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/ABI)

Basic Search Tips

Search across all of ABI/INFORM 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 either set to All fields + text or All fields (no full text). All fields + text searches the full bibliographic record (all indexed fields) including the ProQuest full text. All fields (no full text) searches the full bibliographic record, but does NOT include a search of the ProQuest full text. If your ProQuest administrator has changed the default to search All fields (no full text) you will see a note above the search box stating this: You are searching: All fields except full text.

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

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 from the pull-down menu is either set to **Anywhere** or **Anywhere except full text**. **Anywhere** searches the full bibliographic record (all indexed fields) including the ProQuest full text. **Anywhere except full text** 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, document title, and publication title.

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

2. **Limit to: Full text, Peer reviewed, Scholarly journals**
Full text, 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 Full text limit will restrict your search to only search and retrieve records containing full text from ProQuest.

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

Company/Organization, Person, and Location are part of the subject field search. They are defined as types of subjects and can be located by searching the subject field, but also are indexed separately and in addition to the subject as specific subject types. When a subject from a record happens to be a company or organization, a person, or a location, you will find a separate indexed subject field for these types. Subjects are also known as descriptors, subject headings, controlled vocabulary and sometimes classification terms. The subjects in ABI/INFORM are pulled from the ProQuest Thesaurus. To learn more about searching for subjects in the thesaurus, please see the Searchable Fields section of this guide. 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 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.

Classification codes are used to organize documents into broad topical areas. You can use them to find documents about a business environment, management function, industry or market, article treatment, geographic areas, and organizational types. Each record in ABI/INFORM is assigned to one or more classification codes. Use the look up link next to the Classification code search box to browse the topical areas and add them to your search. To learn more about the look up feature, please visit the Searchable Fields section of this guide.

The Product name limit will search the product name field and this is indexed in an ABI/INFORM record when the article is about a product. There is no look up or browsable index for this field.

The NAICS limit is for the North American Industry Classification System and the codes classify organizations by industry. You can use them to find documents related to a particular industry. Use the look up link next to the NAICS codes search to browse the industries and add them to your search. For more
information, see the U.S. Government NAICS website. To learn more about the look up feature, please visit the Searchable Fields section of this guide.

The **Source type** limit refers to the publication type. All are unchecked by default and if you leave them as such when you run your search, all source types will be included in your search. Limiting your search by marking any of the source types will then only run your search to include those source types you selected.

The **Document type** limit is used to refer to the format of the full-text. This includes articles, blogs, books, company profiles, industry reports, market research, and many others. All are unchecked by default and if you leave them as such when you run your search, all document types will be included in your search. Limiting your search by marking any of the document types will then only run your search to include those document types you selected.

The **Document feature** limit can be used when you want to limit your search to items that contain additional graphical images such as charts, tables, photos, or illustrations. All are unchecked by default and if you leave them as such when you run your search, all document features will be included in your search. Limiting your search by marking any of the document features will then only run your search to include those document features 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.

### 6. Thesaurus

The **ProQuest Thesaurus** is used to index the ABI/INFORM subject field. The subject terms are found in the subject field and this is one of the searchable fields listed in the searchable fields table. The thesaurus allows you to find subject terms to narrow or broaden your search. Subjects are also commonly known as descriptors, controlled vocabulary, and sometimes classification terms. In ABI/INFORM, there are different subject types and in addition to the all encompassing subject field, there are also company/organization, person, and location. Please see section 4 of this page for additional details on these subject types.

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 ABI/INFORM 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 ABI/INFORM supported fields and a description of each field, please see the Searchable Fields section of this guide.

2. Limit to: Full text, Peer reviewed, Scholarly journals

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

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

5. Thesaurus

The **ProQuest Thesaurus** is used to index the ABI/INFORM **subject field**. The subject terms are found in the subject field and this is one of the searchable fields listed in the searchable fields table. The **thesaurus** allows you to find subject terms to narrow or broaden your search. Subjects are also commonly known as descriptors, controlled vocabulary, and sometimes classification terms. In ABI/INFORM, there are different subject types and in addition to the all encompassing subject field, there is also company/organization, person, and location.

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

Use Data & Reports to search for reports and other published materials with data on companies, industries, and markets. Please see the Browse section of this guide for additional information on using another search method for locating this information.

1. **Data & Reports 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 either set to Anywhere or Anywhere except full text. Anywhere full text searches the full bibliographic record (all indexed fields) including the ProQuest full text. Anywhere except full text searches the full bibliographic record, but does NOT include a search of the ProQuest full text.

2. **Data/Report Types To Include**

   **Company Research** includes Company Profiles, Annual Reports, and Articles (profiles/case studies).

   **Company Profiles**

   Hoover’s Company Records provide access to over 44,000 company overviews, histories, officers and board members, competitors, product and operations information and more. IntelliDocs technology embeds links to corporate profiles within articles for seamless access.

   **Annual Reports**

   Analyze balance sheets and income statements with over 7,000 annual reports from nearly 1,000 leading North American companies.
**Articles**

Journal articles containing company and annual report data including company profiles and case studies.

**Market Research** includes **Industry Reports**, **Market Reports**, and **Articles**.

**Industry Reports**

Features new Industry Reports from BMI (Business Monitor International) delivering regional insights, SWOT analyses, market trends, forecasts, and more. The Snapshots Series adds access to over 9,000 more reports spanning 43 industries in 40 countries.

**Market Reports**

Critical background for strategic planning initiatives with access to thousands of market research articles and hundreds of reports from top-notch resources—including FirstResearch as well as Just Series, a major publisher of SWOT analyses and business research for food, beverage, auto, and style markets.

**Articles**

Journal articles containing industry and market report data.

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

**Company/Organization**, **Location**, and **Industry** are part of the **subject field** search. They are defined as types of subjects and can be located by searching the subject field, but also are indexed separately and in addition to the subject as specific subject types. When a subject from a record happens to be a company or organization, a location, or industry, you will find a separate indexed subject field for these types. Subjects are also known as descriptors, subject headings, controlled vocabulary and sometimes classification terms. The subjects in ABI/INFORM are pulled from the **ProQuest Thesaurus**. To learn more about searching for subjects in the thesaurus, please see the **Searchable Fields** section of this guide. Each of these search options also include 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.

**Market Segment** is defined as a specific subset of the population. If you want to specify that your search results contain information on the market segment, use the **look up** link next to the field to browse the available market segments. Select the appropriate market segments and the keywords will be added to your search.

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.

**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 article 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, Peer reviewed, Scholarly journals

   **Full text, Peer reviewed, and Scholarly journals** are the search limits that are available in Find Similar. 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 **Full text** limit will restrict your search to only search and retrieve records containing full text from ProQuest.

   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.

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The **Sorty 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.

### 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, Volume, Issue, Start page, Date range, DOI, and Document ID. 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 behavior is to suppress the duplicate, however, if you would like the duplicate items to appear in the results, select to include duplicate documents.

Publication Search Tips

Search and browse for publications covered in ABI/INFORM. Locate coverage details, browse issues and table of contents, and view the contents of an entire issue.

1. Publication Search Form and Pull-down Menu

Search for a Publication using the pull-down menu to choose to search in the title, Title begins with, In publication summary, and In publication subject. Boolean operators and the truncation (*) and wildcard (?) characters are supported.

2. Publication Search Limits

Limit your search to show full text publications only and choose to view your results in the summary format or to show the publication title only. Click the Change button to apply any of the limits to your search.

3. Narrow Publications List

Use the Narrow publications list to help refine your results. Narrow by Source type, Journal subject, Language, Database, and Publisher.


Use the Journal subjects limit to specify the major subject matter of the publication. This is not only used to identify subject matter of journals, but is used to cover all source types found in ABI/INFORM.
The **Language** limit notes the language of the published source. A majority of publications are in English, but approximately 17 other languages are represented in the publications list.

The **Database** field lists the components of ABI/Complete which includes ABI/INFORM Global, ABI/INFORM Trade & Industry, and ABI/INFORM Dateline.

The **Publisher** limit lists the company or organization responsible for the publications.

### 4. Full Publication Record

Once you retrieve results, select a publication title to view the **full publication record**. The record includes the Publication title, Coverage, ISSN, Language, Subjects, Source Type, and Publisher information which includes Publisher name and address.

### 5. Search Within a Publication

From the full publication record, **search within the publication** using the basic search box to locate articles containing your search terms.

Selecting the **Advanced Search** option will open up the Advanced Search page and populate the search form with the selected publication title and the publication title field from the Advanced Search pull-down menu.

### 6. Browse Issues

From the full publication record you can also **browse** the available issues by selecting a year and then an issue to view the published articles within that issue.

**Browse Search Tips**

Use the Browse to easily locate featured reports and other non-periodical content. Includes industry and market research reports, commodity reports, company reports, country reports, dissertations, SSRN working papers, and topic paths.

1. **Industry and Market Research Reports** - Browse reports on industries and markets

   - **Business Monitor International (BMI) Industry Reports**
     - Country-focused industry reports and regional insights with SWOT analyses,

   - **Commodity Reports**
     - Browse reports on global commodity trends:
       - Economic Intelligence Unit (EIU) Food, Fertilizer, and Beverages
       - Economic Intelligence Unit (EIU) Industrial Fore Materials

   - **Company Reports**
     - Search for profiles and browse reports on specific companies:
       - ProQuest Annual Reports Collection

   - **Country Reports**
     - Browse reports on business conditions in various countries:
       - Economic Intelligence Unit (EIU) Country Data
       - Economic Intelligence Unit (EIU) Country Finance & Forecast Reports
       - Economic Intelligence Unit (EIU) Macroeconomic
       - Oxford Analytica Daily Brief
       - Oxford Analytica Country Profiles
       - Oxford Economics Country Weights

   - **More Featured Content**
     - More Featured Content:
       - SSRN Working Papers

   - **Topic Paths**
     - Select a topic path below to find readable and targeted searches:
       - Business & Industry
       - Computers & Internet
       - Economics & Trade
       - Environment
       - Government & Law
       - Social Issues & Policy
market trends, forecasts, & competitive data

- Update frequency – Monthly, Number available – 25,000+
- Coverage - 50+ industries, 140+ countries

First Research

- US-focused industry reports – data on products, operations, technology, competition, indicators, finance, regulation & news
- Update frequency – 90 days (Sections), Number available – 5,000+
- Coverage - 75 industries, US

Just-Series Market Research Reports

- Industry-focused articles, company profiles & SWOT analyses
- Update frequency – Monthly, from 2004 - current
- Coverage – Food, Style, Beverage, Auto

2. Commodity Reports - Browse reports on global commodity trends

Economist Intelligence Unit (EIU) Food, Feedstuff, and beverages

- Annual and Quarterly reports of food, feedstuff, and beverage commodity fundamentals, forecasts up to 2 years
- Update frequency – Monthly
- Coverage – Worldwide

Economist Intelligence Unit (EIU) Industrial Raw Materials

- Annual and Quarterly reports of industrial raw material commodity fundamentals, forecasts up to 2 years
- Update frequency – Monthly
- Coverage - Worldwide

3. Company Reports - Search for profiles and browse reports on specific companies

ProQuest Annual Reports Collection

- Sampling of corporate annual reports
- Update frequency – 2-3x per yr., Number available -7,000+
- Coverage - approx 1,000 U.S. companies

4. Country Reports - Browse reports on business conditions in different countries
Economist Intelligence Unit (EIU) Country Data

- 370 economic variables over a 50 year period, actual and forecasted. Reports include comprehensive information such as GDP, import/export statistics, industry data, monetary indicators, liquidity metrics, and more.
- Update frequency – Monthly
- Coverage - G20 Countries, 1980-2030

Economist Intelligence Unit (EIU) Country Finance/Forecast Reports

- Country-focused financial conditions, techniques & regulations /Country-focused 5-year economic & business forecasts
- Update frequency – Annual with quarterly updates /Monthly, Number available - 20/40
- Coverage – 40 countries (G20 plus top GDP countries, 90+ subjects

Economist Intelligence Unit (EIU) Viewswire

- Economic, financial, political, & regulatory intelligence covering data & key events
- Update frequency – Daily
- Coverage – Worldwide

Oxford Analytica Daily Brief Service

- Economic, political & geographical data with in-depth outlook
- Update frequency – bi-weekly
- Coverage - 60+ countries, Embargo – 90 days

Oxford Economic Country Briefings

- Country-focused economic & political data updated daily
- Update frequency – Daily
- Coverage – 170+ countries

5. More featured content

ProQuest Business Dissertations and Theses

- Selection of ProQuest business dissertations and theses
- Update frequency – Quarterly, Number available - 37,000+
- Coverage – Worldwide, Embargo – 24 months

Social Science Research Network (SSRN) Working Papers
• Scholarly working papers
• Update frequency – Monthly, Number available - 127,000+
• Coverage – Worldwide

6. Topic Paths - Select a topic path to find readings and targeted searches

Business & Industry
Economics & Trade
Computers & Internet
Environment
Government & Law
Social Issues & Policy