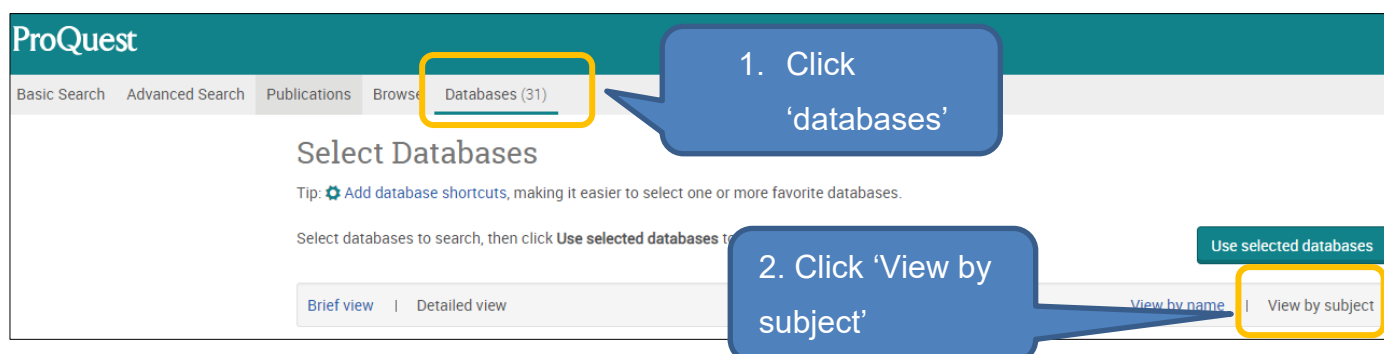


ProQuest provides access to a wide range of databases in the Social Sciences, Sciences and Humanities.

Accessing ProQuest and Selecting databases

1. Connect to ProQuest at <http://search.ProQuest.com> (you may be prompted to connect via your institution for access to all features).
2. Across the ribbon at the top of the page click **Databases**, then **View by subject**. This will display the categories that the databases are sorted into: "The Arts", "Social Sciences" etc.



3. In the image below you can see that the history subject area has been selected and it shows a sample of databases relevant to history beneath. All of the databases under that subject will be selected by default so you might like to select a few to search rather than searching all of them. Do this by ticking or unticking the boxes next to the relevant databases. Once that is done click 'Use selected databases'.

History databases Search History subject area

- American Periodicals (1740 - 1940)
 - American independence, general interest, children's publications, journal articles for women, Civil War - magazines and journal articles
 - Subject Area(s): Literature & Language, Social Sciences, History, The Arts
 - [View title list](#)
- The Annual Register: A Record of World Events (1758 - current)
 - The Annual Register: A Record of World Events has been published every year since 1758. It is a valuable source of contemporary opinion, historical context and biographical information for the historian.
 - Subject Area(s): Literature & Language, Social Sciences, History
 - [View title list](#)
- British Periodicals (1681 - 1939)
 - Literature, philosophy, history, science, the fine arts, music, drama, archaeology and architecture and the social sciences - journal articles
 - Subject Area(s): Literature & Language, Social Sciences, History, The Arts
 - [View title list](#)
- Colonial State Papers (1574 - 1757)
 - The Colonial State Papers provides access to over 7,000 manuscript papers and 40,000 bibliographic records concerning English activities in the American, Canadian, and West Indian colonies between the sixteenth and eighteenth centuries.
 - Subject Area(s): History
 - [View title list](#)

- You will be taken back to the search page to submit your search query. See the section below on searching to continue.

Searching

- Make sure you have chosen **Advanced Search** at the top of the page.
- Look at the search terms that you came up with in the 'Building a search' exercise earlier and work out how to use the terms you identified in ProQuest. Here is an example on the topic of the human rights of child asylum seekers.

"human rights"	in	Anywhere except full text – NOFT
AND	child* OR juvenile OR minor? OR infant	Anywhere except full text – NOFT
AND	refugee* OR "asylum seeker"	Anywhere except full text – NOFT

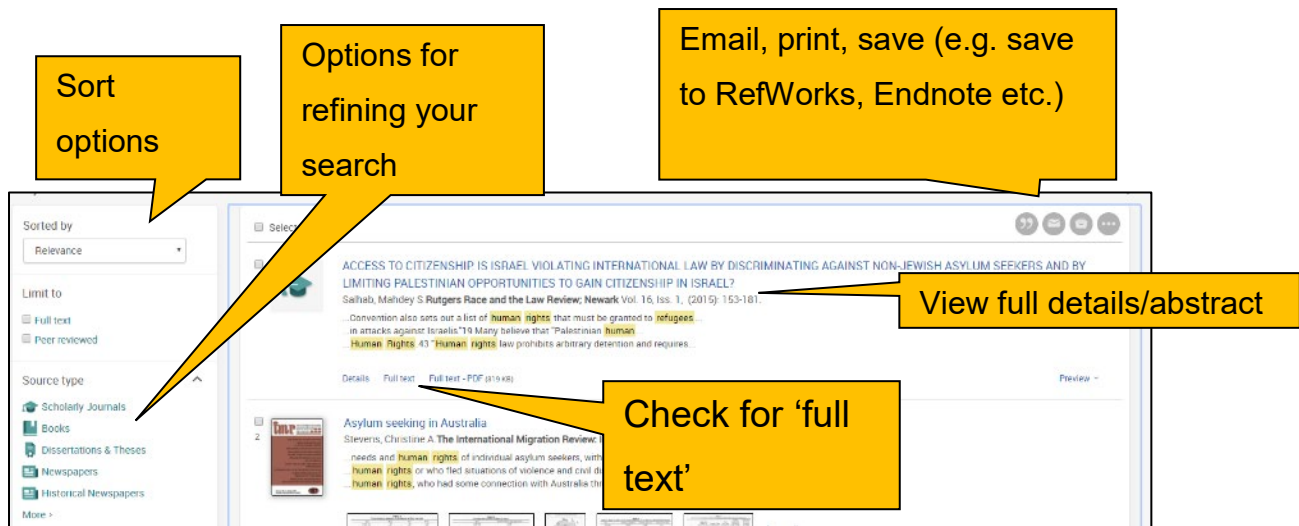
[+ Add a row](#) [- Remove a row](#)

- What key concepts did you identify in the 'Building a search exercise'? In ProQuest it is easiest to put each distinct concept on a separate line in the search form, e.g., in the example above the key concepts are human rights, children and refugees. By default, there are two rows in the search form, if you have more than two search concepts click 'Add row' to get more rows.
- If you identified synonyms or alternative words for your search terms enter these on the same line in the search form with OR in between them, e.g. refugee OR asylum seeker.

- To find alternative word endings use * e.g. child* finds child, children, childhood (and also childish, childishly etc.).
- To search for an exact phrase use “quotation marks”. This is suitable for words which have a particular meaning when they are used together, e.g. “asylum seekers”, “Human Rights”.
- Use the drop down menus to limit your search. **Anywhere** searches everything but often returns too many irrelevant results. Searching **Anywhere except full text – NOFT** returns fewer (but more relevant) results.
- If you wish, use the options beneath the search box to limit your search to scholarly journals only, by date, etc.

Working with your results

- In the results page you can narrow down your results further by, for instance, date, source type, etc. Note, you are advised **NOT** to tick the **Full Text** box as this will exclude items where ProQuest does not have full text but where full text is available to you via “Find it @ Oxford” (more on this below).
- Scroll down the page to the **Database** section on the left of the results screen (it may be under **More filters**). Here you can limit your search to particular databases. This can be useful if you’re getting a lot of results from journals outside your subject area (for example if you’re getting a lot of irrelevant results from newspapers or conferences).
- If you have too many results, try adding more keywords to make your search more specific. For example, you could concentrate on refugees arriving in a particular country or region such as Britain or the EU. Alternatively, if you searched using the option **Anywhere** in the drop-down menus, try searching **Anywhere except full text**.
- If you have too few results, try removing some of your search terms or search for a broader topic. Please feel free to ask one of the staff for help with searching.
- Once you are happy with your results try out some of the following actions:



- Use the options on the left to refine your results list (e.g. by subject).
- Use the **Sort** option on the left to sort your results by **Most recent first**.
- Choose some results by ticking the check boxes to the left and **email** them to yourself (or choose **Save** to send to RefWorks or EndNote if you use these tools).
- Look at the abstract of one of your results by clicking Abstract/Details. Beneath the abstract pay attention to the “Subject”. This section can be useful in helping you to identify further keywords to add to your search.



The 'subject' section can help you identify more terms to include in your search.

Connecting to the full text

ProQuest includes the full the text of some articles, but only an abstract for others. If the full text is not available on ProQuest, click 'Find it @ Oxford'. You will be taken to SOLO, which will display the item's details. Depending on the availability of the text, you will be given options to read the PDF online or find a print copy of the item in the Bodleian Libraries.

Finding more databases for your subject

- Find the recommendations for your subject on Databases A-Z. To do this go to <https://libguides.bodleian.ox.ac.uk/az.php> and choose your subject area from the subject drop down menu.

Once you have chosen a subject, you will then see a full list of databases in your chosen subject.