



ProQuest One Business – quick guide

Janet MacKay, August 2022

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

Introduction

This guide provides an introduction to **ProQuest One Business**, a platform combining the following ProQuest databases: ABI/INFORM; Accounting, Tax & Banking; Asian & European Business; Business Market Research; Business Video database; Entrepreneurship database; J.P. Morgan Research. For more help please contact [Janet MacKay](#), the Information Consultant for the Business School.

Content

Coverage: **1971 – current**. Note: some journals have an embargo on content for the current year

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.

Publications include academic journals, conference proceedings, SSRN working papers, newspapers (Wall Street Journal, Financial Times, The Economist), company reports, market reports, dissertations, theses and trade literature.

It also covers company, industry, economic and geopolitical market research with information from Hoover's Company Profiles, OxResearch, Barnes Reports and Snapshots from 1986 – current.

Access

Access is via **Shibboleth** login using your University computer username and password. To access this resource, both on and off campus, link through the **Find Database** option in [Primo](#). A guide to using Primo is available [online](#).

ProQuest gives us access to many different databases. This is a quick introduction to One Business. For more detailed instructions please see ProQuest's [online guide](#).

An alternative route is to go directly to One Business on the ProQuest platform:

1. Go to <https://www.proquest.com/pq1business/advanced/>
2. If you are connected to the University network, the One Business Advanced Search option will open.
3. If you are not on the University network, complete the following steps:
 - a. Under **Find your library** enter **University of Aberdeen** and click search.
 - b. Click on **UNIVERSITY OF ABERDEEN**
 - c. A login window will now open. Enter your university computer username and password.
 - d. The One Business 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).

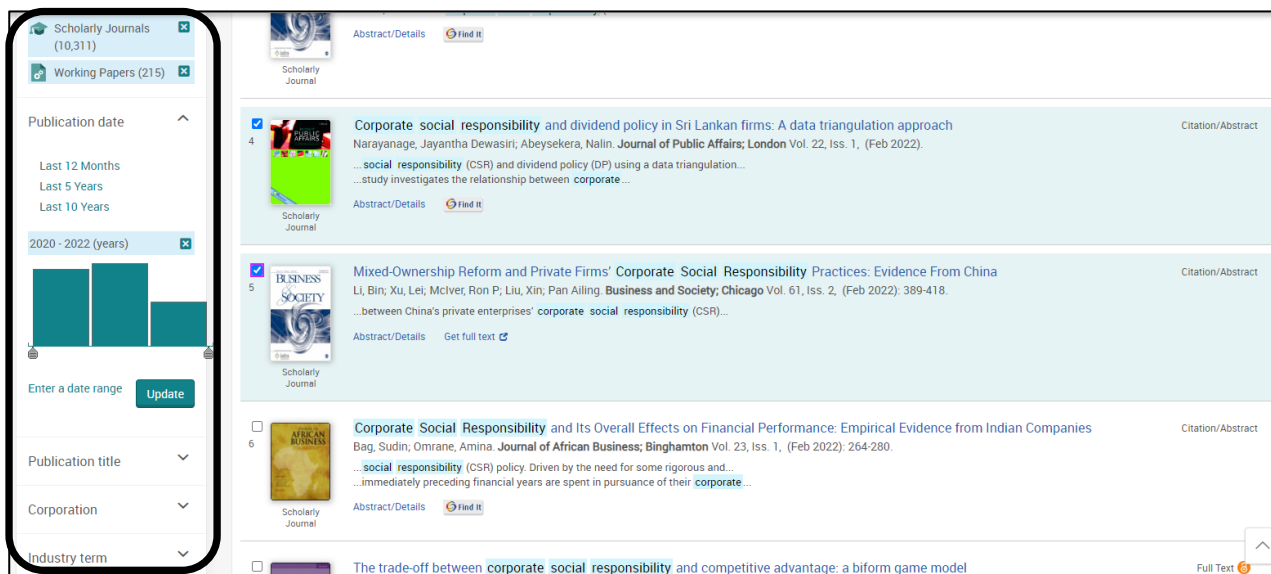
Starting your search

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

Note: depending on the field you select, a **Look up** link will appear under the drop-down menu. You can then browse through the index and select the relevant entry/entries.

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

Focussing and displaying the results



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 item, click on the title or one of the **Full Text** links.

Saving and exporting results

Cite, E-Mail, Print, Save

Mark items in 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. Click on the **All save & export options** icon to view all the available options. For example, you can click on **PDF** to convert HTML text into a PDF file, or export the citation (bibliographic) information to RefWorks. The same options are found on the full text screen.

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

For more information on using RefWorks, go to our Referencing and RefWorks [webpage](#).

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