Finding peer-reviewed articles for Procurement and Acquistions Management using the Business Source Complete database

Created September 2011 by Mary Anne Erwin, Library Liaison for the Walker School of Business & Technology at Webster University. **Need help or have questions?** Contact the Webster University Library Reference Desk at 1-800-985-4279 or contact Mary Anne – see contact information below.

Let's explore how to find subject terms and use them as keywords to find articles in the Business Source Complete database.

TO ACCESS Business Source Complete

1. Begin at the library home page: *http://library.webster.edu/*
2. Click the link under "Are you looking for" … *Articles / databases*
3. Follow the link under "Business & Technology" databases to *Management & human resources databases*
4. Select the ***Business Source Complete*** database
5. Login with your Webster ID number if prompted.

One of the learning outcomes for Webster University procurement program is to explain important terminology. Understanding the terminology used in library databases will also help one to be a more efficient and effective searcher.

SEARCH THE THESAURUS TO BETTER UNDERSTAND THE SUBJECT TERMS USED IN Business Source Complete

1. Select the "Thesaurus " tab

2. In the "Browsing: Business Thesaurus" box, type in a word or short phrase. In the example at right, we are using *procurement*

You might also want to browse other terms, for example, *logistics*, to see if and how they are used as subjects.

3. Bullet the "Relevancy Ranked" radio button to show the widest set of results.

4. Click Browse.

5. Click a term to display the details of how and when that subject term is used.

TO SEARCH FOR ARTICLES IN Business Source Complete

Note that many of these keyword search conventions will work in other article databases, such as ABI/Inform (Proquest).
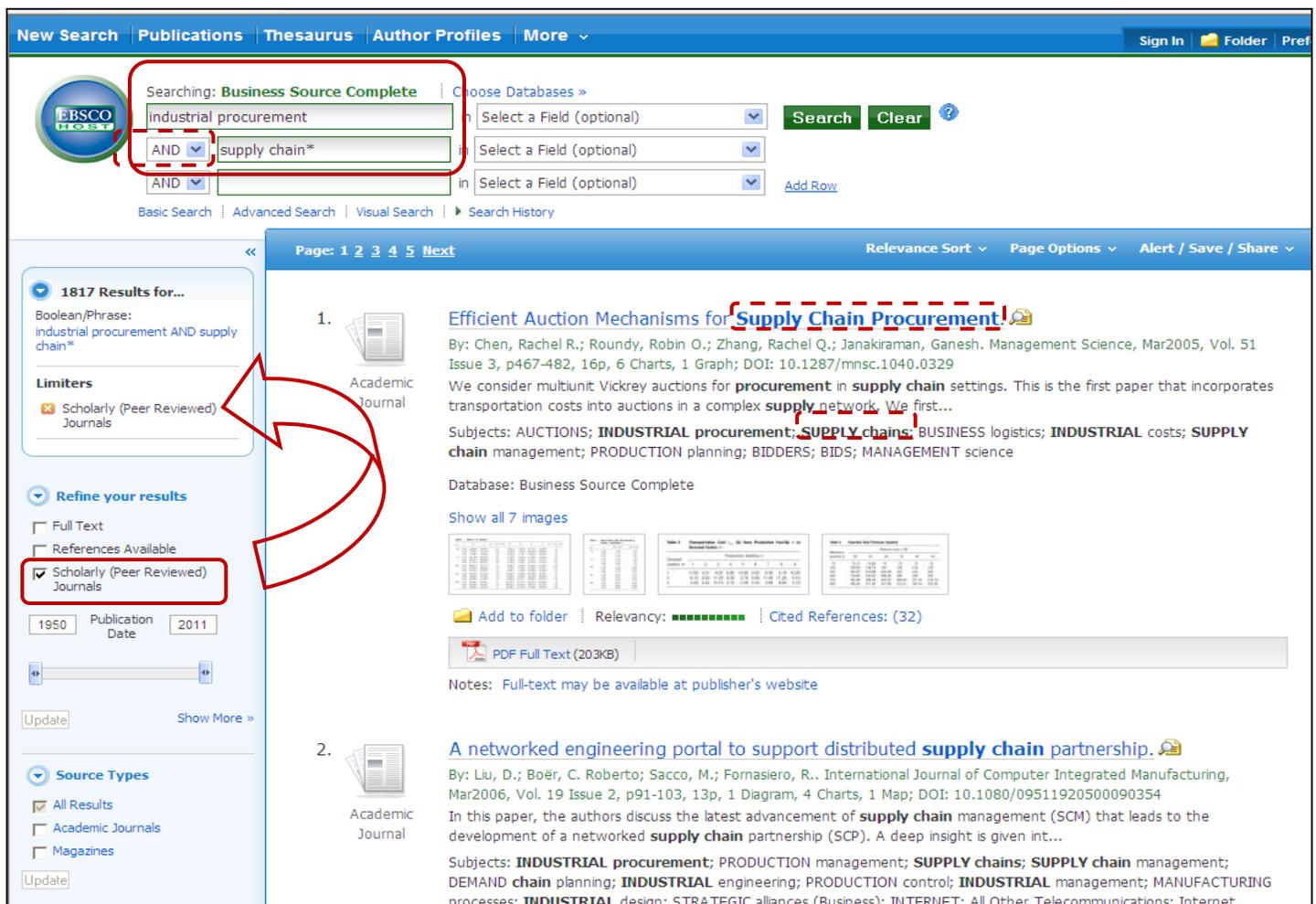
If needed, return to the "Advanced Search" form.
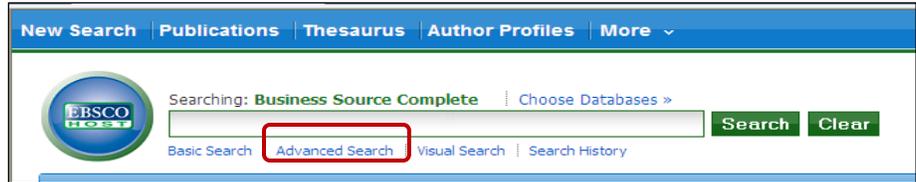
Enter your keywords or phrases into the search form.

- Each word/phrase is entered on a separate line.
- **AND** combines your words/phrases so your search will retrieve less, though more focused, articles.
- **OR** searches for either word/phrase (see *EDI **or** electronic data interchange* in search below)
- ***** (asterisk) is the truncation symbol which searches for variant word endings. For example:
    *supply chain** finds either supply **chains** (plural) or supply **chain** (singular)
    *suppl** finds supply, suppl**ies**, suppl**iers**, etc.
- **"Scholarly (Peer Reviewed) Journals"** check box (on the menu bar on the left) refines/limits your search to articles from academic journals (as opposed to general or trade magazines).
- Use the date slider to refine/limit the date of the articles. (See second search below.)

Note about full-text: Often times the full-text of the article is linked right from within the database. But, if not, use the *Article Linker* feature to see if the full-text is available online in another database or the library. From the Article Linker box, click on the *Article* link to access the article from the database listed.

If the text is not online, use the *ClioWeb Ill/DocDel tool* to request it. If we do not own the title, allow five business days for the library to request it for you from another library and post it to your ClioWeb account.