



Business Source Premier

Business Source Premier is an Ebsco database covering business and related disciplines such as finance, accounting and economics. Business Source Premier indexes scholarly journals, magazines and newspapers. Many of the citations have the full text of articles.

Help

This help sheet gives basic information on conducting a search and viewing search results and full-text documents. Business Source Premier has links to its own in-context help screens. Also, look at the other training aids

EbscoHost user guide – Searching (detailed) http://support.ebscohost.com/knowledge_base/detail.php?id=3866

EbscoHost user guide – Print, E-mail, Save (detailed)

http://support.ebscohost.com/knowledge_base/detail.php?id=4007

EbscoHost advanced search online module

http://support.ebscohost.com/training/flash_videos/adv_search_guided_tut/adv_search_guided_tut.htm

Accessing Business Source Premier

From the UTAS Library home page <http://www.utas.edu.au/library/>

- Click on **finding information** button
- Select **Databases** from the drop-down menu
- Click on **B**
- Click on **Business Source Premier** from the alphabetical list of databases
- You may be requested to authenticate with your UTAS email account name and email password
- You will be presented an *Advanced Search* screen

Conducting a Search

1. Type your search concepts on individual lines. See *Search Symbols* below for search shortcuts

2. Select how you want the search terms to be joined in the citations. See *Joining Search Concepts* below

3. Select the parts of a citation where you want the search terms to be found

4. Choose how you want to limit your search results. See *Limiting a Search* below

5. Click **Search**

In-context help

The screenshot shows the search interface with the following elements:

- Search Bar:** "business communication" in [Select a Field (optional)]
- Search Options:** Boolean/Phrase selected, Find any of my search terms selected, SmartText Searching selected.
- Limit your results:** Scholarly (Peer Reviewed) Journals checked, Publication Type set to All.
- Full Text:** Full Text checked, Image Quick View Types (Black and White Photograph, Color Photograph, Graph, Map, Chart, Diagram, Illustration) unchecked.
- Document Type:** All selected.
- Buttons:** Search, Clear, Add Row, Reset.

Search Symbols

“ ”	Enclose phrases in quotation marks so search words remain together
*	Right hand truncation symbol that finds variations of a word beginning with the preceding letters. Example: environment* will find environment, environments, environmental, environmentally
?	Replace any single character within a word or at the end of the word. Cannot be used at the beginning of a word. Example: wom?n will find woman or women

Joining Search Concepts

AND	Each line of search terms must appear in the citations
OR	Any of the search terms must appear in the citations
NOT	Excludes the following line of matching search terms from the citations

Limiting a Search

Scholarly (Peer Reviewed) Journals	Click the checkbox to only see citations to documents which are authored by academics and researchers for an academic audience. Newspapers and popular magazine citations will be removed from the search result
Full Text	Click the checkbox if you only want to see citations with the full-text available online
Published Date from	All years are the default. You can set your own date range for publications

Search Results

Viewing Citations

- Click on the document title link to view fuller details of the citation

All Results: 1-20 of 261 Page: 1 2 3 4 5 Next Sort by: Date Add (1-20)

Results for: "business communication" and leadership Options set Alert / Save / Share >

Search Results: Boolean/Phrase

- [INTERPRETATIVE MANAGEMENT IN BUSINESS MEETINGS.](#)

By: Nielsen, Mie Femø. Journal of *Business Communication*, Jan2009, Vol. 46 Issue 1, p23-56, 34p; (AN 35593099)

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- [STAGING A TEAM PERFORMANCE.](#)

By: Van Praet, Ellen. Journal of *Business Communication*, Jan2009, Vol. 46 Issue 1, p80-99, 20p; (AN 35593175)

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- [TEAM ATTRIBUTES, PROCESSES, AND VALUES: A PEDAGOGICAL FRAMEWORK.](#)

By: Keyton, Joann; Beck, Stephenson J.. *Business Communication Quarterly*, Dec2008, Vol. 71 Issue 4, p488-504, 17p, 1 chart; (AN 35344544)

[PDF Full Text](#) (122KB)

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- [Key factors in small group improvement work: an empirical study at SKF.](#)

By: Magnusson, Mats G.; Vinciguerra, Emanuele. *International Journal of Technology Management*, 2008, Vol. 44 Issue 3/4, p324-337, 14p; DOI: 10.1504/IJTM.2008.021042; (AN 35433462)

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Viewing Full Text

[PDF Full Text](#)

View the full-text of the article as it appears in the original print journal, including page numbers


[HTML Full Text](#)

View the full-text of the article

[Check for full text @ UTAS](#)

Search for the full-text of the article from UTAS Library's other information suppliers, or from the Library's shelves

Marking and Saving Citations

- Click on the [Add to folder](#) link at the base of each desired citation to mark the citation. The folder icon will change to a **Remove from folder** icon
- To view the citations added to the folder, either click the **Go to: Folder view** link on the right hand side of the results screen, or click on the opened **Folder** button at the top of the screen 
- In the **Folder Contents** screen, you have icons for Printing, Emailing, Downloading (Saving), or Exporting (to programs such as EndNote). Click on the checkboxes against the desired citations and then on one of the print /email/ download/ export icons.