

## Finding Journal Articles in Business-Related Subjects

(Accounting & Finance – Economics – Management – Marketing)

Staff and students at the University have access to a number of electronic journal databases which, between them, provide free electronic access to articles published in over 3,000 business-related journals. The journals cover topics on all aspects of business including: Accounting & Finance, Economics, Management, and Marketing. These electronic journal databases are easy to use and available articles can be printed, emailed or downloaded.

There are two main providers of these databases: EBSCO and ProQuest. Relevant databases that are available are as follows:

### EBSCO

- Business Source Premier
- EconLit

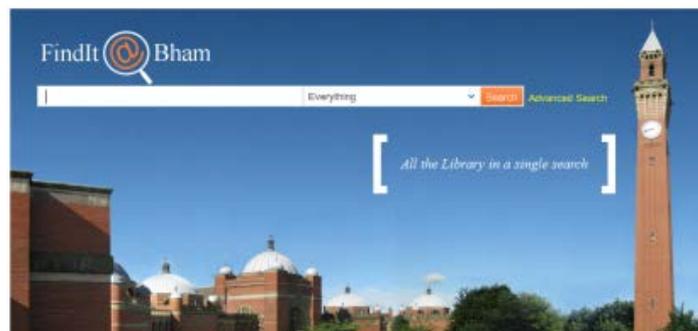
### ProQuest

- ABI/INFORM Global
- ASSIA
- IBSS

This guide gives a brief description of each of the relevant databases on the EBSCO and ProQuest platforms as well an introduction to using them. A brief introduction to **Emerald**, which contains some prestigious titles in the field, and the **Social Science Citation Index** and **Scopus** is also given. Suggestions on the most appropriate database to use for the topic you are interested in are given as well as how to obtain full-text of journal articles. The guide begins with an overview of how to access the resources and concludes with information on further help and resources.

### 1. Accessing Library Material

To access all Library material, print or electronic, held at the University of Birmingham, please go to FindIt@Bham (<http://findit.bham.ac.uk/>). This new service replaces eLibrary and the Library Catalogue.



FindIt@Bham can be used to search for books, ebooks, journals, journal articles and databases (e.g. financial databases and marketing databases). On the home page, there is a drop down menu to the right of the search box to help you identify the information you require as quickly as possible. On the results screen, there are further options to refine your results.

It is recommended that you sign in first using your University (ADF) username and password, particularly if you want to search for journal articles and access databases. To access databases, click on the Find Databases link towards the top right of the screen.

Most electronic resources accessible via FindIt@Bham can be accessed from off-campus. Access off-campus is exactly the same as on-campus.

## 2. EBSCO

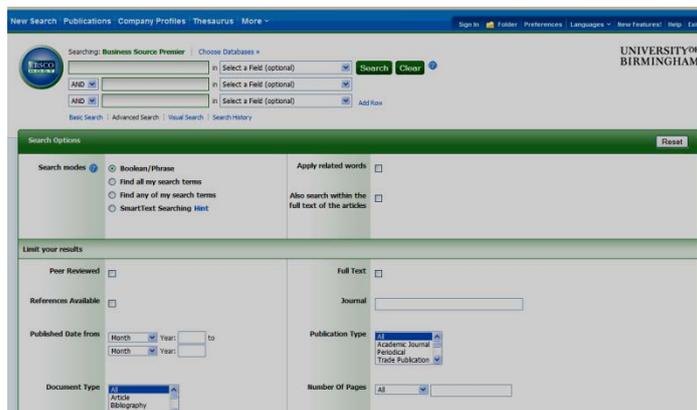
The following are both databases provided by EBSCO:

- **Business Source Premier (EBSCO)** Business Source Premier complements ABI/INFORM Global by providing full-text access to more than 2,200 business and management journals from a wide range of publishers (mostly different journals to those on ABI/INFORM Global). Many of the journals are peer-reviewed, but popular and trade journals are also included. Coverage includes marketing, management, MIS, POM, accounting, finance and economics. Full text access for some titles as far back as 1886.
- **Econlit (EBSCO)** Econlit indexes and abstracts more than 550 international economics journals and provides coverage back as far as 1969. All fields of economics are covered including: econometrics, economic forecasting, labour economics, monetary theory and urban economics.

Both databases work in the same way. In this example Business Source Premier is shown, but all of the following description can be applied to EconLit.

### (a) Searching

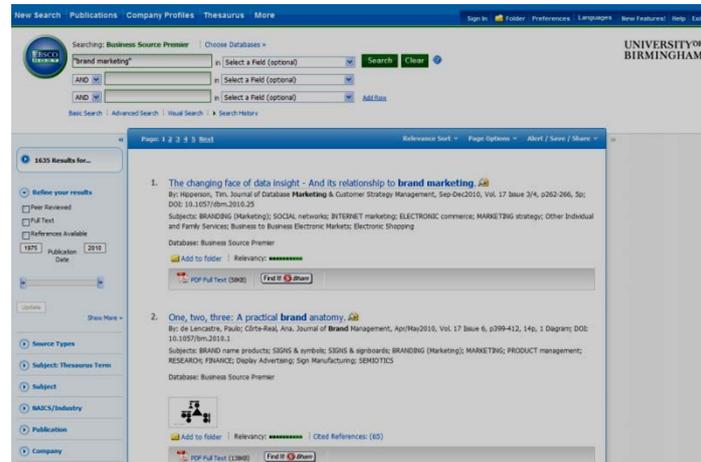
From FindIt@Bham > Find Databases, you will be taken directly through to the 'Advanced Search' screen:

The image shows a screenshot of the EBSCO Business Source Premier Advanced Search interface. At the top, there is a navigation bar with links for 'New Search', 'Publications', 'Company Profiles', 'Thesaurus', and 'More'. The main search area includes a search box with the text 'Business Source Premier', a 'Choose Databases' dropdown, and a 'Search' button. Below the search box are three 'AND' search criteria fields, each with a 'Select a Field (optional)' dropdown and an 'Add Row' button. The 'Search Options' section is expanded, showing 'Search modes' with radio buttons for 'Boolean/Phrase', 'Find all my search terms', 'Find any of my search terms', and 'SmartText Searching Hint'. There are also checkboxes for 'Apply related words' and 'Also search within the full text of the articles'. The 'Limit your results' section includes checkboxes for 'Peer Reviewed', 'References Available', and 'Full Text'. There are also dropdown menus for 'Published Date from' (Month and Year), 'Document Type' (with options like Article, Bibliography, Biography), 'Publication Type' (with options like Academic Journal, Periodical, Trade Publication), and 'Number of Pages' (with an 'All' option).

You can enter the terms or phrase for the subject you are looking for into the search box towards the top left of the screen and then click 'Search'.

## (b) Results

Your results are displayed in the centre of the screen:



Results are displayed by default according to relevance. This can be changed to other options including 'Date Descending' using the 'Relevance Sort' drop-down menu from the blue bar just above the first result.

### Refining your results

Your results can be refined using the left-hand menu, using the options beneath the 'Refine your results' heading. Some useful options include:

- **Peer Reviewed:** limits your search to articles that are from peer-reviewed journals. This type of journal contains articles that have been reviewed by experts in the field who have made suggestions for improvement before the article is accepted for publication; for this reason they tend to be articles of a higher academic standard.
- **Full Text:** click next to this box to find full text articles only (*not recommended* – as you may be able to find the full text elsewhere, see below and section 5).
- **Source Types > Academic Journal:** Use this if you only want to find articles published in an academic journal.
- **Date Published:** use this option to search for articles within a specified date range.

### Viewing your results

To preview the summary of an article hover over the icon: 

To view a more detailed summary of the article click on the article title hyperlink. For information: you can **Print, Email and Save** the contents of this page as well as **Export** it to a referencing software package, such as EndNote or RefWorks, by clicking on the respective icons:  ,  ,  ,  towards the top of the page.

To view the full-text of the article click on the  PDF Full Text or  HTML Full Text links.

If the article you are interested in does not have either of these links then click the  button. If full-text access to the article is available you will see one or more access routes beneath the heading 'Full Text'. In the example below there are three ways to access this article. Either route will take you through to the full text. Choose a route and click on 'Go'. Click on the PDF link on the page you arrive on.

FindIt@Bham Services for this record

These services are available to University of Birmingham staff and students.

Title: Transformative Leadership: Achieving Unparalleled Excellence.  
 Source: Journal of business ethics [0167-4544] Caldwell, Cam yr:2012 vol:109 iss:2 pg:175

**Full Text**

Full text available via [NESLI2 SpringerLink Journals Option 1](#)  
 Year: 2012 Volume: 109 Issue: 2 Start Page: 175 GO  
 Authentication: IP & Shibboleth

Full text available via [ProQuest ABI/INFORM Complete New Platform](#)  
 Year: 2012 Volume: 109 Issue: 2 Start Page: 175 GO  
 Authentication: IP & Shibboleth

Full text available via [ProQuest ABI/INFORM Global New Platform](#)  
 Year: 2012 Volume: 109 Issue: 2 Start Page: 175 GO  
 Authentication: IP & Shibboleth

[Click Here for Further Options](#)

**Holding information**

Holdings in [University of Birmingham online catalogue](#) GO

Holdings in [Union Catalogues](#)

Union Catalogue of British and Irish Libraries - COPAC GO

If there are no access routes under the 'Full Text' heading then 'Click Here for Further Options' and then click 'Go' next to the 'University of Birmingham online catalogue' link to see if a print copy of the article is available in the library.

### 3. ProQuest

The following are databases provided by ProQuest:

- ABI/INFORM Global**  
 ABI/INFORM Global is a large business journal database providing the full-text of articles from over 2,300 business and management journals and abstracts from a further 1,000. Coverage includes: accounting, economics, finance, international business, management, marketing and strategy. Access to some titles is as far back as 1923.
- ASSIA (Applied Social Science Index and Abstracts)**  
 ASSIA indexes and abstracts over 500 journals from 16 countries (including the UK and US) and provides coverage from 1987. Amongst other things, coverage includes economics, urban planning and housing.
- IBSS (International Bibliography of the Social Sciences)**  
 IBSS includes over 2.5 million references to journal articles, books, reviews and selected chapters dating back to 1951. IBSS coverage includes economics, development studies and human geography.

These three databases work in the same way. In this example ABI/INFORM Global is shown, but all of the following description can be applied to both ASSIA and IBSS.

#### (a) Searching

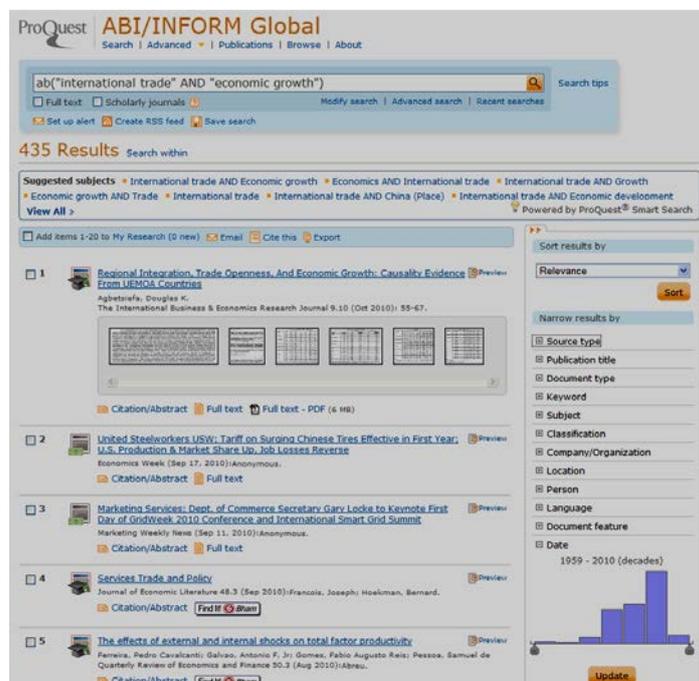
From FindIt@Bham > Find Databases, you will be taken directly through to the database home page:



Select 'Advanced Search'. You can enter keywords or phrases in the same way as you would in an EBSCO database. Like the EBSCO databases it allows you to search for words in a specific field, again by choosing from the drop-down menu.

## (b) Results

Your results are displayed in the centre of the screen, as shown on the following page:



By default the articles are displayed by relevance. This can be changed so as the results are displayed in date order (using the drop-down option from the right-hand menu under the heading 'Sort results by').

## Refining your results

Like the EBSCO databases you can choose to view subsets of the results (scholarly journals, trade publications, newspapers and dissertations etc.). To view the subsets, click on the appropriate item from the right-hand menu. Towards the bottom of that menu you have the option to change the date range. This can be done by sliding the grey arrows beneath the graph then clicking 'Apply date range'.

## Viewing your results

To preview the summary of an article hover over the icon:  Preview

To view a more detailed summary of the article click on the article title hyperlink. For information: you can **Print**, **Email** and **Save** the contents of this page as well as **Export** it to a referencing software package, such as EndNote or RefWorks, by clicking on the respective icons:  [Print](#),  [Email](#),  [Save as file](#),  [Export](#) towards the top of the page.

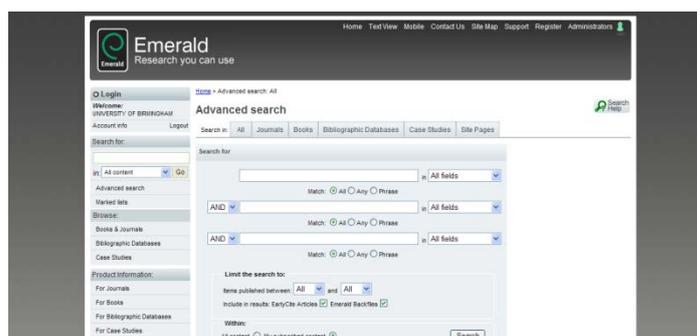
To view the full-text of the article click on the  [Full text - PDF](#) or  [Full text](#) links.

If you don't see these links click on the  link to see if we have electronic access via one of our other subscriptions. If we don't have electronic full-text, check to see if we have print access. The process for doing both of these things is described in the EBSCO section of this guide and section 5.

## 4. Emerald

Emerald provides full text access to over 225 journals, many of which are in the fields of accounting and finance, economics, international business, management and marketing.

Like the EBSCO and ProQuest databases, Emerald is accessed via FindIt@Bham > Find Databases. It is recommended that searching is done using the Advanced Search. A link to the Advanced Search can be found from the left-hand menu of the Emerald home-page.



The full-text for all journal articles found on Emerald should be available to view by selecting the 'View PDF' or 'View HTML' hyperlinks.

## 5. Social Science Citation Index

This index covers almost 2,500 journals across more than 50 social science disciplines, including economics and management, planning and urban studies, and is one of three databases that make up the Web of Science, which is accessible via the Web of Knowledge. Summaries and cited references for each article are given and the full-text for some is available. The database covers material from 1898 onwards.

This database works in a very similar way to those described in the previous two sections. More information on this database can be found at: [intranet.birmingham.ac.uk/library/databases](http://intranet.birmingham.ac.uk/library/databases).

## 6. Scopus

Scopus is a large abstract and citation database which provides access to 19,000 titles, of which almost 6,000 are social sciences titles, from a wide range of international publishers. It contains peer-reviewed research literature and quality web sources. Scopus works in a similar way to the Social Science Citation Index.

## 7. Obtaining Full-Text

The process for obtaining the full-text of articles using any of the databases described in this guide is summarised below:

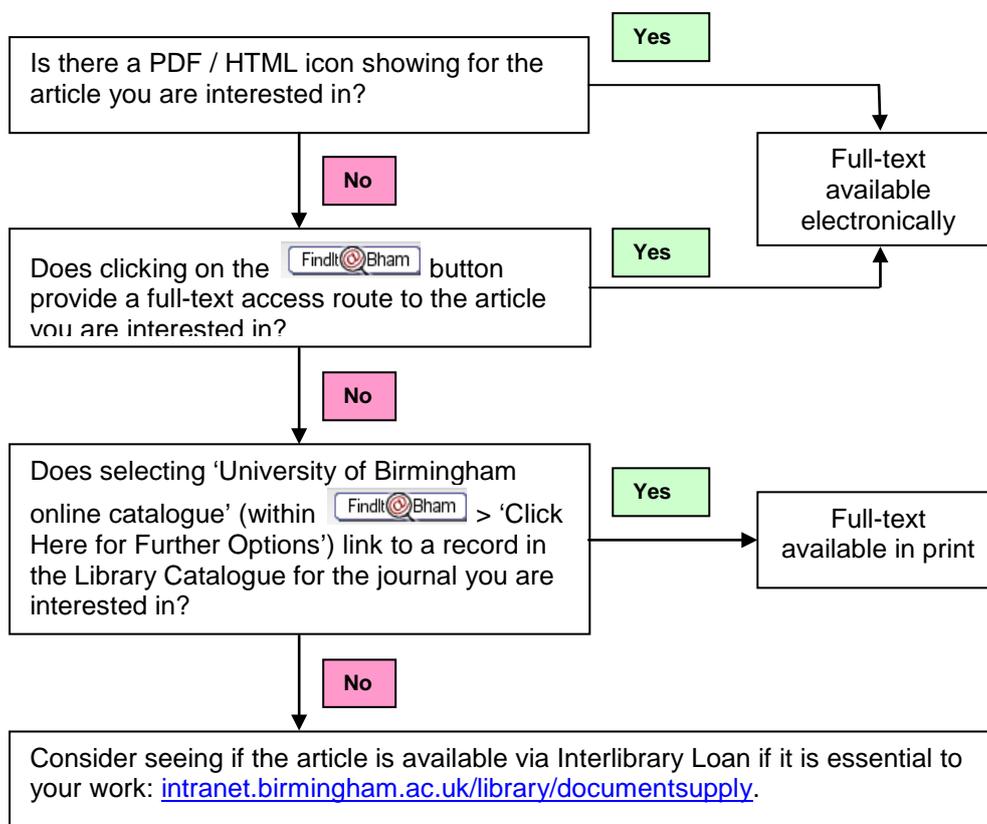


Figure 1: Process for obtaining full-text of a journal article

## 8. Which Journal Database to Use?

Figure 2 on the next page may be useful when considering which journal database to use. The best database to start using will depend on the subject being studied.

## 9. Search Tips

When using electronic databases there are some tips to searching which you can use to help find a maximum number of relevant results as well as articles most specific to your needs.

Use speech marks to look for a phrase:

e.g. *"relationship marketing"*

Use \* to find words with different endings:

e.g. *manag\** finds manage, manages, management

Consider combining terms and phrases using **AND** or **OR**:

e.g. *advertising AND television* will find articles which include both terms and will help to make your search more relevant to the articles you wish to find

e.g. *college OR university* will find articles which contain either term (or both terms) and will help ensure you won't miss any relevant articles.

More information on searching effectively can be found at:

[intranet.birmingham.ac.uk/library/searchtips](http://intranet.birmingham.ac.uk/library/searchtips).

	ProQuest			EBSCO		Social Science Citation Index	Scopus
	ABI/INFORM Global	ASSIA	IBSS	Business Source Premier	EconLit		
Accounting & Finance	1 <sup>st</sup>	3 <sup>rd</sup>	3 <sup>rd</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	3 <sup>rd</sup>
Economics	2 <sup>nd</sup>	3 <sup>rd</sup>	3 <sup>rd</sup>	2 <sup>nd</sup>	1 <sup>st</sup>	3 <sup>rd</sup>	3 <sup>rd</sup>
Management	1 <sup>st</sup>	3 <sup>rd</sup>	3 <sup>rd</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	3 <sup>rd</sup>
Marketing	1 <sup>st</sup>	3 <sup>rd</sup>	3 <sup>rd</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	3 <sup>rd</sup>

1 <sup>st</sup> : Would suggest looking at these databases first
2 <sup>nd</sup> : Would suggest looking at these databases second
3 <sup>rd</sup> : Would suggest looking at these databases third

**Figure 2:** Deciding which journal database to use

## 10. Accessing Journal Articles

If you have a specific article you would like to obtain the full-text for then you are advised to go to FindIt@Bham and enter the **journal** title in the search box, selecting 'eJournals and eBooks only' from the drop-down menu. Click 'Search'.

If electronic access to the journal you require is available the journal title will be listed. Click 'View Online'. In the frame (or in a separate window if you prefer), details will appear of one or more access routes along with the years for which full-text is available.

Enter the **year**, **volume**, **issue** and **start page** for the article you are after into one of the access routes (if there is more than one it doesn't matter which as long as it provides access for the year in which the article you are interested in was written).

**Note** – Some titles are embargoed by the publisher (or database provider) and this means that the full-text is not available electronically for a number of months (usually 12) following publication. In such cases this will clearly be shown on the record. For example:

Full text available via *name of provider*  
 Available from *start year*  
 Most recent 1 year(s) not available

## 11. Further Help

### Information Sources for the Birmingham Business School

The guide 'Information Sources for the Birmingham Business School' gives an overview of other key resources for the School: [intranet.birmingham.ac.uk/library/bbsresources](http://intranet.birmingham.ac.uk/library/bbsresources).

### Other Relevant Guides

You can find other guides on our website at: [intranet.birmingham.ac.uk/library/databases](http://intranet.birmingham.ac.uk/library/databases).

### Information Appointments

If you need further help in using these resources you can book a session with the subject specialist in Library Services for the Birmingham Business School. Contact details at: [intranet.birmingham.ac.uk/library/busstudies](http://intranet.birmingham.ac.uk/library/busstudies).

### Just Ask!

Just Ask! is a one-stop shop facility for all your online information and Library Services needs: [intranet.birmingham.ac.uk/justask](http://intranet.birmingham.ac.uk/justask) will allow you to chat with us online, or to contact us via either e-mail or telephone (0121 414 5828).

Library Services Website:

More information about Library Services and the resources, services and facilities available is available from: [intranet.birmingham.ac.uk/library](http://intranet.birmingham.ac.uk/library).

All Library Services documents are available in other formats, please contact Library Services on 0121 414 5828 or [intranet.birmingham.ac.uk/justask](http://intranet.birmingham.ac.uk/justask) for information

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