

User Guide for ProQuest Databases @LINK

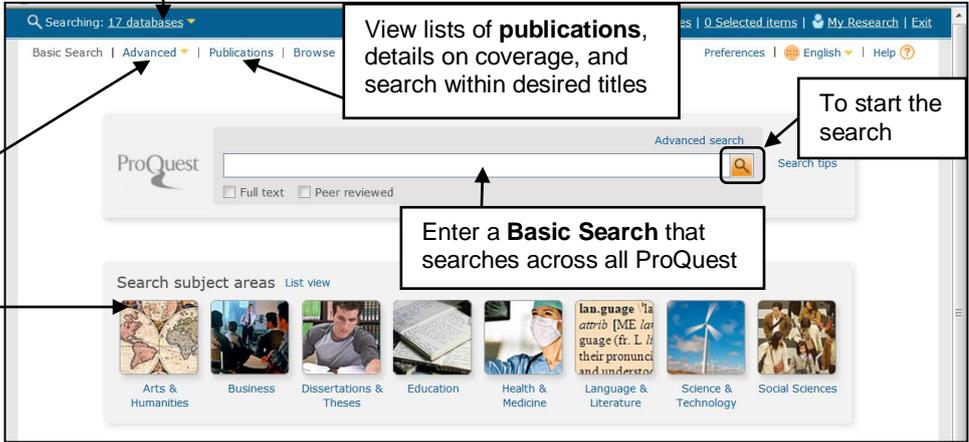
The Library has subscribed to the following ProQuest databases, which are “EdLINK-enabled”:

(Note: *EdLINK* is an integrated e-resources linking platform. Simply click on the “EdLINK” button in the result list and you will be directed to the full text of an article or Library Catalogue.)

- **ABI Inform Complete** - covers business and management as well as related functional areas including trends, corporate strategies and tactics, product and competitive information.
- **Australian Education Index** - coverage includes trends and practices in teaching, learning and educational management.
- **ebrary® e-books** - full-text e-books in a wide range of subject areas.
- **ERIC** (1966 – current) - provides coverage of journal articles, conferences, meetings, government documents, theses, dissertations, reports, audiovisual media, bibliographies, directories, books and monographs.
- **CBCA Education** - provides indexing and full text access to the principal education literature published in Canada.
- **International Index to Music Periodicals Full Text (1874 – current)** - covers the full spectrum of subjects and all aspects of music, including music education, performance, ethnomusicology, musical theatre, theory, popular music forms and composition.
- **Linguistics and Language Behavior Abstracts (1973 – current)** - covers all aspects of the study of language including phonetics, phonology, morphology, syntax and semantics.
- **PAIS International (1972 – current)** - covers issues in public policy, combining both PAIS Archive and PAIS International, with coverage from 1915 to present.
- **Physical Education Index** (1940 – current) - contains publications from peer-reviewed journals, report literature and conference proceedings from the area of physical education.
- **PILOTS** (1871 – current) - contains citations to all literature on post-traumatic stress disorder (PTSD) and other mental-health sequelae of traumatic events.
- **ProQuest Dissertations & Theses A&I** - Includes citations and abstracts of doctoral dissertations and master's theses. Preview of the first 24 pages is provided for titles published in and after 1997.
- **ProQuest Education Journals (1988 – current)** - covers almost 600 leading journals in education and related fields.
- **ProQuest Historical Newspapers: South China Morning Post (1903-1995)** - With searchable, full text coverage from South China Morning Post's origin in 1903 up to and including 1995, users will be able to search the entirety of the newspaper including advertisements, editorials, cartoons, and photographs that illuminate history as much as the news articles.
- **ProQuest Research Library** - covers general reference, social sciences, humanities, general sciences, and business.
- **Social Services Abstracts** (1979 – current) - provides abstracts of journal articles and citations to book reviews drawn from over 4,800 serials publications, and also provides abstracts of books, book chapters, dissertations, and conference papers.
- **Sociological Abstracts** (1952 – current) - provides bibliographic coverage of current research focused on social work, human services, and related areas, including social welfare, social policy, and community development

1. Getting started

You may also select a/some particular databases(s) to search on



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

Select from the **Subject Areas** icons to search by category

Enter a **Basic Search** that searches across all ProQuest

View lists of **publications**, details on coverage, and search within desired titles

To start the search

2. Advanced search

2b. Enter search term and select the field to search on e.g. author, title, subject etc.

2c. Select an operator to combine terms e.g. AND, OR, NOT.

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

2a. Click Advance Search

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 contents
- 3g. To view the Citation / Abstract or fulltext

3a. Modify search

3b. Create alert, Create RSS feed, Save search

3c. Search within

3d. Save to My Research, Email, Print, Cite, Export/Save

3e. Sort results by

3f. Preview

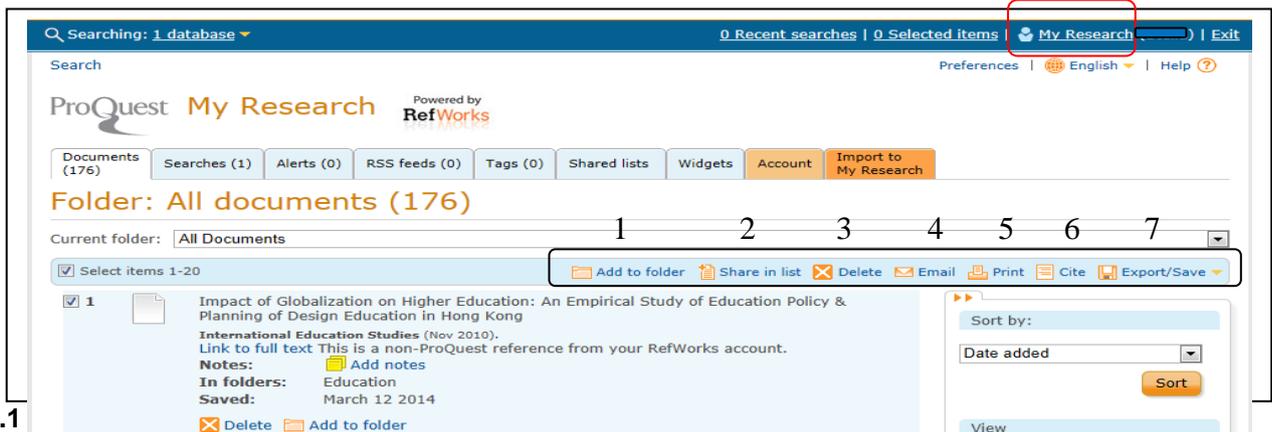
3g. Citation/Abstract, Full text, Full text - PDF

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 top 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.

...Cont'd



4a.1

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.

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

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

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.

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

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

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

4b. Alert set up, create RSS Feed and 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 as much as one year. Renew at any time.
5. Click **Create alert** button to save settings

Create alert

Create and schedule alerts to deliver new documents matching your search as they become available in ProQuest. Create a [My Research](#) account to modify, delete, or view all of your alerts.

Note: Content from the ebrary e-books database will not be included in alert emails or RSS delivery at this time.

Step 1-Review search details

Name this alert:*

Searched for: globalization AND education

Databases: All databases searched [View list](#) ▼

Step 2-Define your alert email

Send to:

Subject: globalization AND education

Message: [Add message](#) ▼

Format: HTML Plain text (no images or text formatting)

Step 3-Define your alert content

Include search details: Yes No

Include highlighting: Yes No

Include:

Step 4-Schedule your alert

Send: Daily Weekly Monthly Quarterly

Stop after:

You will be able to extend an alert past any end date you specify here.

Send scheduled alert even when no new documents match my search

This service is not intended for people under the age of 13 years old. If you are under the age of 13, please [exit](#) this service.

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

Set up your RSS feed

Your RSS feed will automatically notify you when new documents are available. [Learn more](#)

Note: Content from the ebrary e-books database will not be included in alert emails or RSS delivery at this time.

Review search details

Name this feed:*

Searched for: globalization AND education

Databases: All databases searched [View list](#) ▼

Define your RSS feed preferences

Include search details: Yes No

Include:

- Newly published documents only
- Newly added documents, including historical items.

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 documents 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.