



## ABI/INFORM Complete – quick guide



Janet MacKay, September 2021

QG BUS001 [<https://www.abdn.ac.uk/library/documents/guides/qgbus001.pdf>]

### Introduction

This guide provides an introduction to a major Business database **ABI/INFORM Complete** from ProQuest. For more help please contact [Janet MacKay](#), the Information Consultant for the Business School.

Content	
<p>Coverage:</p> <p><b>1971 – current*</b></p> <p>*some journals have an embargo on content for the current year</p>	<p>In-depth coverage from 1000s of publications, many in full text. Subjects covered include business conditions and trends; management techniques, practice and theory; marketing; human resources; finance; analysis of trades, industries, companies and markets, etc.</p> <p>Publications include journals, conference proceedings, newspapers (Wall Street Journal, Financial Times, The Economist, SmartMoney), company reports, market reports, dissertations, theses and trade literature.</p>

	<p><b>ACCESS INFORMATION:</b> access is via <b>Shibboleth</b> login using your University computer username and password. To access this resource, both on and off campus, link through the <b>Find Database</b> option in <a href="#">Primo</a>. A guide to using Primo is available <a href="#">online</a>.</p>
	<p>ProQuest gives us access to many different databases. This is a quick introduction to ABI/INFORM Complete. For more detailed instructions please see ProQuest's <a href="#">online guide</a>.</p>

An alternative route is to go directly to ABI/INFORM on the ProQuest platform.

1. Go to <https://search.proquest.com/abicomplete/advanced>
2. If you are connected to the University network, the ABI/INFORM Advanced Search option will open.
3. If you are not on the University network, complete the following steps:
  - a. Click on **Use your institution's local login** on the right-hand side of the screen.
  - b. Under **Find your institution to login** search for, and click on **University of Aberdeen**.
  - c. A login window will now open. Enter your university computer username and password.
  - d. The ABI/INFORM Advanced Search option will now open.

### Search rules


- Search box drop-down options: the default is **Anywhere**. Change to search specific fields of the database's records, e.g. subject, company/organization, product etc.
- Boolean operators: combine your search terms using **AND** or **OR**, or **NOT**.
- Truncation symbol: expand your search using \* e.g. **financ\*** finds **finance** or **financial** or **finances**.
- Wildcard symbol: use ? to allow variance of a single character, e.g. 'wom?n will find **woman** and **women**; **organi?ation** will find **organisation** and **organization**.
- Phrase searching: use double quotation marks to search for an "exact phrase", e.g. "**market research**".
- Thesaurus: not finding material? Check your search term with the thesaurus (link above search boxes).

### Starting your search

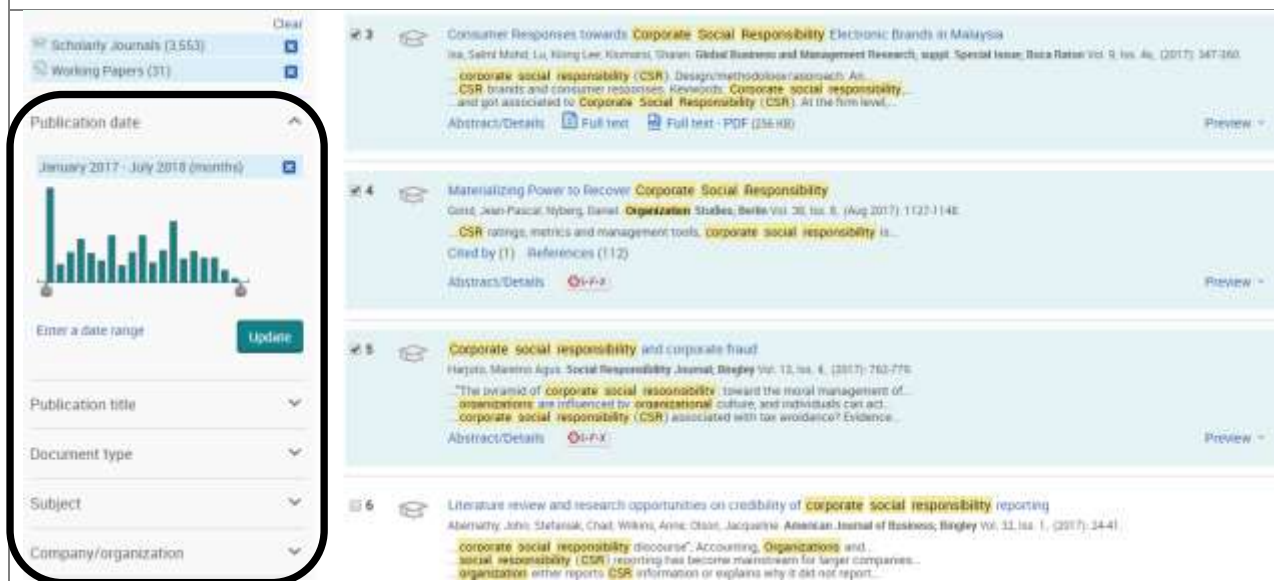
Type your keywords and/or phrases into at least 1 search box. Leave the search box's drop-down menu as is (**Anywhere**, which searches all fields & text) or select a more specific field/set of fields.

Note: if you select the **Subject heading** field the **Look up subject headings (all)** link will appear to the right. You can then browse through a list of subject terms.



**Limit to Full text**: we recommend you leave this box deselected. If this box is ticked, the database will only retrieve results where we have the full text in this database. It could be that there's a record with only an abstract, but if you click on the Find It  button we may have the full text from another provider.

## Displaying the results



The screenshot shows a search results interface. On the left is a sidebar with filters: 'Scholarly Journals (2,553)', 'Working Papers (31)', 'Publication date' (with a bar chart showing activity from January 2017 to July 2018), 'Publication title', 'Document type', 'Subject', and 'Company/organization'. The main area displays a list of results. Result 3 is 'Consumer Responses towards Corporate Social Responsibility Electronic Brands in Malaysia' by Lee, Szei, Mohd, Lu, Wang, Lee, Kiam, and Tan. Result 4 is 'Materializing Power to Recover Corporate Social Responsibility' by Goss, Jean-Pascal, Nyberg, and Daniel. Result 5 is 'Corporate social responsibility and corporate fraud' by Harjoto, Massimo, and Agut. Result 6 is 'Literature review and research opportunities on credibility of corporate social responsibility reporting' by Abernathy, John, Stefanak, Chad, Wilkins, Anne, Orlitz, Jacqueline, and American. Each result includes a title, authors, journal information, abstract, and links for 'Full text' or 'Full text - PDF'.

1. Narrow down the results by applying limits, e.g. by **Publication date**, **Subject** etc.
2. Focus on retrieving academic level material by selecting scholarly journals, dissertations/theses, working papers or conference papers from the **Source Type** menu. Then narrow the results even further using the **Document type** limit.
3. To see the full text of an article click on the title, the **Full Text** or **Full text – PDF** link.

## Saving and exporting results

### Cite, E-Mail, Print, Save

Mark items on the **Results** list using the tick boxes beside the records. You can then use the **Cite, Email, Save** options at the top right of the results list. In All save options click on **PDF** to convert HTML text into a PDF file or to export the citation (bibliographic) information to RefWorks. The same options are found on the full text screen.

You can download a full text PDF version of an article from the results list or the full text screen.

### Export bibliographic details to reference management software such as RefWorks.

RefWorks is reference management software that generates in-text citations and bibliographies.

1. On the **Results** page tick the box beside the item you are interested in – please note you are only saving the citation details, not the full text of the article.
2. Click on **All save options** at the top of the results list and select **RefWorks** from the drop-down menu.
3. In the **Export/Save** window tick the box to **Deselect items when done**, scroll down, then **Continue**. This will open a new login window for **RefWorks**.
4. **Log in** to your RefWorks account. Your selected references will be exported to the **Last imported folder** in RefWorks.

For more information see our Library Guide on using RefWorks: [QG RFW002 RefWorks - quick guide](#).

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