



### Search Examples

#### Accounting & Tax

##### 1: Publication Search

Find the publication **Construction Accounting and Taxation**; Boston

TIP: no need to use quotation marks or type the whole title out (use keywords)

##### 2: Publication Search

Find all journals with **management, manager, managed** etc in the title

##### 3: Advanced Search (Practice finding a specific article)

Find the article "**Enron Lawyers in the Hot Seat**" from the publication **ABA Journal**

##### 4: Advanced Search (Practice use of Image Caption field, proximity operator, refining)

Find articles with tables, graphs or images that give information on **tax** and **property**

##### 5: Advanced Search (Practice searching by Subject within a specific publication)

Find articles on **Auditors Reports**, published in the journal **Accountancy**

##### 6: Advanced Search

Find **news** articles on the "**Bank of England**"

**NB:** "Bank of England" would be classified as a Company (organization) in the PQ indexing

##### 7: Advanced Search

Find articles on **debt** in **Europe**

##### 8: Marked List (Practice emailing articles from the Marked List page)

Email all of your marked articles to yourself

TIP: Click on Marked List to access your marked articles

### Suggested Answers

#### 1: Publication Search

Find the publication **Construction Accounting and Taxation**; Boston

- Type **Construction** in the Publication search field. It is not necessary to type in the entire journal title, main keywords from the title will be enough

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## Search Examples and Suggested Answers

- Click Search and then click on the above journal's link
- How many issues are available for this journal?
- Click on the latest issue and browse the articles
- How far does abstract/indexing go back (Publication Information tab)?

### 2: Publication Search

Find all journals with **management, manager, managed** etc in the title

- Type **manag\*** in the Publication search field

### 3: Advanced Search (Practice finding a specific article)

Find the article "**Enron Lawyers in the Hot Seat**" from the publication **ABA Journal**

- Search using the Article Title field. Type in a key phrase from the title. It is not necessary to type the entire title
- Select Publication Title field and browse for ABA Journal
- Once you have found the article, add it to your Marked List

### 4: Advanced Search (Practice use of Image Caption field, proximity operator, refining)

Find articles with tables, graphs or images that give information on **tax** and **property**

- Select the Image Caption field to search for both keywords
- **Refine** using the proximity operator from the drop down menu – WITHIN/3 – so that both keywords are found close together in the Image Caption
- View and mark an article of your choice

### 5: Advanced Search (Practice searching by Subject within a specific publication)

Find articles on **Auditors Reports**, published in the journal **Accountancy**

- Browse Thesaurus to check the term **Auditors Reports** has been indexed and then add to your search box
- Browse Publication Title to check that **Accountancy** is indexed and then add to your search box
- Limit your search by date to **the last 30 days**
- What is the most recent article? Mark an article of your choice

## Suggested Answers

### 6: Advanced Search (practice searching for different article types and articles that talk about a company/organisation)

Find **news** articles on the "**Bank of England**"

**NB:** "Bank of England" would be classified as a Company (organization) in the PQ indexing

- Choose Article Type from the drop down menu and add **news**



## Search Examples and Suggested Answers

- Choose Company from the drop down menu and add “**Bank of**

**England**”. Use quotation marks for a phrase or name that is more than two words

**NB:** if the company you are looking for is not indexed in the **Company** field, search in the Citation & Abstract

7: **Advanced Search** (Practice searching using subject and location fields)

Find articles on **debt** in **Europe**

- Choose Location from the drop down menu and add **europe**
- Browse the Thesaurus for **debt** and add to your search

8: **Marked List** (Practice emailing articles from the Marked List page)

- Click on **Marked List** to access your marked articles from this current session only
- Email all of your marked articles to yourself

## Where To Find Help

### In North America:

- **Technical Support**  
Phone: 800-889-3358  
Email: [tsupport@proquest.com](mailto:tsupport@proquest.com)  
Web: <http://www.proquest.com/en-US/support>
- **Search Assistance**  
Phone: 800-889-3358  
Email: [technicalsupport@proquest.com](mailto:technicalsupport@proquest.com)  
Web: <http://proquest.com/techsupport>
- **Product Help**  
Product help and downloadable guides:  
<http://www.proquest.com/en-US/support/training/materials.shtml>

### Outside of North America:

- **Technical Support**  
Email: [support@proquest.co.uk](mailto:support@proquest.co.uk)  
Freephone: 0880 220 710 (UK only)  
Telephone: +44 1223 271 496 (Outside of UK)  
Web: <http://www.proquest.co.uk/en-UK/support>
- **Product Help**  
Product help and downloadable guides:  
<http://www.proquest.co.uk/en-UK/support/training/materials.shtml>