Welcome to the new ProQuest search experience. ProQuest’s all-new, powerful, comprehensive, and easy-to-navigate search environment brings together resources from ProQuest, Cambridge Scientific Abstracts (CSA), and Chadwyck-Healey. It’s a better way to search, find, use, and share information. Here are all the key points you’ll need to know for successful research.

(http://proquest.libguides.com/pqdt)

Basic Search Tips

Search across all of ProQuest Dissertations & Theses with the Basic Search. Boolean, proximity, and field codes are supported. The default is to search for ALL terms entered.

Search for an exact phrase, use "quotation marks" around your search.

When running a search in PQDT Abstract & Indexing, the search default is set to Anywhere. Anywhere searches the full bibliographic record (all indexed fields).

When running a search in PQDT Full Text, the search default is set to Anywhere. Anywhere searches the full bibliographic record (all indexed fields) including the ProQuest full text. Your ProQuest Administrator may have chosen to change the default to search Anywhere except full text (ALL) instead. Anywhere except full text (ALL) searches the full bibliographic record, but does NOT include a search of the ProQuest full text. If this were the case, you will see a note above the search box stating this: You are searching all fields except full text.
Checking the **Full text** limit will restrict your search to only search and retrieve records containing full text from ProQuest.

**NOTE:** This limit will only appear if you use ProQuest Dissertations & Theses Full Text and if it has been turned on in the ProQuest Administrator Module. Whether or not this is checked by default is also determined by your ProQuest Administrator Module settings.

### Advanced Search Tips

Perform a more detailed search using the pull-down menu with supported field codes as well as the limit to section to apply additional limits.

1. **Advanced Search Form and Pull-down Menus**

   Boolean, proximity, and field codes are supported. The default is to search for **ALL** terms entered. Separate terms with **OR** to find any of the terms. To search for an exact phrase, use "quotation marks" around your search.

   When running a search in PQDT Abstract & Indexing, the search default is set to **Anywhere.** **Anywhere** searches the full bibliographic record (all indexed fields). Other search fields can also be chosen from the pull-down menu such as abstract, author and document title.

   When running a search in PQDT Full Text, the search default is set to **Anywhere.** **Anywhere** searches the full bibliographic record (all indexed fields) including the ProQuest full text. Your ProQuest Administrator may have chosen to change the default to search **Anywhere except full text (ALL)** instead. **Anywhere except full text (ALL)** searches the full bibliographic record, but does **NOT** include a search of the ProQuest full text.

   Other search fields can also be chosen from the pull-down menu such as abstract, author and document title.
For a full listing, description, and examples of how to format a search using field codes indexed in ProQuest Dissertations & Theses, please visit the Searchable Fields section of this guide.

2. Limit to: Full text

**Full text** is the first limit that appear in the Advanced Search.

Checking the **Full text** limit will restrict your search to only search and retrieve records containing full text from ProQuest.

**NOTE:** This limit will only appear if you use ProQuest Dissertations & Theses Full Text and if it has been turned on in the ProQuest Administrator Module. Whether or not this is checked by default is also determined by your ProQuest Administrator Module settings.

3. Date Range

The **Date range** limit defaults to search all dates. Other options include Last 7 days, Last 30 days, Last 3 months, Last 12 months, Last 3 years, On this date, After this date, Before this date, and Specific date range.

4. Database Specific Limits and Fields

Each of these search options in the Advanced Search page also includes a **look up** link to the browsable index for this field. Use the look up link next to the search box to browse the values for each field and add them to your search. To learn more about the look up feature, please visit the Searchable Fields section of this guide.

**Advisor** is used to search for dissertations completed under the supervision of a specific academic advisor. If unsure of the spelling of a name, try using truncation. Advisor names are searchable in the following ways: adv(first name), adv(last name), adv(last name, first name) or adv(first name last name. Use the look up link next to the Advisor search box to browse the names and add them to your search. To learn more about the look up feature, please visit the Searchable Fields section of this guide.

**School name** is used to search for dissertations granted by a specific school. Enter the school name or four-digit school code. You can use this field to search for a list of all schools within a particular country by entering the country name. You can click the Look up schools link to select from a list of available schools.

**Subject names** and **Index terms** are part of the Subject headings (all) field.

When an author submits their dissertation or thesis to ProQuest, they are required to select at least one and up to three subject headings from the Index terms list.

**Subject names** conform to the ProQuest/UMI Controlled Vocabulary instead. Use the subject name field to look for graduate works about a specific subject.

You can enter a subject name or index term or you can also open the **Browse** tab to select subjects or terms from the lists.

**NOTE:** Subject searching can be most effective when using the Subject headings (all) field, which searches all subject-like fields in dissertations, meaning Subject name, Index Terms, committee member, degree, department, advisors and school name.
The **Manuscript type** limit is used to refer to the format of the graduate work. This includes *master’s theses* and *doctoral dissertations*. Both are unchecked by default and if you leave them as such when you run your search, both manuscript types will be included in your search. Limiting your search by either marking one of the manuscript types or the other will then only run your search to include that manuscript type you selected.

The **Language** limit is used to restrict your search to documents published in one or more languages. All are unchecked by default and if you leave them as such when you run your search, all languages will be included in your search. Limiting your search by marking any of the languages will then only run your search to include those languages you selected.

5. Display Options

The **Sort results by** menu controls the sort order of the records that appear in the results page. Sort by relevance, date (oldest first), or date (most recent first). Relevance is determined by an algorithm that factors in the number of times your search terms appear in the record as well where in the record your search terms appear.

**Items per page** is used to select how many results will display on the results page. Choose from 10, 20, 50, or 100 items.

**Duplicates** can appear in ProQuest if the item is indexed in more than one database or collection. The default behavior is to suppress the duplicate, however, if you would like the duplicate items to appear in the results, select to include duplicate documents.

Command Line Search Tips

Perform a detailed search by entering terms into the search box. Use the pull-down menu to insert field codes and then connect them using the Boolean operator pull-down menu. Boolean, special characters, and field codes are supported.

1. Add Search Fields

Click on **Add search fields** to display the **Operators** and **Search fields** pull-down menus.

Use the **Operators** pull-down menu to add Boolean operators, proximity
operators, and the greater than, less than, or equal to symbols to your search. These can also be entered in manually without selecting them from the pull-down menu. For additional information on how to use the operators when putting together a search, please see the main Search Tips section of this guide.

Use the Search fields pull-down menu to add the ProQuest Dissertations & Theses supported fields to the search form. These can also be entered in manually without selecting them from the pull-down menu. For a list of ProQuest Dissertations & Theses supported fields and a description of each field, please see the Searchable Fields section of this guide.

2. Limit to: Full text

Full text is the search limit that appears in the Command Line Search.

Checking the Full text limit will restrict your search to only search and retrieve records containing full text from ProQuest.

NOTE: This limit will only appear if you use ProQuest Dissertations & Theses Full Text and if it has been turned on in the ProQuest Administrator Module. Whether or not this is checked by default is also determined by your ProQuest Administrator Module settings.

3. Date Range

The Date range limit defaults to search all dates. Other options include Last 7 days, Last 30 days, Last 3 months, Last 12 months, Last 3 years, On this date, After this date, Before this date, and Specific date range.

4. Display Options

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Find Similar Search Tips

Find Similar identifies key terms within the text you enter, using them to search for related content.

1. Text Box

Enter the text (preferably the abstract or document summary) and ProQuest will analyze the keywords and retrieve similar documents. Find Similar works best if you enter at least 50 words into the text box.

2. Limit to: Full text

Full text is the search limit that appears in Find Similar.

Checking the Full text limit will restrict your search to only search and retrieve records containing full text from ProQuest.

*NOTE: This limit will only appear if you use ProQuest Dissertations & Theses Full Text and if it has been turned on in the ProQuest Administrator Module. Whether or not this is checked by default is also determined by your ProQuest Administrator Module settings.*

3. Display Options

The Sort results by menu controls the sort order of the records that appear in the results page. Sort by relevance, date (oldest first), or date (most recent first). Relevance is determined by an algorithm that factors in the number of times your search terms appear in the record as well as where in the record your search terms appear.

Items per page is used to select how many results will display on the results page. Choose from 10, 20, 50, or 100 items.

Duplicates can appear in ProQuest if the item is indexed in more than one database or collection. The default behavior is to suppress the duplicate, however, if you would like the duplicate items to appear in the results, select to include duplicate documents.
Use the Browse to easily locate graduate works by subject or location.

1. **Browse by Subject** - Browse graduate works based on **Subject names**
   
   You can either click on the "View n documents" link to see all documents on a particular subject or you can expand the subject name in order to see which school locations and schools have graduate works based on that particular subject.

2. **Browse by Location** - Browse graduate works based on **School location**
   
   You can either click on the "View n documents" link to see all documents on a particular location or you can expand the school location in order to see which schools and subjects have graduate works from that particular location.