Guide to Using ProQuest Databases

from the ACM Library
What are databases?

- Library databases are *collections* of digital documents or records

- These collections can be searched for reliable information in writing papers, preparing for presentations, and other assignments
Article Databases

• Collections of articles from periodicals: magazines, newspapers, scholarly journals, etc.

• The **results from searching** the databases will show references to and abstracts (or summaries) of articles from periodicals

• **NOTE:** The **full-text of the articles** may or may **not** be available (depending on copyright restrictions, date/time restrictions, etc.)
Searching Online Databases: Tips

• Unlike Google, library databases all require using combinations of **keywords** or terms to get results...They do **NOT** work with natural language questions.
  ▪ For example, a user **cannot** type in “show me research studies on the dangers of vaping" and expect a good result.

• If you are searching a topic you don't know much about, take the time to do **background research** to gather some **relevant key words**.
  ▪ Use an encyclopedia article or dictionary to determine possible terms
  ▪ Use keywords like vaping, "e-cigarettes", "electronic cigarettes" etc.
Using Keywords Tutorial

• Here is a tutorial on choosing and using key words for a database search, from Credo Instruct.

  * The tutorial may ask you to complete an online quiz, or request your name and email address. You don’t need to complete any of that.
How to find Library databases?

• To access the databases that the ACM Library subscribes to, follow this direct link to an alphabetical list of databases.

• **NOTE:** If you access a library database from off campus you might need to authenticate your status as an ACM student by logging in with the ACM credentials that you use for Self-Service or Brightspace.
Or, look for a link on the ACM Library web page
Database Instruction

• Library databases are produced by several different companies.

• **Criminal Justice Periodicals, Education Journals, Literature Online, News & Newspapers, Psychology Journals, and Sociology Journals** are all from the same company: **ProQuest**. Screen shots from a ProQuest database, illustrating some features, are on the next few slides.

• Explanatory video clips are listed later on and offer further assistance if you need it.
Begin a Search

Type your search words into the search box.

Click on the magnifying glass to see your results.
Example: Result List

This the first page of results from a search on Vaping in the News & Newspapers database.

User’s search word: Vaping

Note: number of results (items matching “vaping”): 2,687 results.
Selecting the options to limit results to only Full Text and Newspapers will focus the number of articles in your results.

There are 1,466 articles in these results, compared to 2,687 in the previous slide without the checked boxes.

Adding more words to the search box will reduce the number of articles even more.

A search for Vaping and College students would result in just 76 articles – a more manageable number to read through.
Full-text Availability

• If you choose not to limit your search to full text articles... some results will not show you the actual article. They include only the reference and a brief summary (an “abstract” of the article).

• If the full text is not available in the database, you will need to take additional steps to obtain it.

Complete an interlibrary loan request form for articles, available here on the ACM library web site
Additional Database Search Tips

Sample article from a search on Vaping

Use Tools to print, email, cite, etc. – see next slide
Saves the article to one of your cloud drives

Saves to a temporary folder where you can find the article later

Cite tool – explained on the next slide

Saves the article to one of your cloud drives

Generates a version of the article in your chosen format

E-mails the article to yourself or someone else

Sends the article to a printer, if available

Sends to your computer, or opens the article in a new tab or reader
The Cite Tool

When you click on the Cite tool, you can select from around 30 different citation formats.
The Cite Tool

After you select a citation style from the list, a computer-generated citation will appear. Do not assume it is completely correct. Always check it against the rules or other examples of the same citation style.

Copy citations directly into your paper

APA 7th - No Case Changes (No Title Casing), DOI: empty

Safe or Deadly: College Students Debate Vaping; Is the controversy all smoke or is there fire? (2019, Sep 17). Wall Street Journal (Online). https://search.proquest.com/docview/2291757024?accountid=44891

Consult RefWorks style guidelines to check the accuracy and completeness of your citations.
Articles from Research Journals

• Many library databases include articles from scholarly research journals. These publications are more specialized than ordinary newspapers and magazines, and are written for scientists or other professionals.

• Some journals use a process called peer review to select the research they will publish.
Peer Reviewed Articles

- Other experts in the subject (peers of the author) review new articles before they are published. This gives the selection process the name peer review.

- Reviewers can decide not to publish an article if it doesn’t meet their standards.

<table>
<thead>
<tr>
<th>Peer Reviewed Journals</th>
<th>Popular Magazines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audience: Professionals in a specific field</td>
<td>Audience: General public</td>
</tr>
<tr>
<td>Vocabulary used: Technical and specialized</td>
<td>Vocabulary: Easy to understand</td>
</tr>
<tr>
<td>Purpose: Show research to fellow experts, including technical methods and statistics</td>
<td>Purpose: Inform or entertain regular people on a generally understandable level</td>
</tr>
<tr>
<td>Author: Researchers, academics</td>
<td>Author: Journalists, freelance writers</td>
</tr>
</tbody>
</table>
Selecting Peer Reviewed Articles

• When Peer Reviewed articles are included in a ProQuest database, they will be listed as a search option with a check box.

• A search that is limited as shown above will identify peer reviewed articles about scientifically conducted research. And it will show only those where the full text is available to read or print.
Database Instruction: Additional Assistance

Here are some instructional videos from ProQuest which you may find helpful:

- **Basic searching**
- **Advanced search**
- **Using search results**
Need Additional Assistance?

If you need help with library resources or have other questions for us, please contact a librarian:

- Email libraryhelp@allegany.edu
- Chat
  Look for the chat box on the Library web pages
- Cumberland Campus Library: 301-784-5138