

Library Search Worksheet

Overview

The guided exercise, starting on Page 6, will help you optimize a search in a library database to a manageable number of precise, relevant results. Perform the same search in EBSCOhost's **Business Source Complete** (BSC) and one other database of your choice (see suggested choices on the last page).

Tips:

- Though the TU Library provides access to many different database vendors, this exercise highlights **EBSCOhost**, which includes the most business-related resources in one search tool. See the list following the table below for additional databases. Keep in mind, no one single database indexes every article related to your topic. Each database contracts with various publishers and authors and you should search multiple databases for the most comprehensive results.
- To simplify this exercise, you will use EBSCOhost's **Advanced Search**, which provides dropdown menus to specify how to search (e.g. by title, author, subject, date, journal, etc.). The Basic Search offers a more Google-like experience, with few options, though expert searchers can use it to manually specify each database's specialized search options. For example: *Self-directed in AB and (adult education in SU or adults in SU) and motivation* and PY > 2015*
- To quickly retrieve known items in a database (e.g. identified by a citation), search by a combination of unique keyword(s) in the title (TI) and last name of one author (AU). For example: TI failure tolerant and AU Farson.

Screenshot 1: EBSCOhost Advanced Search Screen

The screenshot shows the EBSCOhost Advanced Search interface. At the top left is the EBSCOhost logo. The search bar contains the text "Searching: Business Source Complete" and a "Choose Databases" link. Below the search bar is a large input field containing the search term "job satisfaction". To the right of this field is a dropdown menu for "SU Subject Terms" and a green "Search" button. Below the main search bar are two rows of search criteria. The first row has a dropdown menu set to "AND", followed by an input field containing "surveys", and a dropdown menu set to "AB Abstract or Author-Supplied Abstract". The second row has a dropdown menu set to "NOT", followed by an input field containing "Great Britain" or India, and a dropdown menu set to "AB Abstract or Author-Supplied Abstract". To the right of these rows are a "Clear" button with a question mark icon and two circular buttons with "+" and "-" signs. At the bottom of the interface are three tabs: "Basic Search", "Advanced Search" (which is highlighted with a red box), and "Search History".

Screenshot 2: EBSCOhost Limiters and Search Features

The screenshot displays the EBSCOhost search interface with several filter sections. Three callout boxes provide instructions on how to use these filters:

- Limit To:** A callout box points to the 'Full Text', 'Scholarly (Peer Reviewed) Journals', and 'Publication Date' (2016-2020) options, with the text: "Check limiters and/or add date range".
- Source Types:** A callout box points to the 'Academic Journals (513)' option, with the text: "Specify source (e.g. journals)".
- Language:** A callout box points to the 'english (495)' option, with the text: "Specify other features (subjects, language, etc)".

The interface includes the following sections and options:

- Limit To:**
 - Full Text
 - References Available
 - Scholarly (Peer Reviewed) Journals
 - 2016 Publication Date 2020
 - Show More
 - Options set
- Source Types:**
 - All Results
 - Academic Journals (513)
 - Magazines (3)
- Subject: Thesaurus Term**
- Subject**
- Publication**
- Publisher**
- Company**
- Language:**
 - english (495)
 - turkish (6)

Screenshot 3: EBSCOhost Results Page

The screenshot shows the EBSCOhost search results interface. On the left is a 'Refine Results' sidebar. The main area displays two search results. Annotations in yellow callouts highlight specific features: 'Number of results' points to the 'Search Results: 1 - 50 of 75' text; 'Current search options (click X to remove)' points to the 'Expanders' and 'Limiters' sections in the sidebar; 'Note subject terms' points to the 'Subjects' field of the second result.

Refine Results

Current Search

phrase:
SU "JOB satisfaction"
NOT AB surveys AND AB
("gre...

Expanders

Apply equivalent subjects [X]

Limiters

Full Text [X]

Scholarly (Peer Reviewed) Journals [X]

Published Date: 20150101-20191231 [X]

Limit To

Full Text

Search Results: 1 - 50 of 75

Relevance Page Options Share

1. **Revisiting the Link between related Variables.**

By: Srivastava, Manisha; Mishra, Sasmita. International Journal of Organizational Diversity. Dec2019, Vol. 19 Issue 2, p53-75. 23p.

Subjects: JOB satisfaction; JOB stress; YOUNG workers; ATTITUDES toward work; WORK-life balance; EMPLOYEE motivation; INDUSTRIAL characteristics

2. **Role of Workplace Spirituality and Employee Engagement in Determining Job Satisfaction among Secondary School Teachers.**

By: Mahipalan, Manju; Sheena. Journal of Management Research (09725814). Oct-Dec2018, Vol. 18 Issue 4, p211-225. 15p.

Subjects: JOB satisfaction; JOB involvement; NONPROFIT organizations; Other Social Advocacy Organizations; SECONDARY school teachers; STRUCTURAL equation modeling

Cited References: (84)

PDF Full Text (1.7MB)

Finding Cited Material

Quite often, you find the perfect article and want to identify additional materials that cite that item. Perhaps the original was a “seminal” work from many years ago and you want to find more current materials that cited the original. EBSCOhost has a feature for that!

In an individual database (e.g. Business Source Complete or Academic Search Complete), locate the **Cited Reference** link on the top search menu. Note that this option is not available in DragonQuest, as it’s not a unique database (rather, it is a convenient front-end to search multiple databases). See Screenshots 4-6 below.

Screenshot 4: Cited References Link

New Search Publications Company Information Thesaurus Cited References More ▾

Sign In Folder Preferences Languages ▾ Ask-A-Librarian Help

In a single database, except DragonQuest, select **Cited References, if available.**

No need to specify article or author name until next screen (Cited References)

Searching: **Business Source Complete** | Choose Databases

Bounded awareness: what you fail to see can hurt you [x] Search ?

Screenshot 5: Search for Original Item

EBSCOhost Searching: **Business Source Complete** | [Choose Databases](#)

Cited Author: Cited Title:

Cited Source: Cited Year:

All Citation Fields:

Search

[Basic Search](#) [Advanced Search](#) [Search History](#)

Identify known item of interest by author, title, etc. then click Search

Screenshot 6: Cited References Link

Select item(s) then click Find Citing Articles

Search Results: 1 - 4 of 4

Searched references for: Bounded awareness: what you fail to see can hurt you

To view citing articles, mark checkboxes and click Find Citing Articles.

Find Citing Articles

1. Bounded Awareness: What You Fail to See Can Hurt You; Chugh, Dolly; Bazerman, Max H. Mind and Society); 2007 Vol. 6 Issue 1, pl-18, 18p. Do [Citation Record], Database: EBSCO Publis (BAWYFS)

Next screen displays articles that cite selected item

Times Cited in this Database: (17)

Search Exercise

Instructions

Work thorough this guided exercise until you drill down results to a manageable number of precise, relevant results. Perform the same search in **Business Source Complete** (BSC) and one other database of your choice (see suggested choices on the last page). Enter the number of your search results in the last two columns. To change databases in EBSCOhost, select **Choose Databases** from the search window. You may select multiple databases to search simultaneously (though you won't know how many results you obtained for each). See Screenshot 1 above.

Search Strategy	Limiter	BSC	Other
Keywords, with and without field restrictions (e.g. search in author, title, or abstract field)	<ol style="list-style-type: none"> 1. Keyword phrase (any field): job satisfaction 2. Specify keywords in the abstract field (title field would be more precise, but too limiting for now): 		
<p>Identify specific subject (SU) or descriptor (DE) terms.</p> <p>Note: use of a thesaurus or controlled vocabulary is specific to each database, so never guess a term or assume a SU or DE in one database will work in others. If you receive zero results, change your subject term, search a different field (keyword, title, or abstract), or don't specify field at all (default).</p>	<ol style="list-style-type: none"> 3. Identify a subject specification for the term that comes closest to the keyword phrase, "turnover intention." If the database doesn't recognize that term, find an alternative by expanding the subject limiter or searching the abstracts of 1-3 articles to identify a more promising subject. <p>Tip: if you search for keywords in titles and your results become too low, change the field restriction to abstract or no field at all.</p>		
Add controlled vocabulary to increase precision and specificity.	<ol style="list-style-type: none"> 4. Now combine all searches in one query. 		
Exclude keywords by use of the NOT operator (e.g. NOT reviews or NOT meta-analyses).	<ol style="list-style-type: none"> 5. Examine your results above and identify an unwanted keyword or phrase that appears in several articles. Now add that term as an exclusion. 		

Search Strategy	Limiter	BSC	Other
	Note: if you're left with too few results remove the condition from the last step. Alternatively, examine a few unwanted articles to identify irrelevant subject terms or other characteristics to exclude (e.g. articles in a different language or regarding a country that does not interest you).		
Limit by document characteristics (in EBSCOhost, checkboxes found in left column under search fields)	6. Limit to scholarly, peer-reviewed journals only. Optionally, limit to a quantitative study, if the option is available. 7. Further specify full-text availability.		
Limit by year	8. Restrict results to articles published in the past 5 years.		
You try it!	9. Now try a search of your own and report results. Do you feel your results are more precise and accurate now, or the same as before this exercise?		

Best TU Databases for Global Leadership & Change:

- [Business Source Complete](#) (EBSCOhost)
- [Dissertations & Theses A&I](#) (ProQuest)
- [Emerald Insight](#) (Emerald Publishing)
- [Entrepreneurial Studies Source](#) (EBSCOhost)
- [Human Resources Abstracts](#) (EBSCOhost)
- [Nexis Uni](#) (LexisNexis)

For additional resources, be sure to review the library's targeted guides for [Doctoral](#) and [Business School](#) students, as well as for the [Global Leadership & Change program](#).