INTRODUCTION TO USING PROQUEST DATABASES

ProQuest provides access to several databases, including Ebook Central (all topics and includes many Spanish language books), Dissertations (humanities and social sciences), Health Research (including psychology for counseling), Natural Sciences, Newspapers, and a very small Religion database. This tutorial focuses on some basic features common to all ProQuest databases.

Log in to ProQuest using your DTS login and password. At any point in your work, click ProQuest in the upper left-hand corner to return to the home page.

Choose Basic Search, Advanced Search, Publications, Browse, or Change Databases.

SPANISH, CHINESE, AND OTHER INTERFACES

To change the language of the interface, go to the top navigation bar, click the head and shoulders icon (pictured at left). Then click the default language and choose Español or 中文(繁體) or another language. The language choice will be saved for that session.

SEARCH EXAMPLE

The search below for "rock climbing" with the subject "education" brought up over 3000 records. Why? The subject "education" is in the metadata, but "rock climbing" could be in any field including the full text of the item. Change Anywhere to Document title to retrieve about 30 results.

SEARCH OPERATORS

The following work for both Basic and Advanced searches.

Type	Operator	Example
Logical	AND, OR, NOT	ephesians or colossians
Proximity: first word precedes the second by n words	PRE/n (or P/n)	king P/4 israel
Proximity: within n words, either order	NEAR/n (or N/n)	ahab Near/4 jezebel
Phrasing	""	"son of man"
Nesting	()	(james or john) and zebedee
Truncation and wild card	* for truncation, ? as a wild card	mount*, wom?n
Field codes	au(), ti(), etc.	au(westerholm)
Default operator	AND	promise abraham

The default search field, Anywhere, searches all fields and any full text included in the ProQuest databases. Use Anywhere except full text to search all fields without searching the full text.

There are no stop words. ProQuest does not ignore any search terms.

Click Search tips on either the Basic or Advanced search screen for more information.

ADVANCED SEARCH

The advanced search allows you to create up to 10 rows. Choose the field to search by changing the default, Anywhere, to another option. Use the Thesaurus to find subject headings specific to a given database and to add them automatically to a search.

Under the Advanced search fields find Source type, Document type, and Language. Use these options to create a more targeted search.

ADVANCED SEARCH EXAMPLE 2

A search for au(james dunn) brings up over 500 results after being restricted to the Religion Database. However, most results were on science and medical topics. Choosing Subjects from the list on the left-hand side (in this case bible OR jesus christ OR judaism OR new testament OR religion) reduced the results to about 50. But not all subjects were listed, so results were probably incomplete. Also, "james" may be part of the name of one author and "dunn" of another. To restrict a search to a particular author, use the Advanced Search and choose Author as the field name. A link, Look up Authors, appears near the Author field name.

Click the link and type << dunn james >> under Enter a name. (Typing << james dunn >> has zero results even with Contains chosen.) Choose any entries that might be appropriate. If you see some irrelevant results, remove the names of those authors from the search field and search again.

| dunn james | Author — AUTHOR ⌄ |

Look up Authors

PUBLICATIONS, BROWSE, AND CHANGE DATABASES

PUBLICATIONS

Use Publications to restrict a search by source type (such as scholarly journals, books, newspapers, etc.), publication subject (such as business and economics, literature, education), language, publisher, and database.

BROWSE

Browsing applies to Dissertations & Theses and to Health & Medicine. Under Dissertations & theses you can choose dissertation subjects (very broad) or location of the writing.
For example., in Browse, choose Dissertations & Theses and browse by subject. Click the plus sign beside a subject for a list of countries for which ProQuest has a thesis. Click View documents to search for the theses on the subject.

CHANGE DATABASES

As of mid-2023, the DTS library accesses 13 ProQuest databases. Change Databases allows you to choose which databases or subcollections of databases to search.

RECORDS IN PROQUEST

SHORT RECORDS

In a list of short records, clicking a title will take you to one of the options listed at the bottom of that record. These options may include Full text, Full text – PDF, Get full text, Details, Abstract/Details, Times cited, X References. The other options will still be available on the left-hand side of the record that comes up.

FULL RECORDS

Click Details on the short record to view the full record. The full record includes broad subjects and full bibliographic information.

ABSTRACTS

Not all records have abstracts. If an item has an abstract or if the full text (not the PDF) is included as part of the record, you can choose Translate to translate it into another language.

FULL TEXT

If a record gives the option, Full text, click it to see the full text included as part of a record. The option, Full text – PDF, will allow you to read the PDF. If you choose that option, you can then choose Download PDF to save it.

TIMES CITED

Not all records have this feature. Choose Times Cited to see other works in ProQuest or Web of Science that cite the work in the record.

X REFERENCES (WHERE X IS A NUMBER)

Lists the references made in the article but not necessarily in the order given in the article. References that have a record in a ProQuest database we subscribe to include a link to that record.

EMAILING RESULTS

You can select multiple articles and email the text of full-text articles in ProQuest. Just search, select, and make the choices you want using the email icon above the search results. ProQuest will not email an item larger than 7 MB, but it will include a link to the record of the item in an email. If you choose articles with too large a total size, a message may come up asking you to export your selections in batches. The full text of dissertations may be downloaded when available, but an email from ProQuest will include a link to the record and not the PDF.

ONLINE BOOKS

To read a book online, click the title in the list and then choose Read Online. Search within the book in the search box on the left. Use quotation marks to find a phrase. Entering words without quotation marks brings up any of the individual words anywhere in the book. The results will be listed below the search box. An arrow to the left of a chapter title indicates that your search terms were found in that chapter. Click a chapter title and choose a page number under it to view the results on a particular page.

BOOK DETAILS

Click the book icon to the left of any open book to see publication details. View the print and copy allowances here.

 You can also click the citation icon (pictured at left) above an open book to copy the citation in the format you choose, including Turabian. If you download any portion of a book, a citation is included.

CHAPTER DOWNLOAD

 From an open book in ProQuest, click the triple-bar icon (pictured at left) on the left-hand side to see the table of contents. Click the chapter title you want. Above the chapter, click the PDF icon to download. Publishers limit the number of pages that may be downloaded.

PERSONAL ACCOUNT

When you click a ProQuest link at the library website, you will be required to sign-in through your personal DTS account, just as you access all other databases. That will enable you to search, view a list of results, and read articles or ebooks online. However, you may also wish to create a personal account in order to download an entire ebook (so you can read it offline), to save searches, to customize the interface and search settings, and to print or save articles or portions of books as pdfs. So it is not necessary to create a personal ProQuest account, but you may wish to do so.

To create a personal account, select the head and shoulder's icon from the top navigation bar. Then click Create My Research Account. Supply the requested information.

EXPORTING RECORDS

It is possible to export records from ProQuest into Zotero bibliographic management software. See http://library.dts.edu/zotero for a general introduction to Zotero. Several other options, such as RefWorks and EndNote, are available if you click the triple dot icon above your search results.

TUTORIALS

For help that ProQuest created in various languages, click the Help icon (pictured at left) on the top search bar and choose Training. Scroll down and choose Additional Language Resources under Product Support on the left-hand side. Click the language you prefer.

For help on a specific database, under Training in Help click Content in the left-hand column. Then choose the database you want under the Database Guides list on the right.