ProQuest User Guide

Contents

## 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: https://openathens.nice.org.uk/
- Once registered, login to the OpenAthens **My Resources** page at: https://openathens.nice.org.uk/Hub/Resources
- 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 _**or**_ **to the 'Select Databases' screen** (in which case jump to step 3):
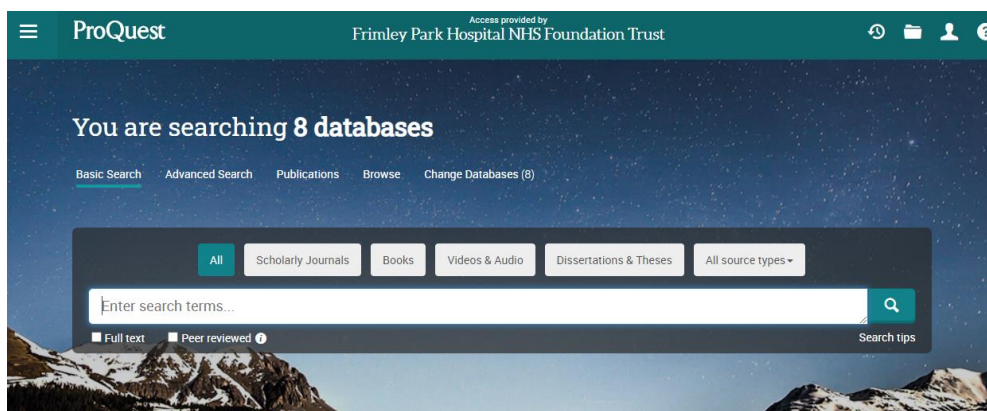
2. From the menu across the top, you can choose the database you would like to search by clicking on **'Change Databases'**:


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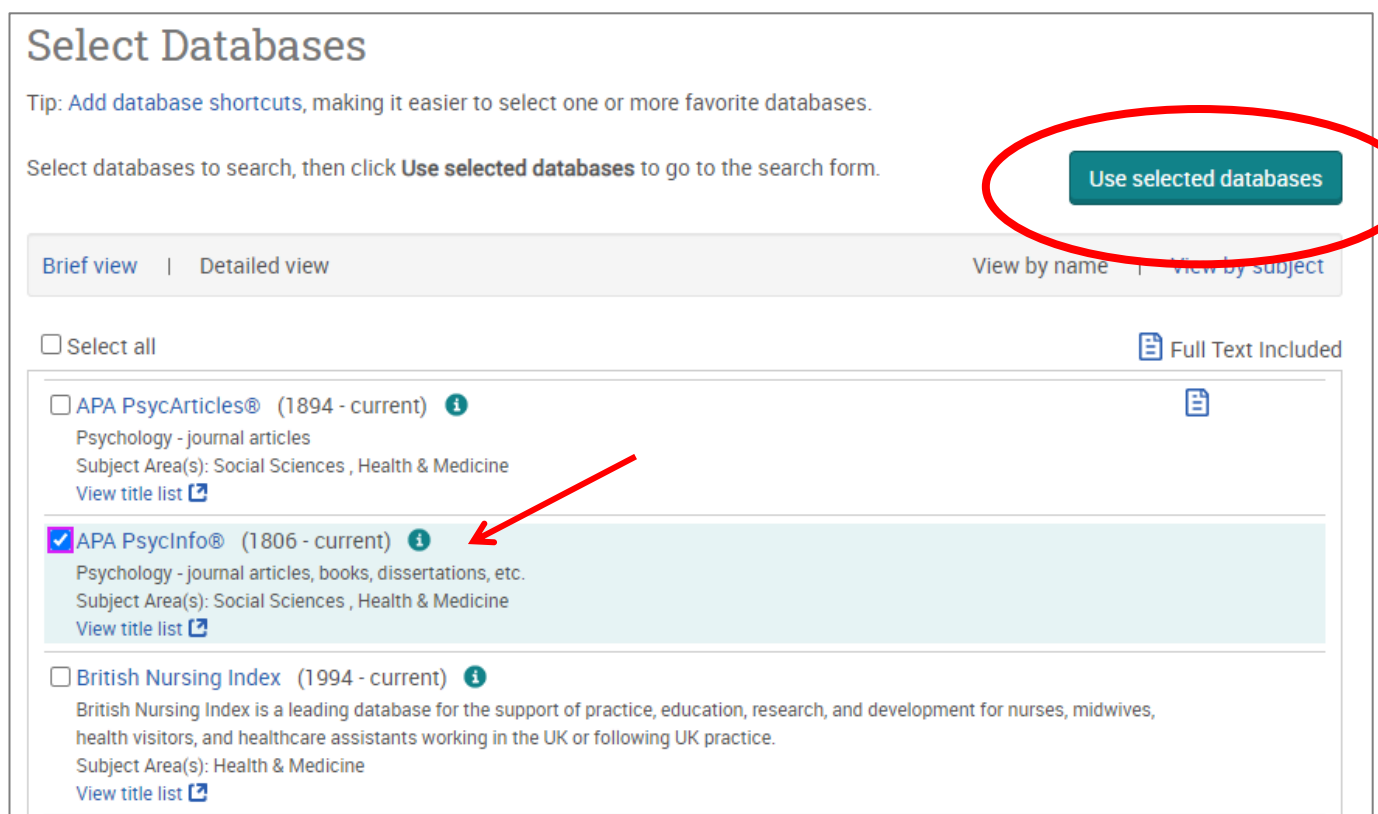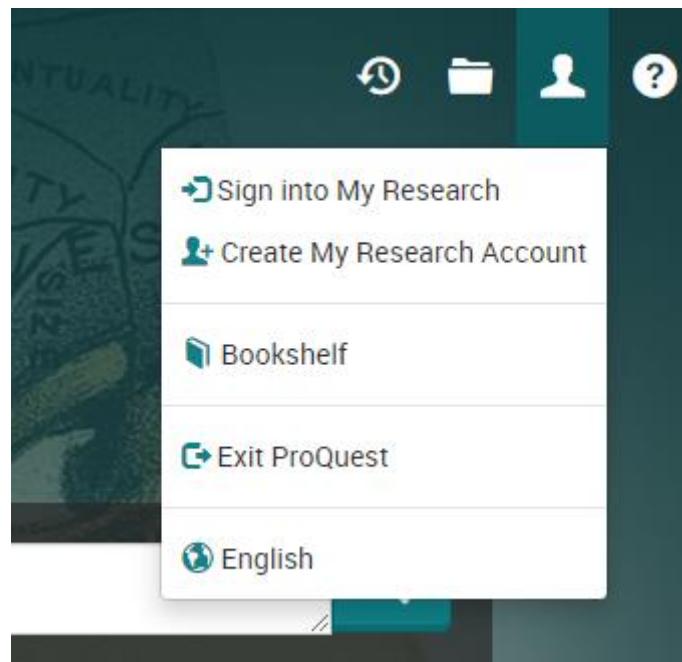

4. Once you have selected a database, you can begin searching. However**,** you will first need to **create a personal/research account to save your searches and results**. If you already have a personal account, login to it now.

Click on the person icon in the top right corner:
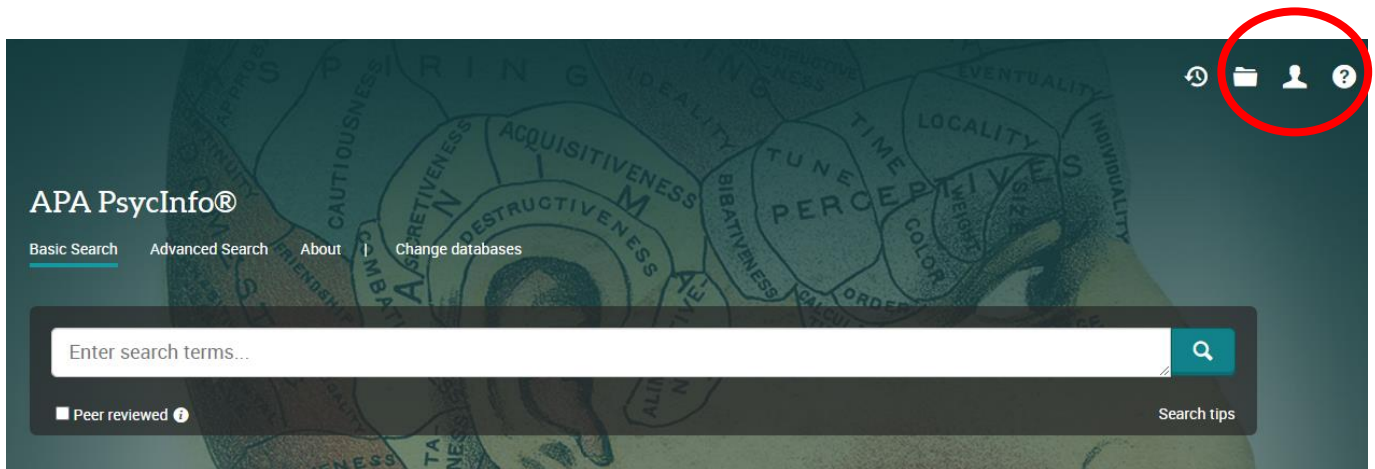
5. From here, either **sign into your existing Research Account, or select 'Create My Research Account':**

B: Searching for Terms

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

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

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:

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':**

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

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:

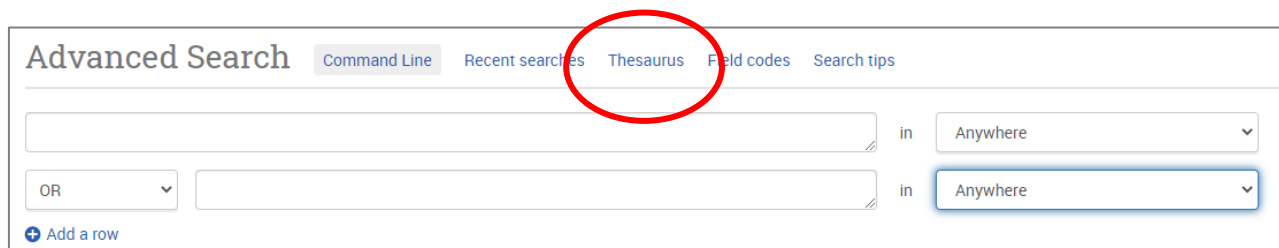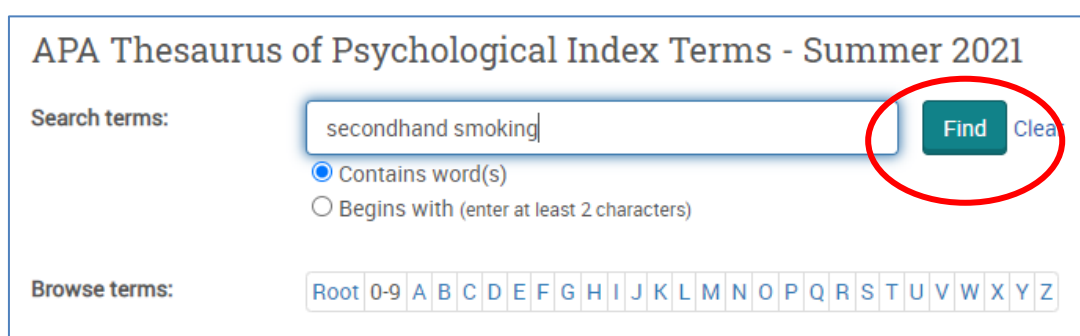**Repeat steps 7-10 for all keywords.**
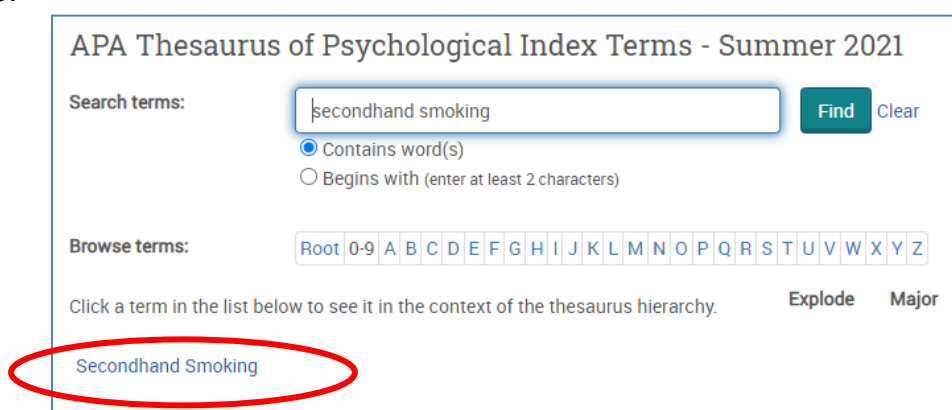
C: Searching for Subject Headings

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

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

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**:

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**:

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

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':

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
☐	S4	⊞ (ti("passive smok*") OR ab("passive smok*")) OR (ti("secondhand smok*" OR "second hand smok*") OR ab("secondhand smok*" OR "second hand smok*")) OR MAINSUBJECT.EXACT("Passive Smoking")	APA PsycInfo®	1,778	Actions ▼
☐	S3	⊞ 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 ▼
☐	S1	⊞ ti("passive smok*") OR ab("passive smok*")	APA PsycInfo®	363	Actions ▼

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):

4 AND 9   [Search]   Search tips

Examples: 1 AND 3 or "6"
(1 AND 3) OR (1 AND 2)
3 NOT treatment

Items selected: 0   ✖ Delete   Save   Show all details   ⚲ Export all searches ▼   Saved searches (0)

	Set ▼	Search	Databases	Results	Actions
☐	S9	⊞ (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	Actions ▼
☐	S8	⊞ MAINSUBJECT.EXACT("Benign Neoplasms") AND MAINSUBJECT.EXACT("Neoplasms")	APA PsycInfo®	20	Actions ▼
☐	S7	⊞ ti(tumour* OR tumor*) OR ab(tumour* OR tumor*)	APA PsycInfo®	17,660	Actions ▼
☐	S6	⊞ ti(neoplasm*) OR ab(neoplasm*)	APA PsycInfo®	1,258	Actions ▼
☐	S5	⊞ ti(cancer*) OR ab(cancer*)	APA PsycInfo®	66,115	Actions ▼
☐	S4	⊞ (ti("passive smok*") OR ab("passive smok*")) OR (ti("secondhand smok*" OR "second hand smok*") OR ab("secondhand smok*" OR "second hand smok*")) OR MAINSUBJECT.EXACT("Passive Smoking")	APA PsycInfo®	1,778	Actions ▼

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:
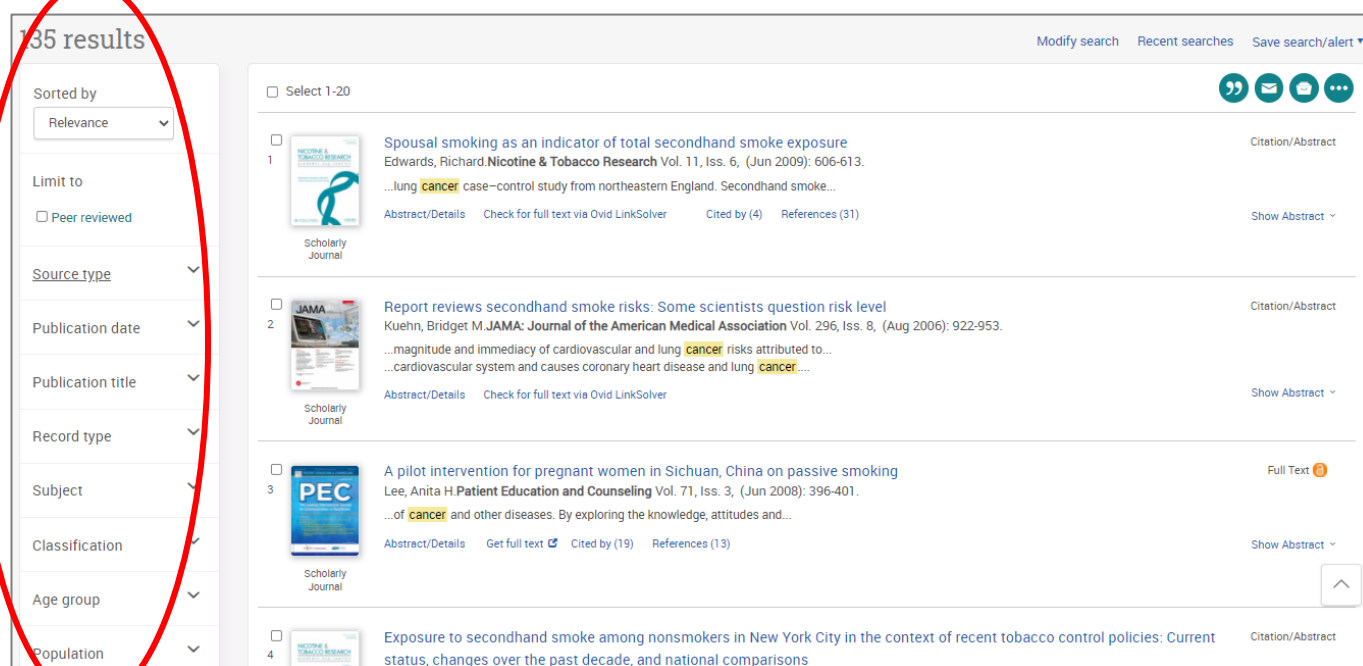

19. You can save individual results by ticking their selection box and clicking the 'Save to My Research' icon. These results will now be saved in your 'My Research' folder:
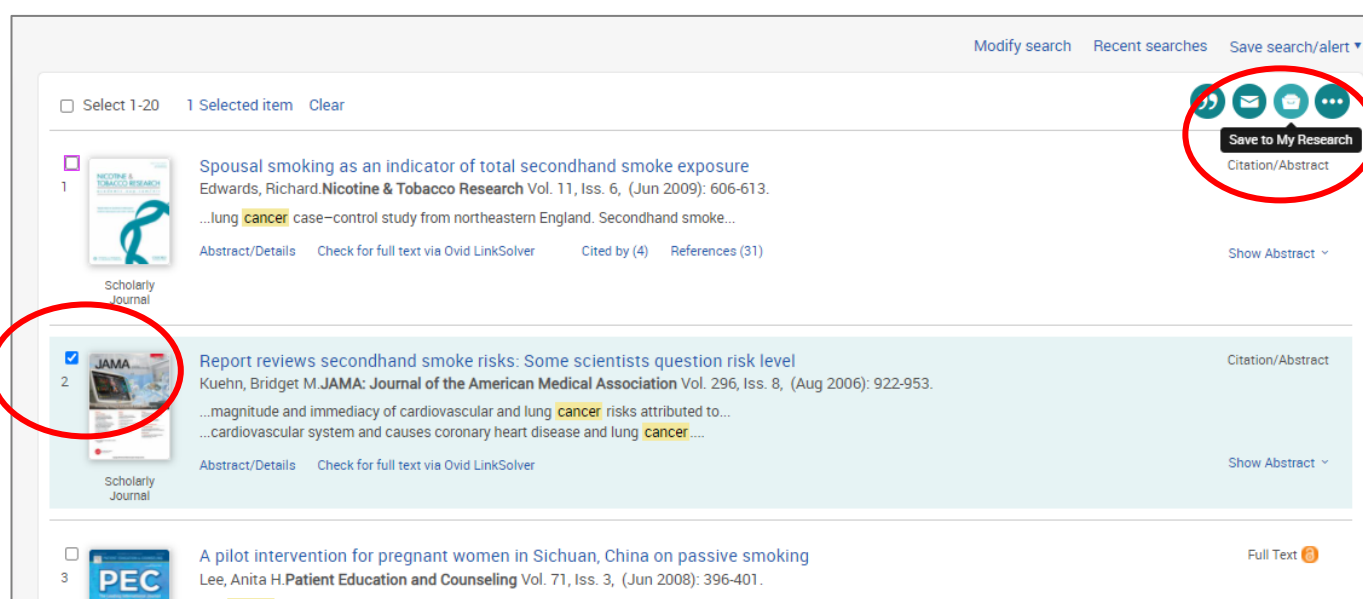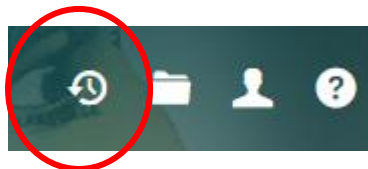
20. To export results, select the results you would like to export and click on the 3 dots to view all save options.

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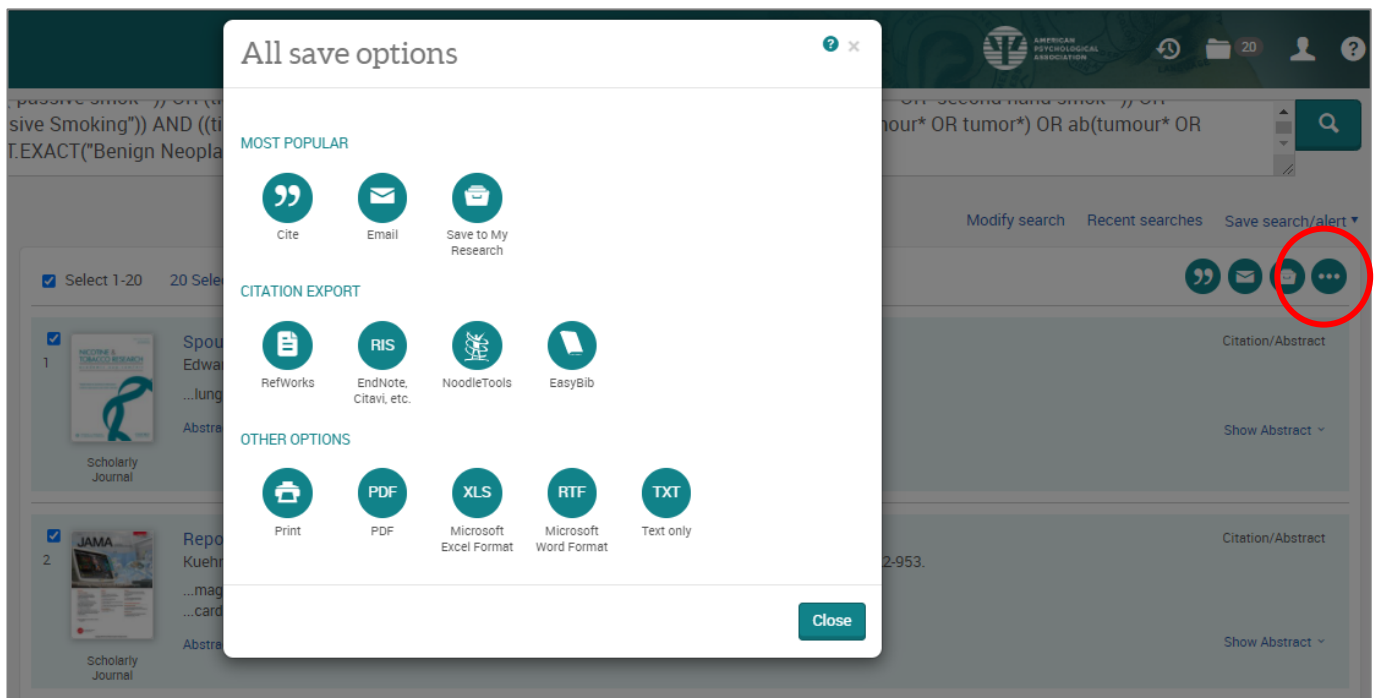
21. As well as saving the results, we highly recommend saving your search. To view your search, **head back to your Recent Searches by clicking the clock icon:**

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

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

24. You can access your saved searches and saved results from your account menu:
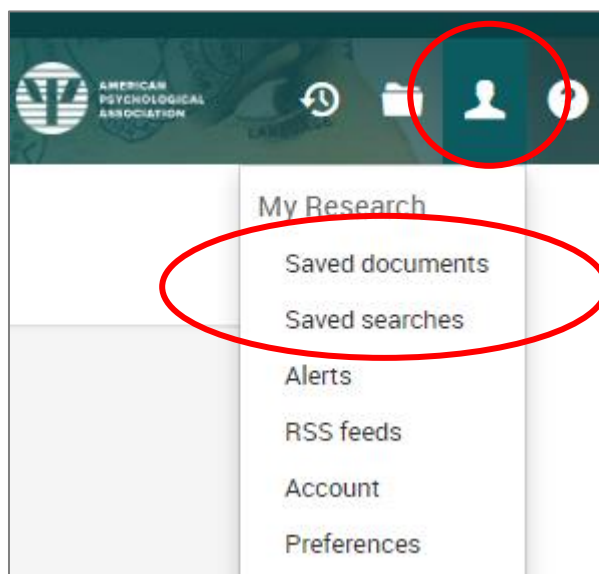
More questions? Please contact us with your query, or arrange a 1-to-1 training sessions:

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