Overview

The Business Source Premier database is a comprehensive, business periodical database that includes scholarly journals and business periodicals covering topics such as management, economics, finance, accounting, international business and much more. Business Source Premier contains content from full-text sources ranging from general business periodicals such as Business Week, Forbes, Fortune, American Banker, etc. to academic journals such as Harvard Business Review, Journal of Management, Academy of Management Review, Review of Economics & Statistics, etc. Business Source Premier provides cumulative indexing and abstracts for nearly 2,820 business journals and cumulative full-text for 2,280 journals. This database also includes Country Monitor, Industry Yearbook Reports, country reports from the Economist Intelligence Unit (EIU), Wall Street Words, and detailed company profiles from Datamonitor. Full-text backfiles are available for many journals back to 1990. Additionally, Business Source Premier includes embedded images for many of the full-text journals.

You have the option of searching the Regional Business News database along with Business Source Premier. This database provides regional full-text coverage of 75 business journals, newspapers and newswires from metropolitan and rural areas within the United States.

This guide covers basic searching techniques for Business Source Premier. For an in-depth discussion of general searching strategies for all databases, consult Searching Strategies for the Sawyer Library's Subscription Databases.

Access to Business Source Premier

Access to Business Source Premier is limited to current Suffolk University students and faculty. To use Business
Source Premier on campus, go to the Sawyer Library web page at www.suffolk.edu/sawlib/sawyer.htm. Select Databases When You Are On Campus. Choose Business Source Premier from the database list.

To search from off campus, choose Databases When You are Off Campus and go to the List of Databases Available from Home. You must have a valid Suffolk University ID to use this database from off-campus.

**Basic Keyword Search**

Use the Basic Keyword Search to generate a list of articles containing one or more key terms found in the Article Title, Article Subject Headings, Author and Abstract fields. You may combine multiple terms using Boolean operators "and," "or," "not":

- The "and" operator combines terms so that each result contains all of the terms.
- The "or" operator produces results that contain at least one of the terms.
- The "not" operator produces results that do not contain any of the terms that follow the "not" operator.

Click the Search button to start the search (go to Search Results) or select search Limiters or Expanders as described below.
Select any **Limiters** or **Expanders** (available on the **Refine Search** sub-tab) that you want to apply to the search. For example:

- **Peer Reviewed** limits search results to articles from peer-reviewed journals (publications that include only those articles that have been reviewed by experts in the field of study covered by the journal).
- **Full Text** limits the search results to full-text articles.
- **Publication Type** gives you a drop-down list of options to limit search results to a specific type of publication.
- **Search within full text** expands the search to include the full-text of articles.

Click the **Search** button to start the search (go to **Search Results**.)

**Advanced Keyword Search**
On the tabbed toolbar, click **Advanced Search**. Enter your search terms in the **Find** fields. Boolean operators ("and," "or," "not") can be included in your search.

You can also select fields for the search terms. The default fields for searches are: Article Title, Article Subject Headings, Author and Abstract. Additional choices are available in the drop-down menus.

Click the **Search** button to start the search (go to **Search Results**) or select search **Limiters** or **Expanders** to further refine your search results. **Advanced Search** gives
you more limiters to choose from. For example, document type allows you to limit results to book reviews, case studies, company reports, directories, industry overviews, product reviews, interviews, etc.

search results

the initial search results screen displays all results sorted by date (most recent to oldest). you may limit the results to scholarly journals, magazines, monographs, etc. you may also change the order in which the results are
displayed by clicking **Source**, **Author**, or **Relevance** in the **Sort by** drop-down list. To further limit or expand your search results, click the **Refine Search** tab.

Click on the **HTML Full Text** or **PDF Full Text** link to view the full-text article.

Click **Check Full-Text Search Engine** to see if the Sawyer Library has access to any databases that contain the publication's full-text articles. Selecting **Click HERE to see library holdings** or **Check Library Catalog** searches the online catalog to determine whether the
Reference & Citation Searching
Clicking the **References** link in a search result displays the **References** sub-tab screen which lists records cited in your original article.

If you click the **Times Cited** link, the **Citing Articles** sub-tab screen presents a list of records that cite your original article.

On the **References** sub-tab screen, marking the checkbox beside a reference and clicking the **Related Records** button will display a list of articles that cite this reference. In the example shown, the list would consist of 36 citing articles.
You may also search for citations of a specific article. Click **References** on the green tabbed toolbar. Enter search terms in the **Author**, **Title**, **Source**, **Year** or **All** fields and click the **Search** button. The **References** search screen will display a list of citation records for the search terms you entered. If you mark the checkbox of a citation record and click the **Find Citing Articles** button, you will retrieve a list of citing articles.

### Company Profiles
Click the **Company Profiles** tab on the green toolbar to access full-text profiles of companies from Datamonitor. The profiles include sections covering business description, company history, key employees, major products and services, top competitors, company view, locations and subsidiaries.

**Indexes Search**

Access the index browse feature by clicking the **Indexes** tab on the green toolbar. Select an index from the drop-down/pop-up menu in the **Browse an Index** field.
Then enter a term in the **Browse for** field and click the **Browse** button.

In this example, the search is for the term "worldcom inc." in the **Company Entity** index. Values matching the search term are displayed along with the corresponding number of hits (**Records Count**). Placing a checkmark in the box beside the desired term and clicking the **Add** button selects the term and places it in the **Find** search box. To run the search, click the **Search** button (go to **Search Results**).

**Thesaurus**

To browse a list of subject headings available in the database, click the **Thesaurus** tab on the green toolbar. Enter your search term(s) in the **Browse for** field, select either the **Alphabetical** or **Relevancy Ranked** radio button, and click **Browse**.
A list of headings is displayed. Select a heading and click Add to build your search in the Find field. You may select additional headings and use "and", "or", or "not" to build a search statement. To display a list of results that match your search terms, click Search.

Publications Search

From the green tabbed toolbar, click the Publications button to search for publications in the Business Source Premier database. Enter your search terms in the Browse Publications field.
field, select a search type (Alphabetical, By Subject, By Subject & Description, Match Any Words), and click the Browse button.

Publications that match your search criteria are displayed. For a description of the journal or publication, click the hyperlinked Publication Name. The information found in the details may include: the title, publisher information, the subject and/or a description of the journal, and whether the journal is peer reviewed. Hyperlinks to all available issues are displayed in a column on the right side of the screen.