香港教育學院圖書館
HKIEd Library

USER GUIDE for *ProQuest Dissertations and Theses A&I*

ProQuest Dissertations and Theses (PQDT) provides information about doctoral dissertations and master's theses. It represents the work of authors from over 1,000 graduate schools and universities and it contains more than 2 million entries. Some records provides a free first 24 page previews with ordering information.

Go to **Advanced Search** to construct complex searches and select specific limiters

1. Getting started

Enter search terms in the **Basic Search Box**.

To start the *Search*.

2. Advanced Search

2a. Click Advanced Search

2b. Enter search term and select the field to search on e.g., author, document title, Index Term (Keywords), etc.

2c. Select Operators **AND, OR, AND NOT**.

2d. Further define the search with Limit your search results to full-text, Publication date or source type, etc.

2e. Click Search to execute the search

3. Search Result

3a. Modify search options.
3b. Set up alerts, Create RSS feed, Save Search
3c. Search within results to narrow results
3d. Mark items to "Save to My Research" folder, or "Email", "Print", "Cite", "Export/Save" from the results page
3e. Sort or narrow results by relevance, publication date etc.
3f. Preview the content
3g. To view the Citation / Abstract or Preview etc.
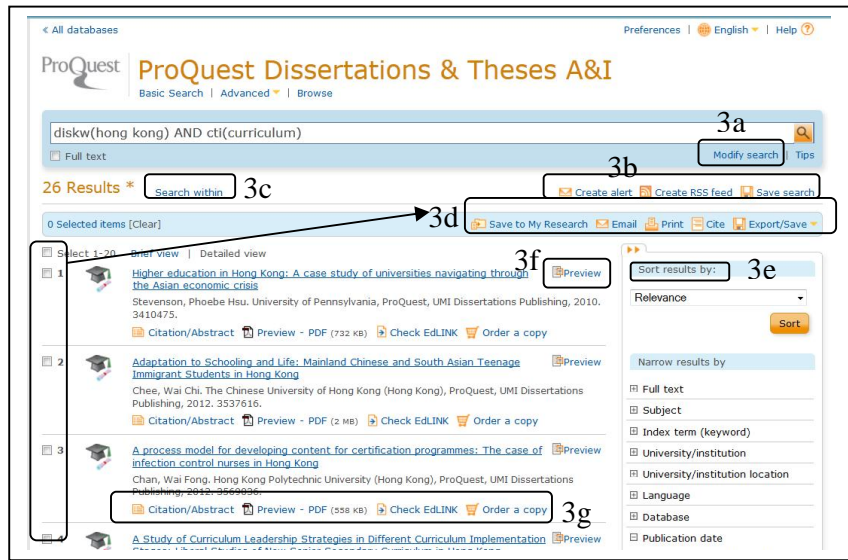
4. Other feature and tools

4a. My Research – Creating a person account

My Research is a place where you can save, manage, and organize the content and supporting materials you find and create in ProQuest. You can add documents, shared lists, delete, email, print, cite, export/save and more in My Research. Click on **My Research** at the op right hand corner**,** the default page title 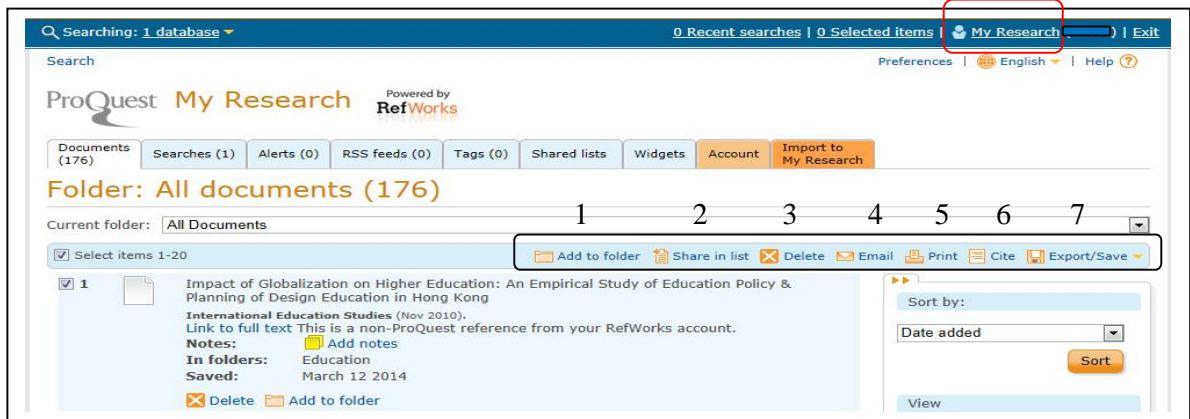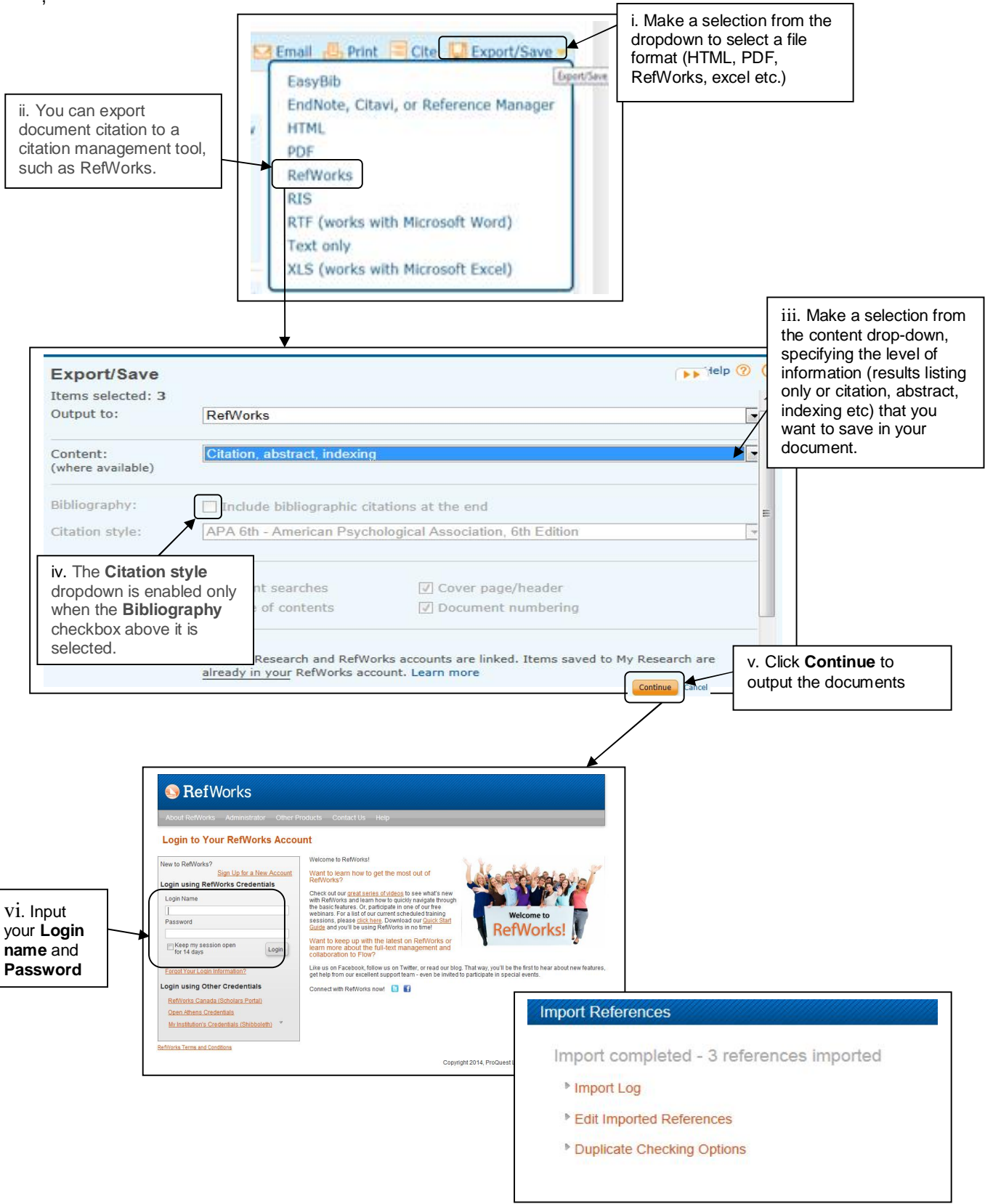is **Folder:** All documents**.** The selected tab is Documents**.** Unless you add them to a different folder, they'll remain in **All documents**. Any documents that you add to My Research while you are signed in are automatically saved when your current session ends.

4a.1 Click the **Add to folder** button above the document list to move selected documents to a specified folder.

4a.2 Select the checkboxes corresponding to each document you want to include in your list. Click **Share in list** button**.** If you do not have a public profile, you'll be prompted to create one from your account information.

4a.3 Click **Delete** button to remove the selected document from your list

4a.4 Click **Email** button an item to yourself and others.

4a.5 Click **Print** button to open a version of the currently displayed document formatted for printing.

4a.6 Click the **Cite** to create a formatted citation you can include in a bibliography.

4a.7 Export or save with one or more documents to a citation manager, reporting tool or file. Click **Export/Save** button**.** Make a selection from the Content drop-down, specifying the output format. If you have a RefWork accounts, you can synchronize it at any time with your existing My Research account.

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i. Make a selection from the dropdown to select a file format (HTML, PDF, RefWorks, excel etc.)

Email   Print   Cite   Export/Save

EasyBib
EndNote, Citavi, or Reference Manager
HTML
PDF
RefWorks
RIS
RTF (works with Microsoft Word)
Text only
XLS (works with Microsoft Excel)

ii. You can export document citation to a citation management tool, such as RefWorks.

iii. Make a selection from the content drop-down, specifying the level of information (results listing only or citation, abstract, indexing etc) that you want to save in your document.

Export/Save

Items selected: 3

Output to: RefWorks

Content: Citation, abstract, indexing
(where available)

Bibliography: ☐ Include bibliographic citations at the end

Citation style: APA 6th - American Psychological Association, 6th Edition

iv. The **Citation style** dropdown is enabled only when the **Bibliography** checkbox above it is selected.

nt searches   ☑ Cover page/header
e of contents   ☑ Document numbering

Research and RefWorks accounts are linked. Items saved to My Research are already in your RefWorks account. **Learn more**

Continue   ancel

v. Click **Continue** to output the documents

RefWorks

About RefWorks   Administrator   Other Products   Contact Us   Help

Login to Your RefWorks Account

New to RefWorks?   Sign Up for a New Account
Login using RefWorks Credentials

Login Name

Password

☐ Keep my session open   Login
for 14 days

Forgot Your Login Information?

Login using Other Credentials

RefWorks Canada (Scholars Portal)
Open Athens Credentials
My Institution's Credentials (Shibboleth)

RefWorks Terms and Conditions

Welcome to RefWorks!

Want to learn how to get the most out of RefWorks?

Check out our great series of videos to see what's new with RefWorks and learn how to quickly navigate through the basic features. Or, participate in one of our free webinars. For a list of our current scheduled training sessions, please click here. Download our Quick Start Guide and you'll be using RefWorks in no time!

Want to keep up with the latest on RefWorks or learn more about the full-text management and collaboration to Flow?

Like us on Facebook, follow us on Twitter, or read our blog. That way, you'll be the first to hear about new features, get help from our excellent support team - even be invited to participate in special events.

Connect with RefWorks now! 🔵 📘

Welcome to
RefWorks!

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vi. Input your **Login name** and **Password**

Import References

Import completed - 3 references imported

▸ Import Log

▸ Edit Imported References

▸ Duplicate Checking Options

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4b. Alert set up, create RSS Feed and Save Search

✉ Create alert 📶 Create RSS feed 💾 Save search

4b.1 Create Alert – create new content alerts to be sent via email.

1. View sources that will be used in searching for the alert.

2. Enter e-mail details and optional message; select HTML or text only format

3. Include either new materials only, or choose to also receive historical information

4. Schedule to receive alerts daily, weekly, monthly, or quarterly. Stop alerts in as little as two weeks or a much as one year. Renew at any time.

5. Click **Create alert** button to save settings

4b.2 Create RSS Feed – create an on-demand RSS Feed URL to run any saved search

Choose to isolate only newly found materials each time the feed is run, or choose to also receive historical information along with new materials

4b.3 Save Search – save the selected document to My Research

Click **Save search** to save the current search to My Research. After you save a search, you'll be able to re-run it anytime you are in ProQuest.

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