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ABI/Inform: How to Search It on the Web

I. ABI/Inform and Getting to It on the Web

NOTE: You must be connected to Stetson's Network in order to access any of the Library's subscription databases. If you are not working from a campus-connected computer, please see Instructions for Library Access from Off Campus:

Off-Campus Database Access:
Use Stetson Outlook/Network Name & Password
Click here for details: <http://stetson.edu/library/offcampus.php>

The **ABI/Inform Complete** database is made up of three databases which can be searched separately, but have been combined so that you can search all three simultaneously.

ABI/Inform Global has the complete text of business articles from more than 700 journals from the early 1990s to date and indexing or abstracts (summaries) from more than 1600 journals, dating back to the early 1970s.

ABI/Inform Dateline covers leading sources of local and regional business news, including the weeklies published by American City Business Journals (e.g., Boston Business Journal, Dallas Business Journal, and the San Francisco Business Times) and the Crain's publications (Crain's New York Business and Crain's Chicago Business, for example). Because of its focus on local and regional news, Business Dateline is an excellent source of information on important business stories before they reach the attention of the national press especially about thousands of small companies and start-ups as well as local offices and regional operations of major corporations. The database also offers in-depth profiles of entrepreneurs, city business leaders, CEOs, and other executives. 1985-to date.

ABI/Inform Trade & Industry is composed of more than 750 publications targeting trade and industry. Contains publications on every major industry, including finance, insurance, transportation, construction, and many more. 1971- to date.

Go to the Library's database page: <http://stetson.edu/library/databases.php>.

In the alphabetical list of all databases (right side of page), scroll down to, then click on **ABI/Inform Complete (Business)**.

If you wish to search one of the components of ABI/Inform Complete separately, after clicking on ABI/Inform Complete in the alphabetical list of databases, on the search screen click on "Select multiple databases." Check the box or boxes next to the component(s) of ABI/Inform that you wish to search. Then click on "Continue." Or you can click on the down arrow next to the line marked "Database" and choose one of the components from that list.

II. Searching

If you need help on how to use Boolean operators and other aspects of searching electronic databases, go to http://www2.stetson.edu/library/standard_boolean.php.

The Advanced Search Screen should automatically be the first screen you see.

Simple Search: Type in the word(s) you wish to search on the first line (citation and abstract) and click on "Search" or press <enter>.

- **Capitalization** does not matter. You can type using capitals or lower case or a combination of the two. The database ignores capitalization.
- **Regular Plurals and Possessives--** ABI/Inform automatically searches for regular plurals and possessives. For example, searching **computer** will find computer, computers, and computer's; security will find security, security's, and securities.
- Two words entered together will be searched as if they were a phrase. In other words, they will be searched with the words right next to each other and in the order in which you typed them. Example: mutual fund
- Use **quotation marks** around more than two words that you want to search as an exact phrase. Examples: "field of dreams" "activity based costing" "computer based modeling"

Boolean (logical) operators may be used: **and**, **or**, **and not**. Click on this link for a more detailed description of Boolean operators and how they work:

http://www2.stetson.edu/library/standard_boolean.php.

Examples: cost reduction and "activity based costing"
internet and not html
mutual funds or hedge funds

- **Parentheses** may be used to group terms.
Examples: (cost reduction or product costing) and "activity based costing"
- **Truncation--** The asterisk * may be used at the end of a word to retrieve all endings on that word.
Examples: dream* retrieves dream, dreams, dreamy, dreamland, etc.;
mutual fund and return* (return* will find returning, returned)

Note: the asterisk will cause the words inside quotation marks NOT to be searched as a phrase. Thus "solid waste* management" will be searched as if the three words were entered as solid waste* management.

- **The wildcard** is the question mark (?). To use the wildcard, enter your search terms and replace each unknown character with a ?. ABI/Inform finds all citations of that word with the ? replaced by a letter.
Example: ne?t will find neat, nest, or next. It will not find net because the wildcard replaces a single character.
Educat?? will find educator and educated, but will not find education.

Advanced Search: There are several ways to conduct more advanced searches.

- **Field Searching--** Limit your search to a specific field of the record by changing "citation and abstract" to one of the other options in the drop-down menu.

One common way to search is to look for an author's name. If you have found one relevant article by a particular author, see what else that author might have written. It doesn't matter in what order you type in the author's name.

You may also search by field by typing the letter code for the field you want then putting the word(s) you wish to find in parentheses. Do this all on the first search line. Find the field letter codes by clicking on "Search Tips" and then click on "Search Field Syntax." There's no space between the field code and the parentheses.

Examples for searching in the **title of an article:**

TI(future)
TI(future and careers)
TI("Peering into the Future of Careers")

Example for **company field:**

CO(Ford)

Example for **subjects (descriptors):**

DE(access charges) or **SUB**(access charges)

Example for **ticker symbol:**

TK(AAPL)
TK(NKE)

Example for **author:**

AU(Forte, Monique)
AU(McCann, Greg)

Example for **NAICS:**

NAICS(514210)

North American Industry Classification System or NAICS (pronounces "nakes") uses a 6-digit code to classify **industries** based on the primary activities of the

organizations in that industry. For more information on NAICS, see the U.S. government NAICS Web site: <http://www.census.gov/epcd/www/naics.html> .

Example for **SIC Code:**

SIC(4911)

The SIC (Standard Industrial Classification) code is a 4-digit code that was used until 1997 when the NAICS codes were adopted. See <http://www.osha.gov/pls/imis/sicsearch.html> to search the SIC manual online.

Example for a **product:**

PR(harley-davidson)

PR(tivo)

Example for **DUNS Number:**

DU(00-535-6613)

These are Dun and Bradstreet trading partner identification numbers. They provide a consistent system for computer identification of companies.

- **Limit your search by date** (click on the down arrow to select your choice)
- **Limit your search to full-text articles only**

Limit your search to scholarly and peer reviewed journals. For more information on what scholarly and peer reviewed journals are, click on "About" button next to this option on the ABI/Inform Advanced Search Screen or go to the Library's discussion of peer reviewed or refereed journals at <http://www2.stetson.edu/library/researchguide.pdf> (see pages 37-39).

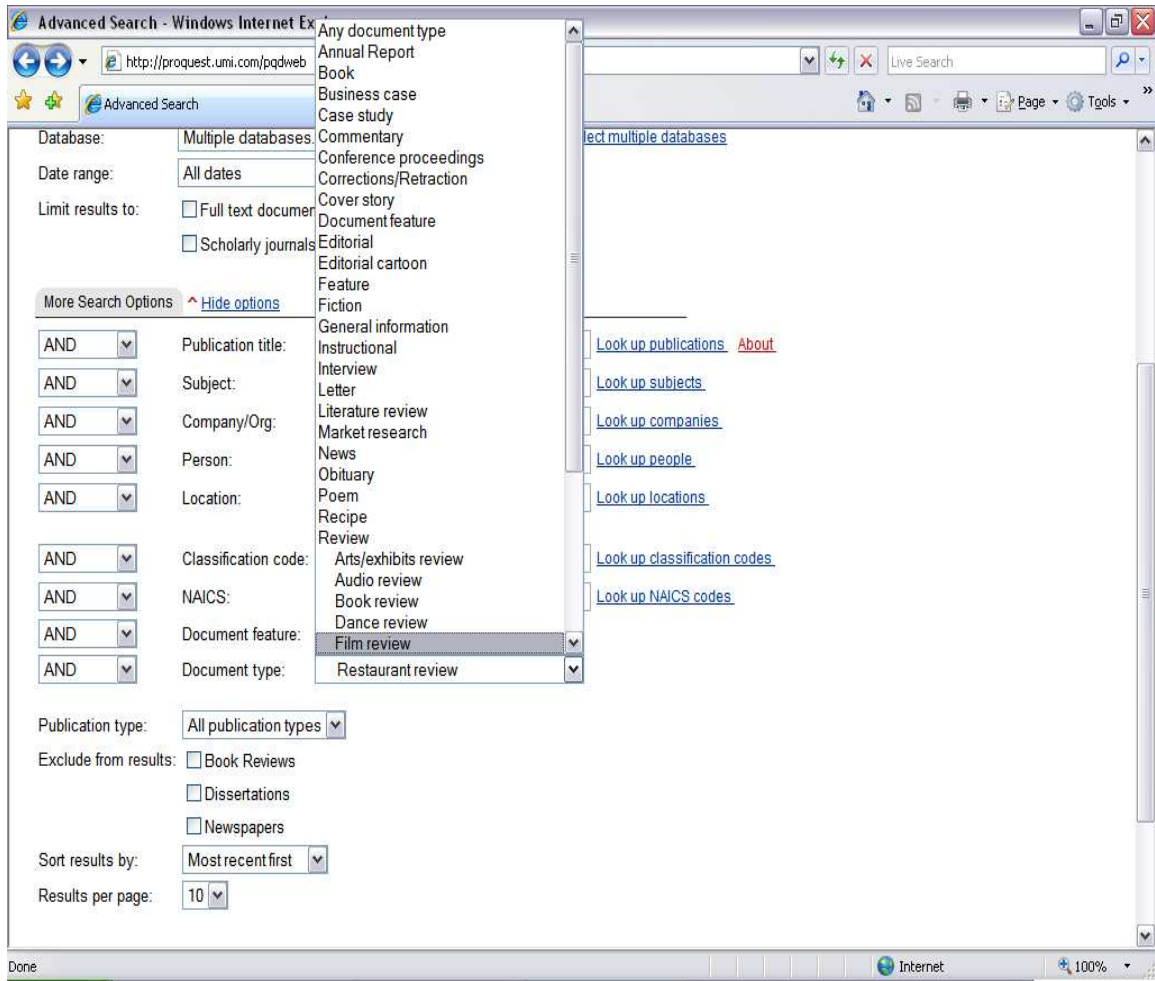
- **Limit your search to one publication.** You can find a list of publications by clicking on "Look up publications" next to the "Publication Title" option or by clicking on the Publications Tab at the top of the screen. Click on the title of the publication you want to search. To search within that one publication, click on the "Search within Publication" link.
- **Subject Searching--** Note on Subject Searches: Subjects are controlled vocabulary terms. They are sometimes called Descriptors or Thesaurus Terms. These terms are used to find documents indexed using the same subjects. They are assigned to describe consistently the concepts included in the content of an article or document. Scroll down the search screen under "More Search Options," then click on "Look up subjects." Type in the subject you want and click on "Find Term." If you wish to add the term to your search, click on "Add to Search."

You can view the official definition of a term by clicking on "Thesaurus" located on the bottom of the "Look up subjects" screen. If you wish to add the term to your search, click on "Add to Search."

- **Topic Guide--** You can search for topics by clicking on the "Topic Guide" tab along the top of the search screen. Type in the term you wish to find. Make sure the line marked "Look up topics A-Z" is checked. The results will be an

alphabetical list of all major words in the database (whether subject terms, names of companies, locations, or whatever). If you want ABI/Inform to suggest topics similar to what you entered, check the box next to the line "Suggest topics."

- **Company, Person, or Location Searching--** You can limit your search to a specific company, person, or location by typing in the name of the company, person, or location on the appropriate line. You can choose the name of a company, name of a person, or a location from a list by clicking on "Look up company" or "Look up people" or "Look up locations" next to these options.
- **Classification Code--** Classification codes classify articles in the ABI/Inform database into broad topical areas such as management function, industry, market, geographical area, organization type, or article treatment. For example, code 1300 includes all of the articles on international trade and foreign investment. Code 1500 covers energy and the environment. Click on "Look up classification codes" to get a list of the codes.
- **Searching by NAICS Codes--** Use the "Look up NAICS codes" link to find and add NAICS delimiters to your search. Only the most specific 6-digit codes will produce results. To broaden the search results to include multiple industries the truncation character (*) must be used. For example: use **naics(722110)** to search the full service restaurant industry, using **naics(72*)** will broaden the search to include accommodation and food service industries. Search tip: use the NAICS or SIC codes assigned to a relevant article to find more articles related to that line of business.
- Limit your search to **specific document type**. Click on the down arrow to highlight the type of document you wish to search. This list includes **reviews** and **statistics** among many others.
- Limit your search to a **type of publication** such as trade publications, newspapers, or scholarly journals. Click on the down arrow next to "Publication Type." Also note: once you have results from a search, you will see a series of tabs along the top of the results that will allow you to limit your results to scholarly journals, magazines, trade publications, newspapers, etc.



- Proximity Operators-- WITHIN** Find articles where the first word appears n number of words before or after the second word.
 Example: computer **w/3** careers

PRE Finds words where the first is found within n words in the same field as the second, but the first word must come first in the order.
 Example: securities **pre/3** commission
 Finds Securities and Exchange Commission, Securities Regulatory Commission, and Securities Commission. It will NOT find Commission on Security Regulation, however.
- Search History--** Once you have performed a search, you can click on the "My Research" tab at the top of the page, then click on "Recent Searches" link to see your search history.

If you wish to re-use previous searches in a new search, click on the "Advanced" tab at the top of the screen to get back to the search screen. To the right of the words "Advanced Search" you should see "Tools." Click on the link to "recent searches." You can choose to add these searches to a current search.

- **Quick Limit Tabs--** Once you have performed a search, you can limit that search by clicking on one of the tabs above the results list (scholarly journals, magazines, trade publications, etc.).
- For **additional help with searching**, click on the "Search Tips" phrase located to the right of **Tools** on the search screen page, or on **Help** located in the far upper right-hand corner of the screen.

III. Showing, Selecting, and Printing/Downloading/Emailing Records

Showing

The brief result List automatically appears after the search is completed. To get all the information on a particular item, click on the title. You can return to the results list by clicking on the "Back to Results" link near the top of the page.

The full text of the article is available on ABI/Inform **if** there is a link to full text, text and graphics, or page image (pdf). To open pdf documents, you will need to have the Adobe Acrobat software installed on your computer.

Suggested Topics/Browse Suggested Publications

After performing a search, ABI/Inform automatically generates a list of topics similar to the one already searched. You can click on one of those, and a new search will be generated. Likewise, ABI/Inform also generates a list of names of publications that contain information relevant to the search you just performed. If you click on a title, you will automatically be taken to the Publication Search page where you can select an issue or search within a title.

Selecting (Marking)

Click in the box to the left of the item to add that record to your folder so that you can print/export/download/email a list of records later. After marking all you wish to mark, click on the phrase "N Marked Items." Then click on your choice to form a bibliography which you can email, print, or download; email the citations you have marked; export to citation software; or create a Web page which you can email or download. **NOTE:** This option works with citations only. It does not allow you to print, export, download, or email the full text of articles. Options for printing, downloading, or emailing full text, are covered in the Printing, Saving, and Emailing sections below.

Citation Style

When using ABI/Inform's print, download, or email options, you will be asked which citation style you want to use (APA, MLA, Chicago, etc.). You will be prompted to choose the style you wish and then proceed with printing, downloading, or emailing the citations. If, however, you use your browser's file>print buttons to print, you will not be asked to choose a citation style.

Printing

To print what is **showing on the screen**, click on your browser's "Print" button or file>print command.

To print the **full text of documents available as text and graphics**, click on the Text + Graphics link. Click on ABI/Inform's "Print" or your browser's file>print button to print it.

If the text is in **pdf format**, click on the pdf link to the full text. Then click on the printer icon along the top of the pdf screen (Adobe Acrobat screen). Do not use your browser's printer icon or file>print command.

Saving (Downloading)

To save/download the full text of an article available as Graphics + Text, click on the links to the Graphics + Text link. Click on your browser's "File>Save As" buttons to save it to a disk (save it as "text").

To save/download a .pdf file, click on the link to open the pdf full text, then click on the disk icon along the top of the pdf screen (Adobe Acrobat screen) and follow the prompts. Note: to open this file after you have saved it, you will need Adobe Acrobat on your computer to open it in a readable format.

Emailing

To email the full text of an article available as Graphics + Text, click on the Graphics + Text link. Click on ABI/Inform's email button.

To email a .pdf file, click on the link to open the pdf full text, then click on the email icon along the top of the pdf screen (Adobe Acrobat screen) and follow the prompts.

Exporting

To Export a citation to citation software, you must first mark or add that citation. Click in the box to the left of the item to add that record to your folder. After marking all you wish to mark, click on Export. You will be prompted for the choices you can make. **NOTE:** You will need to have ProCite, EndNote, or RefWorks software loaded onto your computer in order to take full advantage of the Export option. If you do not have ProCite, EndNote, or RefWorks software on your computer, click on the "download in a format compatible . . ." option. Then click on your browser's SAVE AS option and download the file to your own computer.

IV. Getting the Article

If there is a link to the full text of the article, click on that link and see the instructions for printing, emailing, or downloading in the section above.

What if the item is a journal article that isn't linked to full text? ABI/Inform contains many articles full text, but some of the results are for citations only. Several journals may be available full text through one of our other databases. ABI/Inform will NOT show that we own these journals.

To determine if we own the full text of an article (in paper or on one of the databases) go to <http://atoz.ebsco.com/titles.asp?Id=K09798&sid=123308405&TabID=2> and search for that journal title. If a journal title is found in this list, the list will tell you whether we have the journal in paper, microform, or in which database you need to search. If the title is not listed, we do not own the journal or have access to it full text through one of our databases. If it is listed as being in one of our databases, you will need to link to that database and then search for the particular article you want to retrieve.

Periodicals in the Library are arranged alphabetically on the shelves by the title of the journal. Check where to find periodicals in the Library by going to the map of the Library at http://stetson.edu/library/maps_librarymap.pdf.

If Stetson does not own the journal or have access to it full text through one of our databases, then you will need to submit an Interlibrary Loan Request by going to http://stetson.edu/library/departments_ill.php.

V. Citing Sources

Plagiarism

A basic characteristic of scholarly work is citing the sources used or referred to or borrowed from. It is academic dishonesty to use ideas from (even if you put them in different words), paraphrase, or quote from someone else's work without acknowledging the other source.

If you use someone else's work—their words, ideas, art work, music, Web pages, software, or some other expression—you must acknowledge the author or creator. Failure to do so is an unethical practice called plagiarism. Stetson has an official policy regarding plagiarism in the Student Code of Conduct.

For more information on plagiarism and how to avoid it, go to the following sites:

https://my.hamilton.edu/academics/resource/wc/Using_Sources.PDF

<http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml>

<http://plagiarism.umf.maine.edu/>

<http://owl.english.purdue.edu/owl/resource/589/01/>

Style Manuals

To avoid plagiarism, writers, musicians, web page designers, and others need to acknowledge where they got their ideas, quotes, music, or images. There are conventional

forms of acknowledging that you have used someone else's work. There are different forms of citation for many academic disciplines. In other words, each discipline has its own preferred way of citing sources. Many disciplines have published their preferred citation conventions in what is called a **style manual or style guide**.

In citing any source (book, journal article, government document, Web site, whatever), be sure you have the following relevant elements for your notes and bibliography or works cited page:

1. Author. This may be an individual person, a government agency, a department within a larger entity (for example, the Sociology Department at a university), or a business.
2. Title of the journal article, newspaper article, chapter from a book, government document, or Web site AND title of the journal, newspaper, or book
3. Name of electronic database (if the article was retrieved through a database on the Web)
4. URL to Web site
5. Date of publication or date last visited on the Web
6. Volume number and issue number if the material is from a magazine, newspaper, or scholarly journal
7. Pages of the journal article or book

If what you need to cite does not fall into any of these categories, check with your professor as to what information you will need to properly acknowledge the source.

Check with your classroom professors to see what citation style they wish for you to follow.

The most common style manuals used in college papers are the following:

***The AMA Style Guide for Business Writing.* Ready Ref. HF 5726 .A49 1996.** New York: AMACOM (American Management Association).

***The Chicago Manual of Style.* Ready Ref. Z 253 .C572.** Chicago: University of Chicago Press. For update information and tips for using the *Chicago Manual of Style*, go to <http://www.chicagomanualofstyle.org>. Located in Ready Reference directly behind the Reference Desk.

***MLA Handbook for Writers of Research Papers.* Ready Ref. LB 2369 .G53.** New York: The Modern Language Association. Help with the MLA format for electronic sources can be found at <http://owl.english.purdue.edu/owl/resource/557/15/>.

***Publication Manual of the American Psychological Association.* Ready Ref. BF 76.7 .P83.** Washington, D.C.: American Psychological Association. For help with citing electronic sources APA style, go to <http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx>.

Turabian, Kate. *A Manual for Writers of Term Papers, Theses, and Dissertations.* Ready Ref. LB 2369 .T8. Chicago: University of Chicago Press. (Usually referred to as just "Turabian")

Links to these guides or parts of them and discussion of citation styles in general are available at

<http://lib.trinity.edu/research/citing/index.shtml>

<http://owl.english.purdue.edu/owl/resource/557/15/>