

Business Source Complete features

Business Source Complete provides full text from more than 2000 scholarly business journals and periodicals covering management, economics, finance, accounting, international business; and country economic reports from several sources. It contains expanded indexing and abstracts for 300 top scholarly business journals dating back to 1965. It also has 5,000 substantial company profiles and 1,600 industry reports from Datamonitor.

Accessing and Using *Business Source Complete*:

1. From the library's home page, choose "**Business**" from the **Please Select a Subject** pop-up menu under **Articles & Databases by Subject**.
2. Click ***Business Source Complete*** to open the database.

Off campus, UM-Flint students and staff will have to log on using their campus unickname and LAN password

3. Enter terms to be searched in the search boxes. Phrase searching is the default; it is not necessary to use quotation marks. For example: entering **market analysis** into one box will only find articles in which those two words appear together as a phrase. Use Boolean operators (which appear in the boxes to the left of the search boxes), to narrow or broaden your search (see handout: Boolean Searching for further information on the use of these operators). Click **Search** to start your search.
4. **To find subject heading terms** (which can help you more precisely search for articles on your topic), click the "Thesaurus" link on the green toolbar at the top of the display. Enter topic keywords in the "Browse for:" box, and click Browse. A list of terms corresponding to your topic keywords will display. Click boxes to the left of the subject headings you want to search. At the top of the subject heading list, choose the logical operator (AND, OR, or NOT) with which you want the terms to be combined, and click ADD. These subject headings will display in the search box above; click Search to retrieve a list of articles on those topics.
5. **Limits:** limits may be applied to narrow search results according to your needs. Useful limits include: **full text** (to retrieve only articles for which the full text is available in *Business Source Complete*), **peer-reviewed journals**, **publication type** (used to limit to trade journals only, for example) **publication date**, and **ticker symbol**.
6. Results display in reverse chronological order (you can switch to sort by author, journal title, or by relevance). If full text is not available within *Business Source Complete* for an article you want, click **Find full text** to see if it is available in another full text database provided by Thompson Library.
7. Click the title of an article to see more information about the article (for example, to see what subject headings were used, which can be helpful for finding additional articles).
8. Mark articles of interest by clicking the "Add" folder icon (to the right in the results list or at the top of the individual article display).

9. Click "folder has items" icon to view contents of folder. Contents of folder may be emailed, printed, or saved to disk. If a full-text article is included in your list of articles, a link to the full text will be included in what is emailed.

Revising a Search

To apply limits or otherwise change your search after retrieving a set of results, click the "Revise Search" tab at the top of the list of results. This allows you to make changes to search terms, use different Boolean operators, or apply limits to an existing search strategy.

Company Profiles

To search for company profiles, click the Company Profiles link towards the right of the green toolbar at the top of the search display. Type company name in the browse box and click search to see the list of companies that are alphabetically closest to what you entered. Click the "Match Any Words" button to search for a company by keyword.