



The Sainsbury Library

One of the Bodleian Libraries

Business Source Complete

Business Source Complete provides access to the full text of over 1200 academic journals. Additional full text, non-journal content includes financial data, books, monographs, major reference works, conference proceedings, case studies, investment research reports, industry reports, market research reports, country reports, company reports, SWOT analyses and more.

Accessing the database

To access the databases, go to the Sainsbury Library website at <http://www.bodleian.ox.ac.uk/business> or on the MySBS intranet at <https://my.sbs.ox.ac.uk/user/login> (for MBS members only) and click on DATABASES.

If accessing this database outside the Oxford network, you will be prompted for your **Single Sign-On (SSO)**

Entering a search query: keywords and Boolean

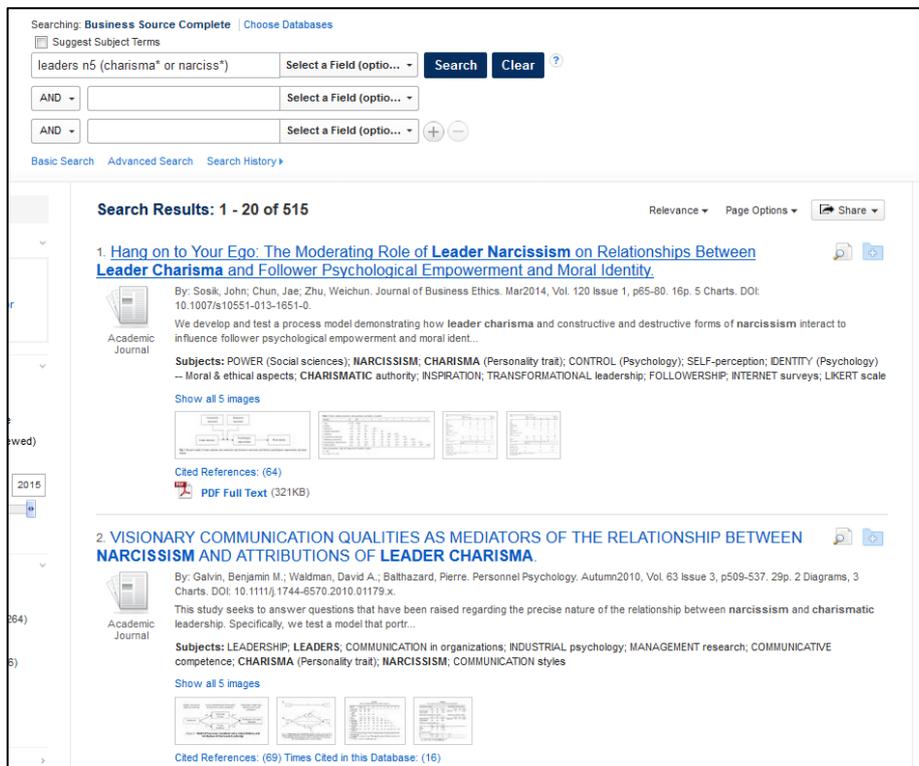
Search queries are made up of **keywords**, with connecting words such as “of” or the” omitted from the query string. Use the Boolean operators – **and**, **or**, **not** – to connect your keywords to retrieve a relevant list of articles e.g.

Using **AND** will find both of these keywords

Using **OR** will find articles about the subject 'flexible working' as well as articles about the subject 'flexitime'

Proximity searching

Use the proximity indicator to specify how closely you want the words to be to each other. Proximity searching will provide you with much tighter search results. Proximity indicators vary between different databases: for more details on proximity searching, see the **Database searching: A brief Guide**.



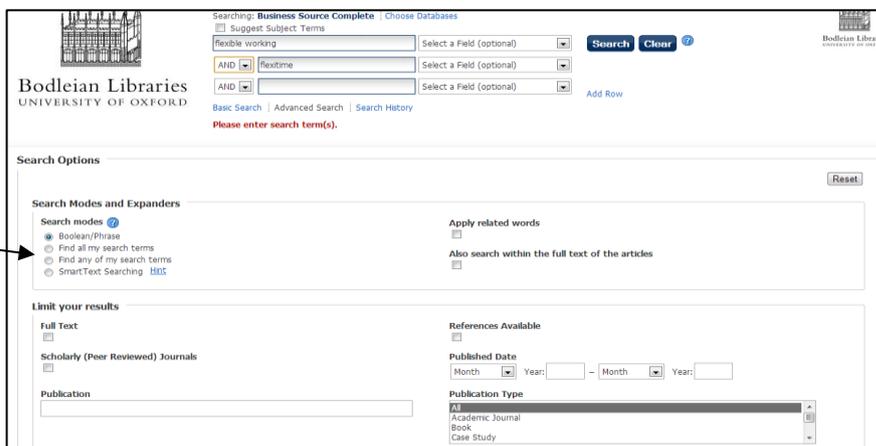
e.g. to find the word “leaders” within 5 words of either “narciss* (and the root extensions) or charisma* (and the root extensions)

Truncation: Using the truncation symbol - * - at the end of a root word will expand the list of relevant articles found by searching for different variants of that root word. e.g. “narciss* will find “narcissistical” or “narcissistic” or narcissism in one simultaneous operation

Limiting your search

You can set up the search to find full text articles only. Your search can also be restricted to specific types of publications, including industry reports or country reports.

You can also set up the search for a specific time period or document type.



Viewing your articles

To view the text of the articles click on either:  [Full text](#) OR  [Full Text - PDF](#) for either an HTML text file or a PDF image of the full text document, while  [Find it Oxford](#) takes you to an alternate database for the full-text, where the full-text is not available in *Business Source Complete*.

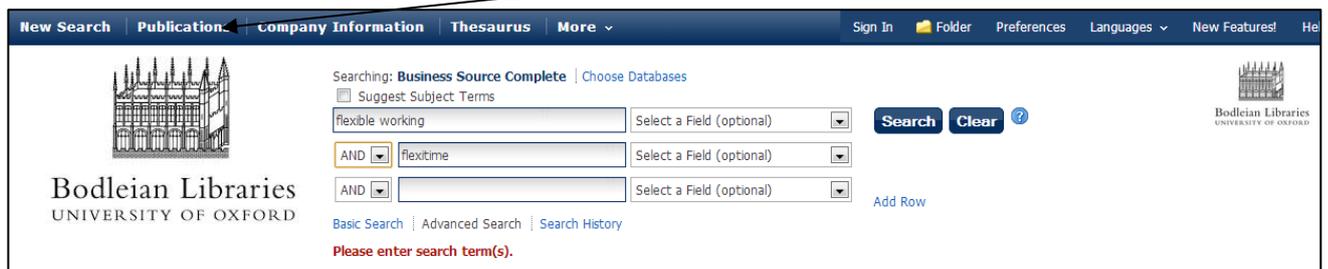
Exporting your results

You can save or email articles by clicking the  [Add to folder](#) link located under the desired article. When you have finished your selection click the  [Folder](#) button at the top of the webpage. You will now be given icons to enable you to print, email or save your selection as well as export it into a bibliographic management package like *Endnote*



Finding a specific e-journal

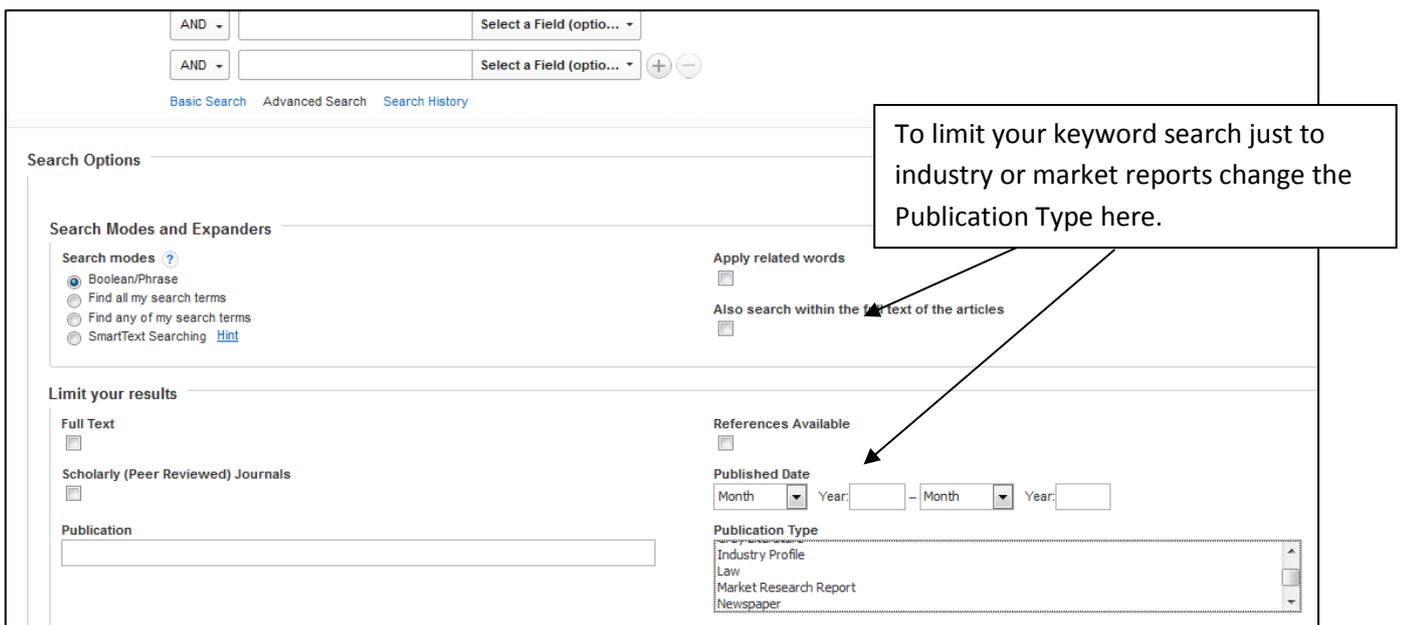
To find a specific e-journal such as *Harvard Business Review* click on PUBLICATIONS, and either browse through the issues or search by keyword within the publication.



The screenshot shows the Bodleian Libraries search interface. The search bar contains the text "flexible working" and "flexitime" with "AND" operators. The search results are displayed in a table with columns for "flexible working" and "flexitime". The interface includes navigation links for "New Search", "Publications", "Company Information", "Thesaurus", and "More". There are also links for "Sign In", "Folder", "Preferences", "Languages", and "New Features!". The Bodleian Libraries logo is visible in the top left corner.

Industry reports

Business Source Complete has global industry and market reports from *Datamonitor* and a number of other sources for industry profiles.



The screenshot shows the search options page. The "Search Options" section includes "Search Modes and Expanders" with radio buttons for "Boolean/Phrase", "Find all my search terms", "Find any of my search terms", and "SmartText Searching". There are also checkboxes for "Apply related words" and "Also search within the text of the articles". The "Limit your results" section includes checkboxes for "Full Text" and "Scholarly (Peer Reviewed) Journals". The "Publication" section has a text input field. The "References Available" section has a checkbox. The "Published Date" section has dropdown menus for "Month" and "Year". The "Publication Type" section has a list box with options: "Industry Profile", "Law", "Market Research Report", and "Newspaper". A callout box points to the "Publication Type" list box with the text: "To limit your keyword search just to industry or market reports change the Publication Type here."