

ProQuest User Guide

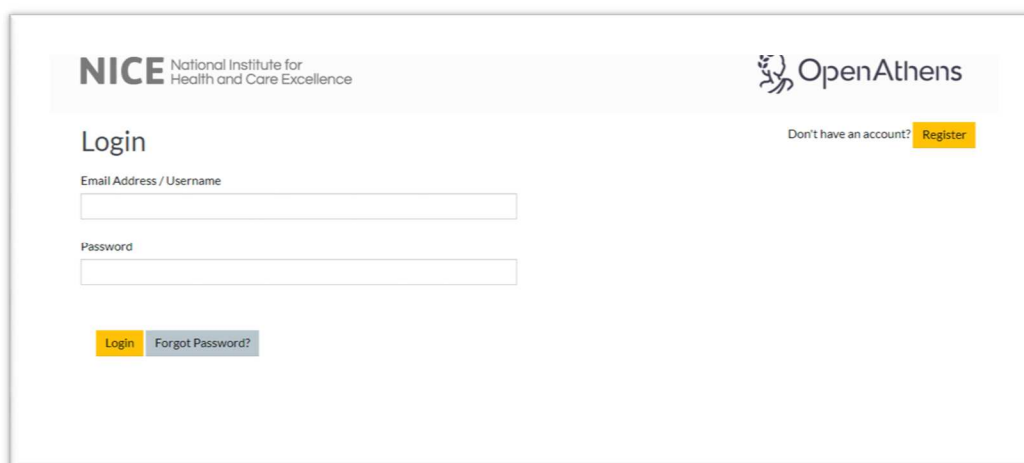
Contents

A: Accessing ProQuest Databases and Creating a Personal Account	1
B: Searching for Terms	4
C: Searching for Subject Headings	8
D: Combining Search Terms and Subject Headings	10
E: Filtering and Saving Results	12

A: Accessing ProQuest Databases and Creating a Personal Account

1. Accessing ProQuest Databases

- Go to the OpenAthens website: <https://openathens.nice.org.uk/Hub/Resources>.
- Sign in with your OpenAthens username and password, or click '**Register**' if you don't yet have an account.



NICE National Institute for Health and Care Excellence

OpenAthens

Login

Don't have an account? [Register](#)

Email Address / Username

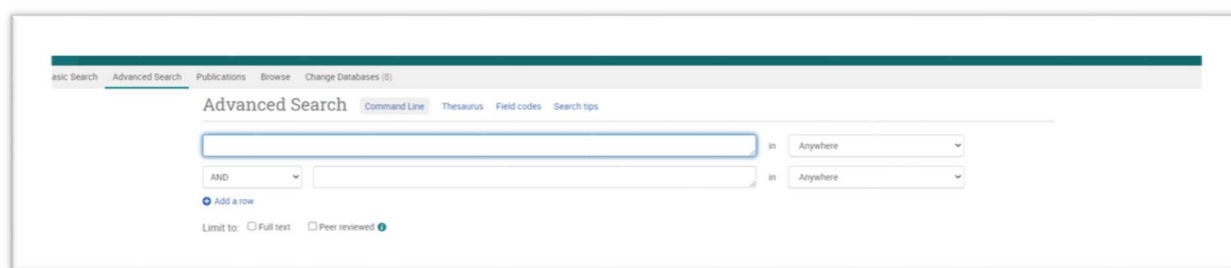
Password

[Login](#) [Forgot Password?](#)

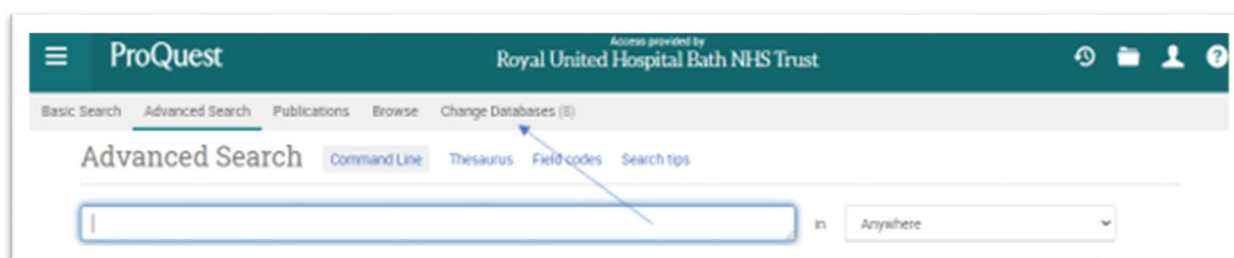
- Once you have signed in, select **ProQuest New Platform** from the list of Resources



This will take you to the following **ProQuest** front page



- From the menu across the top, you can choose the database you would like to search by clicking on '**Change Databases**':



3. Select the database you want to search, for instance **PsycINFO**. Then click 'Use selected databases'. *We recommend searching one database at a time:*

Select Databases

Tip: [Add database shortcuts](#), making it easier to select one or more favorite databases.

Select databases to search, then click **Use selected databases** to go to the search form.

[Brief view](#) | [Detailed view](#) [View by name](#) | [view by subject](#)

☐ Select all Full Text Included

- ☐ **APA PsycArticles®** (1894 - current)

Psychology - journal articles
Subject Area(s): Social Sciences , Health & Medicine
[View title list](#)
- ☒ **APA PsycInfo®** (1806 - current)

Psychology - journal articles, books, dissertations, etc.
Subject Area(s): Social Sciences , Health & Medicine
[View title list](#)
- ☐ **British Nursing Index** (1994 - current)

British Nursing Index is a leading database for the support of practice, education, research, and development for nurses, midwives, health visitors, and healthcare assistants working in the UK or following UK practice.
Subject Area(s): Health & Medicine
[View title list](#)

4. Once you have selected a database, you can begin searching. However, you will first need to **create a personal/research account to save your searches and results**. If you already have a personal account, login to it now.

Click on the person icon in the top right corner:

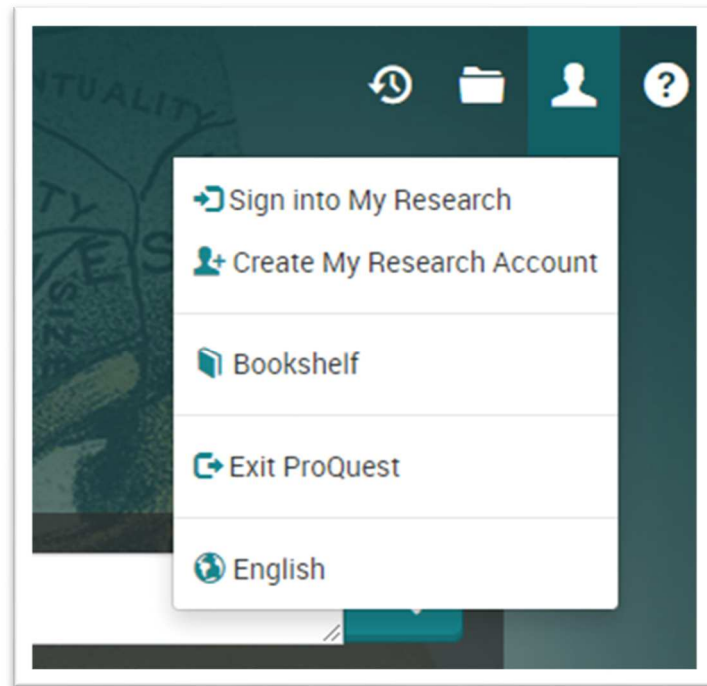
APA PsycInfo®

[Basic Search](#) | [Advanced Search](#) | [About](#) | [Change databases](#)

Enter search terms...

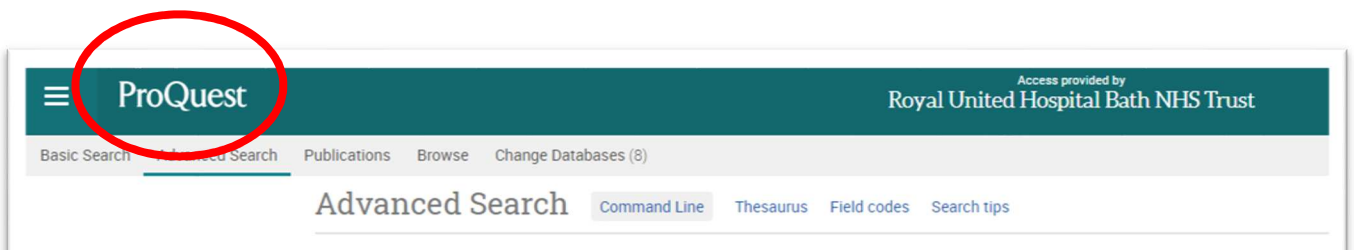
☒ Peer reviewed [Search tips](#)

5. From here, either **sign into your existing Research Account**, or select **‘Create My Research Account’**:

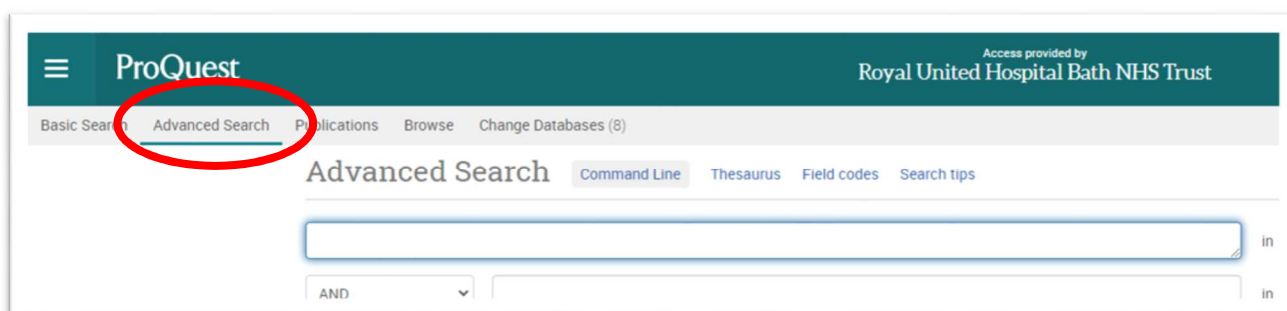


[B: Searching for Terms](#)

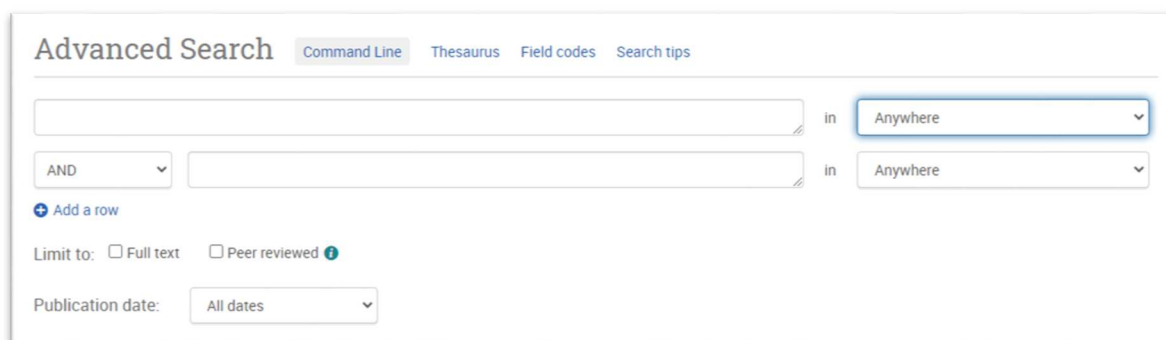
To get back to the ProQuest front page, click on the **ProQuest** icon on the top left:



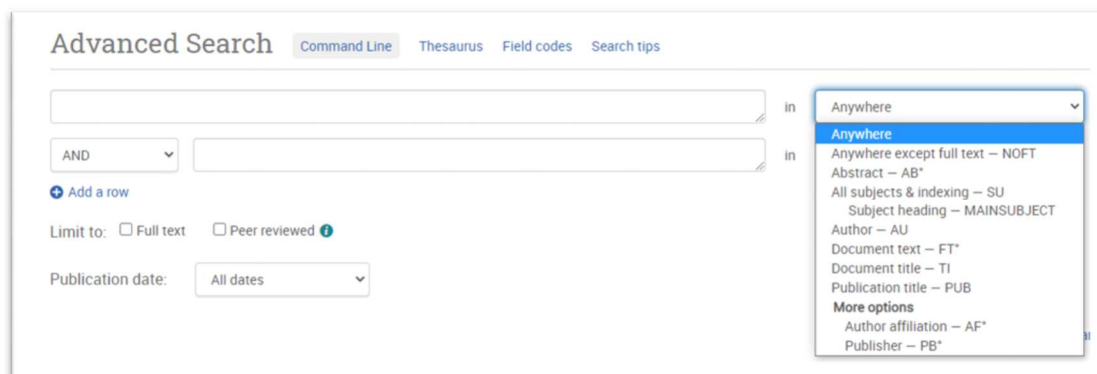
6. To start a search, click on 'Advanced Search':



You can now start entering your search terms in the fields:



7. To select which fields you would like to search, use the drop-down menus. You can choose to search anywhere in an item's record, or narrow your search down to specific fields:



8. If you want to search more than one specific field, for example, Title and Abstract, you need to search for these on separate rows using 'OR'. **Once you've entered your search term, select 'Search':**

Search interface showing two rows of search criteria. The first row has the search term "passive smok*" in the search box and "Document title - TI" in the field selector. The second row has the same search term "passive smok*" in the search box and "Abstract - AB*" in the field selector. The "OR" operator is selected in the dropdown between the two rows. The "Search" button is highlighted with a red circle.

9. This will take you to the results page. **To see your current search, click on 'Recent Searches' or the clock icon:**

Search results page showing 1,967 results. The search term is "ti("passive smok*") OR ab("passive smok*")". The results are sorted by Relevance. The "Recent searches" link is highlighted with a red circle, along with the clock icon in the top right corner.

10. This will show you your search strategy so far.

To search further, you will need to get back to the **Advanced Search** by clicking on the **three lines** on the top left-hand corner:

ProQuest
Royal United Hospital Bath NHS Trust

Recent Searches

To save a search, select **Save search** from the **Actions** menu. [Learn more](#)

Combine searches: **Search** [Search tips](#)

Examples: 1 AND 3 or "6"
(1 AND 3) OR (1 AND 2)
3 NOT treatment

Items selected: 0 [Delete](#) [Save](#) [Show all details](#) [Export all searches](#)

<input type="checkbox"/>	Set	Search	Databases	Results	Actions
<input type="checkbox"/>	S1	ti("passive smok*") OR ab("passive smok*")	7 databases	7,967	Actions

ProQuest - Selected Databases ▲

Basic Search [Advanced Search](#) [Publications](#) [Browse](#) [Change Databases \(9\)](#)

About ProQuest ▲

Company Website [About Dissertations](#) [Contact Us](#)

Combine searches: **Search** [Search tips](#)

Items selected: 0 [Delete](#) [Save](#) [Show all details](#) [Export all searches](#)

<input type="checkbox"/>	Set	Search	Databases	Results	Actions
<input type="checkbox"/>	S1	ti("passive smok*") OR ab("passive smok*")	8 databases	7,844	Actions

Advanced Search [Command Line](#) [Recent searches](#) [Thesaurus](#) [Field codes](#) [Search tips](#)

"secondhand smok*" OR "second hand smok*" in Document title – TI

OR "secondhand smok*" OR "second hand smok*" in Abstract – AB

[Add a row](#)

Repeat steps 7-10 for all keywords.

C: Searching for Subject Headings

11. To search for Subject Headings, select Thesaurus from the menu bar. *Make sure to clear the search fields of previous keyword searches:*

Advanced Search Command Line Recent searches **Thesaurus** Field codes Search tips

in Anywhere

OR in Anywhere

+ Add a row

12. Type in what subject headings you want to search for and click 'Find':

APA Thesaurus of Psychological Index Terms - Summer 2021

Search terms: secondhand smoking Find Clear

☒ Contains word(s)
☐ Begins with (enter at least 2 characters)

Browse terms: Root 0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

13. The Thesaurus may have exactly what you're looking for, or offer suggestions to other subjects – have a go at searching for alternative terms too. **Click on the relevant heading if there is one:**

APA Thesaurus of Psychological Index Terms - Summer 2021

Search terms: secondhand smoking Find Clear

☒ Contains word(s)
☐ Begins with (enter at least 2 characters)

Browse terms: Root 0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Click a term in the list below to see it in the context of the thesaurus hierarchy. Explode Major

Secondhand Smoking

14. Tick the term(s) you want to use and click on 'Add to search'. The Thesaurus will suggest broader and narrower terms, which you can also select, or **click on the notes icon to find out more about each term**:

Search terms:

Find Clear

☒ Contains word(s)
☐ Begins with (enter at least 2 characters)

Browse terms:

Hierarchical view | Relational view

- notes

☒ Root of APA Thesaurus of Psychological Index Terms - Summer 2021

☐ Sciences
☐ Biology
☐ Physiology
☐ Physiological Processes
☐ Environmental Effects
☐ Exposure
☒ Chemical Exposure
☒ Passive Smoking

Use for: Secondhand Smoking

☐ Behavior
☐ Drug Usage
☐ Tobacco Smoking
☐ Passive Smoking

☐ Explode
☐ Major

☐
☐
☐
☐
☐
☐
☐
☐
☐
☐
☐
☐
☐
☐

1 terms selected view

Combine using:
☒ OR
☐ AND
☐ NOT

Add to search Close

15. This will add the subject heading to the search field. Click 'Search' to search for the subject heading:

MAINSUBJECT.EXACT("Passive Smoking") in Anywhere

AND in Anywhere

+ Add a row

Limit to: ☐ Peer reviewed ☐ Impact statements

Publication date: All dates

Search Clear form

Repeat steps 11-15 for all subject headings.

Head back to your Recent Searches (by clicking the clock icon – see Step 9) to combine your search terms.

D: Combining Search Terms and Subject Headings

16. Combine your terms and subject headings by typing OR between the line numbers you want to combine (without the preceding 'S') E.g., 1 OR 2 OR 3
Then click 'Search':

Recent Searches

To save a search, select **Save search** from the **Actions** menu. [Learn more](#)

1 OR 2 OR 3 Search Search tips

Examples: 1 AND 3 or "6"
(1 AND 3) OR (1 AND 2)
3 NOT treatment

Items selected: 0 [Delete](#) [Save](#) [Show all details](#) [Export all searches](#) Saved searches (0)

	Search	Databases	Results	Actions
<input type="checkbox"/> S3	MAINSUBJECT.EXACT("Passive Smoking")	APA PsycInfo®	923	Actions ▼
<input type="checkbox"/> S2	ti("secondhand smok*" OR "second hand smok*" OR ab("secondhand smok*" OR "second hand smok*")	APA PsycInfo®	1,181	Actions ▼
<input type="checkbox"/> S1	ti("passive smok*" OR ab("passive smok*")	APA PsycInfo®	363	Actions ▼

Head back to 'Recent Searches' (or click the clock icon) to view your strategy so far, including the results for the first concept (Line 4 in the example below):

<input type="checkbox"/>	Set ▾	Search	Databases	Results	Actions
<input type="checkbox"/>	S4	⊕ (ti("passive smok*") OR ab("passive smok*")) OR (ti("secondhand smok*" OR "second hand smok*") OR ab("secondhand smok*" OR "second hand smok*")) OR MAINSUBJECT.EXACT("Passive Smoking")	APA PsycInfo®	1,778	Actions ▾
<input type="checkbox"/>	S3	⊕ MAINSUBJECT.EXACT("Passive Smoking")	APA PsycInfo®	923	Actions ▾
<input type="checkbox"/>	S2	⊕ ti("secondhand smok*" OR "second hand smok*") OR ab("secondhand smok*" OR "second hand smok*")	APA PsycInfo®	1,181	Actions ▾
<input type="checkbox"/>	S1	⊕ ti("passive smok*") OR ab("passive smok*")	APA PsycInfo®	363	Actions ▾

Repeat steps 7-16 to search for the rest of your concepts.

17. Once you have searched all your concepts, combine them using 'AND' and click 'Search'. In the below example, line 4 combines the results for one concept (passive smoking) and line 9 for the second concept (cancer):

Examples: 1 AND 3 or "6"

(1 AND 3) OR (1 AND 2)

3 NOT treatment

Items selected: 0 Saved searches (0)

<input type="checkbox"/>	Set ▾	Search	Databases	Results	Actions
<input type="checkbox"/>	S9	⊕ (ti(cancer*) OR ab(cancer*)) OR (ti(neoplasm*) OR ab(neoplasm*)) OR (ti(tumour* OR tumor*) OR ab(tumour* OR tumor*)) OR (MAINSUBJECT.EXACT("Benign Neoplasms") AND MAINSUBJECT.EXACT("Neoplasms"))	APA PsycInfo®	79,958	Actions ▾
<input type="checkbox"/>	S8	⊕ MAINSUBJECT.EXACT("Benign Neoplasms") AND MAINSUBJECT.EXACT("Neoplasms")	APA PsycInfo®	20	Actions ▾
<input type="checkbox"/>	S7	⊕ ti(tumour* OR tumor*) OR ab(tumour* OR tumor*)	APA PsycInfo®	17,660	Actions ▾
<input type="checkbox"/>	S6	⊕ ti(neoplasm*) OR ab(neoplasm*)	APA PsycInfo®	1,258	Actions ▾
<input type="checkbox"/>	S5	⊕ ti(cancer*) OR ab(cancer*)	APA PsycInfo®	66,115	Actions ▾
<input type="checkbox"/>	S4	⊕ (ti("passive smok*") OR ab("passive smok*")) OR (ti("secondhand smok*" OR "second hand smok*") OR ab("secondhand smok*" OR "second hand smok*")) OR MAINSUBJECT.EXACT("Passive Smoking")	APA PsycInfo®	1,778	Actions ▾

E: Filtering and Saving Results

18. On the results page, **you can filter down your results** by publication date, language, gender etc. on the left-hand side options bar:

The screenshot shows a search results page with 135 results. On the left, a sidebar contains various filtering options, which are circled in red. The main area displays a list of search results, each with a thumbnail, title, author, journal, and publication details. The results are sorted by Relevance.

Left-hand side options bar (circled in red):

- Sorted by: Relevance (dropdown)
- Limit to: ☐ Peer reviewed
- Source type (dropdown)
- Publication date (dropdown)
- Publication title (dropdown)
- Record type (dropdown)
- Subject (dropdown)
- Classification (dropdown)
- Age group (dropdown)
- Population (dropdown)

Main results area:

135 results

Modify search Recent searches Save search/alert

Select 1-20

1 Spousal smoking as an indicator of total secondhand smoke exposure
Edwards, Richard. *Nicotine & Tobacco Research* Vol. 11, Iss. 6, (Jun 2009): 606-613.
...lung **cancer** case-control study from northeastern England. Secondhand smoke...
Abstract/Details Check for full text via Ovid LinkSolver Cited by (4) References (31) Citation/Abstract Show Abstract

2 Report reviews secondhand smoke risks: Some scientists question risk level
Kuehn, Bridget M. *JAMA: Journal of the American Medical Association* Vol. 296, Iss. 8, (Aug 2006): 922-953.
...magnitude and immediacy of cardiovascular and lung **cancer** risks attributed to...
...cardiovascular system and causes coronary heart disease and lung **cancer**...
Abstract/Details Check for full text via Ovid LinkSolver Citation/Abstract Show Abstract

3 A pilot intervention for pregnant women in Sichuan, China on passive smoking
Lee, Anita H. *Patient Education and Counseling* Vol. 71, Iss. 3, (Jun 2008): 396-401.
...of **cancer** and other diseases. By exploring the knowledge, attitudes and...
Abstract/Details Get full text Cited by (19) References (13) Full Text Show Abstract

4 Exposure to secondhand smoke among nonsmokers in New York City in the context of recent tobacco control policies: Current status, changes over the past decade, and national comparisons
Citation/Abstract

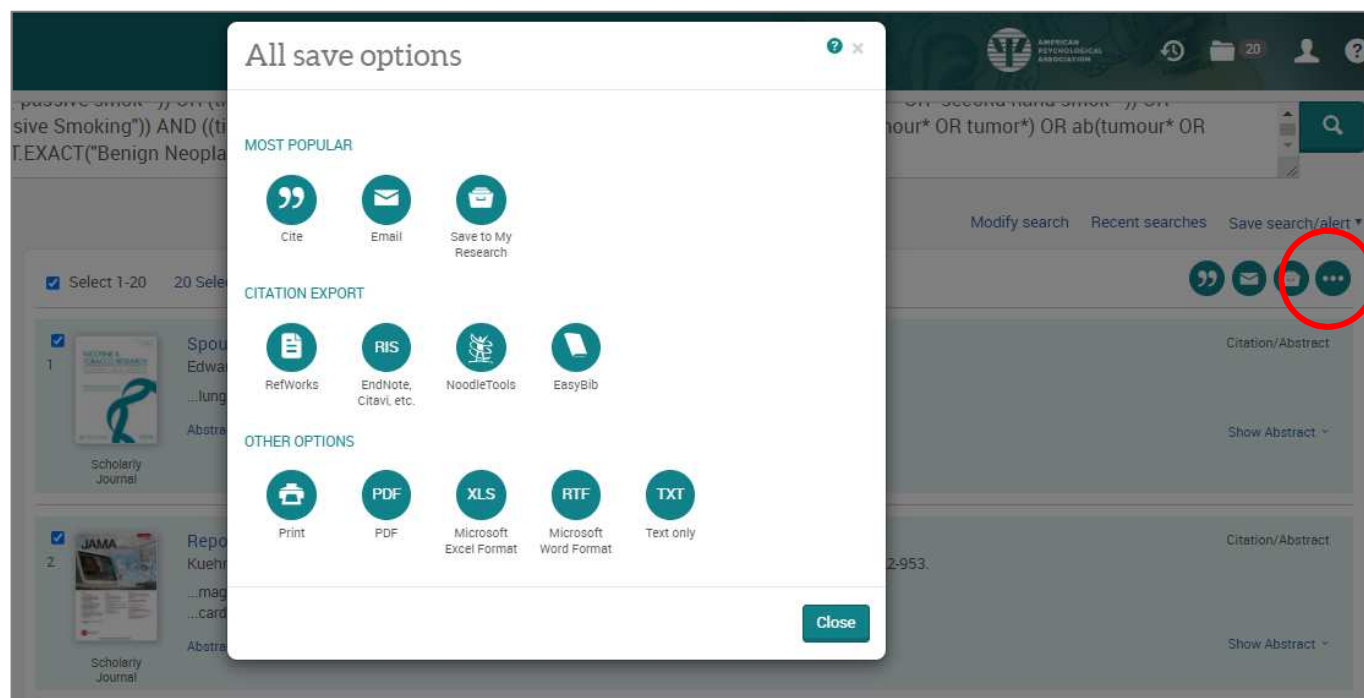
19. You can save individual results by ticking their selection box and clicking the 'Save to My Research' icon. These results will now be saved in your 'My Research' folder:

The screenshot shows a search results page with the following elements:

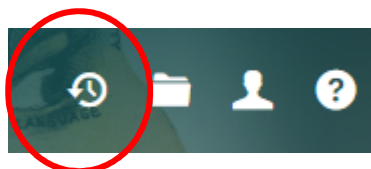
- Top Bar:** Includes links for 'Modify search', 'Recent searches', and 'Save search/alert'.
- Selection Controls:** At the top left, there is a checkbox 'Select 1-20', a status '1 Selected item', and a 'Clear' button.
- Search Results:**
 - Result 1:** A search result from 'Nicotine & Tobacco Research' by Edwards, Richard. It includes a thumbnail of the journal cover and a 'Scholarly Journal' label. A red circle highlights the 'Save to My Research' icon in the top right corner of the result area.
 - Result 2:** A search result from 'JAMA: Journal of the American Medical Association' by Kuehn, Bridget M. It includes a thumbnail of the journal cover and a 'Scholarly Journal' label. A red circle highlights the selection box (checkbox) next to this result.
 - Result 3:** A search result from 'Patient Education and Counseling' by Lee, Anita H. It includes a thumbnail of the journal cover and a 'Full Text' icon.

20. To export results, select the results you would like to export and click on the 3 dots to view all save options.

From here you can save your results in your Research Folder, send them via email, export to reference management software or save them as PDF:



21. As well as saving the results, **we highly recommend saving your search**. To view your search, head back to your Recent Searches by clicking the clock icon:



22. Select the search lines and click 'Save':

Items selected: 10 ▼

<input checked="" type="checkbox"/>	Set ▼	Search
<input checked="" type="checkbox"/>	S10	@ ((ti("passive smok*") OR ab("passive smok*")) OR (ti("secondhand smok*" OR "second hand smok*") OR ab("secondhand smok*" OR "second hand : MAINSUBJECT.EXACT("Passive Smoking")) AND ((ti(cancer*) OR ab(cancer*)) OR (ti(neoplasm*) OR ab(neoplasm*)) OR (ti(tumour* OR tumor*) OR a tumor*)) OR (MAINSUBJECT.EXACT("Benign Neoplasms") AND MAINSUBJECT.EXACT("Neoplasms"))))
<input checked="" type="checkbox"/>	S9	@ (ti(cancer*) OR ab(cancer*)) OR (ti(neoplasm*) OR ab(neoplasm*)) OR (ti(tumour* OR tumor*) OR ab(tumour* OR tumor*)) OR (MAINSUBJECT.EXA Neoplasms") AND MAINSUBJECT.EXACT("Neoplasms"))
<input checked="" type="checkbox"/>	S8	@ MAINSUBJECT.EXACT("Benign Neoplasms") AND MAINSUBJECT.EXACT("Neoplasms")
<input checked="" type="checkbox"/>	S7	@ ti(tumour* OR tumor*) OR ab(tumour* OR tumor*)
<input checked="" type="checkbox"/>	S6	@ ti(neoplasm*) OR ab(neoplasm*)
<input checked="" type="checkbox"/>	S5	@ ti(cancer*) OR ab(cancer*)

23. Give your search strategy a name and add comments if you wish. Click 'Save':

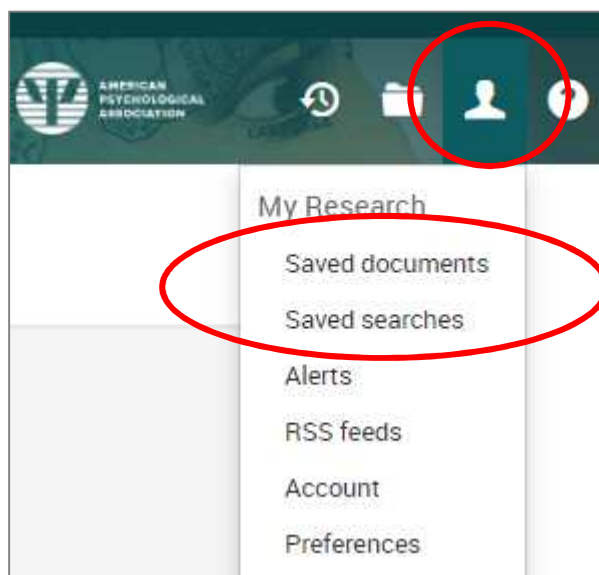
Save search to My Research

Name your search:

Add a note: (optional)

Cancel

24. You can access your saved searches and saved results from your account menu:



Need more help?

If you would like to book onto a training session with one of our Librarians, please contact the Academy Library:

Phone: 01225 824897/8
Email: ruh-tr.library@nhs.net

**This guide was produced with help from Salford Royal Hospital Library
Northern Care Alliance NHS Trust**