



# Find articles in Proquest Central database

#### **Find Proquest Central**

Begin at My Ara: <a href="https://myara.ara.ac.nz/">https://myara.ara.ac.nz/</a>

2 Click on **Library Search** 



- 3. Click on **Databases**
- 4. Click on **Proquest Central**
- 5. Use your **student email and password** to log in if you are prompted.
- 6. Select: Advanced Search



#### Search tips

Use \* to find words with different endings e.g. program\* finds programme, programmes, programs, programs, programming.

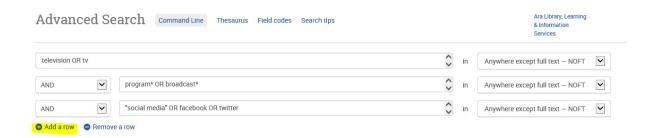
Use speech marks to search on a phrase e.g. "social media"

Use **OR** to search on words of similar meaning (synonyms) e.g. "social media" **OR** facebook **OR** twitter

Use **NOT** to exclude items e.g. "social media" NOT twitter

### Enter your search strategy

- a. Enter your search terms with each aspect or topic on a separate line.
- b. Click on **Add a row** if you want to further define your search.

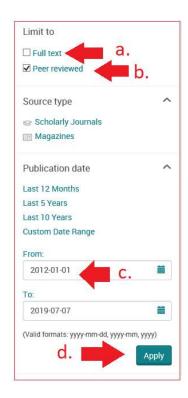


c. Click on **Search**.

## Refine your search

Apply any of the following filters in the left column if required.

- a. Tick **Full Text** (but not if you are doing a <u>literature</u> review as this can limit your results too much.)
- b. Tick <u>Peer Reviewed Journals</u> if you need articles that have been checked by experts in the subject. (Check with your tutor).
- c. Add a custom date range if required.
- d. Click on Apply.



### Select useful articles from your results list

Tick next to any title to save items to your folder to print off or email to yourself.



Find your folder of items in the top right of your screen.



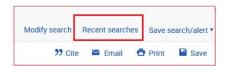
# To Print or email your saved items

- a. Click on the folder in the top right.
- b. Tick the items to print or email.
- c. Click **Print** or **Email** as needed.



# Find your search history

a. Click on **Recent searches** in the top right.



b. This is **useful if your tutor wants evidence of the search strategy** you used to **increase the relevance of your search**. In the example below the search terms, Boolean operators, peer reviewed and date range limiters have been applied to reduce the results from 38,177 general items to 327 focused items.



#### For further assistance

- Ask at the Library, Christchurch, Madras St. Campus
- Live chat with a Librarian during open hours via <u>Asklive</u>
- Ring (03) 9408089 or 0800 24 24 76 and ask for the Library
- Email: library@ara.ac.nz