

Management & Business Literature

Live demo



Business Source Complete

[OxLIP+ > Business Source Complete](#)

When you search for Business Source Complete in OxLIP+ there are two results. Those of you accessing this database through the Sainsbury Library's intranet will be familiar with what is called the "Enhanced Interface". For the purposes of this demo however I am going to show you the other interface as the Enhanced Interface will shortly be phased out.

Basic search techniques

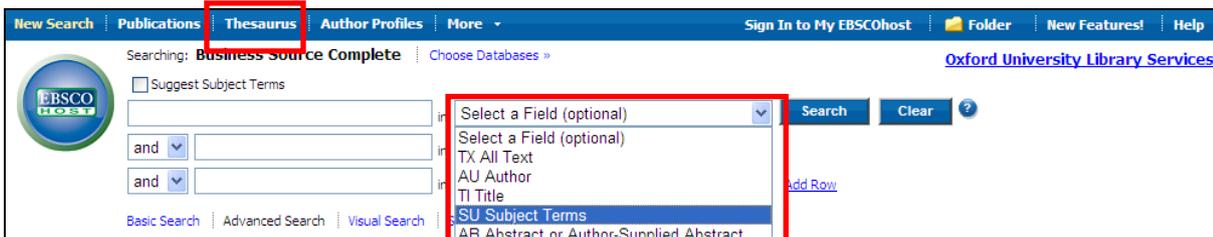
Boolean operators e.g. AND, OR



AND narrows the search by looking for results where all search terms appear e.g. mergers AND acquisitions

OR broadens the search by looking for results where any one of the search terms appear e.g. mergers OR acquisitions

Field searching e.g. Author, Title, Abstract, Subject



Run the search > mergers & acquisitions; Field=subject term

You would expect more than 11 results for such a common subject. You can use the Thesaurus to find out what Business Source Complete uses in places of mergers & acquisitions.

Subjects Places People

Browsing: **Business Thesaurus**

mergers & acquisitions

Term Begins With Term Contains Relevancy Ranked

Page: [Previous](#) | [Next](#)

Select term, then add to search using:

(Click term to display details.)

MERGERS & acquisitions Use [CONSOLIDATION & merger of corporations](#)

MERGERS & acquisitions of corporations Use [CONSOLIDATION & merger of corporations](#)

Run the search > consolidation & merger of corporations; Field=subject term

From this search we retrieve over 100,000 results.

Applying limits

Searches that retrieve hundreds of thousands of results are not much use to us in our research. So we need to think about what limits we could apply to our search in order to refine the results.

Limit your results

Full Text

Scholarly (Peer Reviewed) Journals

Publication Type

Academic Journal

Periodical

Trade Publication

Language

All

Dutch

English

French

NAICS/Industry Code

Duns Number

Articles on Several Companies

Articles on Several People

Image Quick View

PDF Full Text

References Available

Published Date from Month Year: to Month Year:

Publication

Document Type

All

Article

Bibliography

Biography

Number Of Pages

All

Cover Story

Product Name

Company/Entity

Ticker Symbol

Articles on Several Industries

Articles on Several Reviews & Products

Image Quick View Types

Black and White Photograph Chart

Color Photograph Diagram

Graph Illustration

Map

Searching for articles within a specific publication

Run the search > “strategic planning”; Publication=Harvard Business Review

Another way to search within a publication if you’re not sure of the exact title is to browse within the Publication menu. After selecting the required publication from the list you can either browse through the publication’s archives or choose the “Search within this publication” option which adds the journal to your search string.

Searching for company reports

As well as scholarly journals Business Source Complete is particularly useful for company profiles which come in the form of a Datamonitor or Life Science Analytics report.

Run the search > Google Inc.: Document Type=Company Report

Another way to search for company reports is within the Company Profiles menu.

Extracting results

From the results list you can identify articles you want to return to by adding them to a folder.

In the Folder View you have the option to print, email, save or export your results.

New Search | Publications | Thesaurus | Author Profiles | More | Sign In to My EBSCOhost | Folder | New Features! | Help

Oxford University Library Services

Folder Contents
Preferences >
Back

To store these items in the folder for a future session, [Sign In to My EBSCOhost](#).

Folder List

Articles (3)
Images (0)
Videos (0)
Other Content Sources (0)
Persistent Links to Searches (0)
Saved Searches (0)
Search Alerts (0)
Journal Alerts (0)
Web Pages (0)

Articles

1 2 of 3 Page 1

Sort by: Name

Select / deselect all Delete Items

1. [Deferred Compensation Plans in Mergers and Acquisitions](#).
The article attempts to analyze the issue concerning the effect of deferred compensation and employee benefit plans on the employees of several companies under the mergers and acquisitions in the...
By: McNeil, Bruce J.. Journal of Pension Planning & Compliance, Fall2008, Vol. 34 Issue 3, p28-62, 35p; (AN 33403059)
[PDF Full Text](#) (130KB)
2. [Early test for new EU legislation](#).
International Financial Law Review, Feb2009, Vol. 28 Issue 2, p31-31, 1p; (AN 36843734)
[HTML Full Text](#)
3. [Mergers and Acquisitions in Employee Benefits](#).

To store items you need to log in to MyEBSCOHost. Setting up an account is free and only takes a few minutes.

Once you've signed in you also have the option to save searches and create alerts.

ProQuest

OxLIP+ > ABI/INFORM Global

Although commonly known as ProQuest the actual name of this database is ABI/INFORM Global. You will need to search for this in OxLIP+. Searching for ProQuest will not return any results.

In the Advanced Search tab you will see that the search interface is similar to that of Business Source Complete. We can use Boolean and Field searching in largely the same way so I'm not going to spend any time recapping that.

ProQuest [Help](#)

Basic **Advanced** Topics Publications My Research 0 marked items

Interface language: English [Go](#)

Databases selected: Multiple databases...

Advanced Search Tools: [Search Tips](#) [Browse Topics](#)

Citation and abstract
AND Citation and abstract
AND Citation and abstract

[Add a row](#) | [Remove a row](#) [Search](#) [Clear](#)

Database: [Select multiple databases](#)

Date range:

Limit results to: Full text documents only Scholarly journals, including peer-reviewed [About](#)

[More Search Options](#)

One note to be aware of when using the Subject Field option is that the terms in ProQuest may vary from those used within Business Source Complete. So you will need to use the ProQuest thesaurus to check on the appropriate subject term.

Basic search techniques

Truncation (*) and wildcards (?)

One thing we didn't cover when looking at Business Source Complete but is common across the majority of databases is the use of truncation and wildcard symbols. These come in particularly handy when searching for a term that has multiple spellings or endings.

Run the search > "organi?ational behavio*"

This picks up results for organisational, organizational, behaviour and behavior

Applying limits

Run the search > "organi?ational behavio*"; Field=Abstract; Date=Last 12 months; Full text

You can see that we construct the search in much the same way as in Business Source Complete. By adding criterion and applying limits we can refine the results.

From the results list in ProQuest you can use the tabs to filter your search further by selecting a publication type e.g. Scholarly Journals

277 documents found for: TITLE("organi?ational behavio*") [Refine Search](#) | [Set Up Alert](#) | [Create RSS Feed](#)

All sources [Scholarly Journals](#) [Magazines](#) [Trade Publications](#) [Newspapers](#) [Video](#) [Reference/ Reports](#) [Dissertations](#)

Mark all [0](#) marked items: Email / Cite / Export [Show all documents](#) Sort results by: Most recent first [Go](#)

1. [ORGANIZATIONAL BEHAVIOR AT PEPSICO](#)
Kingsley Kanu Jr. *Black Enterprise*. New York: Oct 2008. Vol. 39, Iss. 3; p. 76 (1 page)
[Abstract](#) | [Full text](#) | [Full Text - PDF](#) (125 K)
2. [Organisational behaviour associated with emotional contagion among direct selling members](#)
Junaidah Hashim, Saadah Wok, Ruziah Ghazali. *Direct Marketing*. Bradford: 2008. Vol. 2, Iss. 3; p. 144
[Abstract](#) | [Full text](#) | [Full Text - PDF](#) (98 K)
3. [Team Building in an Online Organizational Behavior Course](#)
Maurice Grzeda, Rana Haq, Rolland LeBrasseur. *Journal of Education for Business*. Washington: May/Jun 2008. Vol. 83, Iss. 5; p. 275 (7 pages)
> [38 references](#)
[Abstract](#) | [Full text](#) | [Full Text - PDF](#) (199 K)

Extracting results

You can add articles you're interested in to a folder, called MyResearch, by checking the box to the left of the title.

My Research [Back to Results](#)

- [Create your bibliography](#) to email, print, or download.
- [Email marked documents](#) with a bibliography.
- [Export citations](#) into EndNote, ProCite, RefWorks or Reference Manager.
- [Create a web page](#) with links to your articles, searches, and publications.

Marked Documents [Recent Searches](#) | [Visited Publications](#)

Mark / [Clear all](#) | [Delete unmarked items](#)

1. [Team Building in an Online Organizational Behavior Course](#)
Maurice Grzeda, Rana Haq, Rolland LeBrasseur. *Journal of Education for Business*. Washington: May/Jun 2008. Vol. 83, Iss. 5; p. 275 (7 pages)
> [38 references](#)
[Abstract](#) | [Full text](#) | [Full Text - PDF](#) (199 K)
2. [Management of Organizational Behavior](#)
James L Morrison. *Journal of Education for Business*. Washington: Jan/Feb 2008. Vol. 83, Iss. 3; p. 181 (2 pages)
[Abstract](#) | [Full text](#) | [Full Text - PDF](#) (151 K)
3. [The Potential of Erin Brockovich to Introduce Organizational Behavior Topics](#)
J Benjamin Forbes, Jonathan E Smith. *Organization Management Journal*. New York: Winter 2007. Vol. 4, Iss. 3; p. 207 (12 pages)
[Abstract](#) | [Full Text - PDF](#) (164 K)

* The maximum number of documents you can save is 50.

Recent Searches [Marked Documents](#) | [Visited Publications](#)

1. [TITLE\("organi?ational behavio*"\)](#) [Set Up Alert](#) | [Create RSS Feed](#) 277 results as of March 10, 2009
Database: Multiple databases...
Limit results to: full text
Look for terms in: Citation and abstract
Publication type: All publication types

Within this folder you can create and download a bibliography, export results to bibliographic software and email the citations to yourself.

You can also view your search history and create email alerts or RSS feeds of your searches.

Factiva

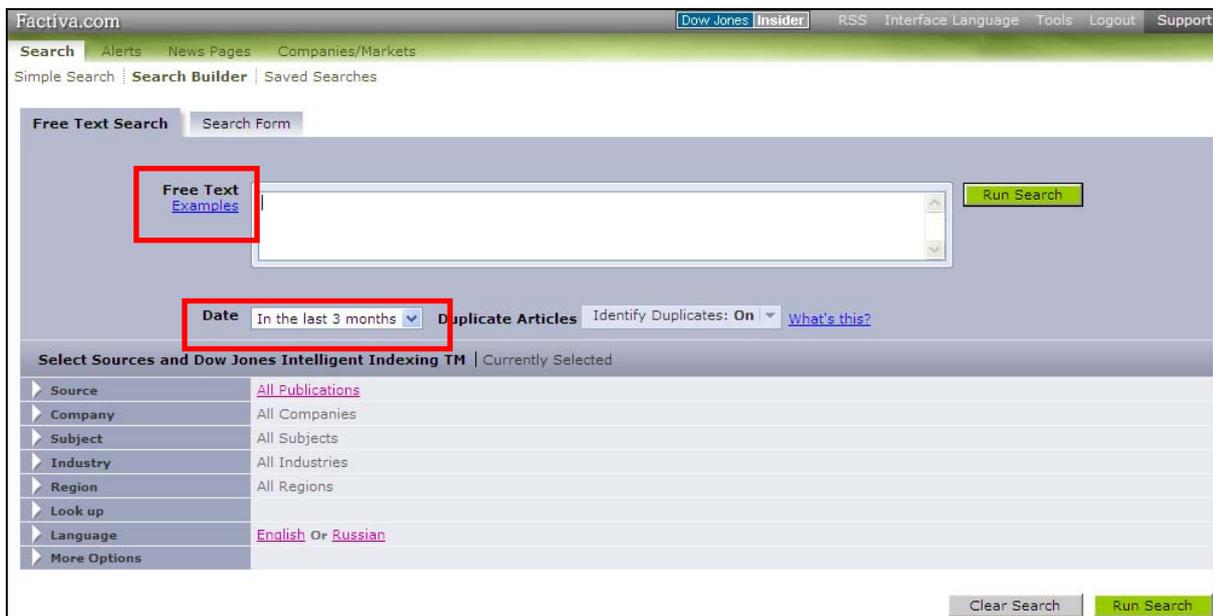
OxLIP+ > Factiva

The University has a limited number of concurrent user licenses to Factiva. If you are asked to enter a username and password this means that the licenses are all in use and you will need to try again later. Please remember to close your browser completely when you have finished using it.

Basic search techniques

Factiva's Free Text search requires the use of Boolean operators, short field tags and proximity searching to retrieve the best results.

The Date field is automatically set to find articles from the last 3 months. If you are looking for articles older than this you will need to remember to change this.



Run the search > royal mail and sale; Date=Last week

Only phrases of 3 or more words, or that contain Boolean operators need to be enclosed in quotation marks e.g. "not for profit"

Field tags

In Factiva to search within a field you need to add field tags to your search. A list of field tags can be found in the Examples menu under the Free Text caption. Here are some of the most common tags:

Hd = headline

Hlp = headline or lead paragraph

Lp = lead paragraph

By = byline/author

To find feature or academic articles you will need to add the word count tag

Wc > #

Run the search > Hlp=(hsbc and merger) and wc>1000

Proximity searching

Proximity searching allows you to search for one word within a defined proximity of another. This is especially useful if you are searching for a very common word

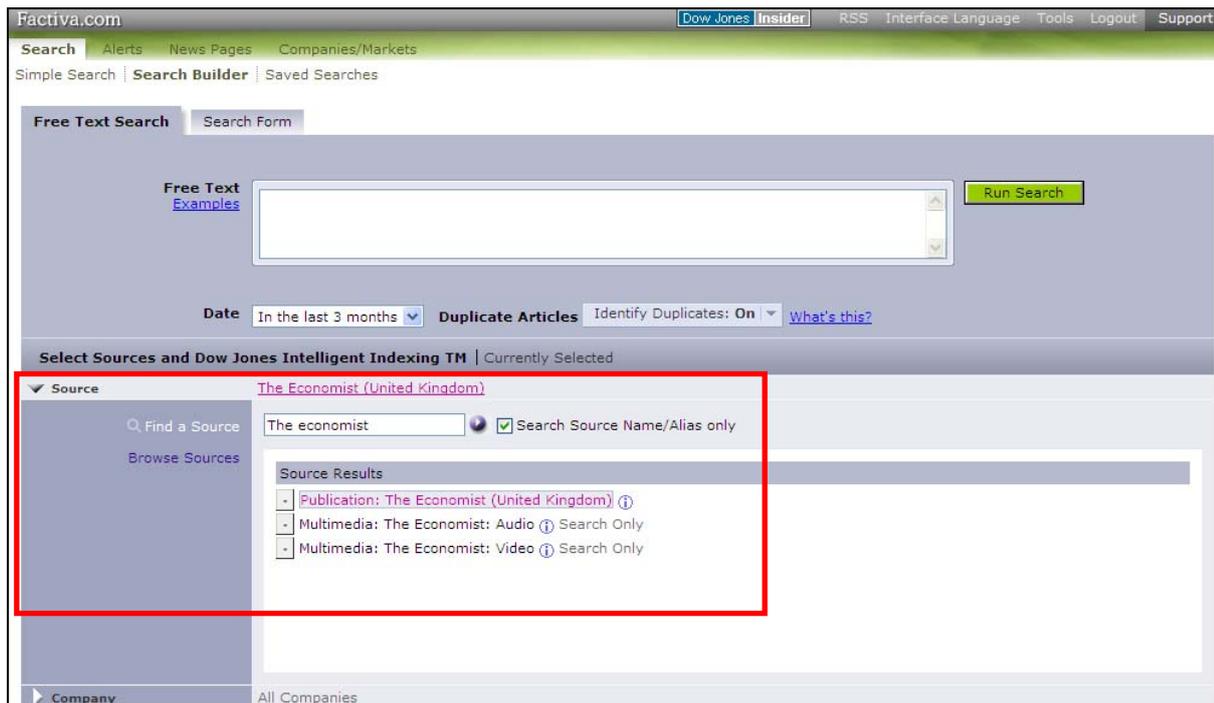
Run the search > apple same ipod

This searches for the two words within the same paragraph

Run the search > wireless w/5 telecommunication

This searches for wireless within 5 words of telecommunication

Applying limits



To apply further limits to your search you can select to search within a specific publication or source e.g. The Economist

Run the search > starbucks; Source=The Economist

You can also select terms for the following areas:

Company e.g. Google Inc.

Subject e.g. Knowledge Management

Industry e.g. Automobile Rental

Region e.g. United Kingdom

Run the search > mail and downtime; Company=Google Inc.

Extracting results

From Factiva you can print, email or save any article but we do not have permissions set up to allow saved searches or the creation of alerts.

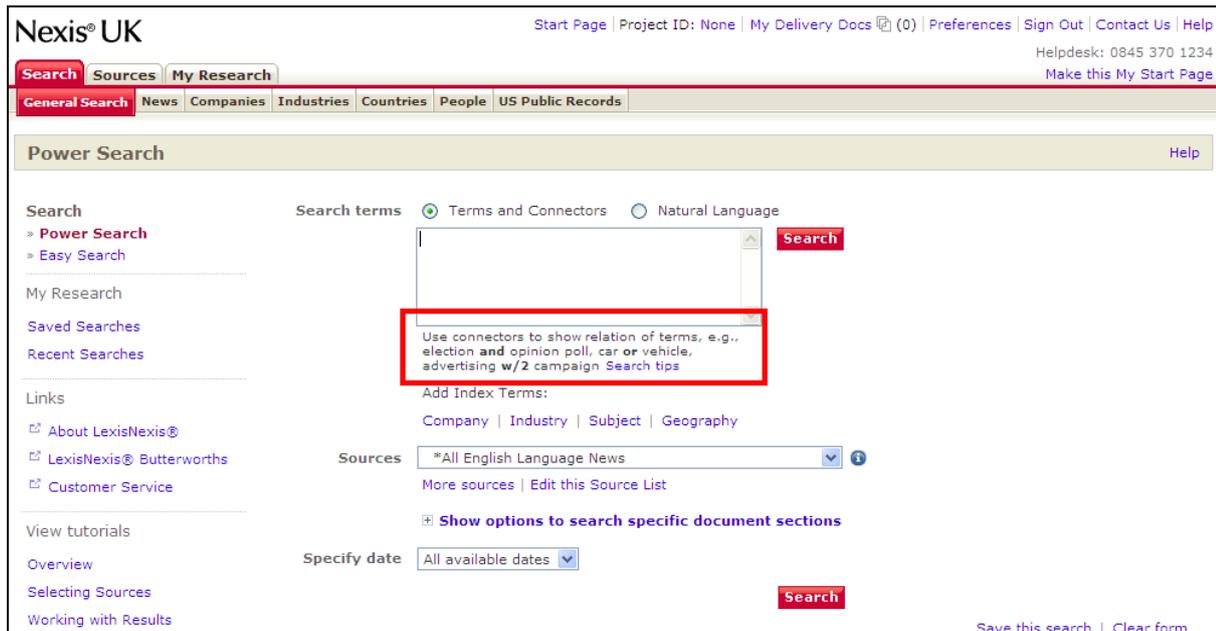
Nexis UK

OxLIP+ > Nexis UK

Before you get started building some searches in Nexis UK the first thing you need to do is sign in using your Oxford Single Sign-On so that you have the functionality to work with your results later on.

Once you're logged in with your own account you will see the MyResearch tab which doesn't appear when you're connected through the generic University account.

Basic search techniques



Field tags

Nexis uses field tags in the same way as Factiva. But the actual tags they use are different. You can find a full list of the tags in Nexis from the Search tips menu. Here are the most common:

HEADLINE
HLEAD
BYLINE

To find longer feature articles you will need to use the LENGTH tag.

Run the search > HEADLINE(mini and jobs)

Applying limits

The News search screen provides more options for applying limits to your search than just the General search tab shown above. The interface on the News screen is more similar to those of Business Source Complete and ProQuest than Factiva.

Nexis® UK Start Page | Project ID: None | My Delivery Docs (0) | Preferences | Sign Out | Contact Us | Help
Helpdesk: 0845 370 1234

Search Sources My Research My Start Page

General Search **News** Companies Industries Countries People US Public Records

News Help

Related Searches Search terms Anywhere And **Search**

Power Search Anywhere And

Industry News Anywhere More...

Easy Search Anywhere

How do I...?

Search for articles where the search term appears in the headline?

Search for two terms within the same sentence?

Search for articles about a particular industry?

Search for articles from a particular publication?

View tutorials

CLICK HERE TO VIEW NEW

Add index terms Hide

<p>Industry</p> <input checked="" type="checkbox"/> All Industries <input type="checkbox"/> Aerospace & Defence <input type="checkbox"/> Automotive <input type="checkbox"/> Banking & Finance <input type="checkbox"/> Biotech & Genetic <input type="checkbox"/> Exclude from search	<p>Subject</p> <input checked="" type="checkbox"/> All Subjects <input type="checkbox"/> Alliances & Partnerships <input type="checkbox"/> Antitrust <input type="checkbox"/> Appointments <input type="checkbox"/> Exclude from search	<p>Country/Region</p> <input checked="" type="checkbox"/> All Countries <input type="checkbox"/> United Kingdom <input type="checkbox"/> European Union <input type="checkbox"/> Africa <input type="checkbox"/> Exclude from search
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Sources All English Language News

 All English Language News
 Exclude Newswires Exclude non-business articles

Here you can limit your search to specific sources or add index terms such as Industry, Subject or Region.

Run the search > mini and jobs; Field=Headline; UK regional newspapers – Oxford Mail and Oxford Times

Run the search > mini and jobs; Field=Headline; All English Language News; Industry=Automotive; Region=UK

Extracting results

Nexis® UK Start Page | Project ID: None | My Delivery Docs (0) | Preferences | Sign Out | Contact Us | Help
Helpdesk: 0845 370 1234

News - All English Language News > mini (95)

Search Sources My Research Help Results

Show Expanded List Search within results **Go**

Sort Publication Date 1-25 of 95 Next Steps Edit Search **Go**

View Tagged **Add to** **Create Alert**

Result Groups

View Multiple Groups

All Results (95)

- Publication Type**
 - Newspapers (59)
 - Aggregate News Sources (23)
 - Newswires & Press Releases (9)
 - Industry Trade Press (2)
 - Magazines & Journals (2)
 - Legislative Histories (1)
 - Web-based Publications (1)
- Publication Name
- Subject
- Industry
- Company
- Geography
- Language
- People

Results

1. Mini job cuts hit hard
Al Jazeera (Doha, Qatar), February 18, 2009 Wednesday, STATE AND REGIONAL NEWS, 599 words, Alan Fisher, Al Jazeera, Doha, Qatar
2. BMW cuts Mini factory jobs
Business Day (South Africa), February 17, 2009, LABOUR, 271 words, Foreign Staff
3. BMW cuts Mini factory jobs
Business Day (South Africa), February 17, 2009, LABOUR, 271 words, Foreign Staff
4. Outcry as Mini jobs go
Coventry Evening Telegraph (England), February 17, 2009 Tuesday, NEWS; Pg. 56, 268 words
5. Mini snarled up in global traffic jam; As jobs go at Cowley, Lord Davies wants to give car-makers access to the Bank's special liquidity scheme
The Daily Telegraph (London), February 17, 2009 Tuesday, CITY; Pg. 10, 520 words, Roland Gribben
6. Mini-job meltdown hits UK
Geelong Advertiser (Australia), February 17, 2009 Tuesday, WORLD; Pg. 15, 118 words, LONDON, Monday
7. National: News: Car Industry: BMW accused of 'scandalous opportunism' after scrapping 850 jobs at Mini factory: Unions call for extension of agency workers' rights: Weekend shift cut in move to five-day week at Cowley

You can select items from your results list and add them to your My Delivery Docs folder. You can print, save and email results to yourself from there or direct from the results screen where you can also create alerts.