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: Research Articles and News**" from the **Please Select a Subject** pop-up menu under **Search 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 uniqname and LAN password

3. Enter terms to be searched in the search boxes. Keyword searching is the default. If you need to search for a phrase, use quotation marks. For example, enter **"market analysis"** to 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: "Getting Started in Database 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 blue toolbar at the top of the display. Enter topic keywords in the "Browse for:" box, and click Browse. The list of terms alphabetically closest to your 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.

   > For example, if you find two subject headings that would both work, you would use the OR operator, to find articles with one or the other of your subject headings, or both.

   The subject headings you select 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 relevance order by default, but you can switch to sort by author, journal title, or by publication date by clicking "Relevance Sort" on the blue bar at the top of the results and selecting from the pop-up menu.

7. 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 (see handout "Journal Finder" for more information on the Find Full Text process).

8. 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).

9. Mark articles of interest by clicking the "Add" folder icon (below each article in the results list or in the right margin in the individual article display).

10. Click the "Folder" icon (on the blue toolbar at the top of the display) to view contents of folder. Contents of folder may be emailed, printed, saved or exported to RefWorks (for information about RefWorks, click "More Info" under the RefWorks logo in the right margin of Thompson Library's home page www.umflint.edu/library).

Refining a Search
Use "Refine Your Search" feature in the left margin of Results display to limit your results by publication date, or to articles for which the full text is available, or many other characteristics. Click the limit that you want to apply and then click "Update."

Company Profiles
To search for company profiles, roll your mouse over "More" on the blue toolbar at the top of the display, and click Company Profiles on the drop-down menu. 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.