

ProQuest User Guide

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A: Accessing ProQuest Databases and Creating a Personal Account

1. Accessing ProQuest Databases

To view all the available database provider platforms accessible with your **NHS Athens** go to [my.openathens](https://my.openathens.net) login and search your A-Z list of resources.

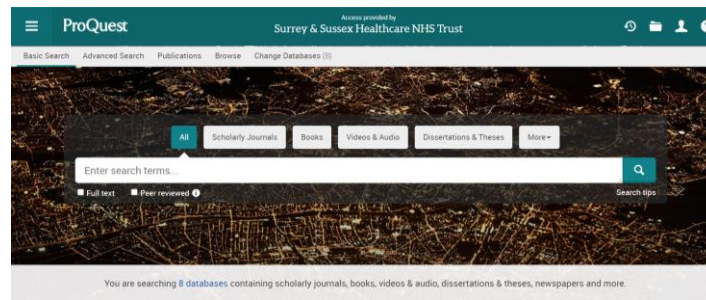
The **ProQuest** platform provides access to:

- **BNI**
- **MEDLINE**
- **PsycINFO**

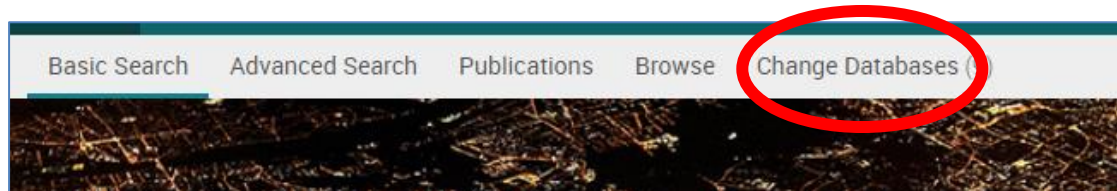
Select the **ProQuest Online Databases**. This will take you to the following **ProQuest** front page:

NB. The NHS Knowledge & Library Hub nhs-knowledge-and-library-hub/ contains database links which are allocated to one provider platform only eg.

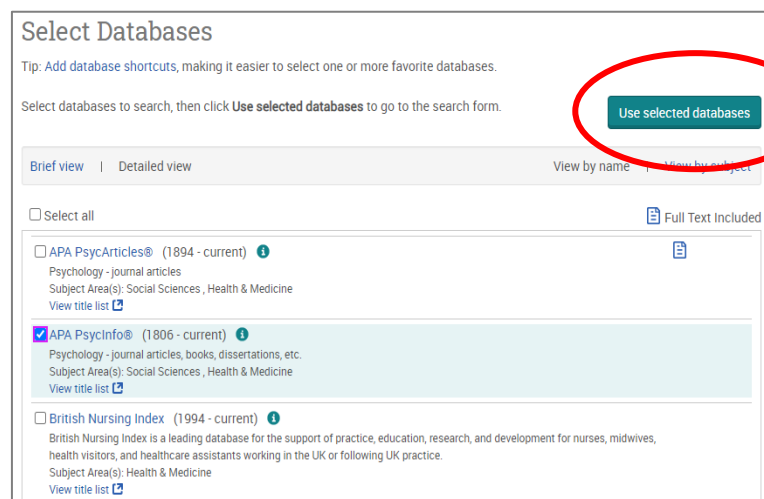
- **CINAHL & HBE – EBSCO**
- **MEDLINE, EMBASE, EMCARE, AMED, HMIC & Social Policy & Practice – OVID**
- **BNI & PsycInfo – ProQuest**



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

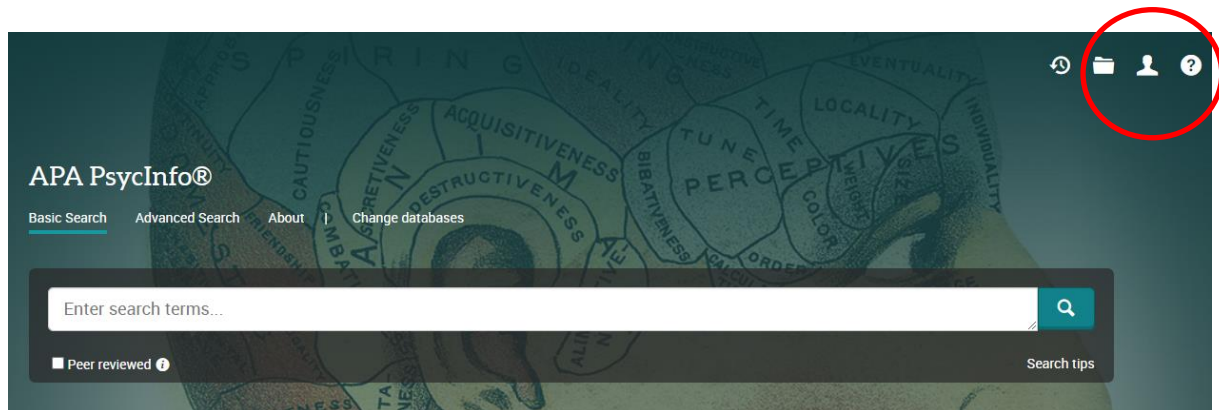


- Once you have selected a database, you can begin searching. However, you will first need to **create a personal/research account to save your searches and results**. If you already have a personal account, login to it now.

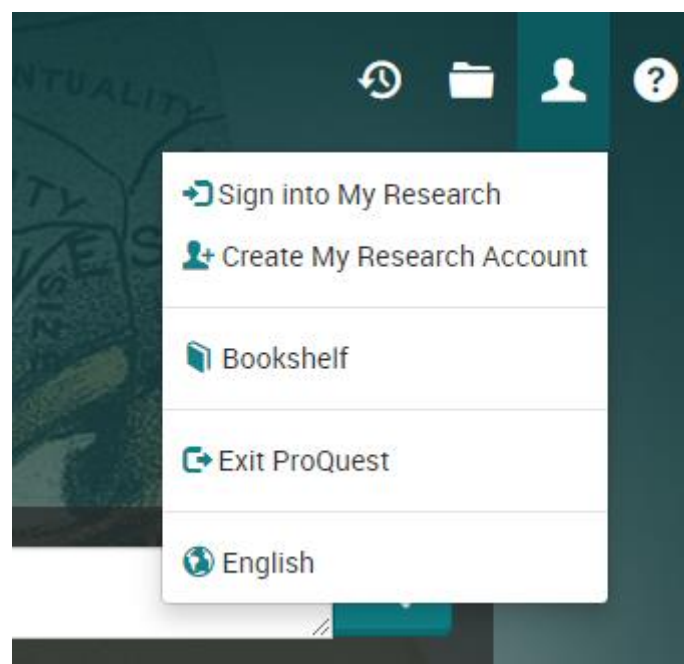


- Once you have selected a database, you can begin searching. However, you will first need to **create a personal/research account to save your searches and results**. If you already have a personal account, login to it now.

Click on the person icon in the top right corner:

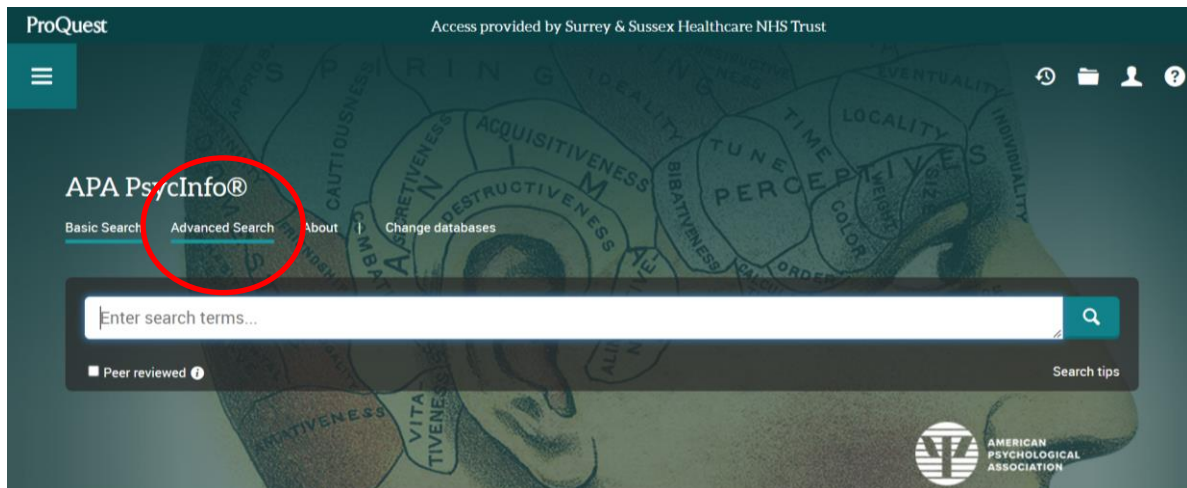


5. From here, either **sign into your existing Research Account**, or select **‘Create My Research Account’**:

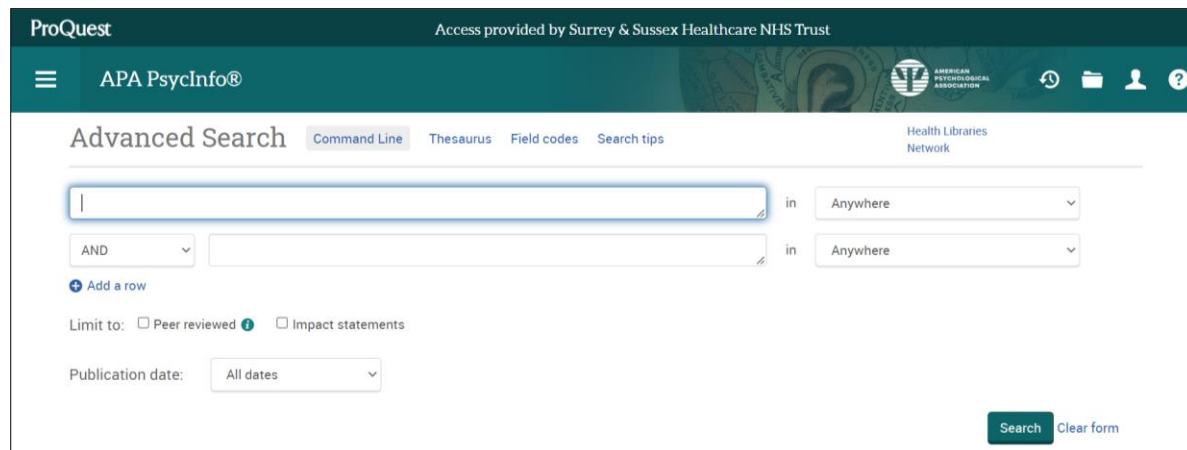


B: Searching for Terms

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:

The screenshot shows the 'Advanced Search' page with tabs for 'Command Line', 'Thesaurus', 'Field codes', and 'Search tips'. There are two search input fields with a dropdown menu open for the second field. The dropdown menu lists various search locations such as 'Anywhere', 'Anywhere except full text - NOFT', 'Abstract - AB', 'All subjects & indexing - SU', 'Subject heading - MAINSUBJECT', 'Identifier (keyword) - IF', 'Major subject - MJSUB', 'Author - AU', 'Document title & abstract - TIAB', 'Document title - TI', 'Location - LO', 'Publication title - PUB', and 'More options' which includes 'Accession number - AN', 'Author affiliation - AF', 'Classification - CL', 'Conference - CF', 'Contact individual - CX', 'Corporate author - CA', and 'Digital Object Identifier - DOI'. Below the search fields are options to 'Limit to: Peer reviewed' and 'Impact statements', and a 'Publication date' dropdown set to 'All dates'. There are also fields for 'Location:', 'Classification:', and 'Test & measure:'.

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':**

This screenshot shows the ProQuest APA PsycInfo Advanced Search page. The search terms '*passive smok*' are entered in two separate rows. The first row has the search term in the 'Document title - TI' field, and the second row has it in the 'Abstract - AB' field. The 'OR' operator is selected in the dropdown between the two rows. The 'Search' button is highlighted with a red circle. The page also shows options for 'Limit to: Peer reviewed' and 'Impact statements', and a 'Publication date' dropdown set to 'All dates'.

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

This screenshot shows the ProQuest search results page for the query 'ti("passive smok*") OR ab("passive smok*")'. It displays 7,917 results. The 'Recent searches' link is highlighted with a red circle. The search results are sorted by 'Relevance'. The first result is a cross-sectional study of passive smoking in non-smoking women, published in the 'Journal of hygiene research'. The second result is a study on gestational diabetes mellitus in China, published in the 'Journal of Public Health'. The page also shows options for 'Limit to: Full text' and 'Peer reviewed', and a 'Source type' dropdown.

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:

ProQuest Access provided by Surrey & Sussex Healthcare NHS Trust

APA PsycInfo®

Recent Searches

To save a search, select **Save search** from the **Actions** menu. [Learn more](#)

Combine searches: **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](#)

	Set	Search	Databases	Results	Actions
<input type="checkbox"/>	S2	ti("passive smok*") OR ab("passive smok*")	APA PsycInfo®	365	Actions

ProQuest Access provided by Surrey & Sussex Healthcare NHS Trust

APA PsycInfo®

ProQuest - Selected Databases ▲

- Basic Search
- Advanced Search**
- About
- Change databases

About ProQuest ▲

- Company Website
- About Dissertations
- Contact Us
- Careers

Advanced Search [Command Line](#) [Recent searches](#) [Thesaurus](#) [Field codes](#) [Search tips](#)

"secondhand smok*" OR "second hand smok*" in Document title – TI

OR "secondhand smok*" OR "second hand smok*" 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:*

12. Type in what 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](#):

Search terms:

☒ Contains word(s)
☐ Begins with (enter at least 2 characters)

Browse terms: 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 Z

Hierarchical view | Relational view

☒ **Root of APA Thesaurus of Psychological Index Terms - Summer 2021**

- ☐ Sciences
- ☐ Biology
- ☐ Physiology
- ☐ Physiological Processes
- ☐ Environmental Effects
- ☐ Exposure
- ☐ Chemical Exposure
- ☒ **Passive Smoking**
 Use for: Secondhand Smoking
- ☐ Behavior
- ☐ Drug Usage
- ☐ Tobacco Smoking
- ☐ Passive Smoking

	Explode	Major
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1 terms selected view

Combine using:
☒ OR ☐ AND ☐ NOT

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 reviewed ☐ Impact statements

Publication date: All dates

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':

Recent Searches

To save a search, select **Save search** from the **Actions** menu. [Learn more](#)

1 OR 2 OR 3 **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)

<input type="checkbox"/>	Set	Search	Databases	Results	Actions
<input type="checkbox"/>	S3	MAINSUBJECT.EXACT("Passive Smoking")	APA PsycInfo®	923	Actions
<input type="checkbox"/>	S2	ti("secondhand smok*" OR "second hand smok*") OR ab("secondhand smok*" OR "second hand smok*")	APA PsycInfo®	1,181	Actions
<input type="checkbox"/>	S1	ti("passive smok*") OR ab("passive smok*")	APA PsycInfo®	363	Actions

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):

<input type="checkbox"/> Set ▾	Search	Databases	Results	Actions
<input type="checkbox"/> 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 ▾
<input type="checkbox"/> S3	⊕ MAINSUBJECT.EXACT("Passive Smoking")	APA PsycInfo®	923	Actions ▾
<input type="checkbox"/> S2	⊕ ti("secondhand smok*" OR "second hand smok*") OR ab("secondhand smok*" OR "second hand smok*")	APA PsycInfo®	1,181	Actions ▾
<input type="checkbox"/> 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):

[Search tips](#)

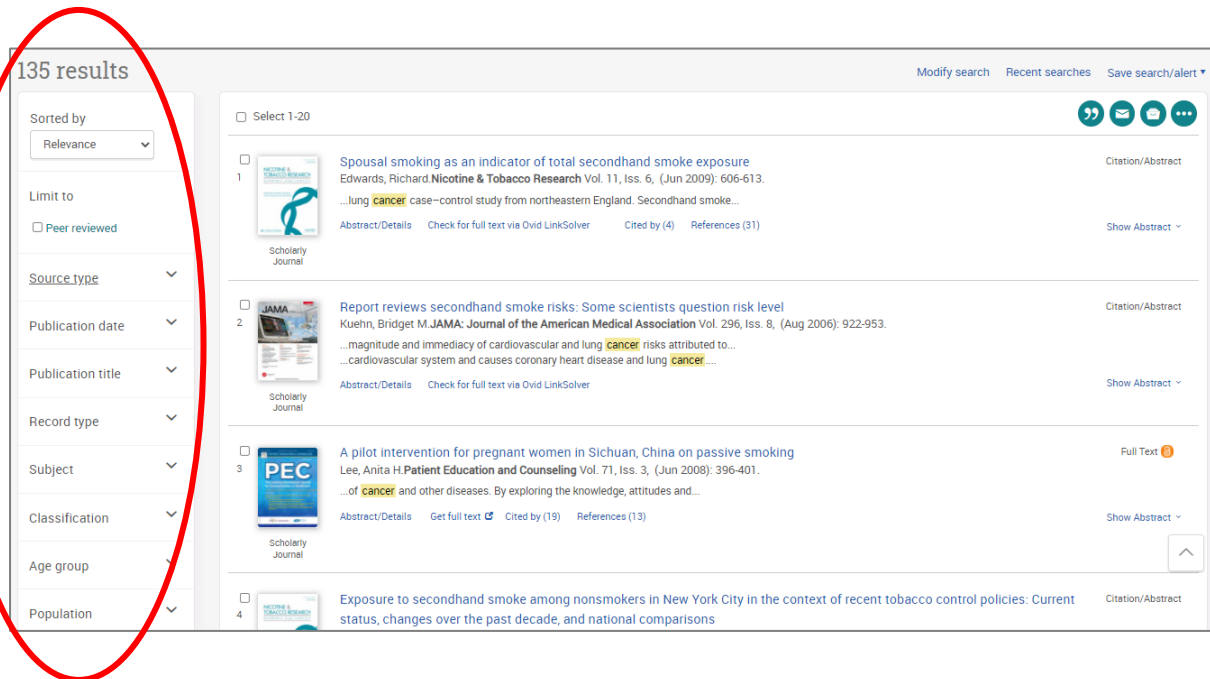
Examples: 1 AND 2 OR 6"
(1 AND 3) OR (1 AND 2)
3 NOT treatment

Items selected: 0 Saved searches (0)

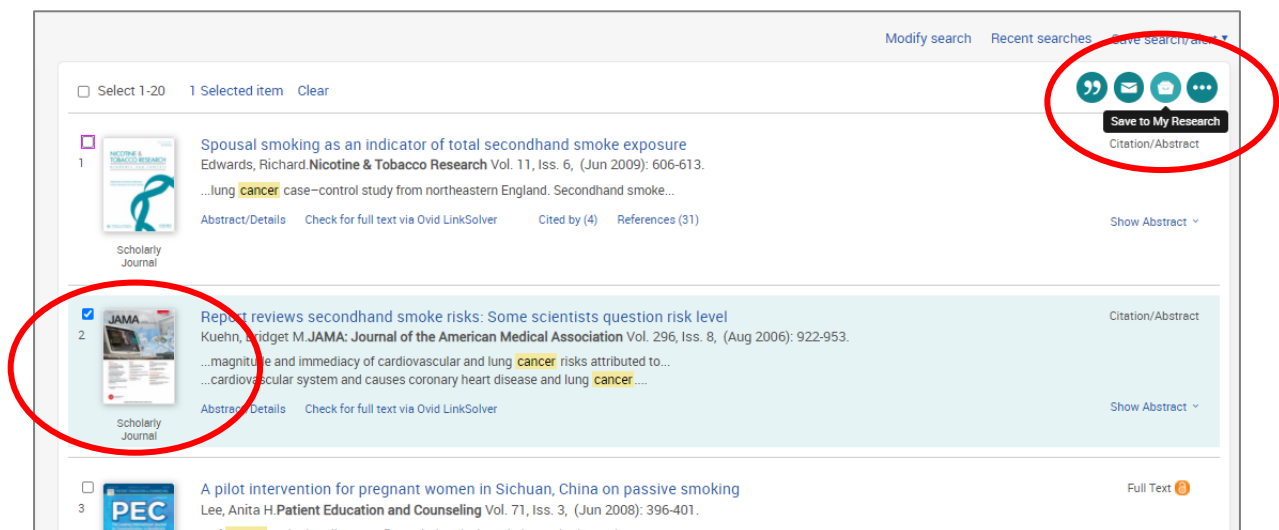
<input type="checkbox"/> Set ▾	Search	Databases	Results	Actions
<input type="checkbox"/> S9	⊕ (ti(cancer*) OR ab(cancer*)) OR (ti(neoplasm*) OR ab(neoplasm*)) OR (ti(tumour* OR tumor*) OR ab(tumour* OR tumor*)) OR (MAINSUBJECT.EXACT("Benign Neoplasms") AND MAINSUBJECT.EXACT("Neoplasms"))	APA PsycInfo®	79,958	Actions ▾
<input type="checkbox"/> S8	⊕ MAINSUBJECT.EXACT("Benign Neoplasms") AND MAINSUBJECT.EXACT("Neoplasms")	APA PsycInfo®	20	Actions ▾
<input type="checkbox"/> S7	⊕ ti(tumour* OR tumor*) OR ab(tumour* OR tumor*)	APA PsycInfo®	17,660	Actions ▾
<input type="checkbox"/> S6	⊕ ti(neoplasm*) OR ab(neoplasm*)	APA PsycInfo®	1,258	Actions ▾
<input type="checkbox"/> S5	⊕ ti(cancer*) OR ab(cancer*)	APA PsycInfo®	66,115	Actions ▾
<input type="checkbox"/> 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:

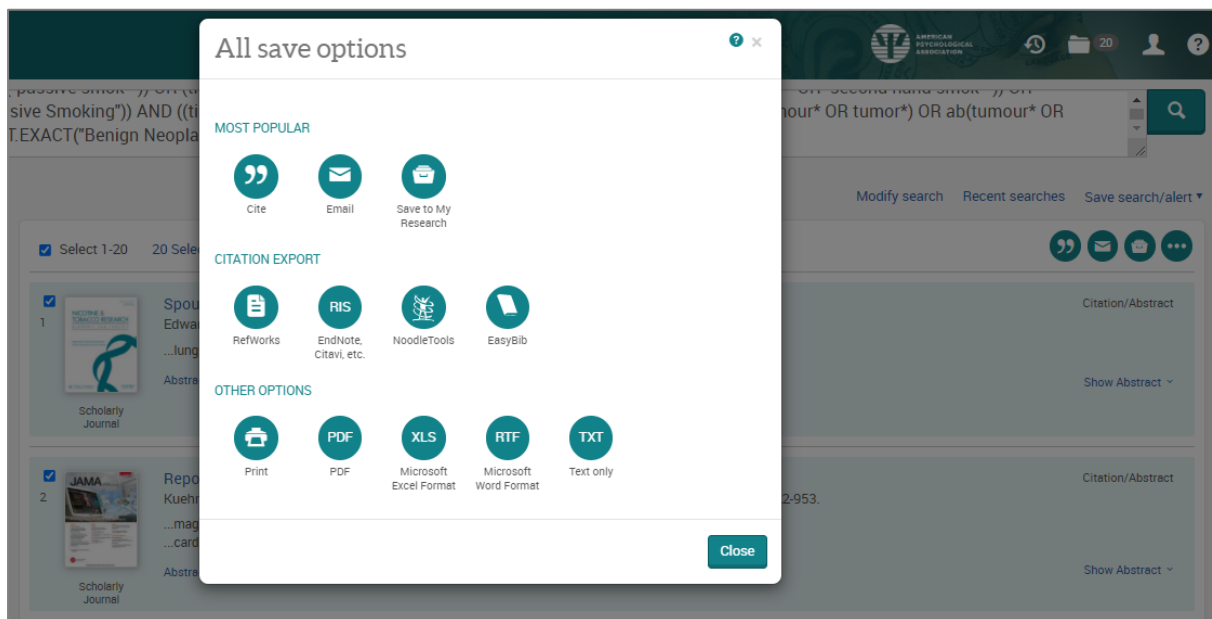


19. You can save individual results by ticking their selection box and clicking the 'Save to My Research' icon. These results will now be saved in your 'My Research' folder:



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':

Items selected: 10 ✕ Delete Save Show all details Export all searches ▼

<input checked="" type="checkbox"/>	Set ▼	Search
<input checked="" type="checkbox"/>	S10	@ ((("passive smok*" OR ab("passive smok*")) OR (ti("secondhand smok*" OR "second hand smok*") OR ab("secondhand smok*" OR "second hand
<input checked="" type="checkbox"/>	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"))
<input checked="" type="checkbox"/>	S8	@ MAINSUBJECT.EXACT("Benign Neoplasms") AND MAINSUBJECT.EXACT("Neoplasms")
<input checked="" type="checkbox"/>	S7	@ ti(tumour* OR tumor*) OR ab(tumour* OR tumor*)
<input checked="" type="checkbox"/>	S6	@ ti(neoplasm*) OR ab(neoplasm*)
<input checked="" type="checkbox"/>	S5	@ ti(cancer*) OR ab(cancer*)

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

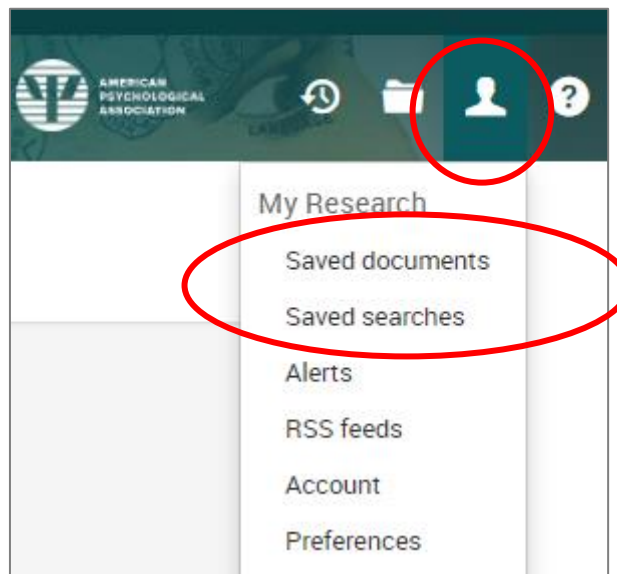
Save search to My Research

Name your search:

Add a note: (optional)

Cancel Save

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



More questions?

Book a training session with one of our experts:
contact us at library.esh@nhs.net