

Search Tips

- Use quotation marks (“”) to search for exact phrases.
- Two word queries such as **prime minister** are searched as an exact phrase by default.
- Three word queries such as *crude oil prices* are searched as words that need to appear in proximity to each other by default.
- Use special characters and operators to focus queries.

Truncation and Wildcard Characters

- * The asterisk (*) is used as a right-handed truncation. It will find all forms of a word.
Example: Searching for **nation*** will find **nations, national, nationality, etc.**
- ? The question mark symbol (?) is used to replace any single character, either inside or the right end of the word.
The question mark **cannot** be used to begin a word.
Example: Searching for **wom?n** will find **woman** and **women**.

Operators

Boolean, proximity and adjacency operators are used to broaden and narrow your search.

- AND** Finds **all** the words. When searching for keywords in Citation and Document Text **AND** finds documents in which the words occur in the same paragraph (within approximately 1,000 characters) or the words appear in any citation field. Use **W/DOC** in place of **AND** when searching for keywords within **Citation and Document Text** or **Document Text** to retrieve comprehensive results.
Example: carbon AND emissions
- AND NOT** Finds articles which have the first word, but **not** the second word.
Example: carbon AND NOT dioxide
- OR** Finds **any** of the words.
Example: pollution OR emissions
- W/#** Finds documents where these words are **within** some number of words apart (either before or after). Use when searching for keywords within **Citation and Document Text** or **Document Text**.
Example: carbon W/3 poisoning
- W/PARA** Finds documents where words are **within the same paragraph** (within approximately 1,000 characters). Use when searching for keywords within **Document Text**.
Example: chemical industry W/PARA engineering
- W/DOC** Finds documents where all the words appear **within the document text**. Use **W/DOC** in place of **AND** when searching for keywords within **Citation and Document Text** or **Document Text** to retrieve comprehensive results.
Example: executive W/DOC promotion



Database Guide: Canadian Business & Current Affairs (CBCA)

NOT W/# Finds documents where words appear but are **not within** some number of words apart (either before or after). Use when searching for keywords within **Citation and Document Text** or **Document Text**.

Example: compensation NOT W/2 promotion

PRE/# Finds documents where the **first word appears some number of words before the second word**. Use when searching for keywords within **Citation and Document Text** or **Document Text**.

Example: carbon pre/3 emissions

Search Field Syntax

Abstract	Date (Alpha)	Geographical Name / Location	Publication Title / Journal Name
Appendix	Date (Numeric)	Headnote	Section
Author	Dateline	Index	Source Type
Author Affiliation	Document Feature	ISSN	Subject Terms
Caption	Document ID	Issue	Ticker Symbol
Classification Code (ABI/INFORM)	Document Language	NAICS / SIC Codes (Industry Code)	Volume
Column/Document Column Head	Document Text	Pagination / Start Page	Word Count
Company Name / Organization	Document Title	Person	Year
Corporate Author	Document Type	Product Name	
	DUNS		
	Footnote		

Abstract

Search article abstracts for your terms.

Valid Forms:

ABS

AB

ABSTRACT

Example:

ABS(olympics)

Appendix

Use to search the Appendix of a document. The appendix usually comes at the end of the document, identified by a header - [Appendix].

Use **Keywords** to search this field.

Valid Forms:

APX

Example:

APX(Alberta)

Author

Use to find documents written by a particular author.



Database Guide: Canadian Business & Current Affairs (CBCA)

Valid Forms:

AUTHOR
AU

Examples:

AUTHOR(Scott Feschuk)
AU(Mallick, Heather)

Author Affiliation

The author affiliation field contains institutional affiliation and address of the first author, and grant numbers. All three pieces of the ID field (actual number/grant acronym/institute mnemonic) are individually searchable. There are more precise retrieval results from searching on the grant acronym, except in cases where the grant acronym is also state postal code abbreviation.

Use **keyword(s)** to search this field.

Valid Forms:

AUA
CS
AFF
AA

Examples:

AUA("Simon Fraser University")
AUA(Reform Party)

Caption

This search field looks for occurrences of search words in the caption text accompanying article illustrations, graphs, and photographs.

Valid Forms:

CAP
CP

Example:

CAP(Chart)

Classification Code (ABI/INFORM)

Use Classification Codes when searching business topics. Classification Codes are a fast way to precisely target a search by topic, industry or market, geographical area, or article type.

Valid Form:

CC

Example:

CC(1120) for Economic Policy & Planning

Column/Document Column Head

Search for the title of a column in a periodical or newspaper, such as "The Week in Review." Finds all articles where the search words are in the column head.

Valid Form:

COL

Examples:

COL(futures)
COL(Sports Briefs)

Company Name / Organization

Search for a company or other organizations featured prominently in an article, including the following:

- Associations
- Companies
- Cooperatives
- Divisions of companies
- Governmental organizations
- Political parties
- Other organizations, such as professional sport teams, churches, Native American tribes, or music groups

Valid Forms:

CO
Company
ORG

Examples:

CO(Ford)
CO(RIM)
CO(Alberta Ballet)
CO(New Democratic Party)
Company(ProQuest)

Note: When you search using Company/Org, ProQuest finds articles containing your search terms in the index field. For example, a search for CO(United Nations), will find articles

indexed on United Nations and United Nations Federal Credit Union. To find articles indexed with the exact term United Nations, use the literal search field: LCO({United Nations}). The literal search field uses curly braces inside of parentheses.

Date (Alpha)

The publication date in alphanumeric format (month day year). For example December 12, 1999 appears as Dec 12 1999.

Do not use a comma.

Valid Forms:

PDA
DA
DATE

Example:

DA(Jul 4 2001)

Date (Numeric)

The publication date in numeric format (mm/dd/yyyy). For example December 12, 1999 appears as 12/12/1999.

You can use the less than (<) or greater than (>) signs to indicate dates before and after a date, or between specific dates.

For example, **PDN(>1/1/2002) AND PDN(<1/5/2002)** will find results from publications with numeric dates between January 1, 2002 and January 5, 2002.

Valid Forms:

PDN
DDT
ND
PD
PDN
XP

Example:

PDN(12/12/1999)

Dateline

Lets you search article Datelines. The dateline occurs frequently in newspapers, just after the

article title, giving the date and place of the articles origin.

Use **keyword(s)** to search this field. You can use Boolean, proximity and truncation operators.

Valid Forms:

DLN
XDL

Examples:

DLN(toronto)
DLN(calgary pre/1 alberta)

Document Feature

Use to search document features, such as an index or auxiliary materials, that may be included in or accompany a document.

The document features indexed are:

- Graphs
- Illustrations
- Maps
- References
- Tables

Valid Forms:

SF

Examples:

SF(maps)
SF(tables OR illustrations)

Document ID

Search the unique database ID for articles and documents in ProQuest.

Valid Form:

ID

Example:

ID(1602657451)

Document Language

Use to search **language** index. This field contains the language in which the document was published



Database Guide: Canadian Business & Current Affairs (CBCA)

originally. You can select languages from the language field specific index.

Valid Forms:

LA
LN

Examples:

LA(french)
LN(french or english)

Document Text

Searches only the full text of articles for your search terms. Article abstracts are not included in this search. AND, OR, and other search operators are treated as such unless enclosed in quotes.

Valid Forms:

TEXT
TX

Examples:

TEXT(Athabasca Glacier)
TEXT("North Sea oil")

Document Title

Locates the occurrence of search words in the title of the article.

Valid Forms:

TITLE
TI

Examples:

TITLE(ancient)
TI(ancient AND modern)
TI("Ancient find fuels modern-day hopes")

Document Type

Use this search field to look for search words or phrases in articles of a certain type.

Valid Forms:

AT
TY
DT

Examples:

DTYPE(commentary)
TY(editorial cartoon)

AT(review)
DT(arts/exhibits review)

DUNS

The Dunn and Bradstreet trading partner identification number. These numbers provide a universal system for computer identification of companies.

Valid Forms:

DUNS
DUN
DU
DN

Examples:

DUNS(00 695 7856)

Footnote

Search article footnotes for your terms.

Valid Forms:

FOOT
FTN

Example:

FOOT(Richards)
FTN("Natural Resources Canada")

Geographical Name / Location

Use this search field to look for articles in which a geographical area or location figures prominently in the text.

Valid Forms:

GEO
GN
LO
LOC
LOCATION
GC

Examples:

GEO(Midwest)
GN(Nova Scotia)
GEO(Nunavut)
GN(Stanley Park)

Note: When you search using location, ProQuest finds articles containing your search

terms in the index field. For example, a search for GEO(Victoria), will find articles indexed on Victoria, British Columbia, and Lake Victoria in Tanzania. To find articles indexed with the exact term Victoria, use the literal search field: LGEO({Victoria}). The literal search field uses curly braces inside of parentheses.

Headnote

This search field looks for search words that occur in the headnotes of an article. Headnotes are short introductions, explanations, or comments at the beginning of an article. They are different from abstracts in that they do not attempt to summarize the content of the article.

Valid Forms:

HEAD
HDN

Examples:

HDN(digital tv)
HEAD(NAFTA)

Index

Using this field locates all occurrences of search words in any searchable index field. It does not find occurrences in the text of the articles.

Valid Forms:

INDEX
IND
IX

Example:

INDEX(starcore)

ISSN

This search field looks for the eight-digit International Standard Serials Number (ISSN), where available. Hyphens are optional.

Valid Forms:

ISSN
SN
ISN

Examples:

ISSN(0828-1815)
SN(03190781)

Issue

Use to search **issue number**. Use **keyword(s)** to search this field.

Valid Forms:

ISSUE
IS

Example:

IS(10)

NAICS / SIC Codes (Industry Code)

The NAICS / SIC code defines the economic activity of a business as defined by the U.S. Census Bureau.

Valid Forms:

SIC
NAIC
NAICS

Examples:

SIC(4911)
SIC(514210)

Pagination / Start Page

Use to search for specific pages of a publication.

Valid Forms:

STARTPAGE
PAG
PAGE

Example:

PAG(15) AND PUB(Maclean's) AND PDN(2008)

Person

Use to find articles about a person. When the personal name field is displayed in an article citation, the life spans of historical figures follow their names.

You can enter the name in any format. Searching for **NA(John A Smith)** will return the same results as **NA(Smith, John A)**.

Valid Forms:

NAME
NA



Database Guide: Canadian Business & Current Affairs (CBCA)

PNM
NM
PER

Examples:

NAME(Alice Munro)
NA(Stephen Harper)
NM(Emily Carr)

Note: *When you search using person, ProQuest finds articles containing your search terms in the index field. For example, a search for PER(Cher), will find articles indexed on Cher and Cher Pere Noel. To find articles indexed with the exact term Cher, use the literal search field: LPER({Cher}). The literal search field uses curly braces inside of parentheses.*

Product Name

Use to find articles about a specific product.

Valid Forms:

PROD
PR
PRO
TN

Examples:

PROD(Blackberry)

Publication Title / Journal Name

Use to search by a specific publication or publication.

Valid Forms:

SOURCE
SO
JR
JN
JO
SR
PTI
PUB

Examples:

SO(Maclean's)
JO(tribune) — retrieves all periodicals with "tribune" in their titles

Section

Search for articles that appear in a specific section of a publication. Use the SOURCE search field to specify a publication. You must specify the section name exactly as it appears in the publication.

Valid Forms:

SECTION
SE
SEC

Example: SEC(reviews) and SO (Harper's)

Source Type

Use to include or exclude the following source types from your search: dissertations, newspapers, periodicals, or wire feeds.

Valid Form:

STYPE

Examples:

NA(Winston Churchill) AND STYPE(periodical)
GEO(Canada) AND STYPE(wire feed)

Subject Terms

Use the subject field to look for articles about a specific subject.

Valid Forms:

SUB
TERMS
SB
SU

Examples:

SUB(Music)
SU(venture capital companies)
SU(Health Care)
SU(nonprofit)

Note: When you search using Subject, ProQuest finds articles containing your search terms in the index field. For example, a search for SUB(Models), will find articles indexed on Models and Models (Architecture). To find articles indexed with the exact term Models, use the literal search

field: LSU({models}). The literal search field uses curly braces inside of parentheses.

Ticker Symbol

Use to find articles with indexed ticker symbols. The ticker symbol is used by the major U.S. stock market exchanges to identify companies.

Valid Forms:

TICKER
TK
TIK
TS

Examples:

TICKER(AAPL) — Apple Computer, Inc.
TK(T.RIM) — Research In Motion Ltd.

Word Count

The number of words in the article text. Use this search field to locate articles under (<) or over (>) a certain length.

Valid Forms:

WORDS
WRD
WD
WC

Examples:

WORDS(<1000) finds articles containing 1000 words or less
WRD(>500) finds articles containing 500 words or more
WC(>750 AND <1000) finds articles between 750 and 1000 words

Volume

Used to search **Volume**. Use **keyword(s)** to search this field.

Valid Forms:

VOLUME
VO
VOL

Examples:

VO(100)

Year

Used to search **publication year** index.

Valid Forms:

YR
PY

Examples:

YR(2007)
PY(2002)

Stop Words

ProQuest ignores the following frequently used words. To use them as part of a search phrase, enclose them with quotation marks (""). *Example:* "the sound and the fury".

about	after	also	an	and
any	are	as	at	be
because	been	between	both	but
by	can	could	do	each
for	from	had	has	have
how	if	into	is	it
its	just	like	make	many



Database Guide: Canadian Business & Current Affairs (CBCA)

more	most	much	no	not
now	of	only	or	other
our	out	said	should	so
some	such	than	that	the
their	them	there	these	they
this	those	through	to	use
was	we	were	what	when
which	while	who	will	with
would				

Where to find help

Search our Support Center:

<http://www.proquest.com/support>

To access product help and training documentation:

<http://www.proquest.com/go/training>

<http://www.proquest.co.uk/go/training>

By phone

In North America: 800-889-3358

Outside North America: 0880 220 710 (UK only)
+44 1223 271 496 (Outside of UK)