

# Need magazine/journal/ newspaper articles?



ProQuest includes **citations**, **abstracts**, and many **full text** articles from a variety of periodicals. You may search one, some, or all of the following databases:

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Search All Collections                 | <input checked="" type="checkbox"/> PA Research II Periodicals**              |
| <input checked="" type="checkbox"/> ABI/INFORM Global [Business]           | <input checked="" type="checkbox"/> ProQuest Education Complete               |
| <input checked="" type="checkbox"/> Wilson Applied Science & Tech PlusText | <input checked="" type="checkbox"/> Wilson Social Sciences Abstracts PlusText |
| <input checked="" type="checkbox"/> PA Research II Newspapers*             | <input checked="" type="checkbox"/> Criminal Justice Periodicals              |

\*PA Research Newspapers indexes the *New York Times*, *Wall Street Journal*, *USA Today* and *Barron's*, all of which are available in the ISU Library's microfilm collection (2nd floor), as well as current issues in Periodicals (Lower Level).

\*\*PA Research II Periodicals searches for your topic in over 1800 newspapers and periodicals.

## ACCESS

ProQuest is available via the library homepage. Position the cursor over **Databases** on the **Library Home Page** at <http://library.indstate.edu>, then click on **ProQuest**.

**Note to off-campus users:** due to licensing restrictions, users connecting from a computer from an off-campus location will have to identify themselves as ISU faculty, students or staff by entering a username and password. Instructions are available online at [http://library.indstate.edu/level1.dir/proxy\\_instructions.html](http://library.indstate.edu/level1.dir/proxy_instructions.html).



## SELECTING DATABASES

Your default searching choice is a **Basic Search** of **All Collections**. To search only a few or just one of the subject collections in ProQuest, click on **Databases selected**, then click the checkbox next to the collection(s) you wish to search.

## SEARCHING for ARTICLES AND CITATIONS

**SINGLE-TOPIC OR SHORT PHRASE SEARCHES:** Use the **Basic** search (input phrases in quotation marks). If you receive too many hits, change to the **Advanced Search**.

**MULTI-TOPIC, MORE FOCUSED SEARCHES:** Use the **Advanced** to build more sophisticated searches using Boolean operators (**and**, **or**, **not**) and by specifying **search fields** (search for *a company name* or *a geographic place*, etc.). **Additional Tools** on the **Advanced Search** page include a **Browse Topics** [uses ProQuest's built-in thesaurus to build subject searches] and **Search Tips**. Use the drop-down menus on each Advanced Search row to specify where your term will be searched (e.g., author, article title, company). The **Publication** search returns all of the publications indexed by ProQuest that contain the search term(s) in all or part of their titles. Users search for a publication by title, then choose the date or volume/issue needed, and then view the table of contents for that issue. Articles can be sorted alphabetically or by page number.

**LIMITING BY DATE:** Available in both **Basic** and **Advanced** Search mode. Use the default of all dates, or choose from Last 7 Days, Last 30 Days, Last 3 months, Last 12 months, and so on.

**LIMITING BY PUBLICATION TYPE:** Available in both **Basic** and **Advanced** Search mode. You can limit by full-text articles only, or by scholarly journals, including peer-reviewed. and whether or not the search is to return only **full-Text** articles. The guided search allows users to limit the search by **Article Type** – editorial, commentary, etc.

**MORE SEARCH OPTIONS:** Available in both **Basic** and **Advanced** Search mode. Scroll down and locate the **More Search Options** link. Add search parameters for a specific **Publication Type** [Scholarly Journals, Magazines, Trade Publications, Newspapers, or Reference/Reports]. Choose from a long list of specific **Article Types** [e.g., editorial, feature, cover story]. If you have been told to search for a topic in a specific publication that is included in ProQuest, use the **Publication title** to include that publication's title [if unsure there is a **Browse publications** links to verify coverage].

## INTERPRETING RESULTS AND RECORDS

Results are listed with most recent articles first, by title, with basic citation information [**article title, author, periodical title, and date**]. Before you look at your results you may wish to further narrow your search by clicking on one of the search result tabs next to “All Sources”; i.e., focus on results in only “Scholarly Journals”, “Magazines”, “Trade Publications”, or “Newspapers”. [note: ‘scholarly journal’ is often just called ‘journal’ or ‘peer-reviewed’].

### Results

• 136 articles found for: *weblogs*


The screenshot shows the ProQuest search results interface. At the top, there are tabs for "All sources", "Scholarly Journals", "Magazines", "Trade Publications", and "Newspapers". Below the tabs is a yellow bar with options: "Mark/Clear all on page" (with a checkbox), "View marked articles", "Full text articles only" (with a document icon), and "Sort results by: Most recent articles first" (with a dropdown arrow). Below this bar is a list of four search results, each with a checkbox on the left:

1. [Conversing On the Arts By Clicking A Mouse](#)  
*John Rockwell. New York Times (Late Edition (East Coast)).* New York, N.Y.: Jul 9, 2003. p. E.3  
[Find a copy](#)
2. [The gay blogging revolution](#)  
*Dave White. The Advocate.* Los Angeles: Jul 8, 2003. p. 25  
[Full text](#)
3. [The online journals known as Web logs are finding favor as an efficient way to communicate within the workplace.](#)  
*William O'Shea. New York Times (Late Edition (East Coast)).* New York, N.Y.: Jul 7, 2003. p. C.3  
[Find a copy](#)
4. [Blogging and blogspots: An alternative format for encouraging reflective practice among preservice teachers](#)

**CAN I JUST GO DIRECTLY TO THE FULL-TEXT OF THE ARTICLE?** Yes, if it's available [see below]. However, a more efficient search method is to click on the ARTICLE TITLE link first, to locate complete information on the article, including the abstract [short description]. If Full-text is an option, you can also follow one or more links from the Results listing.

**HOW CAN I TELL IF THE COMPLETE ARTICLE IS AVAILABLE IN PROQUEST?** Look for these icons/links. There will be one link for each format available.



**CITATION ONLY** is indicated by this link:  [Find a copy](#) Click on this link. Then follow the links to first [Check ISU Full-Text E-Journal List](#) and then [Check ISU Catalog for Local Holdings](#) [see *NO FULL-TEXT ARTICLE VIA PROQUEST: WHAT DO YOU DO?* section below].

**Note: If you want the precise format and page numbering as found in the actual print article, you should utilize the page image.**

The screenshot shows the ProQuest Article View interface. At the top, there are navigation links: '<< Back to Results', '< Previous Article 4 of 136 Next >', and 'Publisher Information'. Below these are buttons for 'Print' and 'Email', and a checkbox for 'Mark Article'. A list of format options is shown: 'Abstract', 'Full Text', 'Text+Graphics', and 'Page Image - PDF'. The article title is 'Blogging and blogspots: An alternative format for encouraging reflective practice among preservice teachers' by Gary M. Stiler and Thomas Philleo, published in Education, Summer 2003, Vol. 123, Iss. 4, pg. 789. A 'Jump to full text' link is present. A sidebar on the left lists metadata: Subjects (Web sites, Polls & surveys, Writing, Teacher education), Author(s) (Gary M. Stiler, Thomas Philleo), Article types (Feature), Publication title (Education, Chula Vista: Summer 2003, Vol. 123, Iss. 4, pg. 789), Source Type (Periodical), ISSN/ISBN (00131172), ProQuest document ID (370080761), Text Word Count (3740), and Article URL. A yellow banner at the bottom says 'More Like This >> Show Options for finding similar articles'.

Once you click on the title, you will see a section at the top that contains the basic bibliographic information in a slightly different format than the **Results** page. Interpret this as in the example opposite. Even if Proquest doesn't have the full-text, you will always find it useful to read the **Abstract** (a brief description of the article). If [plain] Full-text is available, scroll down to read. Otherwise follow the other format links when available


Start page –  
may or may not  
indicate total  
number of


The article **Author**, **Publication title**, and **Subject Terms** (as seen opposite) are hotlinks to additional

searches. Clicking on a **Subject Terms** or **Author** will result in a new ProQuest search using that subject term or author name.

### SAVING YOUR INFORMATION

There are options for saving your information, which include **e-mailing**, **printing**, and **saving** (to a disk).

**E-mailing:** To e-mail an article, click on the  button (located on the upper left-hand portion of the screen). Select your format from the available list. Articles sent as **plain text** arrive as text only (no graphics) in the body of the e-mail message. The only way to send an article and preserve the graphics is to select the **page/article image – PDF** format.

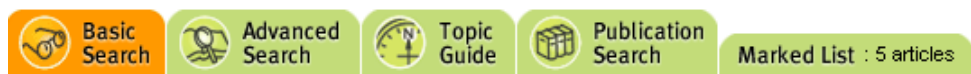
**Printing:** To print an article, click on the  button (located on the upper left-hand portion of the screen). Wait for the article to finish loading. Your computer may even open up your Print dialog window. **To print within the Library** follow the Instructions listed at <http://library.indstate.edu/level1.dir/print.html> or request help from the Information Desk.

**Saving:** To save an article to a disk, first click on the **print article** button to get rid of any unnecessary graphics (you may have to cancel the print dialog box if it appears), then go to the browser menu (located at the very top of the screen) and click on File>>Save As. Under **Save in:** select 3½ Floppy (A:), next rename your file under **File name:**, and finally choose your document type under **Save as type:** (we recommend saving the document type as WebArchive, single file (\*.mht) if you have graphics or as a text file (\*.txt) if you just have plain text. If ISU users are logged into their network accounts, they can Save directly to their network space and don't need a floppy.

### MARKING RESULTS

To select more than one result for viewing at a later time, utilize the **Marked List** feature. First select the articles you want to keep by checking the box next to the citation in the **Search Results** List (see below). You can mark from the Results screen or from the individual record.

This is a smaller version of the ProQuest Article View screenshot. A blue arrow points from the left towards the 'Print' and 'Email' buttons. The rest of the page content is identical to the previous screenshot.




After you have marked multiple items, click on the **Marked List** tab [top of screen].

**MARKED LIST OPTION: ARTICLES & BIBLIOGRAPHY.** Marked lists can be printed, saved, or e-mailed the same as single articles. Additional features; Print your bibliography in a variety of formats, including MLA and APA! Export citations into EndNote, ProCite, RefWorks or Reference Manager.

**MARKED LIST OPTION: MY RESEARCH SUMMARY.** ProQuest's version of the Search History. Print or download it to keep a record of your research findings. Very helpful if required by professors to help avoid plagiarism. Follow the Print, Email and/or Export options on the Marked List page. Saving the printer version of the list as a **Complete Web Page** will allow the user to open the list in a web browser at a later time and retrieve articles by clicking on the hyperlinks – eliminating the need to reconstruct the initial search.

## NO FULL-TEXT ARTICLE VIA PROQUEST: WHAT DO YOU DO?

When ProQuest doesn't have the full-text of the article you want, you'll see this link:  [Find a copy](#) . First [Check ISU Full-Text E-Journal List](#). A search will automatically be run in a database listing the contents of more than 11,000 full-text publications. Match your specific citation to the information given. If the source is there, continue to link thru to the full-text of the article. If this link returns No Results, then follow the second ProQuest link, [Check ISU Catalog for Local Holdings](#). A search will automatically be run in the ISU Library's Online Catalog. Hopefully we will have the article in a print or microfilm format.

If some other database in the Library's collection has the article you need, you will find a hotlink in the Online Catalog under an individual record for the publication titled "**Link to Electronic Subscription**" that will take you to the full-text of the article in another database. If you cannot find the title you need in LUIS, you may request the article through **Interlibrary Loan** which is available at: <http://library.indstate.edu/level1.dir/ill.html>

## CITING PROQUEST ARTICLES

Use whatever citation format you would normally use (e.g., MLA, APA, etc.). An online citation guide is available at: [http://library.indstate.edu/level1.dir/llo.dir/e\\_citing.pdf](http://library.indstate.edu/level1.dir/llo.dir/e_citing.pdf). Click on "Generally, a citation from ProQuest will look something like this:

Taylor, Brian J.; *Bak to Skool.. Reason* 31 (March 2000); 31:16-17 [online, ProQuest, February 21, 2000].

Additional citation information can be found by using ProQuest's **Help** option (located in the upper right-hand portion of the screen). Once you select **Help**, simply type the term "**citing**" in the **Search Help** box and click **Go**. A search result will then appear and instruct you on how to cite a variety of sources found in the ProQuest database, using APA and MLA citation styles.

## GETTING HELP

Use ProQuest's built-in **Help** links [top of pages] and the **Search Tips. Help** includes links to **Quick Reference Guides** and the **Online Training Center. Quick Reference Guides** are available for [Getting Started](#), [Historical Newspapers](#), and [ABI/Inform](#) [business]. The **Online Training Center** <http://training.proquest.com/trc/training/index.htm> will be of interest to faculty. You can download PDF and Word Reference Guides [multiple language options].

If you need more help or have other questions, assistance is always available at the Information Desk (1st floor, Main Library) via <http://library.indstate.edu/level1.dir/askus.html> or the **Ask a Librarian Service** at: <http://library.indstate.edu/level1.dir/askalibrarian.htm> .