ProQuest Business Collection:
Six databases: one interface to access journal articles, dissertations and reports.

ACCESS

Go to ifind.swan.ac.uk and type a search for ProQuest Business Collection. Click on the database title from your results list and follow the links that appear.

You will need to log in with your Swansea University username and password.

COVERAGE

The ProQuest Business Collection provides access to six key business databases: ABI Inform Complete, Accounting and Tax, Banking Information Source, International Bibliography of the Social Sciences (IBSS), ProQuest Asian Business and Reference, and ProQuest Entrepreneurship.

The type of publications included in ProQuest Business Collection are:
- Scholarly and peer-reviewed journals
- Trade journals and news sources such as The Economist
- Industry reports from Snapshot, First Research and Business Monitor International.
- Market research reports from Just-Series.
- Commodity reports from the Economist Intelligence Unit.
- Company reports from Hoovers and ProQuest.
- Country reports from the Economist Intelligence Unit and Oxford Analytica.
- Working papers from the Social Science Research Network.
- Start-up tools and business plans.
- Business dissertations and theses.

ABI/INFORM COMPLETE
The database features thousands of full-text journals, dissertations, working papers, key business and economics periodicals such as the Economist, country-and industry-focused reports, and downloadable data. Its international coverage gives researchers a complete picture of companies and business trends around the world.

PROQUEST ACCOUNTING & TAX
Includes peer-reviewed journals, trade journals, working papers, conference papers and dissertations covering accounting, tax and finance.

BANKING INFORMATION SOURCE
500 authoritative sources for banking, finance, financial institutions, financial services, investments

For alternative formats please contact
Tel: 01792 295697 Email: library@swansea.ac.uk
8/2013, updated 9/2015
INTERNATIONAL BIBLIOGRAPHY OF THE SOCIAL SCIENCES
This database includes over two million bibliographic references to journal articles and to books, reviews and selected chapters dating back to 1951. It is unique in its broad coverage of international material and incorporates over 100 languages and countries. Over 2,800 journals are regularly indexed and some 7,000 books are included each year.

PROQUEST ASIAN BUSINESS AND REFERENCE
Contains detailed information on companies, economies, markets, and overall business conditions throughout the Eastern Hemisphere.

PROQUEST ENTREPRENEURSHIP
Content ranges from the scholarly - including journals, dissertations, working papers and conference proceedings - to a full toolkit of practical guides, templates, forms, sample business plans and tips from successful entrepreneur

SEARCHING
Users can search the whole ProQuest Business Collection or just one specialist database.

We recommend selecting Advanced Search to search all business databases.

Advanced Search enables the user to carry out searches across several concepts whilst combining several search terms using Boolean operators (and, or, not).

AND focuses your search e.g. entrepreneurship AND retail
OR broadens your search e.g. entrepreneurship OR innovation OR venture
NOT excludes a term e.g. taxation NOT income

Example:

Tips
Search for phrases by enclosing them in quotation marks.
Add a row if you wish to add another concept.
RESULTS

Too many? Use filters to reduce the results to a manageable number. Filter by publication type, or by full-text...

or by date (drag the slide bar to a more recent range of years).

Need more relevant results?

Use the Thesaurus to identify the best search terms for this database and improve the relevance of the results. Go to Advanced Search and click on Thesaurus

For example searching the Thesaurus for the term flexi time or flex time will identify the correct term as Flexible hours.

ACCESSING THE FULL TEXT

About 70-80% of ProQuest results will have the full-text article within ProQuest itself. To access ProQuest full text, just click on a PDF or Fulltext icon.

No full-text within ProQuest? Click on the iGetit@swansea link and follow the link to the full-text or to the Library catalogue. The article may be available either in a print journal in the Library or online from another supplier such as EBSCO or Wiley.

Still no availability for Swansea University users? Consider using our Document Supply Service http://www.swan.ac.uk/iss/libraries/documentsupplyservices/

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Library Guides: ProQuest Business Collection

COMPANY REPORTS

Click on Browse in the top horizontal menu and select Company Reports to find Hoover’s Company Records and ProQuest Annual Reports Collection for the company you’re researching.

MARKET RESEARCH

Click on Browse in the top horizontal menu and select Industry and Market Research to find industry reports, journal articles and market reports for the commodity or product you’re researching.

OTHER SPECIALIST PUBLICATIONS (INDUSTRY REPORTS, COMMODITY REPORTS, COUNTRY REPORTS, START-UP TOOLS & BUSINESS PLANS, DISSERTATIONS, CASE STUDIES).

Click on Browse in the top horizontal menu on the database’s home page and follow the links.

SAVING, PRINTING AND E-MAILING RESULTS

Select the items in your results which are of interest to you and either click on Email, Print or Export /Save to output your items. Select APA 6th edition as a referencing style which is used in the School of Management.

HELP AND SUPPORT

Email the Library Support team for Business and Economics: buslib@swansea.ac.uk

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8/2013, updated 9/2015