrow down your search to fewer results. Examples of limiters are Full Text, Scholarly (Peer Reviewed) Journals, Publication, and Date Published.

For example, if a search on *technology* with limiter set to *Full-text* will fetch articles containing full text.

**Expanders:** You may expand your search to obtain more results. Examples of expanders are:

- **Also search within full text of the articles** – expands search results by finding search term(s) within the full text of the articles.
- **Automatically “And” search terms** – expands search results by applying the **AND** operator between terms. Entering *economic development* with this expander would result in articles that contain both *economic* **and** *development*.
- **Also search for related words** – expands search results to include synonyms and plurals of term(s) being searched.

## Advanced Search

Advanced Search have the following options available:

- **Limiters:** The availability of limiters differs among databases. Examples of limiters include: Full Text, Scholarly (Peer Reviewed) Journals, Publication, and Published Date.
- **Expanders:** The availability of expanders differs among databases. Examples of expanders include: Also search for related words, Automatically “And” search terms by default, and Also search within the full text of the articles.
- **Special Limiters** are database-specific and will appear in separate sections during a multi-database search.

### Advanced Search

**Database: Academic Search Premier**  
[Database Help](#)

Find:  in

in

in

To perform advanced search, follow the steps given below:

1. In the first **Find** field, enter a keyword.
2. Choose the **Search** field from the drop-down list.
3. Select the Boolean operator you want to use to combine the next term and press **Tab** on your keyboard.
4. Enter the next keyword in the next field.
5. Choose the **Search** field from the drop-down list.
6. Click **Search**.

Using **Advanced Search**, you can combine terms together on a single line. For example, type **car OR automobile** for results containing the word **car** or **automobile**.

### Search History

All searches performed on the Advanced Search Screen are available from the Search History/Alerts tab. From this tab you can combine recent searches and retrieve previous searches saved in personal folder of a user.

## To Use Your Search History

1. On the Advanced Search Screen, up to five of your most recent searches are displayed. You can click **Show More** (or **Show Less**) to control how many searches performed in the current session are displayed.
2. Enter new search terms in the **Find** field. Use the search numbers to combine previous searches with your new terms. For example, enter **S1 and organic carbon** to combine the **results of search S1** with the **results of your new search using organic carbon**.
3. Click **Search**. A Result List is displayed.

**Note:** To clear your search history, either click **Clear Search History** or end your EBSCOhost session.

## Search Techniques

The following search techniques can be used on any of the search screens in EBSCOhost.

### Boolean Searching

Boolean logic defines relationships between search terms. The Boolean search operators, **AND**, **OR** and **NOT**, allow a user to broaden or narrow the search results.

- The **AND** operator combines search terms so that each result contains *all* of the terms. For example, **travel AND expense** will result in articles that contain both **travel** and **expense**.
- The **OR** operator combines search terms so that each result contains *at least one* of the terms. For example, **tax OR revenue** will result in articles that contain either **tax** or **revenue**.
- The **NOT** operator excludes search terms so that each result will *not contain any* of the terms that follow it. For example, **television NOT cable** will result in articles that contain the term **television**, but not the term **cable**.

### The Wildcard (?) and Truncation (\*) Symbols

Use the wildcard and truncation symbols to create searches where there are unknown characters, multiple spellings or various endings. Please note that neither the wildcard nor the truncation symbol can be used as the first character in a search term.

- The **wildcard** is represented by a question mark (?). To use the wildcard, enter the search terms and replace each unknown character with a (?). EBSCOhost will provide results containing variations of that character set, with the “?” replaced by a letter. For example, type **ne?t** to find all citations containing **neat**, **nest** or **next**. EBSCOhost will not find **net** because the wildcard replaces a single character.

- **Truncation** is represented by an asterisk (\*). To use truncation, enter the root of a search term and replace the ending with an asterisk (\*). EBSCOhost will find all available forms of that word. For example, type **comput\*** to find the words **computer** or **computing**.

### Proximity Search

A Proximity Search produces results that contain two or more terms that appear a specified number of words (or fewer) apart in the database(s). The proximity operator is composed of a letter (**N** or **W**) and a number (to specify the number of words). The proximity operator is placed between the terms that are to be searched.

- **Near Operator (N) - N5** will find records in which the terms are within five (5) words of each other, *regardless* of the order in which they appear. For example: type **tax N5 reform** for results that contain **tax reform**, as well as **reform of income tax**.
- **Within Operator (W) – W3** will find records in which the terms are within three (3) words of each other, *in the order* in which you entered them. For example: type **tax W3 reform** for results that contain **tax reform**, but not **reform of income tax**.

### Grouping Terms Together Using Parentheses

Parentheses can be used to control a search query. Without parentheses, a search is executed from left to right. However, words enclosed in parentheses are searched first. Parentheses allow you to define the way the search will be executed. The left phrase in parentheses is searched first; then, based upon those results, the second phrase in parentheses is searched. For example:

**Generalized Search:** **heart** or **lung** and **blood** or **oxygen**

**Focused Search:** (**heart** or **lung**) and (**blood** or **oxygen**)

In the first example, the search will retrieve everything on **heart**, as well as references to the terms **lung** and **blood**, and everything on **oxygen**. In the second example, parentheses control the query to *only* find articles about **heart** or **lung** that reference **blood** or **oxygen**.

### Spell Checker

EBSCOhost automatically checks for commonly misspelled words when a search is performed and will suggest alternate spellings.

### Sub-Toolbar Options

As an alternative to keyword searching, EBSCOhost offers the capability to search by browsing a list of Publications, Subjects/Subject Terms, Indexes, or Cited References, which are database-specific.



### Searching by Subjects/Subject Terms

A user can browse a list of subjects or subject terms for a specific database, depending upon availability.

To browse the Subjects Authority File:

1. Click the **Subjects** sub-toolbar button. The Subjects Authority File appears, with the beginning of the list displayed.
2. Enter your search terms, for example **archaeology**, in the **Browse for** field. To search using a person's name, use the following format: last name, first name.
3. Click **Alphabetical** (when available) to list your search results in alphabetical order. Click **Relevancy Ranked** to list your search results according to relevance.
4. Click **Browse** to view your terms as they appear in the Subjects Authority File. References for the term you are searching can be sorted by type, for example: newspaper references, periodical references, or review references.

The Result List appears, displaying specific publication types. There may also be a hierarchy of subdivisions relating to your search.

5. Click any of the available links to open another Result List.
6. To modify or conduct a new search, enter your new term(s) in the **Browse for** field.

### To browse the Subject Terms Authority File:

1. Click the **Subject Terms** sub-toolbar button, then enter a term in the **Browse for** field.
2. Select a term by checking the box in front of it, then add it to your search after choosing a Boolean operator from the drop-down list. Check the **Explode** box to search for your term from an extended list of related subjects, or **Major Concept** to retrieve results in which your term is part of the major concept of the articles.

### Browse

The Publications Authority File lists the information contained in a database according to journal or magazine name. You can browse a list of publications or perform a search on several publications for a specific database.

To browse a Publications Authority File:

1. Click the **Publications** sub-toolbar button. The Publications Authority File appears, with the beginning of the list displayed.
2. From the Publications tab, enter your search terms in the **Browse for** field. You can enter all or part of a publication name, for example, *Harvard Business Review*.
3. Select a search type by clicking the radio button next to:
  - **Alphabetical** – This search type finds journals beginning with the letters entered. Results are displayed in alphabetical order.
  - **By Subject & Description** – This search type allows users to simultaneously search the subject, description and title fields of a journal.
  - **Match Any Words** - This search type finds publications containing one or more of your terms. Results are displayed in order of relevance.
4. Click **Browse** to view your terms as they appear in the Publications Authority File. A Result List is displayed.

Click on the name of the publication to view the title, publisher's address and dates of coverage. The Publication Details Screen includes the following information (if available): journal title, ISSN, frequency, annual subscription price, publisher's address, publisher's URL (Internet address), the subject and/or a description of the journal, whether the journal is peer reviewed, and if the publication is held locally at the library.

You can view all articles within a particular volume and issue by using the view tree (clicking the + sign next to the year).

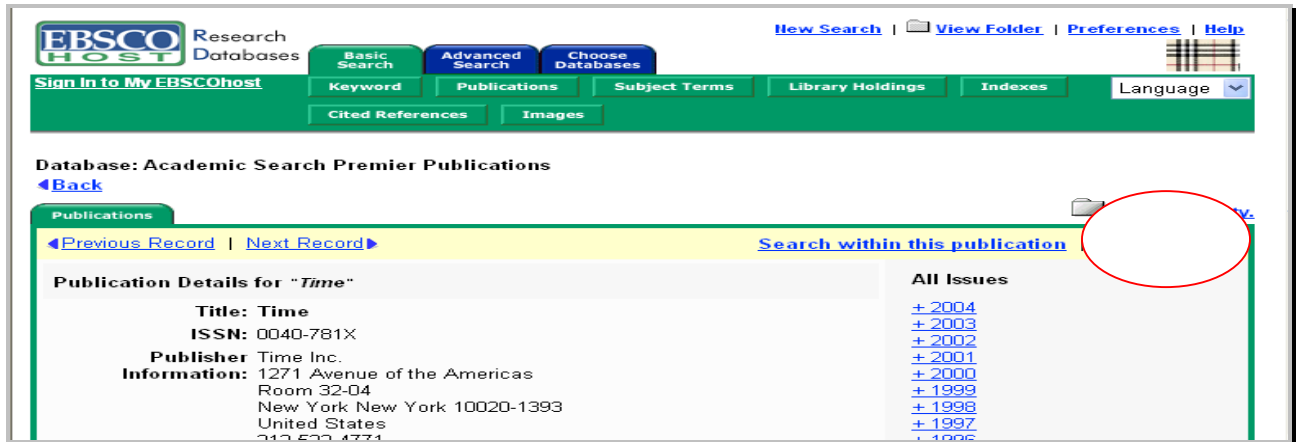


The screenshot shows the 'Database: Academic Search Premier Publications' interface. At the top, there is a 'Back' link and a 'Publications' tab. A folder icon indicates 'Folder is empty.' Below this, there are navigation links for 'Previous Record' and 'Next Record', and a search bar with the text 'Search within this publication | Journal Alert'. The main content area displays 'Publication Details for "AAC: Augmentative & Alternative Communication"'. The details include: Title: AAC: Augmentative & Alternative Communication; ISSN: 0743-4618; Publisher: Taylor & Francis Ltd; Information: 4 Park Square. A red circle highlights a '+ 2001' link next to the title.

### Set Up a Journal Alert

From the title's Publication Overview Screen, click the **Journal Alert** link. If you have not logged in to My EBSCOhost, you will be prompted to do so.





1. The Journal Alert Screen appears, on which the Journal Alert Name, Date Created and Database name have automatically been filled in.
2. In the **Run Alert for** field, select how long the Journal Alert should run:
  - One month
  - Two months
  - Six months
  - One year (the default)
3. In the **E-mail Address** field, enter your e-mail address. Separate multiple e-mail addresses with a semicolon.
4. Enter a **subject** for the e-mail.
5. Enter a **title** for the alert, which will appear in your My EBSCOhost personal folder. The default value for the title field is: *EBSCOhost Alert Notification*.
6. Enter the **e-mail address** the alert will come from, as a reminder to the recipient. The default is *EPAAlerts@epnet.com*.
7. Choose the desired **e-mail format** (**Plain Text** or **HTML**.)
8. Select whether you want the e-mail to include: **Link to TOC page on EBSCOhost** or **Article links embedded within the e-mail message**.
9. Choose between the **Brief** or **Detailed** citation format, if articles links will be included.
10. Click to limit EBSCOhost access to only those articles sent.
11. To have your search string included in the e-mail, check **Include query string in e-mail**.

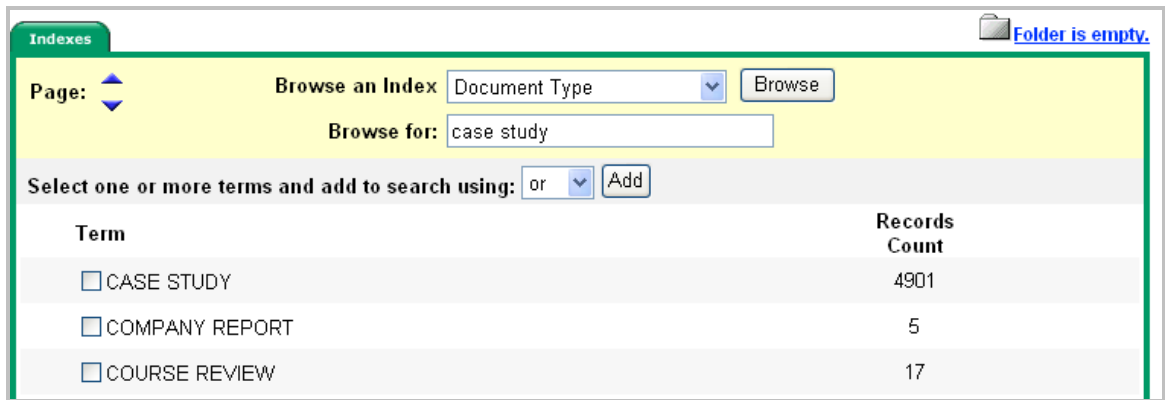
12. Click **Save**. You are returned to the Publication Overview Screen. A message is displayed that indicates a Journal Alert has been set up for the publication. You can edit your Journal Alerts by accessing them from within your personalized folder.

### Searching within an Index

Browse a list of indexes for a specific database to view available citation fields.

#### To search by Indexes:

1. From the Advanced Search Screen, click the **Indexes** sub-toolbar button.
2. Select a field from the drop-down list, for example: **Document Type**.
3. Enter your search term in the **Browse for** field, for example: **case study**.
4. Click **Browse** to list your search results in alphabetical order, beginning with your selected term.



Indexes Folder is empty.

Page: Browse an Index: Document Type [v] [Browse]

Browse for: case study

Select one or more terms and add to search using: or [v] [Add]

Term	Records Count
<input type="checkbox"/> CASE STUDY	4901
<input type="checkbox"/> COMPANY REPORT	5
<input type="checkbox"/> COURSE REVIEW	17

5. Click the box next to the term you want to select. Repeat steps 2-4 to add more items to the Browse for field.
6. Click **Search** to view your results.



### Result List Features




The Result List displays all search terms and the database(s) searched. The Result List displays the search results in reverse chronological order and includes the total number of results.





✓ Limiters set

Refine Search Results To store items added to the folder for a future session, [Sign In to My EBSCOhost](#)

◀ 1 to 10 (of 12) ▶ Pages: 1 2 Sort by: Date ▾

See: All Results  [Scholarly Journals](#)  [Add \(1-10\)](#)

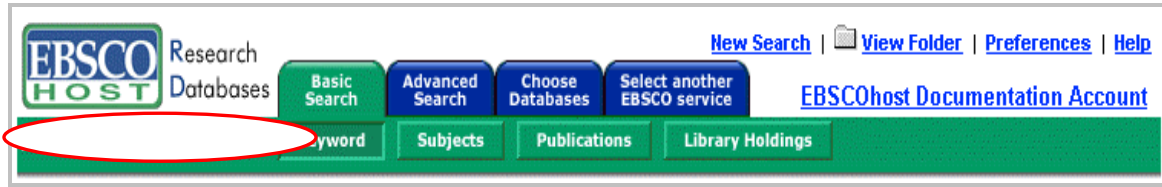
1. <a href="#">Dr Macnamara at the Schoolmaster 1892-1907</a> . By: Betts, Robin. History of Education, Jan2002, Vol. 31 Issue 1, p39, 19p; DOI: 10.1080/00467600119972105; (AN 5877754) <a href="#">Cited References (174)</a>  <a href="#">PDF Full Text</a> (274K)	 <a href="#">Add</a>
2. <a href="#">Some signposts for medical and nursing educational policy formulation for aboriginal healthcare</a> . By: Jordan, Steven; Boston, Patricia; <b>MacNamara</b> , Elizabeth; Kozolanka, Karne. International Journal of Qualitative Studies in Education (QSE), May/Jun2000, Vol. 13 Issue 3, p307, 18p; DOI: 10.1080/09518390050019703; (AN 3334899) <a href="#">Cited References (20)</a>	 <a href="#">Add</a>

- Navigation arrows allow you to access the next or previous page of results. The numbers allow you to go directly to a specific page.
-  PDF Full Text displays an image of the article in PDF format as it appeared in the original publication.
-  HTML Full Text represents full text availability. Click on this icon to view the full text of the article.
-  The camera icon signifies that there is an embedded image available within the full text of the article. These images may include color and black & white photos, graphs, diagrams and charts.
-  Linked Full Text, if enabled, will bring you to the full text article, if available from alternate sources, e.g., other EBSCOhost databases you subscribe to, EBSCOhost Electronic Journal Service (EJS), or CrossRef.
- **Cited References** are notes in a publication referring you to another source that the author used when writing the article. If you click the **Cited References** link for an article, the Cited References sub-tab presents a list of records cited in your original article.
- **Times Cited in this Database** indicates the number of times that the article was cited in other articles. If you click the **Times Cited in this Database** link for an article, the Citing Articles sub-tab presents a list of records that cite your original article.
- Add allows you to add one or all results on the page to the folder. For more information on folder functionality, please refer to the My EBSCOhost section of this guide.

### What is My EBSCOhost

My EBSCOhost is a personal folder in which you can save Result List items, persistent links to searches, saved searches, search alerts, journal alerts and web pages. After you sign in, the EBSCOhost logo displays a “MY” banner on the corner to signify that you have logged in to your own personal folder. You will also be able to save your folder contents from session to session. If you do not sign in to My EBSCOhost, the items you put in the folder (search alerts, citations, etc.) will automatically be deleted when you log out of EBSCOhost, or if the session times out.

### Signing in to My EBSCOhost



Click on the **Sign in to My EBSCOhost** link from the toolbar to sign in, create a new account, update your account, retrieve your password or retrieve your user name and password.

### Account Types

**Personal Account** – If you are an individual user interested in saving items related to searching (for example, search results, saved searches, etc.) from the Sign In screen, select **I’m a new user** to set up a Personal Account. Once you sign in as a personalized user, items can be added from your Result List to your folder for future use, for example.

**Charge Back Account** – If you are a corporate user who needs to track EBSCOhost usage on a per client basis for billing purposes, select **Create a Charge Back Account** from the Sign in to My EBSCOhost Screen. In addition to the features available in a personal account, you can set up clients, start a timer to track usage by client, and obtain a report of the time spent. Usage information can be printed and/or e-mailed.

### Update My Account

If you’ve already signed up and need to update your account information, enter your user name and password and click the **Update My Account** button. The Your Account Information Screen appears. You can change all of your personal information, e-mail address, password, secret question and account type. You can also delete your account by clicking the **Delete Account** button. To save your changes, click **Submit**. A screen will appear confirming your account, and clicking **OK** will sign you in to My EBSCOhost.

## Create an Account (I'm a new user)

Once you have selected I'm a new user, the **Create a new account** Screen appears with Personal Account selected.

My EBSCOhost Folder is empty.

[Back](#)

[Sign In](#) To save items in a personal folder, set up an account by entering the following information and then click Submit.

**Create a new account**

Account Type	Personal Account <a href="#">More Info</a>
First Name	<input type="text"/>
Last Name	<input type="text"/>
E-mail Address	<input type="text"/>
User Name	<input type="text"/> This is the user name you will use to sign in to My EBSCOhost.
Password	<input type="text"/> Five-character minimum, no spaces
Retype Password	<input type="text"/>
Secret Question	[Select One] <input type="button" value="v"/> Used to help identify your account if you forget your user name or password.
Secret Answer	<input type="text"/>

Note: Please remember your account information for future reference.

[Top of Page](#)

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After all of the required information has been entered, click **Submit**. A screen will appear confirming your account, and clicking **OK** will log you in to My EBSCOhost.

**Note:** If your account is a personal account, you will not see the **My Charge Back Clients** link.