



# **ProQuest User Guide**

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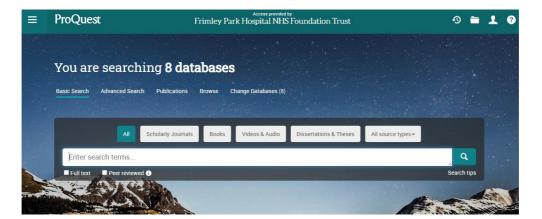
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## A: Accessing ProQuest Databases and Creating a Personal Account

### 1. Accessing ProQuest Databases

- An NHS OpenAthens account is required to access the databases. To register, go to: <u>https://openathens.nice.org.uk/</u>
- Once registered, login to the OpenAthens My Resources page at: <u>https://openathens.nice.org.uk/Hub/Resources</u>
- From the list of resources, select **ProQuest**.
- You may be prompted to sign in at this stage, or in a few steps' time. **Sign in using your OpenAthens account**.

This will take you to the following **ProQuest** front page <u>or</u> to the 'Select Databases' screen (in which case jump to step 3):







**2.** From the menu across the top, you can choose the database you would like to search by clicking on **'Change Databases'**:

You are	e searchir	ng <b>8 dat</b>	abase	es
Basic Search	Advanced Search	Publications	Browse	Change Databases (8)

**3.** Select the database you want to search, for instance **PsycINFO**. Then click **'Use selected databases'**. *We recommend searching one database at a time*:

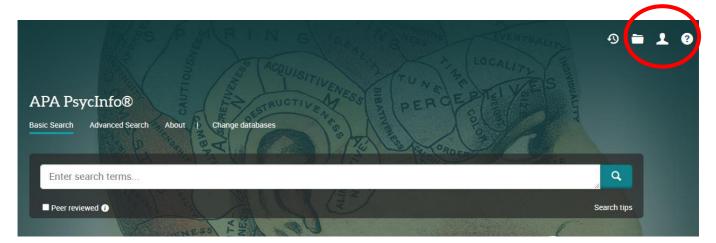
Select Databases	
Tip: Add database shortcuts, making it easier to select one or more favorite databases.	
Select databases to search, then click Use selected databases to go to the search form.	Use selected databases
Brief view   Detailed view	View by name T View by subject
Select all	🖹 Full Text Included
APA PsycArticles® (1894 - current) Psychology - journal articles Subject Area(s): Social Sciences , Health & Medicine View title list 2	E
APA PsycInfo® (1806 - current) Psychology - journal articles, books, dissertations, etc. Subject Area(s): Social Sciences, Health & Medicine View title list View title list	
British Nursing Index (1994 - current) British Nursing Index is a leading database for the support of practice, education, research, and develop health visitors, and healthcare assistants working in the UK or following UK practice. Subject Area(s): Health & Medicine View title list	oment for nurses, midwives,

**4.** Once you have selected a database, you can begin searching. However, you will first need to **create a personal/research account to save your searches and results**. If you already have a personal account, login to it now.

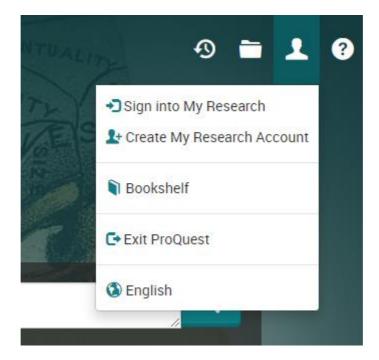




### Click on the person icon in the top right corner:



5. From here, either sign into your existing Research Account, or select 'Create My Research Account':







## **B: Searching for Terms**

### 6. To start a search, click on 'Advanced Search':

APA PsycInfo®	BUALIT
Basic Search Advanced Search About I Change databases	
Enter search terms	Q
Peer reviewed	Search tips

You can now start entering your search terms in the fields:

Advanced Search	Command Line	Thesaurus	Field codes	Search tips			
					in	Anywhere	~
AND ~					in	Anywhere	~
Add a row							
Limit to: 🗆 Full text 🔹 Peer revie	ewed 🚺						
Publication date: All dates	~						

**7.** To select which fields you would like to search, use the drop-down menus. You can choose to search anywhere in an item's record, or narrow your search down to specific fields:

Advanced Search Command Line Thesaurus Field codes Search tips		
AND  Add a row imit to:  Full text Peer reviewed All dates	in Anywhere Anywhere except full text – NOF Abstract – AB* All subjects & indexing – SU Subject heading – MAINSUBJ Author – AU Document text – FT* Document title – TI Publication title – PUB More options Author affiliation – AF*	

**8.** If you want to search more than one specific field, for example, Title and Abstract, you need to search for these on separate rows using '**OR'**. **Once you've entered your search term**, **select 'Search'**:



~

"passive <u>smok</u>\*"

All dates

🗌 Peer reviewed 🚯

~

"passive smok\*"

Limit to: 🛛 Full text

Publication date:

OR

Add a row

 Image: Constraint of the second se

Search Clear fo

9	This will take you to the results name. To see your current search, click on 'Recent

**9.** This will take you to the results page. **To see your current search, click on 'Recent Searches' or the clock icon:** 

			= 1 ?
ti("passive smok*") OR ab("passive	smok*")		٩
365 results			ave search/alert •
Sorted by	Select 1-20	90	
Relevance	P Quick look	Passive smoking: Knowledge, exposure and responses among adolescents in a rural setting in Sri Lanka	Full Text
Limit to		Perera, Emmanuwelge Madhurangi; Gunawardena, Nalika Sepali.	
Peer reviewed	Scholarly Journal	International Journal of Adolescent Medicine and Health Vol. 29, Iss. 4, (Aug 2017): 1-6. Abstract/Details Full text - PDF (90 кв) Cited by (1) References (10)	

**10.** This will show you your search strategy so far.

To search further, you will need to get back to the **Advanced Search** by clicking on **the three lines** on the top left-hand corner:

02.29	t	Access provided by Frimley	Park Hospital NHS Foundation Trust				
: /	PA Psyc	lnfo®			Ð	•	L
Rece	ent Searc	ches					
To save	a search, sele	ect Save search from the Actions menu. Learn more					
Com	bine searches	\$:	Search Search tips				
Exampl	les: 1 AND 3 or " (1 AND 3) OI 3 NOT treatr	R (1 AND 2)					
Items	selected: 0	■ Delete Save Show all details 🗣 Export all searches 🔻					
	Set *	Search	Databases	Results	Actions		
	S1	ti("passive smok*") OR ab("passive smok*")	APA PsycInfo®	365	Actions	•	





Pro	Quest		Access provided by Frimley Park Hospital N	HS Foundation Trust				
≡	APA PsycIr	nfo®		<b>B</b> I	AMERICAN PSYCHOLOGICAL ASSOCIATION	ଏ 🖿	1	?
ProQ	Quest - Selected Dat							
D	o save a search, select S 2510 Scarch		enu. Learn more					
A	dvanced Search			Search Search tips				
Al	bout							
Cl	hange databases							
Abou	ut ProQuest ▲		_					
Co	ompany Website		ils 🗣 Export all searches 🔻					
Al	bout Dissertations			Databases	Results	Actions		
Co	ontact Us		assive smok*")	APA PsycInfo®	365	Actions 🔻		
Ca	areers							
In	nternational Website	es 🗸						
Supp	port Center							
All Pi	roducts					Health Librarie	es Netwo	rk

Advanced Search	Command Line	Recent searches	Thesaurus	Field codes	Search ti	ps		
"secondhand smok*" OR "second har	nd smok*"				li	in	Document title – TI	~
OR  v  "secondhand	smok*" OR "second	hand smok*"			11	in	Abstract — AB°	~
Add a row								

## Repeat steps 7-10 for all keywords.





# **C: Searching for Subject Headings**

11. To search for Subject Headings, select Thesaurus from the menu bar. *Make sure to clear the search fields of previous keyword searches:* 

Advanced Search	Command Line	Recent searches	Thesaurus	Field codes	Search tips			
					1	in	Anywhere	~
OR 🗸					11	in	Anywhere	~
Add a row								

12. Type in the subject headings you want to search for and click 'Find':

APA Thesaurus o	of Psychological Index Terms - Summer 2021
Search terms:	secondhand smoking Find Clea
	<ul> <li>Contains word(s)</li> <li>Begins with (enter at least 2 characters)</li> </ul>
Browse terms:	Root         0-9         A         B         C         D         E         F         G         H         I         J         K         L         M         O         P         Q         R         S         T         U         V         W         X         Y         Z

**13.** The Thesaurus may have exactly what you're looking for, or offer suggestions to other subjects – have a go at searching for alternative terms too. **Click on the relevant heading if there is one**:

Search terms:	secondhand smoking Find Clea	ar
	Contains word(s)	
	O Begins with (enter at least 2 characters)	
Browse terms:	Root 0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y	Ζ
Click a term in the list	t below to see it in the context of the thesaurus hierarchy. Explode Ma	ajo

14. Tick the term(s) you want to use and click on 'Add to search'. The Thesaurus will suggest broader and narrower terms, which you can also select, or click on the notes icon to find out more about each term:





Search terms:	secondhand smoking	Find	Clear
	Contains word(s)		
	O Begins with (enter at least 2 characters)		
Browse terms:	Root 0-9 A B C D E F G H I J K L M N O P Q	R S T U V W )	(YZ
Hierarchical view   Re	lational view		🗖 - notes
Root of APA Thesaurus	of Psychological Index Terms - Summer 2021		
🗉 🗆 Sciences 🗖			
🗉 🗆 Biology 🗗		Explode	Major
🗆 🗌 Physiology 🛛	3		
🗆 🗆 Physiolog	gical Processes 🗇		
🗉 🗌 Enviro	nmental Effects 🗇		
🗆 🗆 Exp	osure 🗇		
	hemical Exposure		
	Passive Smoking 🗖		
U	se for: Secondhand Smoking		
🗉 🗆 Behavior 🗗			
🗉 🗆 Drug Usage 🗐			
□ □ Tobacco Sm	_		
	-	Combine using	1:
1 terms selected view	v		
	(	Add to searc	h Close

**15.** This will add the subject heading to the search field. **Click 'Search' to search for the subject heading:** 





MAINSUBJECT.EXACT(	("Passive Smoking")		in	Anywhere	~
AND 🗸			in	Anywhere	~
Add a row					
Limit to: 🗆 Peer reviev	wed 👔 🛛 Impact s	tatements			
Publication date:	All dates	~			$\frown$
					Search Clear form

Repeat steps 11-15 for all subject headings.

Head back to your Recent Searches (by clicking the clock icon – see Step 9) to combine your search terms.

**D: Combining Search Terms and Subject Headings** 

**16.** Combine your terms and subject headings by typing OR between the line numbers you want to combine (without the preceding 'S') E.g., 1 OR 2 OR 3 Then click 'Search':

10	DR 2 OR	Search Search	ips		
LAdin	(1)	D Si O C AND 2) DT treatment			
Item	s selecte	d: 0 🔀 Delete Save Show all details 📮 Export all searches 🔻		Saved	searche
ltem	s selecte	d: 0 🔀 Delete Save Show all details 📮 Export all searches 🔻		Saved	searche
Item:	s selecte	d: 0 🔀 Delete Save Show all details 📮 Export all searches 🕶	Databases	Saved s	searche Actio
Item:	$\frown$		Databases APA PsycInfo®		Actio
Item:	Set 🔻	Search		Results	





**Head back to 'Recent Searches'** (or click the clock icon) to view your strategy so far, including the results for the first concept (Line 4 in the example below):

Set *	Search	Databases	Results	Actions
<b>S4</b>	⊕ (ti("passive smok*") OR ab("passive smok*")) OR (ti("secondhand smok*" OR "second hand smok*") OR ab("secondhand smok*" OR "second hand smok*") OR Ab("secondhand smok*") OR MAINSUBJECT.EXACT("Passive Smoking")	APA Psycinfo®	1,778	Actions 🔻
<b>S</b> 3	MAINSUBJECT.EXACT("Passive Smoking")	APA Psycinfo®	923	Actions 🔻
S2	⊕ ti("secondhand smok*" OR "second hand smok*") OR ab("secondhand smok*" OR "second hand smok*")	APA PsycInfo®	1,181	Actions <b>•</b>
<b>S</b> 1	ti("passive smok*") OR ab("passive smok*")	APA PsycInfo®	363	Actions <b>•</b>

Repeat steps 7-16 to search for the rest of your concepts.

## 17. Once you have searched all your concepts, combine them using 'AND' and click

**'Search'.** In the below example, line 4 combines the results for one concept (passive smoking) and line 9 for the second concept (cancer):

-	(1	AND 3 or "6" AND 3) OH (1 AND 2) NOT treatment			
Item	ns selec			Saved se	arches (
	Set V	Search	Databases	Results	Action
	S9	<sup>B</sup> (ti(cancer*) OR ab(cancer*)) OR (ti(neoplasm*) OR ab(neoplasm*)) OR (ti(tumour* OR tumor*) OR ab(tumour* OR tumor*)) OR (MAINSUBJECT.EXACT("Benign Neoplasms") AND MAINSUBJECT.EXACT("Neoplasms"))	APA PsycInfo®	79,958	Action
	<b>S8</b>	MAINSUBJECT.EXACT("Benign Neoplasms") AND MAINSUBJECT.EXACT("Neoplasms")	APA PsycInfo®	20	Action
	<b>S</b> 7	ti(tumour* OR tumor*) OR ab(tumour* OR tumor*)	APA PsycInfo®	17,660	Action
	<b>S6</b>	⊕ ti(neoplasm*) OR ab(neoplasm*)	APA PsycInfo®	1,258	Action
	S5	⊕ ti(cancer*) OR ab(cancer*)	APA PsycInfo®	66,115	Action
	S4	(ti("passive smok*") OR ab("passive smok*")) OR (ti("secondhand smok*" OR "second hand smok*") OR ab("secondhand smok*")	APA PsycInfo®	1,778	Action





# **E: Filtering and Saving Results**

**18.** On the results page, **you can filter down your results** by publication date, language, gender etc. on the left-hand side options bar:

35 results			Modify search Recent searches	Save search/alert
Sorted by		Select 1-20	(	
Relevance	·	Spousal smoking as an indicator of total secondhand smoke exposure		Citation/Abstract
Limit to		1         Edwards, Richard Nicotine & Tobacco Research Vol. 11, Iss. 6, (Jun 2009): 606-613.          lung cancer case-control study from northeastern England. Secondhand smoke           Abstract/Details         Check for full text via Ovid LinkSolver         Cited by (4)         References (31)		Show Abstract ~
Source type	~	Scholarly Journal		
Publication date	~	<ul> <li>Report reviews secondhand smoke risks: Some scientists question risk level</li> <li>Kuehn, Bridget M. JAMA: Journal of the American Medical Association Vol. 296, Iss. 8, (Aug 2006): 922-95</li> <li>magnitude and immediacy of cardiovascular and lung cancer risks attributed to</li> </ul>	3.	Citation/Abstract
Publication title	~	scholarly		Show Abstract Y
Record type	~	Journal		
Subject		A pilot intervention for pregnant women in Sichuan, China on passive smoking Lee, Anita H. <b>Patient Education and Counseling</b> Vol. 71, Iss. 3, (Jun 2008): 396-401.		Full Text 🔞
Classification	F	of cancer and other diseases. By exploring the knowledge, attitudes and Abstract/Details Get full text C Cited by (19) References (13)		Show Abstract ~
Age group	~	Scholarly Journal		^
Population	~	Exposure to secondhand smoke among nonsmokers in New York City in the context of recen status, changes over the past decade, and national comparisons	t tobacco control policies: Current	Citation/Abstract

**19.** You can save individual results by ticking their selection box and clicking the 'Save to My Research' icon. These results will now be saved in your 'My Research' folder:

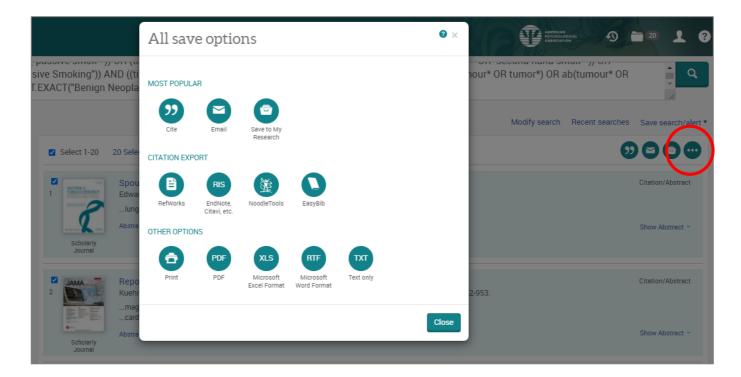
			Modify search	Recent searches	Save search/alert
0	Select 1-20	1 Selected item Clear		2	000
1	Scholarly Journal	Spousal smoking as an indicator of total secondhand smoke exposure Edwards, Richard.Nicotine & Tobacco Research Vol. 11, Iss. 6, (Jun 2009): 606-613. lung cancer case-control study from northeastern England. Secondhand smoke Abstract/Details Check for full text via Ovid LinkSolver Cited by (4) References (31)			Save to My Research Citation/Abstract Show Abstract ~
<b>2</b>	AMA	Report reviews secondhand smoke risks: Some scientists question risk level Kuehn, Bridget M.JAMA: Journal of the American Medical Association Vol. 296, Iss. 8, (Aug 2006): 922-953. magnitude and immediacy of cardiovascular and lung cancer risks attributed to			Citation/Abstract
	Scholarly Journal	cardiovascular system and causes coronary heart disease and lung cancer Abstract/Details Check for full text via Ovid LinkSolver			Show Abstract Y
3	PEC	A pilot intervention for pregnant women in Sichuan, China on passive smoking Lee, Anita H. <b>Patient Education and Counseling</b> Vol. 71, Iss. 3, (Jun 2008): 396-401.			Full Text 👩





# 20. To export results, select the results you would like to export and click on the 3 dots to view all save options.

From here you can save your results in your Research Folder, send them via email, export to reference management software or save them as PDF:



**21.** As well as saving the results, **we highly recommend saving your search**. To view your search, **head back to your Recent Searches by clicking the clock icon:** 



22. Select the search lines and click 'Save':





✓	Set ▼	Search					
	SI 0	((ti("passive smok*") OR ab("passive smok*")) OR (ti("secondhand smok*" OR "second hand smok*") OR ab("secondhand smok*" OR "second hand MAINSUBJECT.EXACT("Passive Smoking")) AND ((ti(cancer*) OR ab(cancer*)) OR (ti(neoplasm*) OR ab(neoplasm*)) OR (ti(tumour* OR tumor*) OR tumor*)) OR (MAINSUBJECT.EXACT("Benign Neoplasms") AND MAINSUBJECT.EXACT("Neoplasms")))					
<b>~</b>	S9	<ul> <li>(ti(cancer*) OR ab(cancer*)) OR (ti(neoplasm*) OR ab(neoplasm*)) OR (ti(tumour* OR tumor*) OR ab(tumour* OR tumor*)) OR (MAINSUBJECT.EX</li> <li>Neoplasms") AND MAINSUBJECT.EXACT("Neoplasms"))</li> </ul>					
<b>~</b>	S8	MAINSUBJECT.EXACT("Benign Neoplasms") AND MAINSUBJECT.EXACT("Neoplasms")					
<b>~</b>	<b>S</b> 7	ti(tumour* OR tumor*) OR ab(tumour* OR tumor*)					
<	Sf	⊕ ti(neoplasm*) OR ab(neoplasm*)					
<b>~</b>	55	ti(cancer*) OR ab(cancer*)					

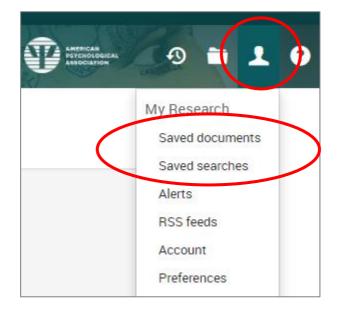
# 23. Give your search strategy a name and add comments if you wish. Click 'Save':

Save search to My Research		×
Name your search: Passive Smoking and Cancer Add a note: (optional)		
Version 1		//
	Cancel	Save





### 24. You can access your saved searches and saved results from your account menu:



More questions? Please contact us with your query, or arrange a 1-to-1 training sessions:

https://www.fhft.nhs.uk/careers/library-services/contact-the-libraries/

