Finding academic information:

Business, Management & Accountancy

Database User Guide
Your guide to finding academic information for Business, Management and Accountancy

This guide is designed to introduce you to the electronic academic databases relevant to your subject.

What are academic databases?

Online databases contain large amounts of current academic information. They are ideal for researching a topic. The information included is primarily journal articles, but also included are newspaper articles, theses, conference papers, etc. Searching for information is easier using online databases than using printed material.

You should use academic databases rather than search engines such as Google because the material you will find is guaranteed to be reliable and of acceptable academic standard. The databases contain many peer-reviewed journals, this is the top quality academic information, that you should be using for assignments rather than information from websites found via Google.

Which are the most useful databases for your subject.

There are a number of databases listed in the Business and Management and Accountancy subject guide pages (see below). All contain relevant information, but some are more important than others.

Important Databases:

ProQuest Central (Includes ABI/Inform Global)
ProQuest Central is a large multi-disciplinary academic database. It consists of a collection of smaller subject specific databases. You can access information such as journal articles, dissertations, newspaper articles and company information.

Scopus
This is one of the largest academic databases. It is multidisciplinary but has a wide coverage of relevant information. Many of the sources are full-text, some are abstract and citation only. This will be explained fully later in this guide.

Top Tip
Most suppliers of electronic databases update their interfaces regularly, so the appearance of the screens and the steps in the illustrations may be slightly different to those in this guide, but the instructions for searching the databases will be essentially the same.
How to access the databases

Load the Library web pages: http://www.bolton.ac.uk/library/

Navigate to your Business and Management or Accountancy subject resources.

The Subject Guide Pages

Click on Subject Guides as shown above and select Business and Management or Accountancy. The page displays a list of relevant resources and help. Take time to explore the different tabs.

It is possible to access each individual database and search for information. However, the Library has a search engine called Discover@Bolton which allows you to search most databases and other online resources simultaneously via a single search screen. Therefore, this guide will focus on using Discover@Bolton effectively. You can access Discover@Bolton via your subject page or the Library homepage.
Discover@Bolton

Before you start your search, think about the keywords you are going to search for. You should think about any related terms or synonyms you could try in case you don’t find anything the first time. For further help with developing a search strategy, see the Finding Information Section of the Library’s academic skills tutorial LEAP Online, which you find in the Quick Links on the Library homepage. You may also find the Advanced Research Skills section useful too.

Finding a definition

It may be useful for you to define the terms included in your assignment in order to fully understand the topic you are researching. If you type a single keyword or phrase in the search box and run the search, a definition will appear on the right of the screen. Where available, this will be sourced from one of our reference databases, such as Credo Reference. However, if a definition isn’t available from those sources, Wikipedia will be used. Please check with your tutor as to its acceptability as a quotable reference.

Searching

In the Search box type a keyword for the topic you are looking for and click Search.

If your search has produced lots of results you will need to narrow it down by adding another keyword. Use speech marks for multiple words that you want to use as a phrase, eg, “soft drinks”.

The Advanced Search located next to the search box will help you structure your search. This can be useful if the basic search gives you too many results, try changing All fields to Subject or Title, this will provide you with a smaller more relevant results set. Click on Help at the top of the screen for further details.

Top Tip

Search tips: you can use * to replace letters within words, eg, organi*ation will search for organization and organisation. You can also use * to truncate stems of words eg, manag* will search for managers, managing, management etc.
Looking at the results of your search

The results will show a mixture of different types of resources, such as journal articles, eBooks, newspaper articles, theses etc. The type of resource is shown under the title and author/publication details. To access an article click on the title or Full Text Online.

Click **Preview** to view various details about the resource appear in the right side pane, such as the abstract, database source.

Note that if Citation Online is shown, the full text of the article may not be available via the Library’s subscriptions. You can still read the article’s abstract (summary), to help you decide if the article is relevant to your research. If necessary you can order the article free online via the Library’s Inter-Library Loans service (www.bolton.ac.uk/library/Borrowing/Inter-Library-Loans.aspx). However, there are plenty of full-text journals available for your research so explore the full-text resources available before applying for Inter-Library Loans.

It may be a good idea to run a full-text only search before looking at the abstract only article – see below for how to refine your search.
Refining your results

Use the options on the left to refine your search results to the type of resource you require.

Peer-reviewed journals provide the highest quality academic information and you may wish to start with these results before looking at magazines, trade publications, etc.

After refining your results, if you haven’t found any suitable journal articles, think about the keywords that you are using. Try to think of alternatives, look at the alternative suggestions under result 10 provided by Discover@Bolton. It is likely that you will need to run several searches to find all of the information that you need.

Once you have refined your search, Clear Filters appears. Click this before you run another search – unless you wish to keep the same options.
Selecting relevant results

As you review your results you can temporarily select the useful ones by clicking on the folder icon next to the resource. You will then notice that results appear in the folder in the top right. This enables you to carry out further searches, mark results and hopefully you will end up with a list of relevant articles for your research. The articles will only be retained in the folder temporarily, when you exit the database (or after 20 minutes of inactivity) they will be lost. You can permanently save items by creating a ProQuest RefWorks* account – see below.

You can email and cite from Discover@Bolton. If you click on Cite, you will be provided with citations of your selected articles that you can cut and paste into your references or bibliography. Select Harvard – British Standard from the drop-down menu and click Change. Note that there many variations of the Harvard style, so take care to check that the style provided is the one required by your tutor, you may need to amend the citation once you have copied it into your Word document.

*This is not the same service as RefWorks accessible via the Databases A-Z. If you already have a RefWorks account you will not be able to access this account via Discover@Bolton RefWorks.
ProQuest RefWorks within Discover@Bolton

Click on the menu icon in the top right of the screen to view a menu which includes

Click on **RefWorks Log In** to create your account. You must enter your university email and choose your own password. Once you have created your account, when you click on the folder item your selection will be permanently stored in your RefWorks account. To access RefWorks at any time click on the folder icon at the top of the screen.

You will see the items that you have saved in the centre of the page. You can create folders to organize your results by using **My Folders**.

It is possible to select resources to create an exportable bibliography or reference list. Select the relevant results and click the **Create Bibliography** icon as shown above. Select the style that you need, such as Harvard, and create. You will then see your results in a list that you can copy and paste into your assignment. If you are using Harvard, edit each entry to make it fit the Bolton Harvard style. You don’t need the long url given, reduce it to: http://bolton.summon.serialssolutions.com.

You can also share resources with other people using the **Sharing function** which allows you to email them direct from RefWorks. There are many other functions, so explore the various options available to you.

**Top Tip**

If you need help at any time in Discover@Bolton click on **Help** at the top of the screen.
Further help

If you require further help searching for academic information please contact your librarian, Mary Barden, m.e.barden@bolton.ac.uk.

If you require immediate help during Library opening hours, please contact the Library Desk 01204 903094 or email subjecthelp@bolton.ac.uk.

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