1. **Scope of the Database**
ProQuest Research Library is a multi-subject source for journal and newspaper articles from over 3,000 general and academic periodicals. Full-text is available for many articles on a wide range of subject topics.

2. **Accessing the Database**
ProQuest Research Library is restricted to use by Vanier students, staff, and faculty. It can be accessed from any computer with web access, both on and off campus.

To get to ProQuest Research Library:

In your Internet browser, go to the Vanier College home page (http://www.vaniercollege.qc.ca).

On the left-hand side of the page, click on **Learning Commons**, on **Library and IT Centres** and then on **Article Databases** and then on **ProQuest**
(If you are off campus, here is where you will be asked to log in. See **NOTE**, below.)

Under **Databases** scroll down to **ProQuest Research Library** and click on the title OR Mark X next to the database name and click the Connect button.

**NOTE**: If you are logging in from a non-Vanier computer, you will have to use the Vanier College home page to be allowed access to ProQuest. In the first box, enter the account name and password *(available upon request for all Vanier students, faculty and staff)*

3. **Enter your search**
Enter your search words or phrases into the search box(es).

**Basic Search - by Word or Phrase**
Here are the essential steps to start finding articles:
1. Enter one or more words or a phrase.

You may also choose to use an operator(s), such as AND, OR, AND NOT, within your search term(s) to obtain optimum results

Phrase Search: In the example below, the phrase *genetically modified food* has quotation marks or parentheses around it to make sure the database searches it as a phrase, rather than as three un-related words.
Truncation: Notice also the asterisk at the end of the word food. That asterisk will return all possible endings to the word food. This is handy if you’re not sure whether to use the singular or plural of a word.

**Example:**

For **Full-text** and **Scholarly articles**: put a check mark in that box. Finally, click on the **Search** button to execute your search.

4. **Results: Suggested Topics.**
At the top of the results page, check the suggested subject phrases and search statements under the heading "**Suggested Topics About**". Many times a more useful statement of the subject will appear there.
In the example shown below, the original search yielded articles with all of the three search words in them, unconnected to each other, anywhere in the citation or in the abstract. If we search using the suggested phrase *Genetically altered foods*, by clicking on it in the Suggested Topics list, the resulting articles will be much more focused on our topic.

**Example:**
**Advanced Search by Word**

Advanced Search helps you build a search. Provides you with the framework to create a simple or a complex search. Enter a search term in one, two, three or more (add rows) of the blank text boxes. Remember the more rows you add the more complex your search becomes. Select operators from the drop-down menus at the left of the screen. Operators link your search terms together to form a search statement. Available operators include AND, OR, AND NOT, WITHIN 3. Select search fields from the drop-down menus at the right of the screen.

**NOTE:** Leave on Citation and Abstract for most searches.

**Question:** What are the health benefits or risks in genetically modified foods?

**Example:**

![Advanced Search example](image)

For **Full-text** and **Scholarly articles:** put a check mark in that box.

**4. Shortcut: The Drop-down Menus**

When you leave the drop-down menu selection on 'Citation and abstract', you are searching for your terms as keywords in all those parts of the article's record. Use that kind of search when you are beginning your research. **Do not use** Subject from the drop-down menu on the search page until you verify, by looking at some citations, that your term is indeed used as a subject in this database.

Browse the other options available in the drop-down menus adjacent to the search boxes. Use the appropriate ones to limit your search, such as company, location, or person. You can use publication title if you want to limit your search to one particular journal.
4. **Use More Search Options** (click on it to open)

**Example:**

Near the bottom of the expanded page find **Document Type**

**Document Type**

By default, ProQuest searches all document types. To limit your search to a specific document type (for example, a commentary or a review or a feature article), select that document type from the drop-down menu.
Click on the box then select **Feature** by clicking on it.
Finally, click on the **Search** button to execute your search

5. **View the results**

Your list of results should now be displayed. As in the example below, you will see the citation information for the article and the full text formats available, if any. If only the word **Abstract** is listed underneath the citation, **only the abstract** or summary of the article is available in this database

Example:

**Codex adopts new standards on GM foods, irradiation, and animal feed.**

This article is available in both the full-text form and you can also get the page image from the journal itself or view the abstract.

An abstract will give both the **citation** and brief information about the article.

**What is a Citation**

When you are searching for journal articles, databases give you the title of the article, the author of the article, the date the article was written, the journal title the article is
in, and the issue the article is in. All of this information is known as the citation. This information is important, not only when you are citing the article in your papers but also when you are looking for the full text of the article. Make sure that you write or print this information when you find an article that you like.

Mark the Items
Read the title/abstract and select the ones that you would like to view by placing a check mark in the box at the beginning of each title. Next click on My Research at the top of your page.

6. My Research allows you to Printing, e-mailing, or exporting
To Print or E-mail the full text of an article, open each article and click the Email button, type your email address into the box provided, and Send.
To print the article, click the Print button and follow the directions on the screen. Follow the instruction to:
Create your bibliography Export citations
Email marked documents Create a web page

Example:

Printing, e-mailing, or exporting
To Print or E-mail the full text of an article, open each article by clicking on either of these two buttons, if they appear in the citation.
To e-mail the article, click the Email button, type your email address into the box provided, and click the Send Email button.
To print the article, click the Print button and follow the directions on the screen.

Create your Bibliography or Export Citations
You must have a list of articles that you have viewed and marked.
Reminder: First, mark the articles you want to keep (by checking the box next to each in the results list), then click on the My Research (at the top of the screen) or marked items (above the list of articles), then view marked articles.
This will create a list of articles you have selected. At this point select Format Document Summary and Citation style ProQuest Standard. With this information you can now create a bibliography in either APA or MLA style.

**OPTION**

**Basic Or Advance Search - Using Browse Topic**

To search using the Browse Topics Feature

The terms listed in the Browse Topics list are based on terms found in the ProQuest thesaurus, a set of specialized terms used to categorize information in ProQuest. They are listed in alphabetical order, making it easy for you to browse them.

**Click on Browse Topic**

To find terms starting with a particular word by entering the word in the top box and clicking on Find term

In the drop-down box type your word “genetically”

**Example:**

![Browse Topic Example](image)

**Narrow your search**

For example, if you select **genetically altered foods** and you are looking for allergies your next step will be to click on **Narrow** to view index terms that are related. In the narrowed list, select **Allergies** by clicking on **Add to Search** and ProQuest will display documents matching the focused search. You will have the following entered in your search box: (LSU(\{GENETICALLY ALTERED FOODS\}) AND (LSU(\{ALLERGIES\}) OR LSU(\{ALLERGIC REACTION\}) OR LSU(\{ALLERGIC DISORDERS\})))

*Rose de Souza (Librarian)*

*LITC Vanier College September 2006*