

## ProQuest

### What is ProQuest?

ProQuest is an electronic database covering multiple academic disciplines. Use ProQuest to locate bibliographic citations, abstracts, full-text articles, images, encyclopedia entries, newspaper articles, reference book entries and more!

### Accessing ProQuest

On the Hilton M. Briggs Library Home Page (<http://lib.sdstate.edu>) click **PROQUEST** under **QUICK SEARCH**. To log in from off campus, contact a librarian at the library information desk to obtain a password. Phone 605-688-5570, or toll-free at 1-800-786-2038; e-mail: [blref@sdstate.edu](mailto:blref@sdstate.edu)

### Searching ProQuest

ProQuest will automatically search all available databases unless you specify otherwise. To change the database(s) selected, click **DATABASES SELECTED** in the upper left corner.

- 1. BASIC SEARCH** is the default search for ProQuest. Enter search term(s) in the search box. Limit search by database, date range, or results (i.e. full-text/peer-reviewed). Click **MORE SEARCH OPTIONS** to display additional limiters. Click **SEARCH**.
  - **Truncation:** Use the \* to search for word plurals or variations of word roots. Example: type "operat\*" to search for "operations", "operational" and "operator".
  - **Phrase Searching:** Use quotation marks to search for an exact phrase, such as "West Nile Virus"
  - **Boolean Searching:** Narrow your search by combining additional keywords using **AND**, such as MEDIA AND POLITICS. Broaden your search using **OR**, such as AIDS OR HIV
- 2. On the results screen**, ProQuest will display related topics and publications at the top of the screen. All results are displayed below the suggested topics. In the results list, titles are underlined and linked and available formats (text with graphics, full-text, page image, abstract, citation) are listed below each citation. Click a title to display the abstract and/or full article, or click the desired format.
  - The results list automatically displays all results. To limit to scholarly journals, newspapers, trade publications or magazines, click the designated tab in the results list.
- 3. The article citation** is displayed at the top of the screen, and full-text appears below (if available). Click **PRINT** or **E-MAIL** for retrieval options.
- 4. For help at any time**, click **HELP** in the upper right corner of the screen, or **SEARCH TIPS**.

## Further Instructions

- **Advanced Search** allows boolean searching using “and” “or” and “not” as well as more in-depth limiting of searches including limiting by **article type**, specific **date** range, searching specific **fields** of articles, and limiting to **full-text** and/or **peer reviewed** articles.
- **Topics:** The ProQuest Topic Search lets you find articles by searching an index, or by exploring a subject directory. Enter a term and select whether you want ProQuest to **Suggest Topics** or **Look up Topics A-Z**, then click **FIND TERM**. Once you have found a topic, click **VIEW DOCUMENTS** to run a search using the topic.
- **Publications:** This function allows you to look for a specific publication or to look at all the articles in a particular issue of a magazine, journal, or newspaper. In the search box, enter all or part of a magazine, newspaper, or journal title, or click the appropriate letter in the alphabetical listing below the search box.
- **Marked List:** Up to 50 articles can be saved to a marked list by placing a check in the box next to the citation on the results list, or on the individual record. To view the marked list, click **MARKED ITEMS** in the results list toolbar.
- **Printing a Bibliography:** Print a bibliography for the articles you have added to your Marked List by clicking **MARKED ITEMS**. Select format and citation style (e.g. APA, MLA) and click **PRINT**.
- **Export Citations:** You can export bibliographic information directly into ProCite, EndNote, Reference Manager or Ref Works bibliographic software, or download it as plain text (ASCII). Click **MARKED ITEMS** and choose export format.

## Options for Printing, E-mailing and Saving

While viewing the full text, citation, or abstract, click **PRINT** or **E-MAIL**. Then follow the instructions.

- **E-Mail** delivery lets you send a record (with text, an abstract or just the citation, whichever is available) to an electronic mail address.
- When viewing a page image in **Adobe Acrobat**, click the disk or printer icons at the top of the page frame to save a copy of the file or to print the page image.
- **To save** an article to a disk, click **PRINT**, then select **FILE**, and **SAVE AS**. Choose a name for your file and save it to a floppy disk.



For more information please contact a reference librarian at Hilton M. Briggs Library (605-688-5570), toll-free 1-800-786-2038 or via e-mail: [blref@sdstate.edu](mailto:blref@sdstate.edu)