

ProQuest User Guide

This guide covers the specifics of using the databases via the ProQuest interface. For more information on how to search generally, please see the '[A step-by-step guide to searching for literature](#)' guide available on our website: www.uhl-library.nhs.uk/training

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[A: Accessing ProQuest Databases and Creating a Personal Account](#)

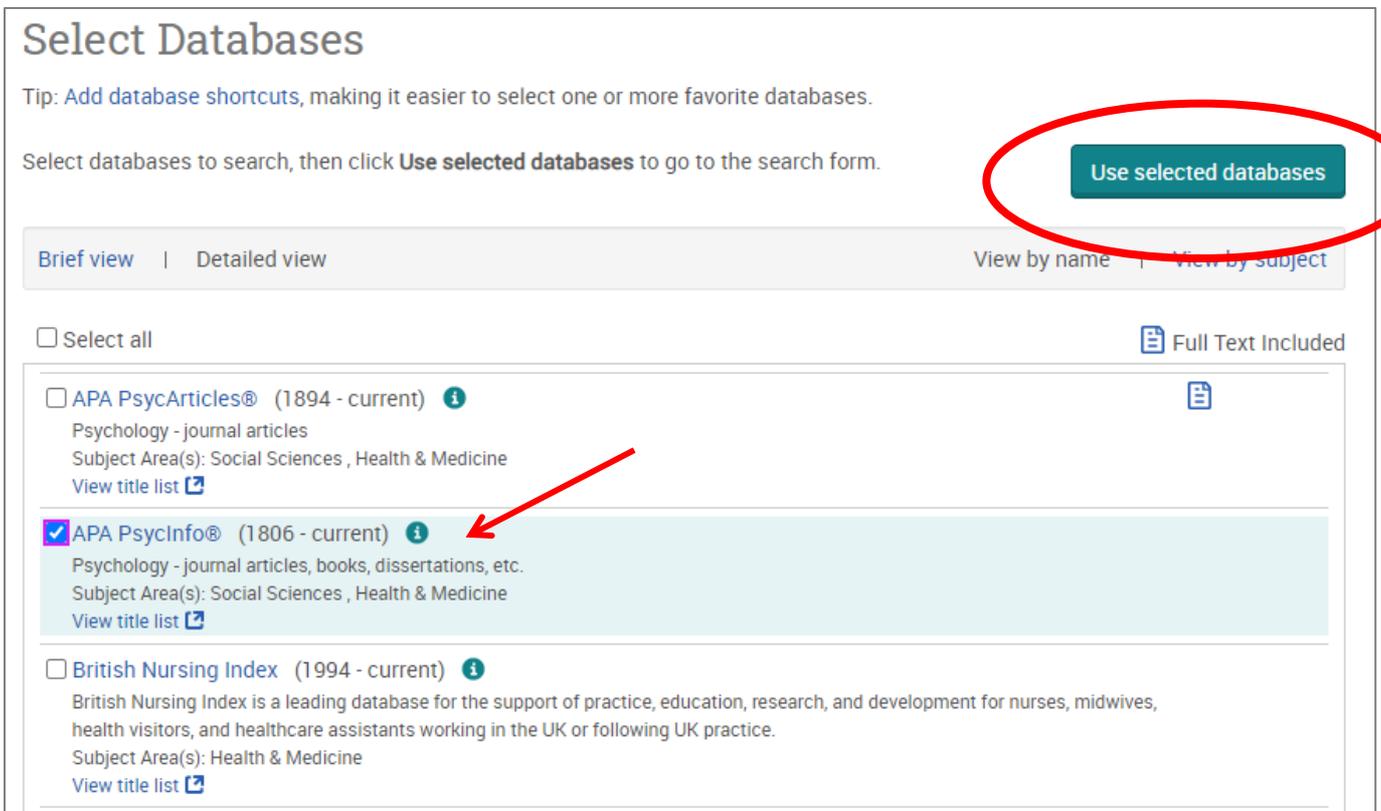
1. Accessing ProQuest Databases

- Go to the UHL Libraries & Information Services website databases page (www.uhl-library.nhs.uk/databases) and under the column headed 'Supplier: ProQuest', use the link for the database that you want to search.
- Then sign in using your OpenAthens account.

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

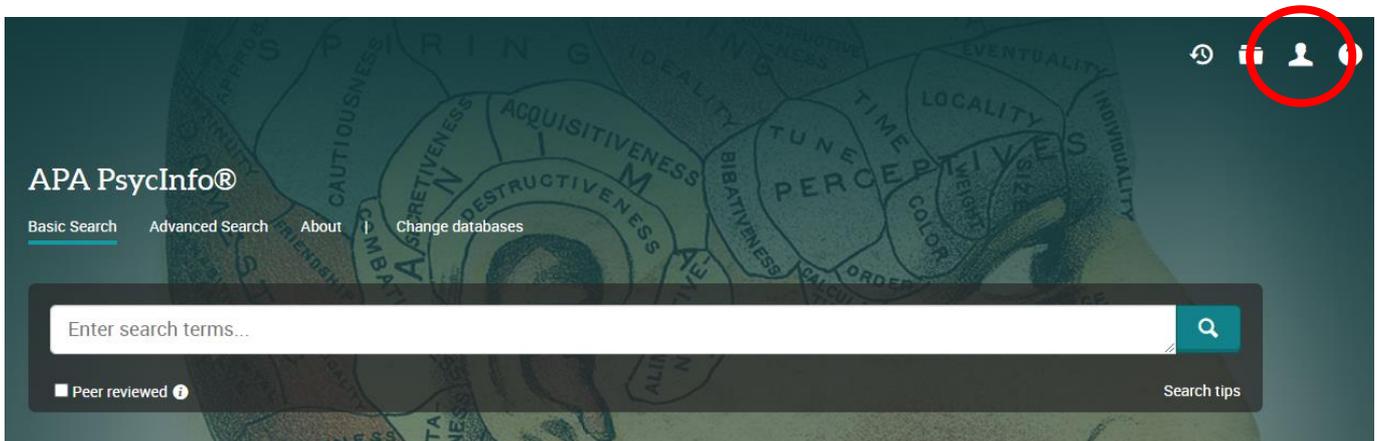


3. Select the database you want to search, for instance **PsycINFO**. Then click **'Use selected databases'**. **We recommend searching one database at a time.**

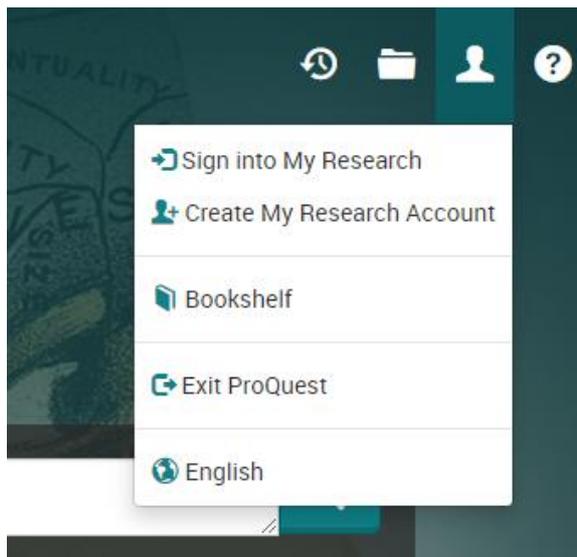


4. Once you have selected a database, you can begin searching. However, you will first need to **create a personal/research account to save your searches and results**. If you already have a personal account, login to it now.

Click on the person icon in the top right corner.



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

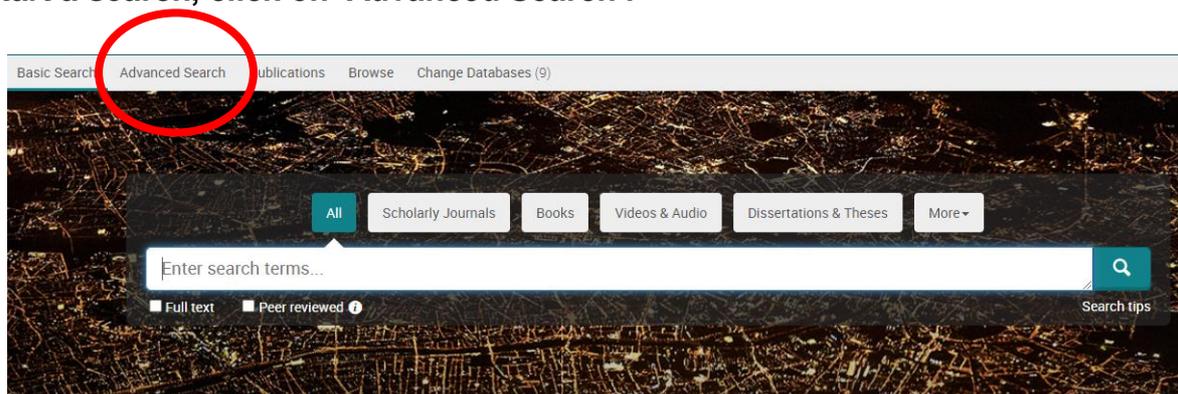


[B: Searching for Terms](#)

To get back to the ProQuest front page, click on the **ProQuest logo** in the top left corner.



6. To start a search, click on **‘Advanced Search’**.



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

The screenshot shows the 'Advanced Search' interface with two empty search rows. Each row has a text input field followed by the word 'in' and a dropdown menu currently set to 'Anywhere'. Below the rows, there is an 'Add a row' button, 'Limit to' options for 'Full text' and 'Peer reviewed', and a 'Publication date' dropdown set to 'All dates'.

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.

This screenshot shows the 'Advanced Search' interface with a dropdown menu open for the first search row. The dropdown lists various search fields: 'Anywhere', 'Anywhere except full text – NOFT', 'Abstract – AB*', 'All subjects & indexing – SU', 'Subject heading – MAINSUBJECT', 'Author – AU', 'Document text – FT*', 'Document title – TI', and 'Publication title – PUB'. There is also a 'More options' section with 'Author affiliation – AF*' and 'Publisher – PB*'. The rest of the interface is the same as in the previous screenshot.

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'.

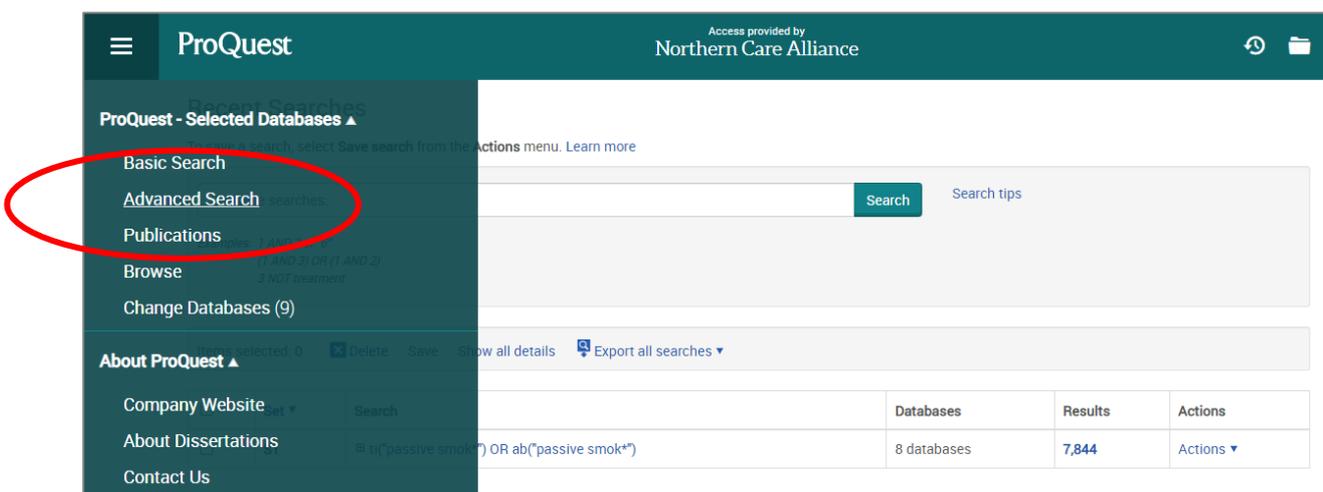
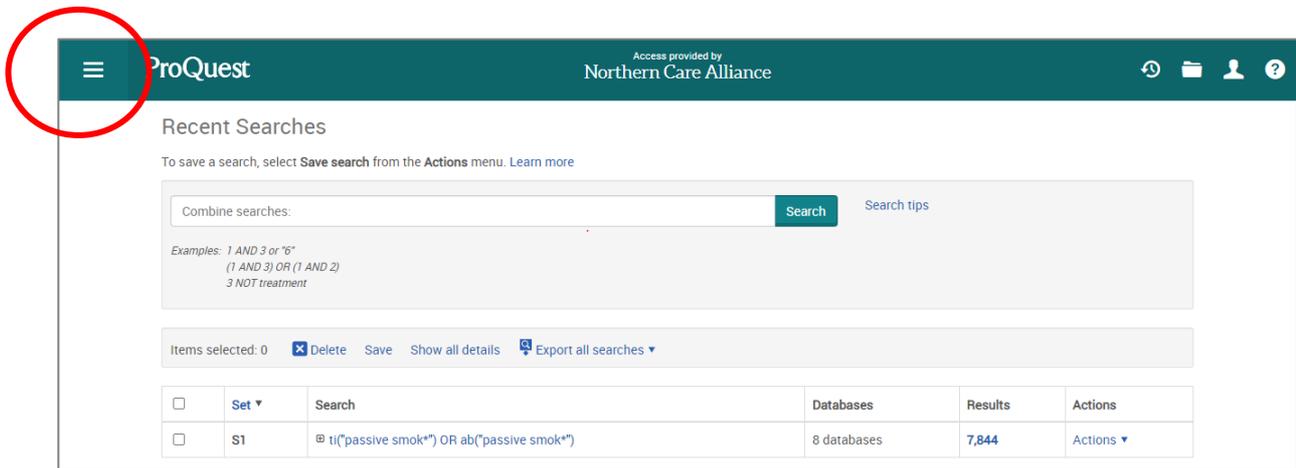
This screenshot shows the 'Advanced Search' interface with two search rows. The first row contains the search term '"passive smok**"' and the field 'Document title – TI'. The second row contains the same search term and the field 'Abstract – AB*'. The two rows are connected by an 'OR' operator. The 'Search' button is highlighted with a red circle. The 'Add a row' button, 'Limit to' options, and 'Publication date' dropdown are also visible.

9. This will take you to the results page. To get back to your current search, click on 'Recent searches' or the clock icon.



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, and then 'Advanced Search' from the menu that appears.



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 first.**

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

in Anywhere

OR in Anywhere

[+ Add a row](#)

12. Type in the term that you want to find a subject heading 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 (list of subject headings in that database) may have exactly the term 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:

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

Browse terms: 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

Hierarchical view | Relational view

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

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

in

in

Limit to: Peer reviewed Impact statements

Publication date:

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 for the same concept 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 2) OR (1 AND 3)
 3 NOT treatment

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

<input type="checkbox"/>	Set	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 updated search strategy, including the results for the first combination of searches (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 different concepts together 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).

4 AND 9

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 \(0\)](#)

<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 (MANSUBJECT.EXACT("Benign Neoplasms") AND MANSUBJECT.EXACT("Neoplasms"))	APA PsycInfo®	79,958	Actions
<input type="checkbox"/>	S8	MANSUBJECT.EXACT("Benign Neoplasms") AND MANSUBJECT.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 MANSUBJECT.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.

135 results

Modify search Recent searches Save search/alert

Sorted by: Relevance

Limit to: Peer reviewed

Source type

Publication date

Publication title

Record type

Subject

Classification

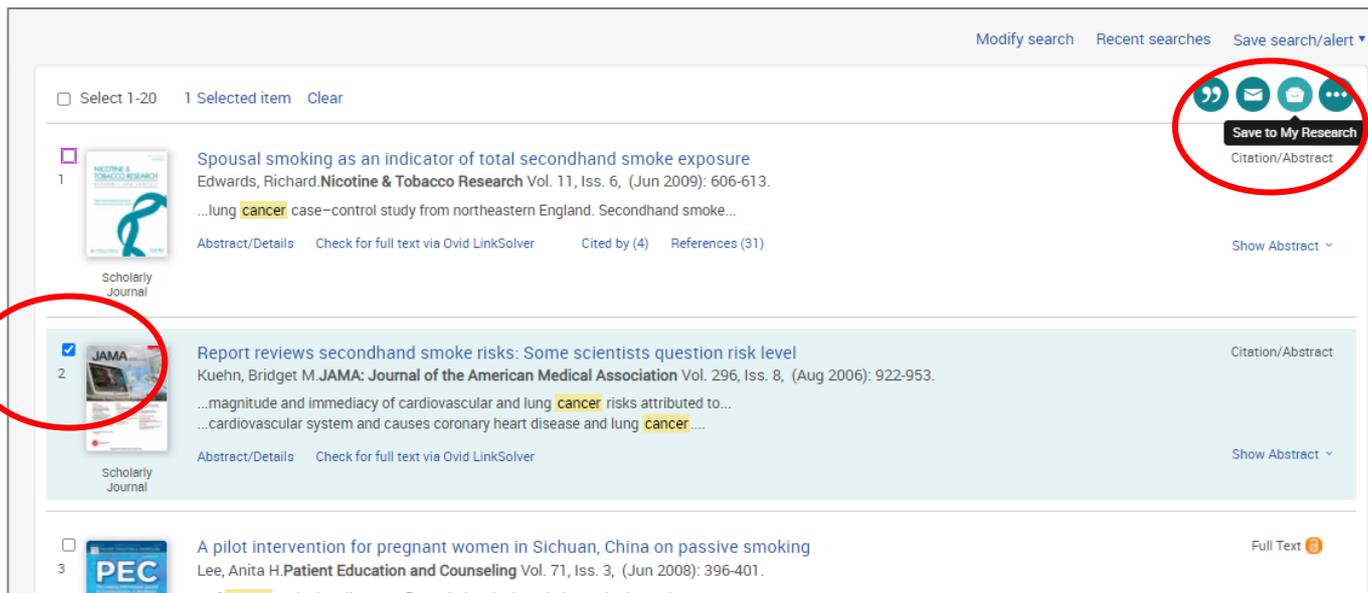
Age group

Population

Select 1-20

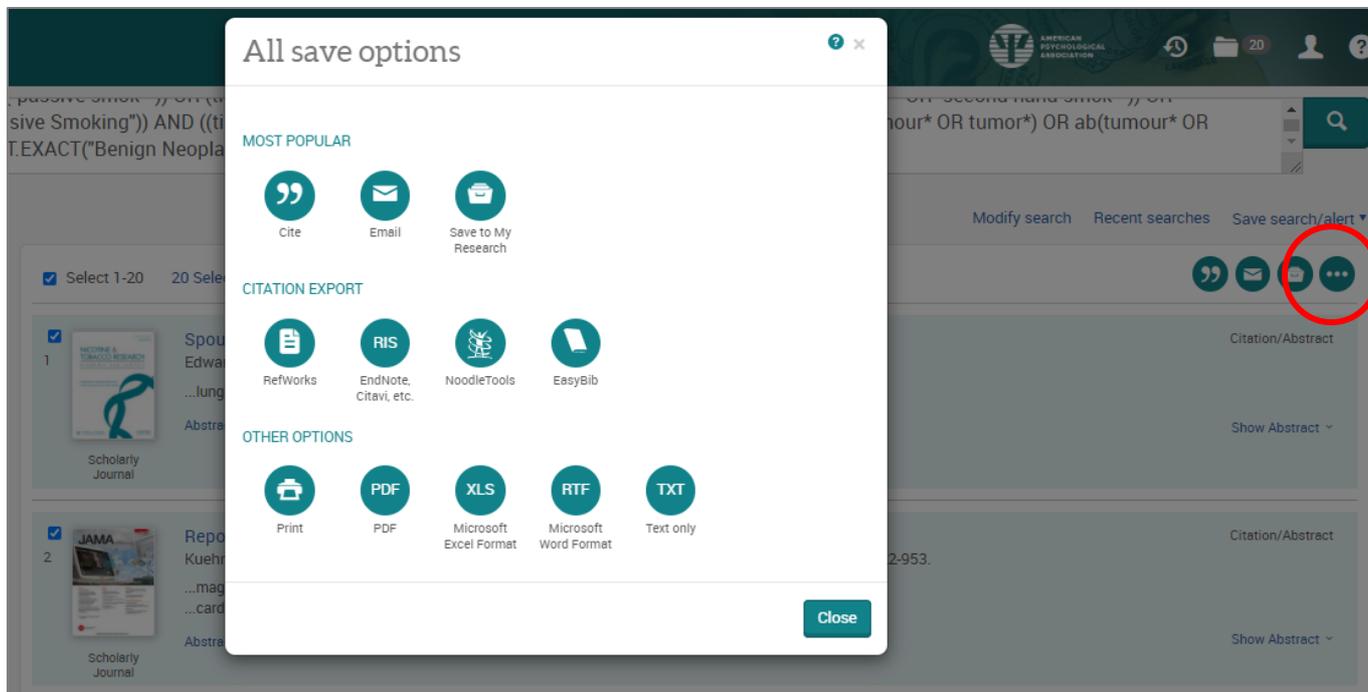
- Spousal smoking as an indicator of total secondhand smoke exposure
Edwards, Richard. *Nicotine & Tobacco Research* Vol. 11, Iss. 6, (Jun 2009): 606-613.
...lung **cancer** case-control study from northeastern England. Secondhand smoke...
[Abstract/Details](#) [Check for full text via Ovid LinkSolver](#) [Cited by \(4\)](#) [References \(31\)](#) [Show Abstract](#)
- 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](#) [Show Abstract](#)
- 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 \(13\)](#) [Show Abstract](#)
- 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.



20. To export results, select the results you would like to export and click on the 3 dots icon to view all the 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 in the top menu bar**.



22. **Select the search lines to save and click 'Save'.**

Items selected: 10 Delete Save Show all details Export all searches ▾

<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 on 'Save'.**

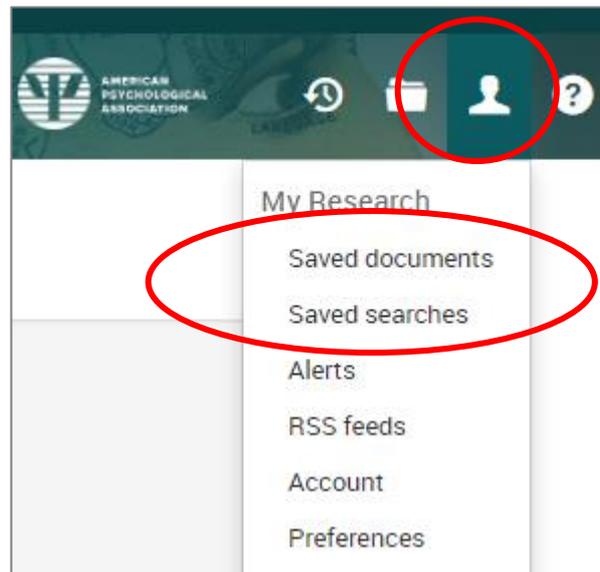
Save search to My Research ✕

Name your search:

Add a note: (optional)

Cancel Save

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



25. Please note that your session will expire after 30 minutes of inactivity, so remember to save your search at regular intervals

Contact the libraries

If you have any questions on anything contained in this guide, specific queries on the individual databases, or anything else on searching for information or using our resources, please don't hesitate to get in touch with one of the libraries.

LRI Library

Odames Library, Level 1, Victoria Building
Email: lri.library@uhl-tr.nhs.uk
Phone: 0116 258 5558

Glenfield Library

Ground floor, Education Centre
Email: ggh.library@uhl-tr.nhs.uk
Phone: 0116 256 3672

LGH Library

First floor, Education Centre
Email: leicslib@uhl-tr.nhs.uk
Phone: 0116 258 8124

Training courses, guides and e-learning can also be found on our website, which is available from home, work or on mobile: www.uhl-library.nhs.uk/training

Thank you to the Northern Care Alliance Library and Knowledge Service
for allowing adaptation of their training materials