Finding journal articles with ProQuest Central and Google Scholar

ProQuest Central is a leading multi-disciplinary online resource which you can use to access databases across all major subject areas, including business, health and medical, social sciences, arts and humanities, science and technology. The online resource contains 17,000 full text journals as well as newspapers, magazines and market reports. This worksheet also covers Google Scholar which is also a good source of journal articles.

Activity 1: Watch a short training video

Watch the video provided on the Sheffield Hallam Library webpage http://libguides.shu.ac.uk/sbc/library to learn how to search ProQuest Central effectively.

Activity 2: Access ProQuest Central

A link to ProQuest Central has been placed in your College VLE or web site. SBC Library staff or course teaching staff will be able to advise you on where to find the link. When you click on the link to ProQuest Central you will be taken straight to the search page - you do not need to enter an additional password

Please do not try accessing ProQuest Central through search engines like Google as you will not be able to get to the full text of any journal articles.

Activity 3: Try a search

Follow the step by step search below to search for information on Corporate Social Responsibility.

Step 1: Type in your topic in the search box and click on the search button

![ProQuest Central search screenshot]

Collaborative Partner student training sheet for ProQuest Central database SBC – SHU Library
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Notice that when you start typing in your topic, ProQuest Central will prompt you with possible alternative search terms - in this case suggestions include bad corporate social responsibility, corporate social responsibility law, corporate social responsibility US. Sometimes this can help you decide on a better search term to use.

If you scroll down the bottom of the screen, the database also suggests other searches you could do which might be useful to you, in this case there are suggestions like social responsibility AND corporate responsibility, social responsibility AND environmental management, social responsibility AND business ethics. If any of these search suggestions more closely match what you are looking for, simply click on the link to the suggested search to go to the results.

Other searches to try:
- social responsibility AND corporate responsibility
- social responsibility
- social responsibility AND business ethics
- social responsibility AND sustainable development
- social responsibility AND stakeholders
- social responsibility AND environmental management
- social responsibility AND marketing
- social responsibility AND accounting

Step 2: View your results

Please note that ProQuest Central also includes some journal articles which only give you an abstract not the full text. You need to look for results which have a full text or Full text – PDF link as shown below. Click on the full-text ink to view the article.

Step 3: Filter your results

This is important as you will often get a lot of results when you search for information. The search on Corporate Social Responsibility finds over 687,000 results! You can filter (reduce and make more specific) your results in several ways. Try the following

a) Search within your results

You can add another topic to your search by clicking on the Search within link (find this after the number of search results).
Click on this link and add another topic to your search e.g. **business ethics**

![Search Within]

Your results will then be filtered to show articles on Corporate Social Responsibility AND business ethics.

**b) Filter again by peer reviewed**

You can further filter your results by clicking in the **Peer-reviewed** box near the top of the screen. Your results will now just show journal articles from peer-reviewed journals (good quality academic journals which have gone through the peer-review process). See screen shot on next page.

![Search Filter]

**c) More filters to try**

You can find more filters in the left hand side of your results screen. Have a look at what is available.

Try using the **Publication date** filter, this is very useful for making sure you have up to date information. **Location** is also very useful to limit your search results to a particular geographical area.

It is also very useful to use the **Subject** filter. This gives you a list of subjects and you can choose whether to include or exclude them in your search to make it more relevant. Click on the **Apply** button when you have made your choices.

See next page for screen shot.
Step 4: Create a citation in APA referencing style

If you find a useful article you want to use in your assignment, you can create the citation in APA style (referencing style used by Sheffield Hallam University) and save or email it to yourself. When you are creating your reference list for your assignment you can easily cut and paste the citation into your reference list.

Highlight the reference (or references) you want to create a citation for by clicking in the box to highlight it:

See next page for screen shot.
You then have the option to email or print the details for yourself using the options at the top of the screen. You can also cite it by choosing the Cite link - see the screen shot on the next page.

When you choose the Cite link, you will be offered a choice of Referencing styles. You need to choose APA 6th (the referencing style used by Sheffield Hallam University). You will then get a citation created for you that you can cut and paste into your reference list when you write your assignment. Notice that you also get a short abstract of the article to remind you what it is about.

You can print, email or download the results.
Activity 4: Try a search yourself on a topic of your choice

Limit the results to peer-reviewed.
Limit the results to the last 5 years.
Choose 2 results and email yourself the citations in APA reference style.

Activity 5: Finding more journal articles.

Repeat the search on Corporate Social Responsibility on Google Scholar
http://scholar.google.co.uk/

Try following the links which you can find beneath articles for any useful article you find to:

a) see what other articles have cited your useful article
b) find related articles - articles on a similar topic