

Using ProQuest: Part 1

Basic Searches

1. How to access ProQuest
 - a. BU Homepage; academics; select Libraries
 - b. Library Page: Select Research tab; Databases A to Z
 - c. Databases Page: Select "P"; Choose ProQuest Dissertation and Theses Global
2. Tabs
 - a. Basic
 - b. Advanced
 - c. Publications, Browse (ignore for now)
 - d. Database (recommend leaving this at default setting; however, you can use this option to delimit search to dissertations only).
3. Tools – top Right
 - a. Recent Searches (automatically saves searches during a session)
 - b. Folder (can save selected documents to the folder)
 - c. My Research (set up a free account)
 - d. ? – Help and Support
4. Two main types of Searches
 - a. Basic
 - b. Advanced
5. Basic Options
 - a. Publication type
 - i. All
 - ii. Books
 - iii. Dissertations and Theses
 - iv. Newspapers
 - v. Magazines
 - vi. More (Historical Periodicals)
 - b. Full texts (recommended for initial searches)
 - c. Search box – enter terms and special characters (see handout)

6. Results

a. Filters

- i. Sort by
- ii. Limit to – full text
- iii. Publication date
 1. Past 12 months, 5 years, 10 years
 2. Custom date range
- iv. Subject
- v. Language
- vi. Databases (field-specific within ProQuest)
- vii. University / institution location
- viii. Keyword

b. List

- i. Numbered w/option to select. For selected items use the tools top right of list.
 1. Cite – select APA (will not be perfect)
 2. Email – citation, abstract, or full document
 3. Save to “My Research”
 4. Other (including ? help)
- ii. Icons identify document type
- iii. Information – title, author, institution, publication year/number, keywords (can lead to other searches)
- iv. Viewing options may include:
 1. Abstract/details
 2. Preview PDF
 3. Full text PDF
 4. Order a copy
 5. References
 - a. Can sort by date or author
 - b. View documents that share references
 6. Preview (limited)

c. Other tools – right side

- i. Modify search – takes you back to entry page
- ii. Recent searches
- iii. Save searches/alerts – alerts will be emailed to you when new documents are posted that fit your search criteria

d. Supplementary information, i.e., *books that match your search; related items*