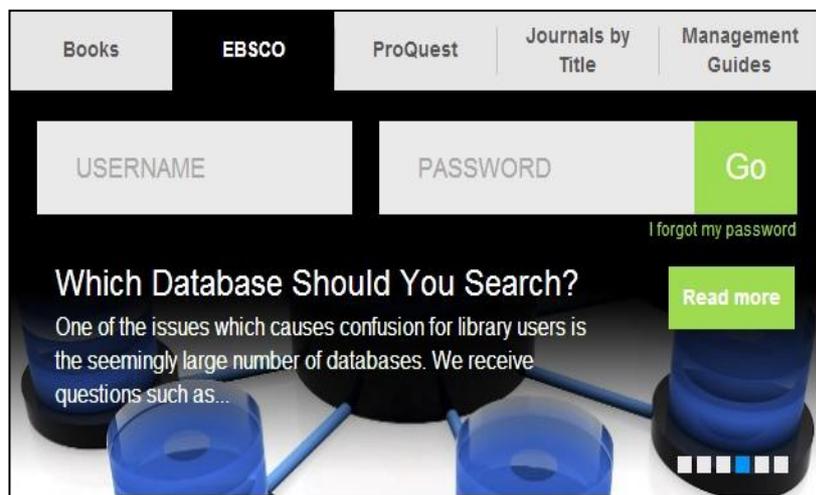




This short guide is intended to help you navigate *EBSCOhost Business Source Premier*. It will enable you to search for and retrieve articles and other information contained within the database. *EBSCOhost Business Source Premier* is our largest database; it contains over 8,000 online journals including Harvard Business Review.

### [Accessing the database](#)

On the main library page, there is a tabbed search box as shown in the image. Select [EBSCO] and enter your unique username and password. These will be assigned upon beginning your course.



Once you have signed in, you can enter a search term and click go. This will bring you to the results page of the EBSCO database.

### [Navigation](#)

*EBSCOhost* has a list of buttons to enable the user navigate easily through the various searching options available.



It is important to note that these buttons will always remain visible regardless of what page you happen to be on.

### [Search options](#)

Like many databases, *EBSCOhost* has common search options available. These include: **Basic Search** and **Advanced Search**

## Basic Search

The **basic search** function is the default setting for *EBSCOhost* and allows you to simply enter in any

terms that you feel relate to your topic. Using this search option will generally return a very large number of results. While this might appear useful, you will find that many of the results may not be relevant to your focus area. By browsing the titles of the first few results, you may find that you need to refine your search further.



By using basic search, you will get an idea of the range of information available and also become familiar with certain keywords that you can then use to further your search.

## Advanced Search

The advanced search function allows you to focus specifically on certain subject areas through the use of *multiple keyword searching*.



Once you have entered in some keywords, you will see the *Select a Field* option. By clicking on the arrow, the following drop down list will appear.



When used in combination with keyword searches, these options can produce very specific results. For example, typing in the keyword, *Kotter, John* and selecting *Author* from the drop down list will only produce articles that John Kotter has either written himself or in conjunction with others.

There is also a selection of other search options available. You can limit your results by:

[Full text](#)      [Peer reviewed articles](#)      [Articles with references available](#)

Another very useful method of reducing the number of results is to limit your search to a certain *date range*. In most cases, this will reduce the number of results quite dramatically.

## Viewing your results

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The results tab displays the information that *EBSCOhost* has received from the searched databases. Search results can be HTML or PDF full text, citations, abstracts and can include links to full text.

*EBSCOhost* provides you with instant access to full-text articles. Full text is the complete original article and can include valuable charts, graphs and images.

The screenshot displays the EBSCOhost search results interface. On the left, a 'Refine Search' sidebar shows 33 results for the search terms 'Leadership AND AU Kotter, John'. It includes an 'Expanders' section for related words and a 'Refine your results' section with checkboxes for 'Full Text', 'References Available', and 'Scholarly (Peer Reviewed) Journals'. A 'Publication Date' range is set from 1977 to 2013. The main results area shows 'Page: 1 2 Next'. Two results are listed: 1. 'Change Leadership.' by Kotter, John, from Leadership Excellence (Jan 2013), and 2. 'Managing Your Boss.' by Gabarro, John J. and Kotter, John P., from Harvard Business Review (Jan 2005). Each result includes a 'Periodical' icon, a brief description, subject terms, and a database reference. Action buttons like 'Add to folder', 'PDF Full Text (130KB)', and 'Check LinkSource' are visible for the first result. A note indicates the first title is held locally in the IMI Library.

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If you need any help using the *EBSCOhost* database, please don't hesitate to contact the Information Desk in the library. You can call to the desk in person, or contact us by phone(01-2078513) or e-mail [knowledge@imi.ie](mailto:knowledge@imi.ie)