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/IBSS)

Basic Search Tips

Search across all of International Bibliography of the Social Sciences (IBSS) with the Basic Search. 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, the search default is set to Anywhere. Anywhere searches the full bibliographic record (all indexed fields).

Peer reviewed and Scholarly journals are limits that appear in the Basic Search. The visibility of these limits is determined by your ProQuest Administrator Module settings. Whether or not any of these are checked by default is also determined by your ProQuest Administrator Module settings.

Checking the Peer reviewed limit will restrict your search to only search and retrieve records that are indexed in peer reviewed journals. Peer reviewed journals are a subset of scholarly journals and are defined as journals that undergo a review process where other experts (peers) in the field review the work before it is published in the journal. Peer reviewed journals are also commonly known as refereed journals.

Checking the Scholarly journals limit will restrict your search to only search and retrieve records that are indexed in scholarly journals. Scholarly journals are journals that are intended for an academically oriented audience.
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, 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, document title, and publication title.

For a full listing, description, and examples of how to format a search using field codes indexed in IBSS, please visit the **Searchable Fields** section of this guide.

2. Limit to: Peer reviewed, Scholarly journals

**Peer reviewed, and Scholarly journals** are the first limits that appear in the Advanced Search. The visibility of these limits is determined by your ProQuest Administrator Module settings. Whether or not any of these are checked by default is also determined by your ProQuest Administrator Module settings.

Checking the **Peer reviewed** limit will restrict your search to only search and retrieve records that are indexed in peer reviewed journals. Peer reviewed journals are a subset of scholarly journals and are defined as journals that undergo a review process where other experts (peers) in the field review the work before it is published in the journal. Peer reviewed journals are also commonly known as refereed journals.
Checking the **Scholarly journals** limit will restrict your search to only search and retrieve records that are indexed in scholarly journals. Scholarly journals are journals that are intended for an academically oriented audience.

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 record in IBSS is assigned a number of descriptors chosen from a large, but fixed vocabulary of index terms. There are over 10,000 IBSS descriptors for all subjects covered by IBSS and these are included in the **subject heading** field.

Subjects, also known as descriptors, subject headings, controlled vocabulary and sometimes classification terms in IBSS are pulled from the **IBSS Thesaurus** (terms or places).

Subject heading 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 subject types and add them to your search.

To learn more about the look up feature, please visit the **Searchable Fields** section of this guide.

You can also use the **Subject discipline** limit to search within a specified discipline (this is also searchable using the “Keywords/Identifiers – IF” option)

**Latest Update** limits your results to include only those records most recently added to the database. IBSS is updated biweekly (twice a month).

The **Record type** limit refers to the record type. All are unchecked by default and if you leave them as such when you run your search, all record types will be included in your search. Limiting your search by marking any of the record types will then only run your search to include those record types 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 behaviour is to suppress the duplicate, however, if you would like the duplicate items to appear in the results, select to include duplicate documents.

6. Thesaurus

The IBSS terms thesaurus originally came from four volumes of the Thematic List of Descriptors, covering social and cultural anthropology, economics, political science and sociology, which were prepared by the International Committee for Social Science Information and Documentation and published by Routledge in 1989. This list, in turn, drew upon other sources such as the Unesco Thesaurus (Unesco), the Thesaurus for Information Processing in Sociology (ICSSD, Maison des sciences de l’homme), Macrothesaurus (OECD, UNO) Population Multilingual Thesaurus (CICRED), International Thesaurus on Cultural Development (Unesco), EUDISED Multilingual Thesaurus (Council of Europe) and other specialist thesauri. The list used by the IBSS editorial office has been continually expanded and adapted to keep up with changes in social science terminology and it currently contains around 10,000 controlled subject terms; the Places thesaurus contains and around 500 geographic terms.

For additional details on how to use the thesaurus and search using the subject field, please see the 
Searchable Fields section of this guide.

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 IBSS 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 IBSS supported fields and a description of each field, please see the **Searchable Fields** section of this guide.

2. Limit to: Peer reviewed, Scholarly journals

**Peer reviewed and Scholarly journals** are the search limits that are available in the Command Line Search. The visibility of these limits is determined by your ProQuest Administrator Module settings. Whether or not any of these are checked by default is also determined by your ProQuest Administrator Module settings.

Checking the **Peer reviewed** limit will restrict your search to only search and retrieve records that are indexed in peer reviewed journals. Peer reviewed journals are a subset of scholarly journals and are defined as journals that undergo a review process where other experts (peers) in the field review the work before it is published in the journal. Peer reviewed journals are also commonly known as refereed journals.

Checking the **Scholarly journals** limit will restrict your search to only search and retrieve records that are indexed in scholarly journals. Scholarly journals are journals that are intended for an academically oriented audience.

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

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 behaviour is to suppress the duplicate, however, if you would like the duplicate items to appear in the results, select to include duplicate documents.

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terminology and it currently contains around 10,000 controlled subject terms; the Places thesaurus contains and around 500 geographic terms.

For additional details on how to use the thesaurus and search using the subject field, please see the Searchable Fields section of this guide.

Look Up Citation Search Tips

Use the Look Up Citation form to easily and quickly search for citations. The major fields of the citation are listed separately and support the use of Boolean and proximity operators.

1. Field Search

The fields available for searching include Document title, Author, Publication title, ISSN, ISBN, Date range and DOI. For additional information on searching any of these fields, please see the Searchable Fields section of this guide.

2. Look Ups

Look ups (also known as browsable indexes) are available for the author and publication field. Use the Look up to search or browse an alphabetical list of authors or publications. For additional information on using the Look ups, please see the Searchable Fields section of this guide.

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 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 behaviour is to suppress the duplicate, however, if you would like the duplicate items to appear in the results, select to include duplicate documents.
Figures & Tables Search Tips

1. Figures & Tables Search Form and Pull-down Menu

Boolean and proximity operators 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, the search default from the pull-down menu is set to Key fields. Key fields searches the full bibliographic record (all indexed fields) and includes the Caption, Figure/table subject headings, and Figure/table type.

The Figure/table subject headings field is further broken down by subject types which include Geographic terms, Statistical terms, Taxonomic terms, and Descriptors/subjects.

For a full listing of supported Deep Indexing search fields, please see the searchable fields section of this guide.

Click on Advanced options to display additional search rows.

2. Figure/Table Types To Include

Figures includes Graphs, Illustrations, Photographs, Maps, Transmission/emission images, and other figures.

Examples of Graphs include 3D surface plots, Box plots, Gantt charts, Line graphs, Pie charts, Scatter plots, and Time series plots.

Examples of Illustrations include Chemical structures, Designs/blueprints, Molecular structures, Schematics, and Venn diagrams.

Examples of Photographs include Dot plots, Gels, Organism Photographs, Satellite images, and Vertical section photographs.

Examples of Maps include Bathymetric maps, Geological maps, Study site maps, and Topographic maps.

Tables includes Truth tables and Other tables.

3. Limit to:
The Full size image limit restricts your Figures & Tables results to only display images that can be viewed in full size (rather than display images that can only be viewed through a thumb nail image). The ability to view an image in full size is determined by the publisher. Regardless of the ability to view an image in its full size, all Figures & Tables results have indexed metadata. See the screenshot to the right for an example of a full image record with indexed fields.

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.

**Figures & Tables Results Display**

4. **Save to Presentation**

When viewing a Figures & Tables full record, the record tool bar includes the Save to presentation feature which allows you to save the selected item to PowerPoint. The image along with a brief citation and indexing details for the image will be exported to PowerPoint.

5. **Other formats: Citation**

The Citation format link will take you out of the full image view and return you to the thumb nail image version of the full record.

6. **Image Navigation**

If more than one image is available in the article containing the current image you are viewing, you will have the opportunity to view those images using the Previous/Next Image navigation.

7. **Indexing**

The Indexing section displays the other indexed fields that did not appear at the top of the record. The indexed fields are also known as searchable fields. Many of these fields are unique to the Deep Indexing process such as Taxonomic terms, Caption, and Image category.

Please see the Searchable Fields section of this guide for a complete list of Deep Indexing Search Fields.
Find figures & tables relevant to your research in Social Sciences from journals and other documents. Deep indexing is the innovative process by which ProQuest creates metadata for the vital research data that often remains hidden in tables and figures within journal articles. Deep indexing categorizes the data variables and other content represented in tables, maps, photographs and other figures and allows efficient, precise and relevant retrieval, leading the research to the right choice of full text.

Many Social Science databases* are enhanced with the ProQuest Deep Indexing providing access to more than 3.1 million figures and tables:

- ASSIA: Applied Social Sciences: Index and Abstracts
- International Bibliography of Social Sciences (IBSS)
- Econlit
- ERIC
- Linguistics and Language Behavior Abstracts (LLBA)
- PAIS Archive
- ProQuest Criminal Justice
- ProQuest Psychology Journals
A sociologist researching **urban poverty** could search for this term in Figures & Tables to locate tables, graphs and other representations of data relevant to this topic. The chart featured in *Full Image Record - Social Sciences* (opposite) shows trends in a bar chart format giving a clear representation of the data.