



ProQuest User Guide

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[A: Accessing ProQuest Databases and Creating a Personal Account](#)

ProQuest is an advanced search platform that allows you to perform advanced literature searches. The ProQuest platform provides access to a number of different research databases. It is good practice to search each database individually. Searching more than one database at a time will disable the thesaurus feature, which is not advisable for comprehensive systematic searching.

The following databases are available via ProQuest:

- APA PsycArticles
- APA PsycINFO
- British Nursing Index
- Coronavirus Research Database
- Consumer Health Database
- Health & Medical Collection
- Health Administration Database
- Medline
- Nursing and Allied Health Database

- Psychology Database
- Public Health Database
- PTSDpubs – contains information relating to post traumatic stress disorder
- Publically available content database

1. Accessing ProQuest Databases

- The quickest way to access ProQuest is via the NHS Knowledge and Library Hub. If you are on a Trust device, there should be an icon on the desktop:
- Double-click on this icon to open the Knowledge and Library Hub.
- If you are not on a Trust computer, you can access the Knowledge and Library Hub from the [Rotherham NHS Foundation Trust Library & Knowledge Service website](#) by selecting the **Resources** Tab and clicking on the link for the **Knowledge & Library Hub**.

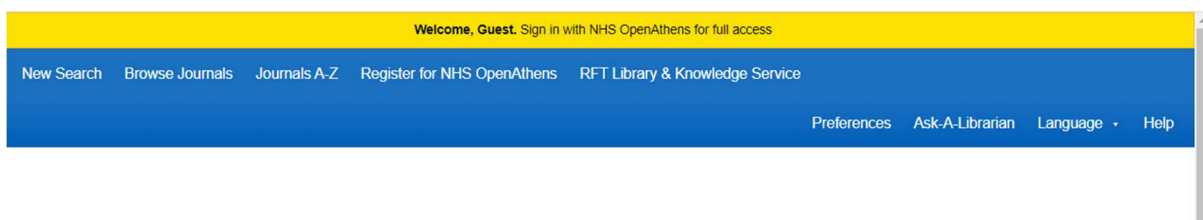


Resources



New! Discover the new [NHS Knowledge & Library Hub](#): a single gateway to journals, books, databases, clinical decision support resources including NICE Guidelines, BMJ Best Practice and DynaMed, and one-click links to full-text.

- Along the top of the page you should see a yellow ribbon, prompting you to log in with your NHS Open Athens user name and login.



- Scroll down the page and click on the **NHS Knowledge and Library Hub** underneath where it says **Start your Search** and click on the link



- NHS Open Athens is used to authenticate that you are an NHS member of staff. Being logged in grants you access to the full range of full text resources available and allows you to access the health and social care databases such as PsycINFO.
- Log in with the link in the yellow ribbon if you are have already signed up. If you have not previously registered, select **Register for NHS Open Athens**.

New Search Browse Journals Journals A-Z **Register for NHS OpenAthens** RFL Library & Knowledge Service

- Fill in your details and you will be sent your username and password. If you have already registered but have forgotten your details, please email the library at rg-h-tr.libraryhealthcare@nhs.net and we will be happy to assist you.
- On the Knowledge and Library Hub page, scroll down to **In-depth searching**.

In-depth searching

AMED

British Nursing Index

CINAHL

Cochrane Library

EMBASE

EMCARE

HMIC (Health Management Information Consortium)

Medline

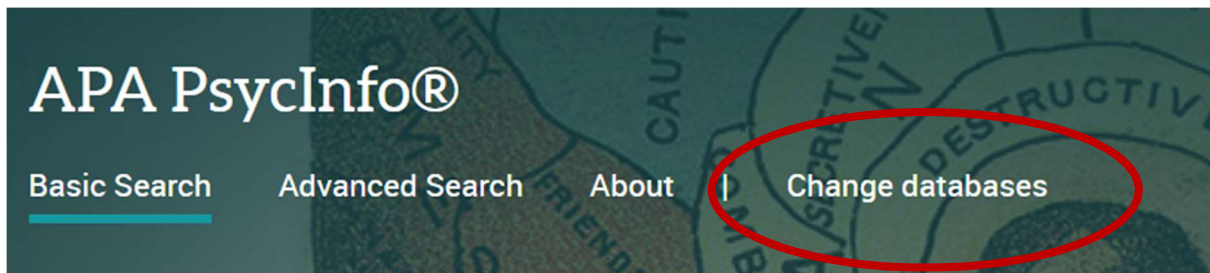
PsycINFO

Pubmed

Social Policy & Practice

2. Select **PsycINFO**. *We recommend searching one database at a time*. You will be asked to sign in with your NHS Open Athens Username and password.

3. This will take you through to PsycINFO. If you want to change the database you want to use, select **Change database**

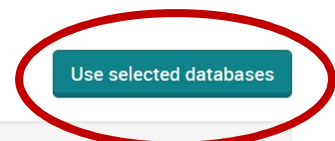


Select which database you would like to search and select **Use Selected databases**

Select Databases

Tip: [Add database shortcuts](#), making it easier to select one or more favorite databases.

Select databases to search, then click **Use selected databases** to go to the search form.



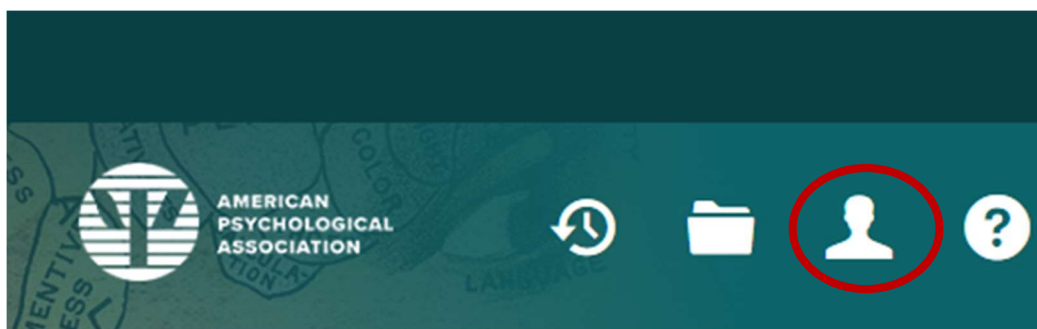
Brief view | Detailed view View by name | View by subject

Select all Full Text Included

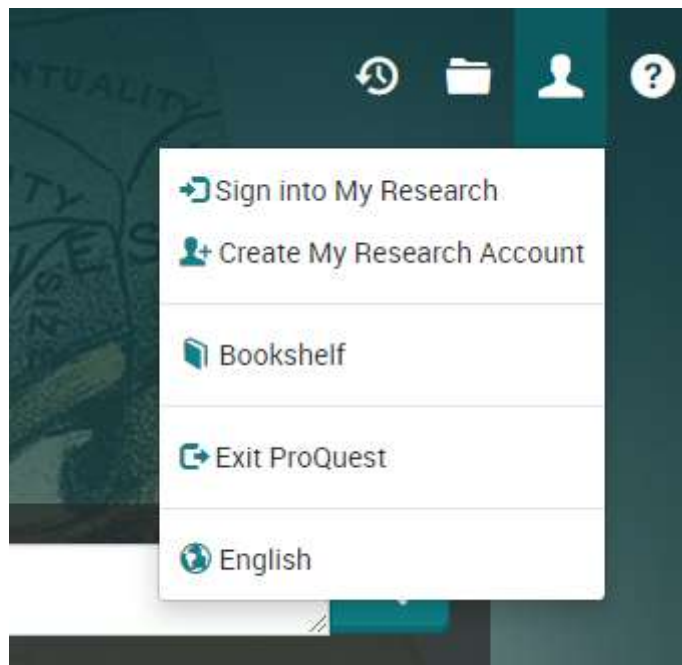
- APA PsycArticles®** (1894 - current) ⓘ
Psychology - journal articles
Subject Area(s): Social Sciences, Health & Medicine
[View title list](#)
- APA PsycInfo®** (1806 - current) ⓘ
Psychology - journal articles, books, dissertations, etc.
Subject Area(s): Social Sciences, Health & Medicine
[View title list](#)
- British Nursing Index** (1994 - current) ⓘ
British Nursing Index is a leading database for the support of practice, education, research, and development for nurses, midwives, health visitors, and healthcare assistants working in the UK or following UK practice.
Subject Area(s): Health & Medicine
[View title list](#)

4. Once you have selected a database, you can begin searching. However, you will first need to **create a personal/research account to save your searches and results**. If you already have a personal account, login to it now.

Click on the person icon in the top right corner:



5. From here, either **sign into your existing Research Account**, or select **‘Create My Research Account’**:



If creating your account, fill in your details. This is an account with ProQuest and different to your NHS Open Athens account.

[B: Searching for Terms](#)

To get back to the ProQuest front page, click on the ProQuest icon on the top left:



6. To start a search, click on **‘Advanced Search’**:

You are searching 1 databases

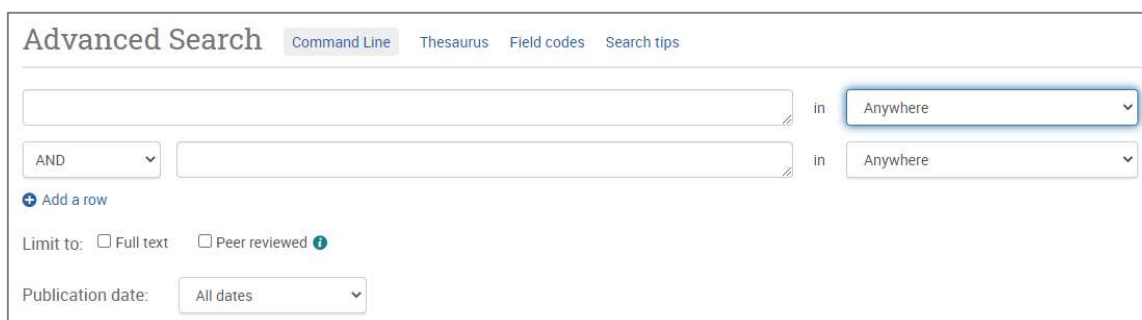
[Basic Search](#)

Advanced Search

[Browse](#)

[Change Databases](#)

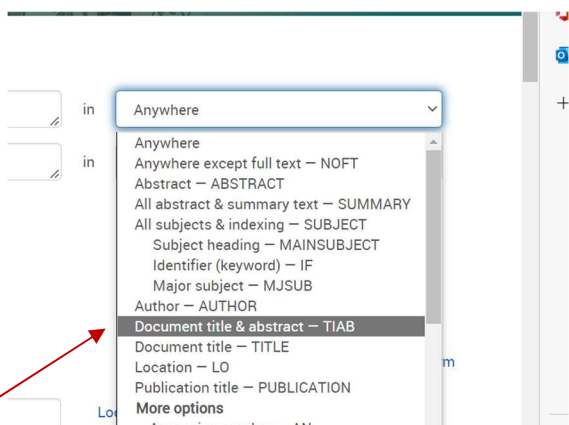
You can now start entering your search terms in the fields:



7. To select which fields you would like to search, use the drop-down menus.

You can choose to search anywhere in an item's record, or narrow your search down to specific fields.

8. If you want to search more than one specific term, e.g., heart attack or myocardial infarction, you need to search for these on separate rows using 'OR'. In ProQuest you can search for Title and Abstract by selecting **Document Title & Abstract TIAB in the dropdown menu.**



9. Unlike other databases, ProQuest doesn't show you your search history as you go. If you need to see your search lines, you need to select **Recent searches.**

Recent Searches

To save a search, select **Save search** from the **Actions** menu. [Learn more](#)

Combine searches: [Search tips](#)

Examples: 1 AND 3 or "6"
(1 AND 3) OR (1 AND 2)
3 NOT treatment

Items selected: 0

<input type="checkbox"/>	Set ▼	Search	Databases	Results	Save search/alert	Other actions
<input type="checkbox"/>	S1	"heart attack" or "myocardial infarction"	APA PsycInfo®	5,849	Save search/alert ▼	Other actions ▼

Advanced searching tips and techniques

10. Phrase searching: if you need to search for two or more words, for example 'cognitive behavioural therapy', to tell the database that you would like all of these terms to appear next to one another, i.e., as a phrase, you can do this by putting the terms in "" inverted commas. For example, "occupational therapy" or "attention deficit disorder". Otherwise, the database will search for these terms, where they appear together but also where they appear separately and in any order.

Basic Search **Advanced Search** Browse Change Databases

Advanced Search

"cognitive behaviour therapy" or "cognitive behavior therapy" in Document title & abstract – TIAB

AND in Anywhere

11. Truncation is an advanced searching technique that allows you to truncate words, which takes into consideration plurals or variations of words. The truncation symbol in ProQuest is *

Adding a truncation symbol will search for a word with any number of characters that appear after where you place the *

E.g. **therap*** will retrieve all instances of therapy, therapies, or therapeutic or **Schizo*** will retrieve schizophrenia, schizophrenic, schizophrenics, schizoaffective.

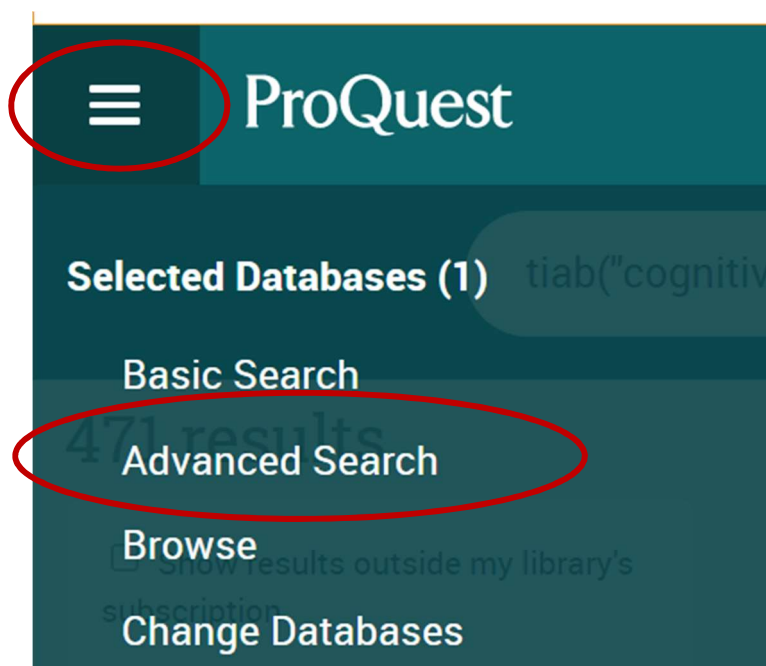
12. Proximity searching: is an advanced searching technique. You can tell the database that you want the search terms to appear within a specified number of words of each other (either before or after)

E.g., : (sleep* NEAR/2 depriv*)

Will find articles that include results where that mention “deprived of sleep” or “sleep deprived” ...

13. It is useful to search for variations of the same term (this is known as ‘synonyms’) as different authors may use different words and phrases to describe the same thing. Language can change over time or different words and spellings may be used in different locations. For example, cancer and neoplasm or randomised or randomized.

14. To search further, you will need to get back to the **Advanced Search** by clicking on **the horizontal three lines** on the top left-hand corner:



Repeat steps 7-13 for all keywords

[C: Searching for Subject Headings](#)

15. Before you start make sure to clear the search fields of previous keyword searches. You can do this by highlighting the terms and pressing delete or by selecting **Clear form**.

Advanced Search [Command Line](#) [Recent searches](#) [Thesaurus](#) [Field codes](#) [Search tips](#)

"heart attack" OR "myocardial infarction" in

AND in

+ Add a row

Limit to: Peer reviewed Impact statements

Publication date:

14. To search for a subject term select **Thesaurus**. Type in what subject headings you want to search for and click **Find**:

Advanced Search [Command Line](#) [Recent searches](#) [Thesaurus](#) [Field codes](#) [Search tips](#)

15. The Thesaurus may (or may not) have exactly what you're looking for, or offer suggestions to other subjects – have a go at searching for alternative terms too. **Click on the relevant heading (if there is one):**

PQ Thesaurus - APA PsycInfo® - ProQuest - Work - Microsoft Edge

https://www.proquest.com/psycinfo/thesaurus/browse/\$N/queryTermField/false/true/false?accountid=...

APA Thesaurus of Psychological Index Terms - Fall 2022

Search terms:

Contains word(s)

Begins with (enter at least 2 characters)

Browse terms:

Hierarchical view | Relational view

Root of APA Thesaurus of Psychological Index Terms - Fall 2022

- Disorders
- Physical Disorders
 - Cardiovascular Disorders
 - Heart Disorders
 - Myocardial Infarctions
Use for: Heart Attacks

Explode Major - notes

16. Click on the term to open it. The Thesaurus will suggest broader and narrower terms, which you can also select, or **click on the notes icon to find out more about each term.**

17. Selecting Explode, will include any narrower terms that appear underneath that term, e.g., in the example above selecting Explode for Heart disorders will include Myocardial infarctions. The narrower terms are indented. Selecting **Major** for a term, will make the search more specific. This will only retrieve articles that have been marked as having that term as the major focus. We would recommend only using Major if you are getting too many search results to go through in your search.

When you have selected which subject terms you want to include, select **Add to search.**

Hierarchical view | Relational view

Root of APA Thesaurus of Psychological Index Terms - Fall 2022

- Disorders
 - Physical Disorders
 - Cardiovascular Disorders
 - Heart Disorders
 - Myocardial Infarctions
 - Use for: Heart Attacks

1 terms selected view

Combine using:
 OR AND NOT

Add to search Close

Repeat steps 13-17 for all subject headings.

D: Combining free-text search terms and subject headings

18. To combine your search terms, you need to select Recent searches.

19. Combine your terms and subject headings by typing OR between the line numbers you want to combine (with or without the preceding 'S') E.g., 1 OR 2 OR 3 or S1 OR S2 OR S3

Then click **Search:**

Recent Searches

To save a search, select **Save search** from the **Actions** menu. [Learn more](#)

1 or 2

Search

Search tips

Examples: 1 AND 3 or *6
(1 AND 3) OR (1 AND 2)
3 NOT treatment

Items selected: 0 [Delete](#) [Save](#) [Show all details](#) [Export all searches](#)

<input type="checkbox"/>	Set ▾	Search	Databases	Results	Save search/alert	Other actions
<input type="checkbox"/>	S2	M MAINSUBJECT.EXACT("Myocardial Infarctions")	APA PsycInfo®	3,043	Save search/alert ▾	Other actions ▾
<input type="checkbox"/>	S1	M "heart attack" or "myocardial infarction"	APA PsycInfo®	5,849	Save search/alert ▾	Other actions ▾

20. If you are searching for more than 1 concept, e.g. heart attack and sleep deprivation, you will want to **repeat steps 7-16** for your second (or third) concepts.

21. Once you have searched all of your concepts, we will want to combine them **using AND**.

Select **Recent searches** to see your search history. **Look to see which lines that you have combined using OR:**

Items selected: 0 [Delete](#) [Save](#) [Show all details](#) [Export all searches](#)

<input type="checkbox"/>	Set ▾	Search	Databases	Results	Save search/alert	Other actions
<input checked="" type="checkbox"/>	S6	M s4 or s5	APA PsycInfo®	8,161	Save search/alert ▾	Other actions ▾
<input type="checkbox"/>	S5	M MAINSUBJECT.EXACT("Sleep Deprivation")	APA PsycInfo®	6,440	Save search/alert ▾	Other actions ▾
<input type="checkbox"/>	S4	M (sleep* near/2 depriv*)	APA PsycInfo®	8,161	Save search/alert ▾	Other actions ▾
<input type="checkbox"/>	S3	M S1 OR S2	APA PsycInfo®	5,692	Save search/alert ▾	Other actions ▾
<input type="checkbox"/>	S2	M MAINSUBJECT.EXACT("Myocardial Infarctions")	APA PsycInfo®	3,043	Save search/alert ▾	Other actions ▾
<input type="checkbox"/>	S1	M tiab("heart attack*" or "myocardial infarction")	APA PsycInfo®	5,066	Save search/alert ▾	Other actions ▾

In the search Type in the search lines that you want to combine with AND (with or without the S) and click Search.

Recent Searches

To save a search, select **Save search** from the **Actions** menu. [Learn more](#)

3 AND 6 Search [Search tips](#)

Examples: 1 AND 3 or "6"
(1 AND 3) OR (1 AND 2)
3 NOT treatment

Items selected: 0 Delete Save Show all details Export all searches

<input type="checkbox"/>	Set	Search	Databases	Results	Save search/alert	Other actions
<input type="checkbox"/>	S6	@ s4 or s5	APA PsycInfo®	8,161	Save search/alert ▼	Other actions
<input type="checkbox"/>	S5	@ MAINSUBJECT.EXACT("Sleep Deprivation")	APA PsycInfo®	6,440	Save search/alert ▼	Other actions
<input type="checkbox"/>	S4	@ (sleep* near/2 depriv*)	APA PsycInfo®	8,161	Save search/alert ▼	Other actions
<input type="checkbox"/>	S3	@ S1 OR S2	APA PsycInfo®	5,692	Save search/alert ▼	Other actions
<input type="checkbox"/>	S2	@ MAINSUBJECT.EXACT("Myocardial Infarctions")	APA PsycInfo®	3,043	Save search/alert ▼	Other actions

E: Filtering and Saving Results

22. On the results page, **you can filter down your results** by publication date, language, gender etc. on the left-hand side options bar:

The screenshot shows a search results page with a left-hand side options bar. A red oval highlights the options bar, which includes the following sections:

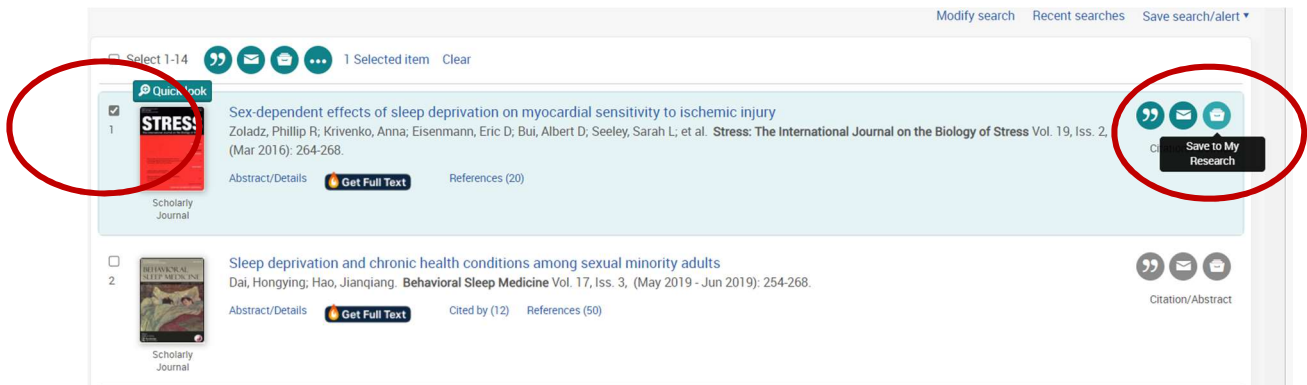
- Limit to:** Peer reviewed
- Source type:** Scholarly Journals (13), Dissertations & Theses (1)
- Publication date:** 2003 - 2022 (years) with a bar chart and an "Update" button.
- Publication title:** (dropdown menu)
- Record type:** (dropdown menu)
- Subject:** (dropdown menu)
- Classification:** (dropdown menu)
- Age group:** (dropdown menu)
- Population:** (dropdown menu)

The main results area shows five search results, each with a journal cover icon, title, authors, journal name, and options for "Abstract/Details", "Get Full Text", and "References".

- Zoladz, Phillip R; Krivenko, Anna; Eisenmann, Eric D; Bui, Albert D; Seeley, Sarah L; et al. **Stress: The International** Scholarly Journal
- Sleep deprivation and chronic health conditions among sexual minority adults
Dai, Hongying; Hao, Jianqiang. **Behavioral Sleep Medicine** Vol. 17, Iss. 3, (May 2019 - Jun 2019): 254-268. Scholarly Journal
- Paradoxical sleep deprivation increases mortality in myocardial infarcted rats
Carvalho, Rafael S; Perry, Juliana C; Campos, Ruy R; Andersen, Monica L; Tufik, Sergio; et al. **Sleep and Biological Rhythms** Scholarly Journal
- Acute sleep deprivation increases inflammation and aggravates heart failure after myocardial infarction
Zhu, Yumin; Chen, Xian; Guo, Lizhe; Wang, Lu; Chen, Na; et al. **Journal of Sleep Research** (Jul 3, 2022). Scholarly Journal
- Sleep, health, and human capital: Evidence from daylight saving time
Jin, Lawrence; Ziebarth, Nicolas R. **Journal of Economic Behavior & Organization** Vol. 170, (Feb 2020): 174-192. Scholarly Journal

22. You can restrict your results to particular years by changing the **publication date** and studies published in **English by selecting Language > English**

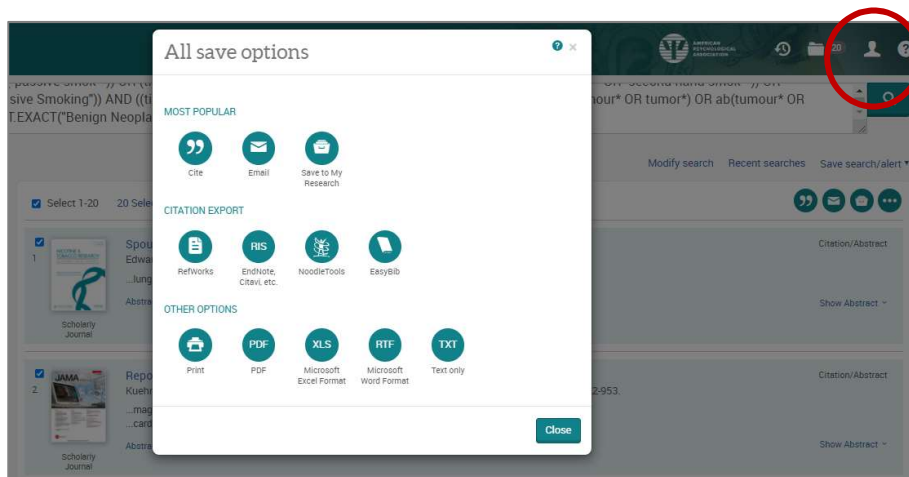
23. You can **save individual results** by ticking their selection box and clicking the **Save to My Research** icon. These results will now be saved in your **My Research** folder:



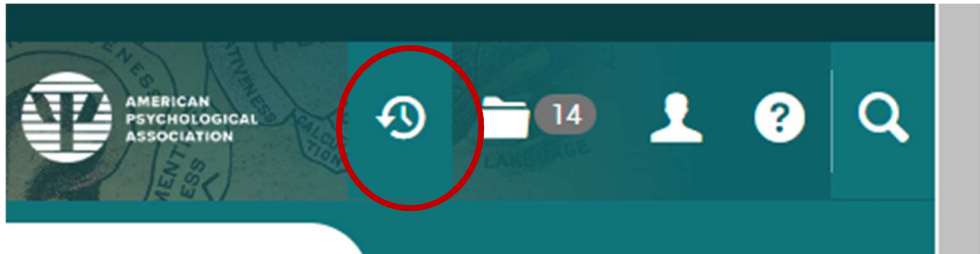
24. To export results, select the results you would like to export and click on the **3 dots** to view all save options.



From here you can **save your results in your Research Folder**, send them via email, export to reference management software or save them as PDF:



25. As well as saving the results, **we highly recommend saving your search**. To view your search, head back to your Recent Searches by clicking the clock icon:



26. Select the search lines and click 'Save':

3 AND 6 Search Search tips

Examples: 1 AND 3 or "6"
(1 AND 3) OR (1 AND 2)
? NOT treatment

Items selected: 7 Delete Save Show all details Export all searches

<input checked="" type="checkbox"/>	Set	Search	Databases	Results	Save search/alert	Other actions
<input checked="" type="checkbox"/>	S7	@ (S1 OR S2) AND (s4 or s5)	APA PsycInfo®	14	Save search/alert ▼	Other actions ▼
<input checked="" type="checkbox"/>	S6	@ s4 or s5	APA PsycInfo®	8,161	Save search/alert ▼	Other actions ▼
<input checked="" type="checkbox"/>	S5	@ MAINSUBJECT.EXACT("Sleep Deprivation")	APA PsycInfo®	6,440	Save search/alert ▼	Other actions ▼
<input checked="" type="checkbox"/>	S4	@ (sleep* near/2 depriv*)	APA PsycInfo®	8,161	Save search/alert ▼	Other actions ▼
<input checked="" type="checkbox"/>	S3	@ S1 OR S2	APA PsycInfo®	5,692	Save search/alert ▼	Other actions ▼
<input checked="" type="checkbox"/>	S2	@ MAINSUBJECT.EXACT("Myocardial Infarctions")	APA PsycInfo®	3,043	Save search/alert ▼	Other actions ▼
<input checked="" type="checkbox"/>	S1	@ tiab("heart attack*" or "myocardial infarction")	APA PsycInfo®	5,066	Save search/alert ▼	Other actions ▼

27. Give your search strategy a name and add comments if you wish.

Click 'Save':

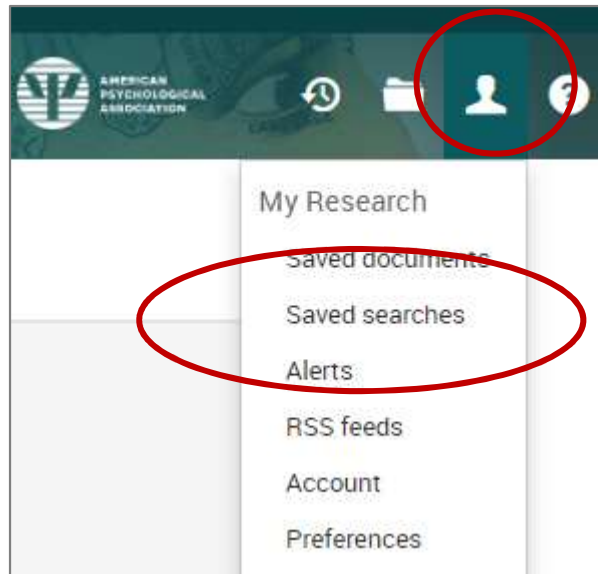
Save search to My Research x

Name your search:

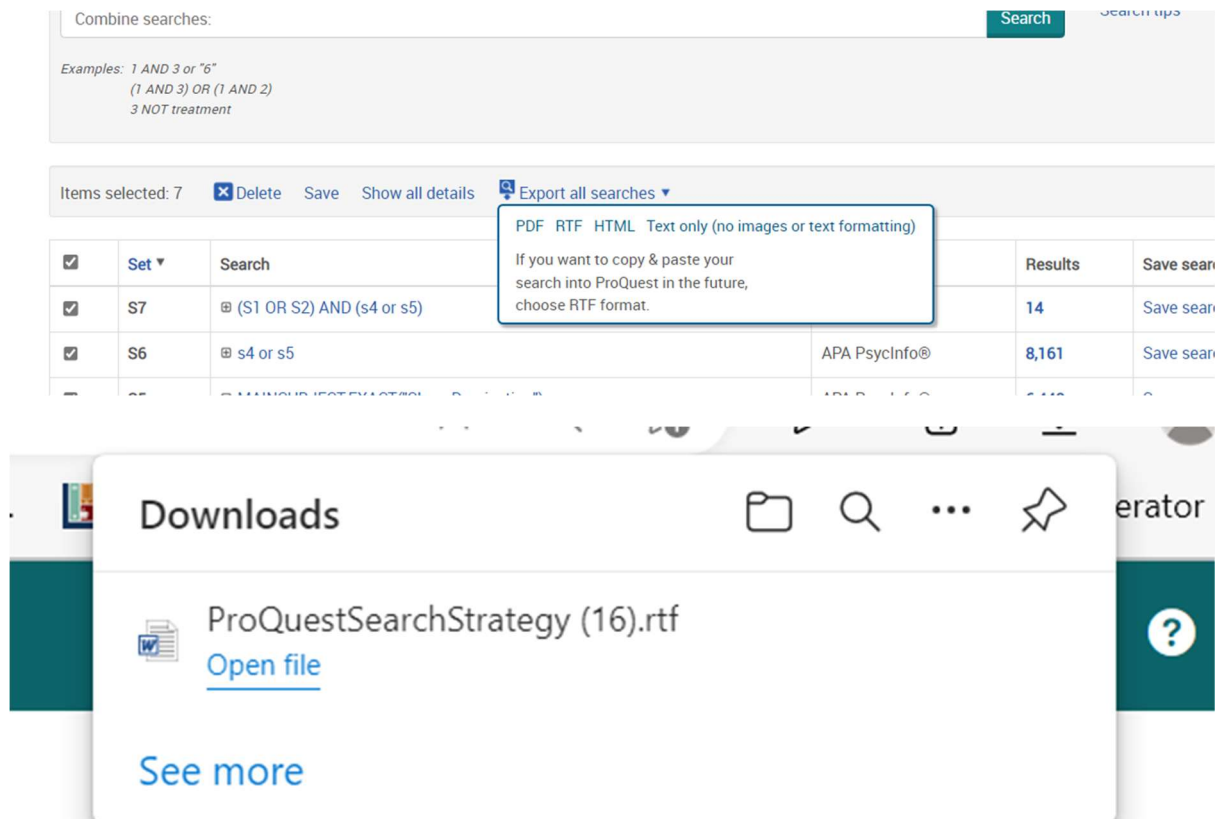
Add a note: (optional)

Cancel Save

25. You can access your saved searches and saved results from your account menu:



26. If you want to save a copy of your search strategy in Word, you can do this from the Recent search page. Select **Export all searches** and select **RTF format**.



27. This will export your search strategy, which will automatically be saved in your Downloads folder. You can save this for your records or copy and paste the strategy to include in your work.

Don't forget!

If you have any questions or would like to meet with one of our experienced searchers to work through your search – please get in touch.

 <p>Rotherham NHS Foundation Trust Library</p>	<p>The Rotherham NHS Foundation Trust Rotherham Hospital Level D Email: rg-h-tr.libraryhealthcare@nhs.net Telephone: 01709 427139</p>
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Acknowledgements:

This guide was adapted from the Northern Care Alliance NHS Library Trust's ProQuest Guide.