

EBSCOhost User Guide Business Source[®] Databases

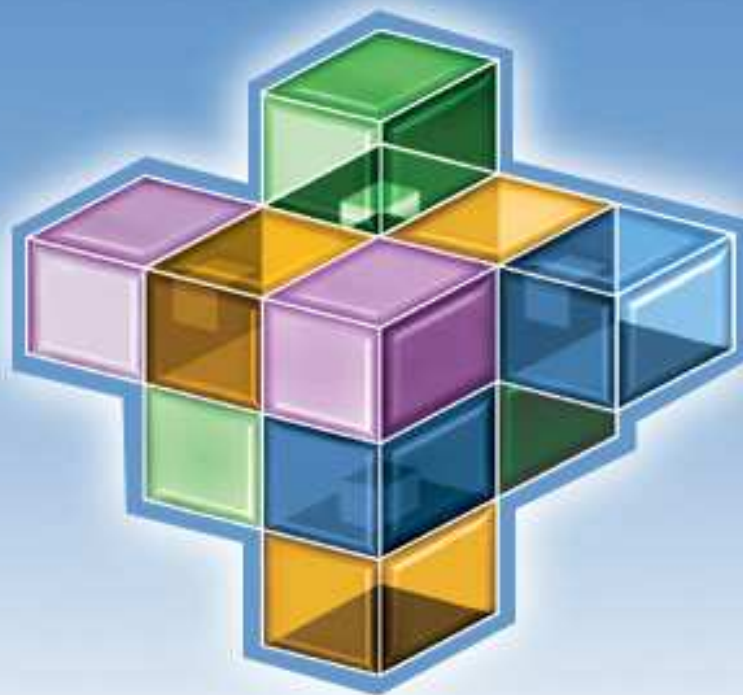


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What is Business Source®?

There are three different *Business Source*® databases available: *Business Source*® Premier, *Business Source*® Elite and *Business Source*®: Corporate.

Business Source® Premier

This database, designed specifically for business schools and libraries, provides full text from more than 7,400 scholarly business journals (over 1,100 are peer-reviewed) and periodicals covering management, economics, finance, accounting, international business, and much more. *Business Source*® Premier contains full text from the world's top business journals and is particularly strong in both management and marketing, including *Harvard Business Review* and *California Management Review*. The database also holds country economic reports from the *EIU*, *DRI-WEFA*, *ICON Group* and *CountryWatch*. *Business Source Premier* contains expanded indexing and abstract backfiles for 300 top scholarly business journals dating back to 1965, or the first issue published (whichever is more recent). More than 200 of these journals have PDF (Portable Document Format) full text representation back to 1965, or the first issue published. *Business Source Premier* contains PDF images for the great majority of journals; many of these PDFs are native (searchable) or scanned in color. In addition, there are 5,000 substantial company profiles and 1,600 industry reports from Datamonitor.

Business Source® Elite

Business Source® Elite provides full text coverage of scholarly business, management and economics journals. This rich collection also includes publications covering topics such as accounting, banking, finance, international business, marketing and sales. *Business Source Elite* offers full text for 1,130 scholarly business management and economic journals, including 500 peer-reviewed publications. Expanded PDF backfiles for 150 titles (back to 1985 or the first issue published) are included in this database, along with 5,000 substantial company profiles and 1,600 industry reports from Datamonitor.

Business Source®: Corporate

This database is designed to meet the diverse information needs of today's companies. *Business Source*®: Corporate contains full text articles from nearly 3,000 quality magazines and journals. The database includes full text sources ranging from general publications such as *Fortune* and *Fast Company* to trade publications such as *American Banker*, *Chemical Week* and *Electronic Business*. The collection of titles also includes top management journals such as *Harvard Business Review*, *California Management Review* and *Academy of Management Executive*. Additional sources providing related content include country economic reports from *EIU*, *WEFA*, *ICON Group* and *CountryWatch*, with the inclusion of general interest periodicals. There are also 5,000 substantial company profiles and 1,600 industry reports from Datamonitor.

What is EBSCOhost®?

EBSCOhost® is a powerful online reference system accessible via the Internet. It offers a variety of proprietary full text databases and popular databases from leading information providers. Database types range from general reference collections to specially designed, subject-specific databases for public, academic, medical, corporate, school and government libraries.

System Requirements

In order to effectively use all of the EBSCOhost features, the minimum browser requirements are Internet Explorer 5.5 or higher, Firefox 1.0 and Netscape 7.x. Macintosh requirements are Safari 1.0.2x, Netscape 7.x or Firefox 1.0. We support all operating system versions of Linux (Macintosh, Microsoft, Linux). If you are using below the minimum requirements for Netscape or Internet Explorer, or using a Lynx browser, please use the EBSCOhost Web Text Only Interface.

Note: You must have Adobe Acrobat® installed to view the PDF Full Text files.

Choosing Databases to Search

To search a single database:

1. Click directly on the database name, e.g., *Business Source® Premier*. The search screen appears.
2. You can use either the Basic or Advanced Search Screens by clicking on the appropriate tab. (These search styles are explained later in this document.)

To search several databases:

1. Click on the check boxes located to the left of the databases you want to search. Click **Continue**. The search screen appears.

<input type="button" value="Continue"/>	
<input checked="" type="checkbox"/>	Academic Search Premier Provides full text for 3,288 scholarly publications covering academic areas of study including social sciences, humanities, education, computer sciences, engineering, language and linguistics, arts & literature, medical sciences, and ethnic studies. Title List More Information
<input checked="" type="checkbox"/>	Business Source Premier Provides full text for over 2,470 scholarly business journals covering management, economics, finance, accounting, international business and much more. Title List More Information

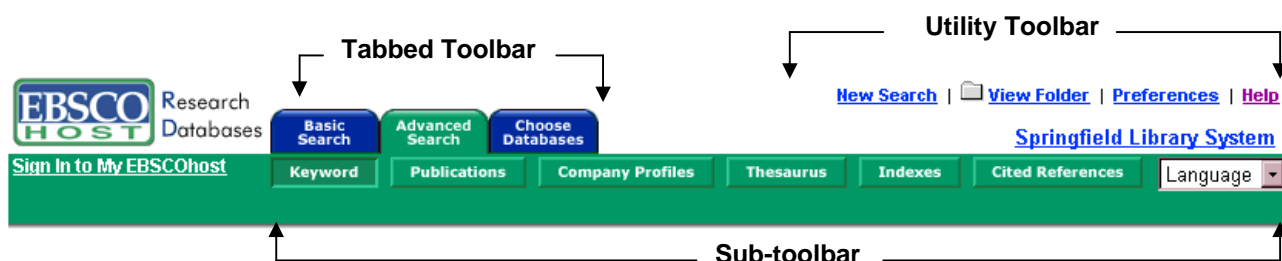
2. You can use either the Basic or Advanced Search Screens by clicking on the appropriate tab.

Database-specific help is available from within the search screens and on the Result List Screen. Beneath the database names at the top of each of these screens is a link entitled **Database Help**. If you are searching more than one database, the Database Help Screen appears, from which you can choose the specific database help

Database-specific help is also available via the **More Information** link on the Choose Databases Screen. From the Choose Databases Screen, the **Title List** link connects to the Publications Authority file.

Using the Toolbar

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



The function of each tab and button is explained throughout this guide.

Using the Utility Toolbar

- **New Search** – This link will return you to the default search screen.
- **View Folder** – This link displays results placed in the folder.

Note: *If you are not signed in to My EBSCOhost, your folder items will be cleared when the session ends.*

- **Preferences** – Click on this link to change the Result List format and number of results per page.
- **Help** – This link opens the Online Help Manual.
- **Exit/Home Library** – This link only appears 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.

The Sub-Toolbar

The sub-toolbar is available from the search screens and will vary depending on the database and features your library administrator selects. Keyword, Subject, and Publication Authority Files are displayed on the sub-toolbar for the Basic and Advanced Search Screens.

The Language drop-down list allows you to translate the search screen, tabs, buttons and citation field descriptors into Spanish, French, German, Portuguese, Russian, Korean, Japanese, Simplified Chinese or Traditional Chinese. (For more information about multilingual options, please download the [EBSCOhost Multilingual User Guide](#).)

The function of each option on the sub-toolbar is explained throughout this guide.

Note: *When searching multiple databases, database-specific authority files (Publications, Subjects, Author, Indexes, References, etc.) will not appear.*

The Tabbed Toolbar

From the Tabbed Toolbar, you can select the Basic or Advanced Search Screen, click the tab you are on to clear your search terms and start over, or choose other databases for searching. If available, you can select from other EBSCO services to which your institution subscribes.

Using the Basic Search Screen

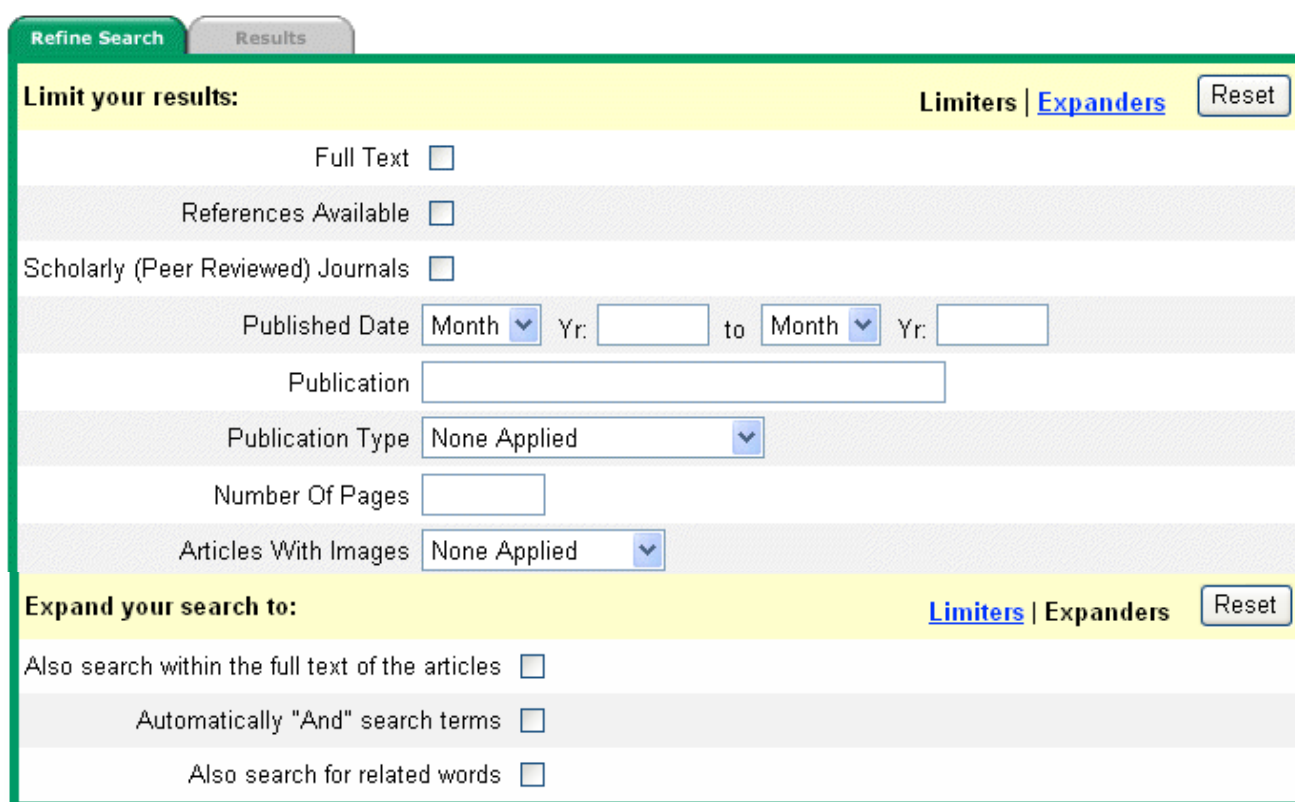
Performing a Basic Search

To perform a Basic Search, enter your term(s) in the **Find** field and click **Search**. Click **Clear** to remove any term(s) in the **Find** field. The **Clear** button does not remove any limiters or expanders previously selected.

You can use Boolean operators, field codes, truncation (*), wildcard (?) and quotation mark search phrasing when performing a Basic Search. All results are in reverse chronological order, beginning with the most current item. Boolean Search techniques are explained in the next section.

Refine Search Options

Limiters and Expanders are used to focus or broaden a search.



The screenshot shows the 'Refine Search' interface with two main sections: 'Limit your results:' and 'Expand your search to:'. The 'Limit your results:' section includes checkboxes for 'Full Text', 'References Available', and 'Scholarly (Peer Reviewed) Journals'. It also features a 'Published Date' filter with dropdown menus for 'Month' and 'Yr.' and a 'to' separator. Other filters include 'Publication' (text input), 'Publication Type' (dropdown menu), 'Number Of Pages' (text input), and 'Articles With Images' (dropdown menu). The 'Expand your search to:' section includes checkboxes for 'Also search within the full text of the articles', 'Automatically "And" search terms', and 'Also search for related words'. Both sections have 'Limiters | Expanders' links and 'Reset' buttons.

Limiters: Examples of limiters for Business Search databases include: *Full Text*, *Scholarly (Peer Reviewed) Journals*, *Publication* and *Published Date*.

When you select one of the above limiters, that limiter focuses your search. For example, if you search on **technology** and set the limiter to Full Text, only articles containing full text will appear in the Result List.

Expanders: Examples of expanders include:

- **Also search within the full text of the articles** expands the search results by finding your term(s) within the full text of the articles
- **Automatically “And” search terms** expands search results by applying the **AND** operator between terms. For example, if you search on **economic development** and set the expander to Automatically “And” search terms, only articles that contain **economic** and **development** will appear in the Result List.
- **Also search for related words** expands search results to include synonyms and plurals of search term(s)

Various search techniques can be used, including: Wildcard, Truncation, Proximity Searching and Grouping Parentheses. These techniques are described in the next section.

Note: *The **Reset** button will clear all items selected in the Refine Search Tab.*

Using the Advanced Search Screens

The library administrator chooses one of three available Advanced Search Screen styles: Single Find Field, Single Find Field with Search Builder, or Guided Style.

All three Advanced Search Screens 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 within the full text of the articles*, *Automatically "And" search terms*, and *Also search for related words*.
- **Special Limiters** are database-specific and will appear in separate sections when you conduct a multi-database search.

Advanced Search: Single Find Field

Database: [Business Source Premier](#)

Find:

Show: [Field Codes](#) [Search Tips](#)

To perform a Single Find Field search:

1. From the default search screen, click the Advanced Search Tab.
2. In the **Find** field, enter keyword(s).
3. Apply any limiters or expanders, using the Refine Search Tab
4. Click on the **Search** button.

In the Single Find Field, you can combine terms together using Boolean operators, on a single line. For example, type **economic development AND taxes**.


Advanced Search: Single Find Field and Search Builder

Database: [Business Source Premier](#)

Find:

Add the following to your search:

Term(s): in using

[Search Tips](#)  [Folder has 0 items.](#)

Single Find Field with Search Builder allows you to combine keywords, search fields and a Boolean operator with any existing text in the **Find** field.

Note: *If there is no existing text in the **Find** field, the Boolean operator selection is ignored.*

Each time you click **Add to Search**, the new terms are surrounded by parentheses.

To perform a Single Find Field with Search Builder search:

1. Type: **money OR currency** in the **Find** field.
2. Type: **fluctuation** in the **Term(s)** field.
3. Select which field to search within, from the drop-down list.
4. Choose **AND** as the Boolean operator.
5. Click **Add to Search**.

These steps result in: **(money OR currency)** and **(fluctuation)**.

Advanced Search: Guided Style Find Fields

Database: [Business Source Premier](#)

Find:	<input type="text"/>	in	<input type="text" value="Default Fields"/>	<input type="button" value="Search"/>	<input type="button" value="Clear"/>
and	<input type="text"/>	in	<input type="text" value="Default Fields"/>		
and	<input type="text"/>	in	<input type="text" value="Default Fields"/>		

[Search Tips](#)

Guided Style Find Fields provides fill-in-the-blank keyword searching to aid in complex or specific searches.

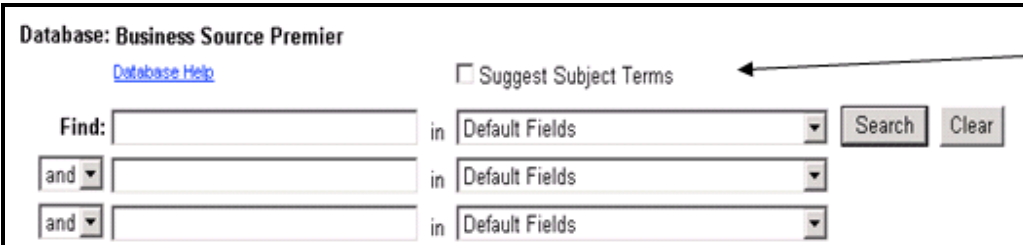
To perform a Guided Style Find Fields search:

1. Enter a search term in the first **Find** field.
2. Choose the **Search** field from the drop-down list next to it.
3. Select a Boolean operator to combine the next term.
4. Enter another term in the next **Find** field.
5. Choose the **Search** field from the drop-down list next to it.
6. Click **Search**.

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

Suggest Subject Terms

All three Advanced Search screens support the Suggest Subject Terms feature, when enabled by the library administrator for Business Source Premier or Business Source Corporate.

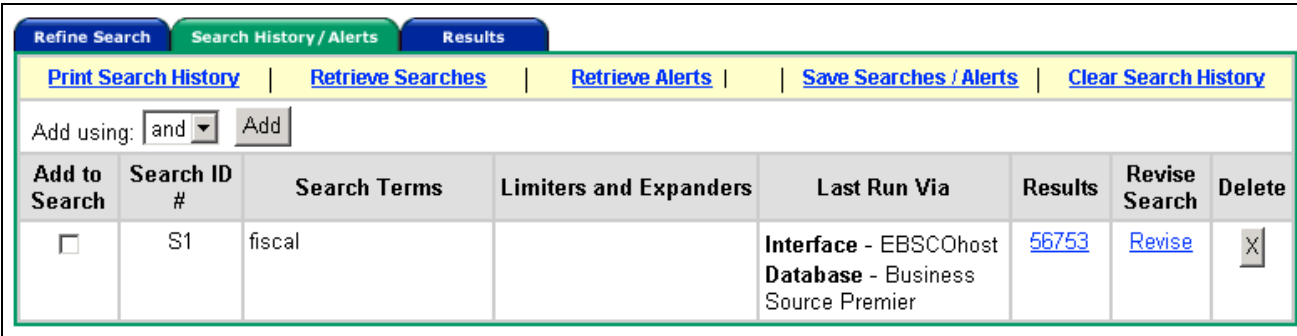


The Suggest Subject Terms feature is ignored if you include field codes with search terms in the **Find** field, or select a field from any corresponding drop-down list, or conduct a search using *only* Limiters. For example, if you check Suggest Subject Terms, and then enter **AU Brown** in the **Find** field, EBSCOhost will return a Result List containing articles written by authors with the last name of **Brown**.

Search History/Alerts Tab

From the Advanced Search Screen, you can save, retrieve and reuse your advanced searches. You can view these searches in the Search History/Alerts Tab. New searches can consist of combined or modified searches.

Note: You can save your search history for later retrieval or create an alert from your last search utilizing My EBSCOhost. Please refer to the [My EBSCOhost and Page Composer User Guide](#) for more information.



Add to Search	Search ID #	Search Terms	Limiters and Expanders	Last Run Via	Results	Revise Search	Delete
<input type="checkbox"/>	S1	fiscal		Interface - EBSCOhost Database - Business Source Premier	56753	Revise	<input type="button" value="X"/>

The following columns are present in the Search History/Alerts Tab:

- **Add Using** – Choose the Boolean operator to use when combining searches.
- **Add to Search** – Click on the box to the left of any Search ID that you would like to include in a new search.
- **Search ID #** - This column contains the number assigned to each of your searches. You can conduct a search by entering the Search ID number and prefix (**S**), in the **Find** field and clicking **Search**. (For example, S1 or S3.)
- **Search Terms** - This column contains the search terms as you entered them in the **Find** field, including any field codes and Boolean operators.

- **Limiters/Expanders** - The limiters and expanders used in your search are listed in this column.
- **Last Run Via** – This column contains search history from a different interface/database, e.g., Business Searching Interface, to remind you where it was last conducted.
- **Results** - The total number of search results is listed in this column. When you click on this number, the Result List for the search appears. Searches that do not produce results are included in the Search History and display a zero in this column. When you change or add databases, searches saved in the current database display question marks in the Display Results column.
- **Revise Search** - When you click on the **Revise** link, the search terms are displayed in the **Find** field. Edit the search by editing the terms manually, entering field codes or adding limiters.
- **Delete** – To remove a search string, click on the **X** button next to it.

By default, the Search History displays your most recent five searches. When you have conducted more than six searches, you can select the **Show More** link to open all the searches you have performed in your EBSCOhost session. Select the **Show Less** link to view only the last five searches. When your session ends, the Search History is deleted.

If you change databases, your Search History will be saved. However, if you open another EBSCO service such as *Searchasaurus*[®] or *NoveList*[®], your Search History will *not* be saved.

In addition, your Search History is affected when you change databases. Searches *must* be performed with the limiters available in the databases you open. The Results column displays question marks when the Advanced Search Screen is opened in the new database. When you view the results by clicking on the link in the Results column, a new search is launched and its results are then added to the Search History.

Note: *Searches run from the Basic Search Screen are not saved to the History file.*

Search Techniques

Boolean Searching

Boolean logic defines logical relationships between search terms. The Boolean search operators, **AND**, **OR** and **NOT**, allow you to focus or broaden your search results.

- The **AND** operator combines search terms so that *each* result contains *all* of the terms. For example, **economic AND stability** will result in articles that contain both **economic** and **stability**.
- The **OR** operator combines search terms so that *each* result contains *at least one* of the terms. For example, **money OR currency** will result in articles that contain either **money** or **currency**.
- The **NOT** operator excludes search terms so that *each* result will *not* contain *any* of the terms that follow it. For example, **accounting NOT taxes** will result in articles that contain the term **accounting**, but not the term **taxes**.

The Wildcard (?) and Truncation (*) Symbols

Use the wildcard and truncation symbols to create searches with terms that contain unknown characters, multiple spellings or various endings.

Note: *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, enter **account*** to find the words **accounting** or **accountability**.

Proximity Search

A Proximity Search produces results that contain two or more terms that appear a specified number of words (or fewer) apart. 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 search terms.

- **Near Operator (N)** - **N5** will find a result if 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)** - **W8** will find a result if the terms are within eight (8) words of each other, *in the order* in which you entered them.

For example, type **tax W8 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.

Why is this important? 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.

Generalized Search: state or federal and return or refund

Focused Search: (state or federal) and (return or refund)

In the first example, the search will retrieve everything on **state**, as well as references to the terms **federal** and **return**, and everything on **refund**.

In the second example, parentheses control the query to *only* find articles about **state** or **federal** that reference **return** or **refund**.

Spell Checker

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

Database: Business Source Premier

[Database Help](#)

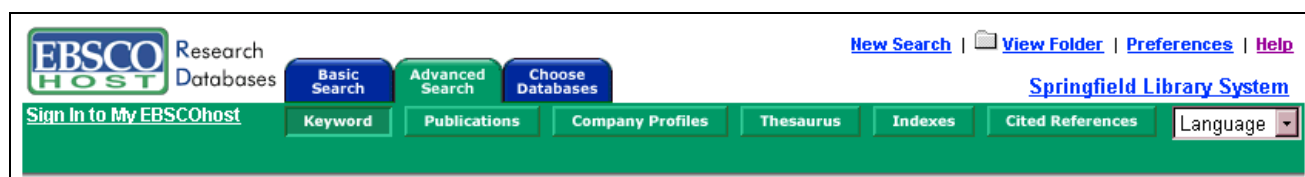
Find:

[Search Tips](#)

Did you mean: [fiscal responsibility](#), [fisk al responsibility](#), [fisk responsibility](#)

Sub-Toolbar Options

As an alternative to keyword searching, EBSCOhost® offers the capability to search a database by browsing a list of Publications, Company Profiles, business terms (Thesaurus), Indexes and Cited References.



Searching by Publication

The Publication 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 in a database.

To browse a Publication Authority File:

1. Click the **Publications** sub-toolbar button. The Publication Authority File appears, with the beginning of the list displayed.

2. From the Publications tab, enter 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** - Finds journals beginning with the letters you entered. Results are displayed in alphabetical order.
 - **By Subject** - Finds publications that contain your search term in the Subject or Title fields of the Publication Details.
 - **By Subject & Description** - Finds publications that contain your search term in the Subject, Description or Title fields of the Publication Details.
 - **Match Any Words** - Finds publication titles with one or more of your terms. Results are displayed in order of relevance to your search terms.
4. Click **Browse** to view your terms as they appear in the Publication Authority File. A Result List is displayed.

Click on the name of the publication to view the title, publisher's address, dates of coverage and title name change information.

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

Note: *Over time, the name of a publication may change. EBSCOhost will display the title's current name and include any title name changes within the detailed display. A user can choose to view **All Issues** for the various name changes, or just the issues for the current title name by clicking on **Current Issue Only**.*

Click on the **Publication Details** link to view the journal title, ISSN, price of annual subscription, publisher's address, publisher's URL (Internet address), subject and/or description of the journal, and whether the journal is peer reviewed.

You can use the Mark Items for Search Tab to search within several publications simultaneously, or to combine publication names with other search terms.

To search several publications simultaneously:

1. Click the Mark Items for Search tab.
2. Mark the check boxes to the left of the publications you want to search. Click **Add**. The publications you selected are placed in the **Find** field on the search screen. (They are combined with **OR**.)
 - To search within those publications, click **Search**.
 - To revise your search, you can add more terms in the **Find** field and click **Search**.

To search within this publication:

1. From a journal's Publication Overview Screen, click the **Search within this publication** link.
2. The search screen appears with the **JN** tag and the **journal name** entered in the **Find** field (e.g., **JN "Business Week"**).
3. Add any additional search terms and/or limiters.
4. Click **Search**. A Result List is displayed.

Note: If you are defaulted to the Basic Search Screen after clicking on the **Search within this publication** link, you must use a Boolean operator (AND, OR, or NOT) to combine the search terms with the journal name.

To set up a Journal Alert:

Note: You must have an account and have logged in to My EBSCOhost to use this feature.

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

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 for Company Profiles – Datamonitor

The Company Profiles are provided by Datamonitor, a leading creator of in-depth company information, and include extensive profiles for over 5,000 of the world's leading companies across the automotive, consumer, energy, financial services, healthcare and technology sectors. Datamonitor is accessible via the **Company Profiles** button on the sub-toolbar.

The Browse Screen

- You can browse by either **Alphabetical** or **Match Any Words**.
- An A-Z navigation toolbar allows you to bring up a result list of all companies in the database that begin with a certain letter.

Company Profiles

Browse for:

Alphabetical
 Match Any Words

Page: Previous | [Next](#)
 ◀ [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](#) ▶

Company Name	PDF Complete Report	Location	Industry
S Group	Datamonitor Report (112K)	Finland	AGRICULTURE
S L Green Realty Corp	Datamonitor Report (96K)	United States	BUSINESS SERVICES
S&P Company	Datamonitor Report (70K)	United States	DRINKS
S&T Bancorp, Inc.	Datamonitor Report (98K)	United States	FINANCE

The Detail Page

- **Previous** and **Next Record** links are available to navigate the company profiles.
- **Print**, **E-mail**, **Save**, and **Add to Folder** links are available.
- You can search the main database from the Detail Screen by clicking directly on the company name.

The screenshot shows a web interface for 'Company Profiles'. At the top right, there is a folder icon and the text 'Folder is empty.'. Below this is a navigation bar with links: '< Back', 'Previous Record', 'Next Record', 'Print', 'E-mail', 'Save', and 'Add to folder'. Underneath the navigation bar, there are 'Formats' options: 'Detail View' (selected) and 'PDF Complete Report (275K)'. A search prompt reads 'Search Periodicals and Other Sources for: Sony Corporation'. The main content area displays the following information:

Company Name:	Sony Corporation
Address:	7-35 Kitashinagawa 6-Chome Shinagawa-ku Tokyo 141 0001
Country:	Japan
NAISC Code/Description:	44312 Computer and Software Stores (pt) 51421 Data Processing Services (pt) 541512 Computer Systems Design Services (pt)

The **Detail View** (shown above) is an example of the information that initially appears after clicking on a company name. You can view the entire report by clicking on the **PDF Complete Report** link.

Searching the Business Thesaurus

You can browse a list of business terms using the **Thesaurus** sub-toolbar button.

To browse the Thesaurus:

1. Click the **Thesaurus** sub-toolbar button.
2. Enter your search terms, for example **tax fraud**, in the **Browse for** field.
3. Click **Term Begins With** to list your search results in alphabetical order. Click **Term Contains** to list results that contain your search term. Click **Relevancy Ranked** to list your search results according to relevance.
4. Click **Browse** to view your terms as they appear in the Business Thesaurus.

The screenshot shows the 'Thesaurus' sub-toolbar with the search term 'TAX FRAUD' entered in the 'Browse for' field. The 'Term Begins With' radio button is selected. Below the search bar, there are options for 'Explode' and 'Major Concept'. The search results list 'TAX fraud Use TAX evasion' and 'TAX free exchanges'. A message indicates that 'TAX FRAUD' would appear here if there was an exact match.

The Business Thesaurus will occasionally provide the search term suggestions. For example: **tax fraud** is listed as **tax evasion**. As you select the terms, click the box in the **Explode** column, and then combine these terms to your search using **and**, **or**, or **not**. Your search will be constructed automatically in the **Find** field when you click **Add**.

Using Explode

This screenshot shows the 'Thesaurus' sub-toolbar with the search term 'TAX FRAUD'. The 'Explode' column is checked for 'TAX free exchanges'. Below this, there are three rows of related terms: 'Broader Terms' with 'BARTER', 'Narrower Terms' with 'LIKE kind exchange', and 'Related Terms' with 'DISGUISED sales' and 'PROPERTY tax'. Each term has a checkbox in the 'Explode' column.

When you select the Explode box next to a search result, the term is exploded to retrieve all references indexed to that term, as well as all references indexed to any narrower terms. The following options may appear:

Broader Terms – This is the main subject term that your search term appears under, as a narrower term. Using Explode will add the main subject term and *all* narrower terms of it in the **Find** field.

Narrower Terms – These terms represent a subset of the original search term(s). When you click on the Explode box next to your term, the word is exploded to retrieve *all* references indexed to that term, as well as all references indexed to any narrower terms.

Related Terms – A thesaurus is used to display words that are similar to the original search term(s).

Searching by Indexes

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

Note: Unless otherwise specified by your library administrator, Index Browse is only available from the Advanced Search Screen.

To search by Indexes:

1. Click the **Indexes** sub-toolbar button.
2. Choose the field you would like to view from the drop-down list, for example: **Document Type**.

The screenshot shows the 'Indexes' toolbar with a dropdown menu open. The dropdown menu lists the following options: -- Select --, Author, Author-Supplied Keywords, Company Entity, Document Type, DUNS Number, Entry Date, Geographic Terms, Headings, ISBN, ISSN, Journal Name, Language, NAICS Code or Description, People, Reviews & Products, Subject Terms, Ticker Symbol, and Year of Publication. The 'Document Type' option is highlighted in blue.

3. Enter your search term in the **Browse for** field, for example: **proceeding**.
4. Click **Browse** to list your search results in alphabetical order, beginning with your selected term.

The screenshot shows the search results table. The 'Browse an Index' dropdown is set to 'Document Type' and the 'Browse for' field contains 'proceeding'. Below the search options, there is a table with the following data:

Term	Records Count
<input type="checkbox"/> PROCEEDING	1690

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.

Searching by Cited References

EBSCOhost® allows users of *Business Source® Premier* to browse and search by cited references.

To search by Cited References:

1. Click the **Cited References** button from the sub-toolbar. The Cited References Screen appears.
2. Enter search terms in the **Cited Author**, **Cited Title**, **Cited Source**, **Cited Year** or **All Citation Fields** fields, then click **Search**.


Search for cited references in: **Business Source Premier**

[Database Help](#)

Cited Author: Cited Title:

Cited Source: Cited Year:


All Citation Fields:

[Search Tips](#)  **Folder is empty.**



The results of a reference search are displayed below the Cited References sub-tab. The search fields remain available to allow you to edit your search terms or conduct a new search.

- **Cited References** – From the Cited References Search Screen, the Cited References sub-tab presents a list of citation records for the search terms you entered.

Cited References Citing Articles To store items added to the folder for a future session, [Sign In to My EBSCOhost](#)

◀ 1 to 10 (of 1364) ▶ Pages: 1 [2](#) [3](#) [4](#) [5](#) ▶  [Add \(1-10\)](#)

To view citing articles, mark checkboxes and click *Find Citing Articles*.




<input type="checkbox"/>	<p>1. Policy implications: a progress report; AARON, H. Do Housing Allowances Work?; 1981. Edited by: BRADBURY, K.L.; DOWNS, A.. Document Type: Book Citation; (AN <i>FDAEJJJ</i>) [Citation Record]</p> <p>Times Cited in this Database (1)</p> <p>Ask for this via our Inter-Library Loan Form</p>	 Add
<input type="checkbox"/>	<p>2. Pathogenicity and cytoadherence of Mycoplasma imitans in chicken and duck embryo tracheal organ cultures; Abdul-Wahab, O.M.S.; Ross, G.; Bradbury, J.M. Infection and Immunity; 1996 Vol. 64, p563-568, 6p. Document Type: Article Citation; (AN <i>II.FD.EFC.ABDULWAHAB.PCMICD</i>) [Citation Record]</p> <p>Times Cited in this Database (2)</p> <p>Ask for this via our Inter-Library Loan Form</p>	 Add

Citing Articles – From the Cited References sub-tab, you can mark check boxes, click the **Find Citing Articles** button, and retrieve a list of Citing Articles.

Cited References Citing Articles To store items added to the folder for a future session, [Sign In to My EBSCOhost](#)

◀ 1 to 2 ▶ Pages: 1 Add (1-2)

These records cite: WA Wakefield

<p>1. Separate and Joint Modeling of Longitudinal and Event Time Data Using Standard Computer Packages. By: Xu Guo; Carlin, Bradley P.. American Statistician, Feb2004, Vol. 58 Issue 1, p16, 9p; (AN 12218455) Cited References (13)  PDF Full Text (1.4MB)</p>	 Add
<p>2. "In the Beginning": Initiation of Minus Strand DNA Synthesis in Retroviruses and LTR-Containing Retrotransposons. By: Le Grice, Stuart F. J.. Biochemistry, 12/16/2003, Vol. 42 Issue 49, p14349, 7p; (AN 12109808) Cited References (64) Ask for this via our Inter-Library Loan Form</p>	 Add

◀ 1 to 2 ▶ Pages: 1 Add (1-2)

Searching for Images – Business Source Corporate Only

The Image Collection provides you with instant access to more than 115,000 worldly images relating to people, natural science, places, history and flags. The images are organized by category to simplify the search process.

You can focus your image search using the categories available on the search screen: Photos of people, Natural science photos, Photos of places, Historical photos, Maps, and Flags.

You can select more than one of these categories, for example: Maps and Flags. When no specific category is selected, all categories are searched.







To search for an image:

1. Click the **Images** sub-toolbar button. The Image Collection Search Screen appears.
2. Enter your search terms in the **Find** field, for example: **Eleanor Roosevelt**.
Your search term(s) must exactly match a word in the title or caption of an image; the search term **Roosevelt** does not yield the same results as the search terms **Eleanor Roosevelt**. You can use Boolean operators to further specify your search, for example: **Eleanor AND Roosevelt**.
3. Select from the available categories to focus of your search. If you make no selections, all categories will be searched.
4. Click **Search**. A Result List consisting of thumbnail images with brief descriptions appears.
 - To print the image, click on the thumbnail image and click **Print**. The Print Manager Screen is displayed. Click **Print**.
 - To save the image, click the thumbnail image and click **Save to Disk**. The Save Manager Screen is displayed. Click **Save**, and then save from your browser window.

Result List Features

The Result List displays the search results in reverse chronological order and the total number of results above and below the results, on the left side. You can sort the results by Date, Source, Author and Relevance using the **Sort by:** drop-down list.

Note: *Choosing a type of result by clicking the corresponding link will repaint your Result List with just that source type.*

- **Navigation arrows** allow you to access the next or previous page of results. The numbers allow you to go directly to a specific page.
- The links for **Scholarly Journals, Magazines, Monographs** and **Country Economic Data** allow you to look at just the articles available in that type of publication.
-  **PDF Full Text** displays an image of the article (in Portable Document Format) exactly as it appeared in the original publication.
-  **HTML Full Text** represents HTML format 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 or black & white photos, graphs, diagrams or charts.
-  **Linked Full Text** (when enabled) will bring you to the full text article, if available from alternate sources, e.g., other EBSCOhost databases you subscribe to, EJS, or CrossRef.
- **Cited References** are notes in a publication that refer you to another source 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 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 the result to your folder.
-  **Add (1-10)** allows you to add all results on the page to your folder.

For more information on folder functionality, please refer to the [My EBSCOhost and Page Composer User Guide](#).

Refine Search Results To print, e-mail, or save an article or citation, add it to your folder.

1 to 50 (of 23410) Pages: 1 2 3 4 5 Sort by: Date



See: All Results Scholarly Journals Magazines Monographs Country Economic Data

<p>1. Credible Commitment and Council-Manager Government: Implications for Policy Instrument Choices. By: Feiock, Richard C.; Jeong, Moon-Gi; Kim, Jaehoon. Public Administration Review, Sep2003, Vol. 63 Issue 5, p616, 10p; DOI: 10.1111/1540-6210.00324; (AN 10584595) PDF Full Text (107K)</p>	 Add
<p>2. Now He Must Prove He Has Ideas. By: Tumulty, Karen; McCarthy, Terry; Ressler, Jeffrey. Time, 8/25/2003, Vol. 162 Issue 8, p41, 2/3p, 1c; (AN 10587499) HTML Full Text</p>	 Add

Note: *All Results* will not include certain types of results, such as images and companies. The availability of Source types is an administrative option and is not available for all databases.

Persistent Link to Searches

Once a search has been performed, you can add a persistent link to a search to the folder. The link to a search can be e-mailed or saved, and will allow you to conduct the search again by clicking on the link, or entering it in the address field. To add a link to your folder, click on the **Add this search to folder** link next to the search string.


Searched: Business Source Premier for *corporate leadership*  [Add this search to folder](#)  [Display link to this search](#)

[Database Help](#)



Find: corporate leadership in Default Fields

and in Default Fields

and in Default Fields

[Search Tips](#)  [Folder is empty.](#)

To view the persistent link to the current search on the screen, click the **Display link to this search** link. The search query is displayed in a shaded area below the link. Highlight the link text and copy using your browser's copy function. You can immediately paste the link into a web site, document or e-mail.

Searched: Business Source Premier for *corporate leadership*  [Add this search to folder](#) |  [Display link to this search](#)

[http://product-view.epnet.com/webauth/login.aspx?
direct=true&AuthType=cookie,ip,url,uid&bQuery=corporate+Leadership&db=buh](http://product-view.epnet.com/webauth/login.aspx?direct=true&AuthType=cookie,ip,url,uid&bQuery=corporate+Leadership&db=buh)

[Database Help](#)

Find:

in

and

in

and

in

[Search Tips](#)

 [Folder is empty.](#)

Print/E-mail/Save Options

For information about printing, e-mailing, or saving from Business Source, please download the [EBSCOhost Print/E-mail/Save User Guide](#).

Browsing Cited References

When a Basic or Advanced Keyword Search is performed, any available **Cited References** or **Times Cited in this Database** links are presented with your search 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. Dr Macnamara at the Schoolmaster 1892-1907 . By: Betts, Robin. History of Education, Jan2002, Vol. 31 Issue 1, p39, 19p; DOI: 10.1080/00467600119972105; (AN 5877754) Cited References (174) PDF Full Text (274K)	Add
2. Some signposts for medical and nursing educational policy formulation for aboriginal healthcare . By: Jordan, Steven; Boston, Patricia; MacNamara , 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) Cited References (20)	Add

- **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.

Cited References for : [Dr Macnamara at the Schoolmaster 1892-1907](#). [Folder is empty.](#)

◀ [Original Results](#)

Cited References Related Records To store items added to the folder for a future session, [Sign In to My EBSCOhost](#)

◀ 1 to 10 (of 174) ▶ Pages: 1 2 3 4 5 ▶ [Add \(1-10\)](#)

To view records related to the article shown above, mark checkboxes and click *Related Records*.

Related Records



<input type="checkbox"/> 1. Dr Macnamara 1861-1931; Betts, R.; 1999. Document Type: Book Citation; (AN ECAFGFJ) [Citation Record] Times Cited in this Database (1) Ask for this via our Inter-Library Loan Form	Add
<input type="checkbox"/> 2. ∅ New Type of Elementary Teacher: George Collins 1839-1891; Betts, R. History of Education; 1998 Vol. 27 Issue 1, p21-25, 5p. Document Type: Article Citation; (AN HE.BG.BA.BETTS.NTETGC) [Citation Record] Times Cited in this Database (1)	Add

- **Related Records** – If you select one or more references and click the **Related Records** button, the Related Records sub-tab presents a list of records related to your original article. These records are sorted by relevance, based on the greatest number of shared references.

Cited References **Related Records**
To store items added to the folder for a future session, [Sign In to My EBSCOhost](#)

◀ 1 to 1 ▶ Pages: 1 Add (1-1)

These records are related to the article shown above and are sorted by relevance, based on the greatest number of shared references.


1. Dr Macnamara at the Schoolmaster 1892-1907 . By: Betts, Robin. History of Education, Jan2002, Vol. 31 Issue 1, p39, 19p; DOI: 10.1080/00467600119972105; (AN 5877754) Cited References (174)  PDF Full Text (274K)	 Add
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▶ 1 to 1 ▶ Pages: 1 Add (1-1)

- **Times Cited in this Database** indicates the number of times that the article being viewed 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.

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

◀ 1 to 5 (of 5) ▶ Pages: 1 Sort by: Date

See: All Results  [Scholarly Journals](#) Add (1-5)

1. Intuitive Conceptions of Dead Agents' Minds: The Natural Foundations of Afterlife Beliefs as Phenomenological Boundary . By: <i>Bering, Jesse M.</i> Journal of Cognition & Culture, 2002, Vol. 2 Issue 4, p263, 46p; DOI: 10.1163/15685370260441008; (AN 8738575) Times Cited in this Database (1)  PDF Full Text (336K) Linked Full Text	
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Cited References and **Times Cited in this Database** links are also displayed on the article detail page, and can be saved to the folder. However, linking to Cited References or Citing Articles lists is not available from the folder.

Detailed Citation Features

The screenshot shows the EBSCOhost interface with the following elements:

- Navigation Bar:** Includes "New Search", "View Folder", "Preferences", and "Help".
- Search Options:** "Basic Search", "Advanced Search", and "Choose Databases".
- Library System:** "Springfield Library System".
- Sign In:** "Sign In to My EBSCOhost".
- Search Methods:** "Keyword", "Publications", "Company Profiles", "Thesaurus".
- Language:** A dropdown menu.
- Record Navigation:** "5 of 209", "Result List", "Refine Search", "Print", "E-mail", "Save", "Add to folder", "Folder is empty".
- Formats:** "Citation", "HTML Full Text".
- Citation Details:**
 - Title:** Kirchner v Duhalde.
 - Source:** [Economist](#); 6/19/2004, Vol. 371 Issue 8380, p38, 1/2p
 - Document Type:** Article
 - Subject Terms:**
 - *[DEBTS, Public](#)
 - *[FINANCE, Public](#)
 - *[INTERNATIONAL economic relations](#)
 - *[EXPENDITURES, Public](#)
 - *[FISCAL policy](#)
 - [ARGENTINA -- Economic conditions -- 1983-](#)
 - Geographic Terms:** [ARGENTINA](#)
 - NAICS/Industry Codes:** [92113](#) Public Finance Activities
 - People:** [LAVAGNA, Roberto](#), [KIRCHNER, Nestor](#)
 - Abstract:** Another review by the International Monetary Fund (IMF) of Argentina's economy--and another gesture of *fiscal* rectitude by the Peronist government of Néstor Kirchner. On June 14, 2004, with the IMF team in town, Roberto Lavagna sent a "*fiscal responsibility*" bill to Congress. On the face of things, Argentina is in blooming *fiscal* health. But the appearance is misleading. First, the government has imposed windfall taxes on exports which are not shared with the provinces. Second, Argentina is not paying most of its debts. The IMF wants *fiscal* rectitude written into law. To show willing, the government has come up with the "*fiscal responsibility*" bill.
 - Full Text Word Count:** 622
 - ISSN:** 0013-0613
 - Accession Number:** 13488539
 - Persistent link to this record:** <http://product-view.epnet.com/webauth/login.aspx?direct=true&AuthType=cookie.ip.url.uid&db=bsh&an=13488539>

- **Arrows** – The double arrows next to the record number allow you to navigate to the previous or next result.
- **Result List** – This link returns you to the Result List.
- **Refine Search** – Click on this link to apply limiters and expanders to your search.
- **Print/E-mail/Save** – Click on these links when you want to Print, E-mail or Save the current result.
- **Add to folder** – This link adds the citation to your folder. For more information on folder functionality, please refer to the [My EBSCOhost and Page Composer User Guide](#).
- **Formats** – Use these links to view other items available for this citation, e.g., PDF or Full Text.

The following items may change, depending on the item selected:

Note: *Unless otherwise stated, clicking on a link in the citation will launch a new search for all articles with that term in the specified field.*

- **Title** – This field contains the title of the article.
- **Author(s)** – This field contains the author(s) of the article as hyperlink(s). Click on this link for all articles by the author that are represented in the database(s).
- **Source** – This field contains the article's source publication, as well as the date and volume of the article. When you select the link to the source, you will receive all publisher information related to that title. When you select the volume information, a Result List is displayed with every article from that specific issue.
- **Subject(s)** – This field lists any subject headings to which the article is related.
- **Author's Keyword(s)** – This field contains any author-supplied, searchable terms. If Keywords are in a language other than English, the corresponding language will be noted.
- **NAICS/Industry Code(s)** – This field provides common industry definitions and codes for Canada, Mexico and the United States.
- **Company/Entity** – This field displays the company, DUNS number, and Ticker number referenced in the document.
- **Abstract** – This field contains a synopsis of the article.
- **Author Affiliation** – This field displays any companies or organizations with which an author is affiliated.
- **Full Text Word Count** – This field displays the number of words contained in the full text of the article.
- **DOI (Digital Object Identifier)** – A unique alphanumeric string assigned to a digital object assigned by CrossRef[®]. In the CrossRef system, each DOI is associated with a set of basic metadata and a URL pointer to the full text, so that it uniquely identifies the content item and provides a persistent link to its Internet location.
- **Accession Number (AN)** – This field is the article's unique identifier.
- **Persistent link to this Article** – This link to an article can be e-mailed or saved and will allow you to retrieve the article by clicking on the link or entering it in the address field.
- **Database** – This field identifies from which database the article was retrieved.

HTML Full Text Features

Title: *Arm Yourself for the Coming Battle over Social Security*, By: Pozen, Robert C., Harvard Business Review, 00178012, Nov2002, Vol. 80, Issue 11

Database: *Business Source Premier*

Section: BIG PICTURE

Arm Yourself for the Coming Battle over Social Security

Contents

[Why Should Business Care?](#)

[Should We Increase Contributions?](#)

[Should We Slow Down the Growth of Benefits?](#)

The system is in deep trouble, and that's bad news for your business. But how exactly should it be reformed? Here's what you need to know to take a stand.

UNLESS IT'S REFORMED, the U.S. Social Security system will become insolvent around 2041. If we wait until then, Congress will need to enact draconian measures to restore the system to solvency—either cutting Social Security benefits by over 25%, or raising Social Security payroll taxes from 12.4% to over 18%. The latter measure would mean an increase in the portion of Social Security taxes directly paid by employers from 6.2% to over 9% of wages. These are the best estimates of the nonpartisan experts at the Social Security Administration.[1]

- **Arrows** – The double arrows next to the record number allow you to navigate to the previous or next result.
- **Result List** – This link returns you to the Result List.
- **Refine Search** – Click on this link to apply limiters and expanders to your search.
- **Print/E-mail/Save** – Click on these links when you want to Print, E-mail or Save the current result.
- **Add to folder** – This link adds the citation to your folder. For more information on folder functionality, please refer to the [My EBSCOhost and Page Composer User Guide](#).
- **Formats** – Use these links to view other items available for this citation, e.g., PDF or Full Text.
- **Contents** – Some articles display a table of contents listing any paragraph headings that are available throughout the article. Clicking on one of these links will automatically bring you to that part of the article.
- **Language Translation** – If enabled, this feature allows you to translate a full text article into one of several languages: Spanish, French, German or Portuguese. (For more information about multilingual options, please download the [EBSCOhost Multilingual User Guide](#).)

My EBSCOhost® and Page Composer

Please follow the link below to reference the My EBSCOhost and Page Composer User Guide:

[Click here to view the My EBSCOhost and Page Composer User Guide.](#)

For more information on EBSCOhost functionality, please visit our
EBSCO Customer Support Site
Knowledge Base (Frequently Asked Questions)

[Click here to visit our Knowledge Base](#)

Download the complete EBSCOhost User Guide:

[Click here to view the EBSCOhost User Guide](#)