

Business Source Complete Helpsheet

Business Source Complete provides full text articles from over 2,900 English language journals published worldwide, covering all areas of business and management. More than 1,400 of these full text journals are peer reviewed. Indexing and abstracts are provided for further journals. Coverage can go back as far as 1886, though most journals are included only from the 1990s onwards. There is an embargo on some journals, meaning that the full text of the most recent issues may not become available in Business Source Complete until several months after publication.

Business Source Complete also gives access to Datamonitor company profiles for the world's 10,000 largest companies, to Datamonitor industry profiles for various industries in selected countries, and to Economist Intelligence Unit country reports.

Access

- Access from anywhere is through the Athens authentication system, using your University of Surrey username and password.
- You may need to set the Athens cookie.
- See <http://portal.surrey.ac.uk/library/online/athensfaq> for further information.

Getting started

- From the Library home page <http://portal.surrey.ac.uk/library>, click on **Online Library**, then on **Online Databases**, and then find the link to **Business Source Complete** in the list of databases.
- Or go directly to <http://search.ebscohost.com/athens.asp>.
- When you have logged in, click on **Access to all Databases Via EBSCOhost**, and then on **Business Source Complete**.
- There is also a **Business Searching Interface** with a different colour scheme and page layout, but it has very similar features to those described below.

Search types

- **Basic Search**
 - Limit your results to Full Text articles or to Scholarly (Peer Reviewed) Journals or to articles in a particular Publication.
 - Expand your search to search within the full text of articles or to search for related words.
- **Advanced Search**
 - Limit your search to certain fields within records, such as Author.
 - Limit your results by Document Type or by a number of other criteria.
 - Combine your previous searches using **Search History**.
- **Visual Search**
 - Presents the results of your search as a colourful visual map, containing circles representing categories of results, and squares representing links to articles.

Searching techniques

- **Keyword**
 - Type a **single word** e.g. marketing, or a **short phrase** e.g. John Lewis Partnership, in the **Find** box and click on **Search**.
 - **Combine terms** using **and** or **or** or **not**.
E.g. environment **and** impact retrieves ONLY records which contain BOTH terms.
E.g. catering **or** foodservice retrieves ALL records which contain AT LEAST ONE of the terms.
E.g. banking **not** retail retrieves ONLY records containing the first BUT NOT the second term.
 - Use a **wildcard** if you are not sure of the spelling.
E.g. organi?ation retrieves organisation **or** organization.

- Use **truncation** to search for all words with the same root.
E.g. comput* retrieves compute **or** computer **or** computing **or** computational.
- To find **industry profiles** for various industries in selected countries, search by **Keyword** for the industry or the country, and limit your results to Publication Type **Industry Profile**.
- To find **country economic data**, search by **Keyword** for the name of the country, and limit your results with **country report** in the Publication field.
- **Publications**
 - Allows you to browse through the names of all the publications in the database and to search for articles in one or more particular journals.
- **Thesaurus**
 - Helps you to choose appropriate Subject Terms.
 - Guides you to Broader Terms, Narrower Terms and Related Terms.
- **Author Profiles**
 - Provides profiles of about 20,000 authors.
- **Cited References**
 - Allows you to trace more recent articles which have cited a particular article.
- **Company Profiles**
 - Allows you to find company profiles for about 10,000 companies.
- **Indexes**
 - Allows you to browse through indexes for certain fields within records, such as Author.



Results

- Click on the title to see the full details for a document, including an abstract.
- **PDF Full Text** gives the full text of the article in its original format, including page numbers and diagrams.
- **HTML Full Text** gives the full text of the article, though not in its original format, but it may have useful hyperlinks.
- **Linked Full Text** takes you to the full text of the article in another database.
- **LinkSource** provides a link to the University of Surrey Library Catalogue so that you can check if printed copies are held in the Library.

Downloading

- **Add** items to the Folder, then click on **Folder**.
- To store items added to the folder for a future session, click on **Sign In to My EBSCOhost** to create your own folder.
- **Print, E-mail** and **Save** allow you to customise the output before printing, e-mailing or saving your results.
- **Export** allows you to export your results directly to **EndNote** or **Reference Manager** bibliographic software. See http://portal.surrey.ac.uk/library/finding/bibliographic_software for further information.

Help

- Click on the Help icon  next to the **Search** button in Basic Search, Advanced Search or Visual Search to get context sensitive help.
- Click on the Help icon  next to **Business Source Complete** in Basic Search, Advanced Search or Visual Search to get Database Help.
- Click on **Help** in the top right hand corner of the screen to get comprehensive help about all EBSCOhost databases.
- Go to <http://support.epnet.com/training/tutorials.php> for a selection of tutorials provided by EBSCOhost.
- Contact your Academic Liaison Librarian. See <http://portal.surrey.ac.uk/library/libraryservices/infoacademic/alls> for further information.

Log out

- Click on **University of Surrey** to return to the Library home page.