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# Vlerick Library Quickguide

## Using EBSCO Business Source Premier

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### 1. What is EBSCO Business Source Premier?



EBSCO Business Source Premier, designed specifically for business schools and libraries, provides **full text access to nearly 7,800 scholarly business journals** and other sources, sometimes dating back as far as 1922:

- peer-reviewed journals
- trade journals and general business magazines
- monographs
- country economic reports (from the EIU, Global Insight, ICON Group and CountryWatch)
- industry reports and yearbooks
- market research reports

This database offers information in nearly every area of business including management, economics, finance, accounting, international business, and more, including *Harvard Business Review*, *California Management Review*, *Administrative Science Quarterly*, *Academy of Management Journal*, *Academy of Management Review*, *Industrial & Labor Relations Review*, *Journal of Management Studies*, *Journal of Marketing Management*, *Journal of Marketing Research (JMR)*, *Journal of Marketing*, *Journal of International Marketing*, etc.



**Access to EBSCO Business Source Premier: just go to <http://www.vlerick.be/library/gateway.html> and scroll to Business & Academic databases.**

## 2. Searching with EBSCO Business Source Premier

### Step 1 – Enter your search terms.

The opening screen defaults to the 'Advanced Search', but there is a blue tab on the toolbar at the top of the screen, which allows you to use the 'Basic Search' option. You can also change your choice of databases by selecting the second blue tab labelled "Choose Databases" at any point during your search.

The basic search option provides a single text box in which to type your search terms. The search is conducted on the citation fields, which include the author, subject, source and title of each article.

The lower half of the screen contains a "Search Options" box with "Limiters" and "Expanders" that can be used to further refine or increase the scope of your search.

The screenshot shows the EBSCO Business Source Premier search interface. At the top, there are navigation tabs: 'Basic Search', 'Advanced Search', 'Choose Databases', and 'Select another EBSCO service'. The 'Basic Search' tab is selected. Below the tabs, there is a search bar with the text 'Find: knowledge management' and buttons for 'Search' and 'Clear'. To the right of the search bar, it says 'Folder is empty.' Below the search bar, there is a 'Refine Search' section with 'Limit your results:' and 'Expand your search to:' sections. The 'Limit your results:' section has several options: 'Full Text' (checkbox), 'References Available' (checkbox), and 'Scholarly (Peer Reviewed) Journals' (checkbox, checked). There are also fields for 'Published Date' (Month, Yr. to Month, Yr.), 'Publication', 'Publication Type' (All), 'Number Of Pages' (All), and 'Articles With Images' (All). The 'Expand your search to:' section has a 'Limiters | Expanders | Reset' link.

### Step 2 – Consult the list of hits you get.

Successful search results are displayed as citations in tabulated form on the results page. The 1st column of the table shows the record number and a brief citation of the retrieved article. The second column contains an "Add" folder, which allows you to temporarily save the article/citation.

Each citation gives you the article title, the publication and date information plus the author and page numbers, where available. The majority of the citations include a link to the full text of the article. This will be indicated by a HTML or PDF icon under the citation details.

The screenshot shows the EBSCO Business Source Premier search results page. At the top, there is a search bar with the text 'Find: knowledge management' and buttons for 'Search' and 'Clear'. Below the search bar, there is a 'Refine Search' section with 'Limit your results:' and 'Expand your search to:' sections. The 'Limit your results:' section has several options: 'Full Text' (checkbox), 'References Available' (checkbox), and 'Scholarly (Peer Reviewed) Journals' (checkbox, checked). There are also fields for 'Published Date' (Month, Yr. to Month, Yr.), 'Publication', 'Publication Type' (All), 'Number Of Pages' (All), and 'Articles With Images' (All). The 'Expand your search to:' section has a 'Limiters | Expanders | Reset' link. Below the search bar, there is a 'Search Results' section with a table of results. The table has columns for 'See: All Results', 'Academic Journals', 'Trade Publications', 'Magazines', 'Market Research Reports', and 'Product Reviews'. The first three results are visible, each with a title, author, publication information, and a link to the full text (HTML or PDF icon). An 'Add' button is visible next to each citation.

### Step 3 – Read the article.

Clicking on the brief citation will open up a more detailed citation and provide you with some options. These will appear as either as a hyperlink or an icon followed by a hyperlink:

**Result list** - allows you to return to the list of retrieved records.

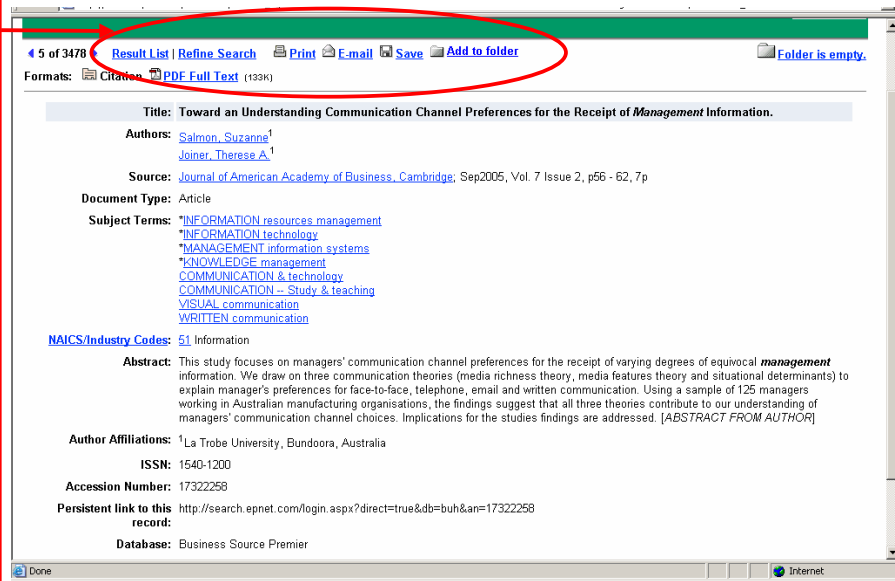
**Refine search** – enables you to return to your original search configuration and make amendments.

**Print** - allows you to print articles in citation form, or formatted in full-text.

**E-mail** - enables you to send the article to your e-mail address to be retrieved and printed later.

**Save** - allows the article to be saved to the PC hard drive or to a floppy disc.

**Add to folder** - temporarily saves the article so it can be printed, emailed or saved at a later date.



### 3. Use the 'Thesaurus' function!

Suppose you are looking for interesting articles on 'knowledge management' applied to 'logistics'. Just free text searching on 'knowledge management and logistics' is not a good idea. It is better to combine both keywords 'knowledge management' and 'logistics' using the 'thesaurus' function.

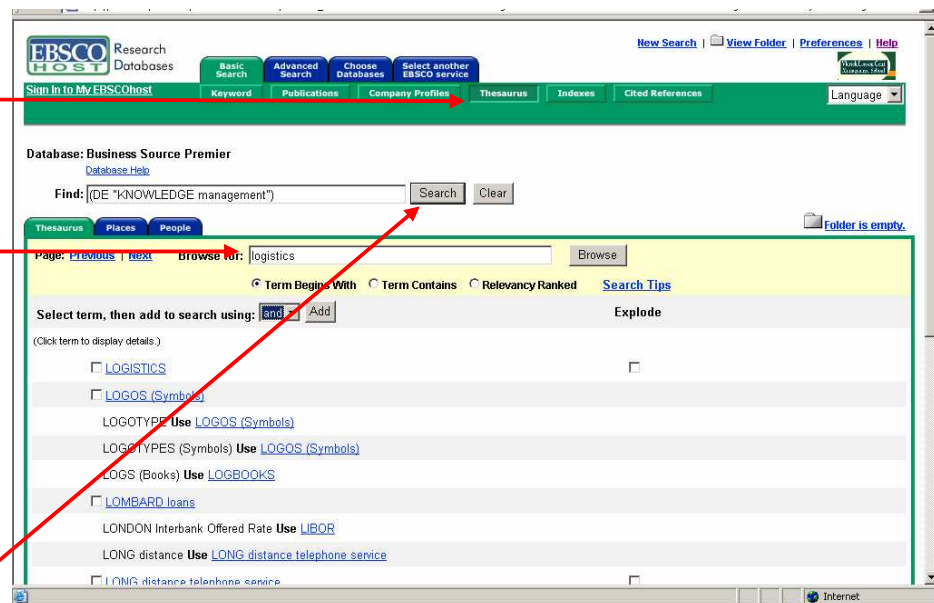
**Step 1** – Click 'Thesaurus' in the main screen

**Step 2** – Type a term, e.g. 'Logistics'.

Click on the topic you want to add to your search.

You can repeat this action to combine with other topics.

**Step 3** – You can now start a search on all articles with both chosen topics.



## 4. Is a certain journal full text available in EBSCO Business Source Premier?

If you want to consult the tables of contents and articles of one single journal, you can browse the journal via 'Publications' search.

It is then also possible to search only within that journal.

EBSCO Research Databases  
Sign In to My EBSCOhost  
Basic Search | **Advanced Search** | Choose Databases | Select another EBSCO service  
Keyword | **Publications** | Company Profiles | Thesaurus | Indexes | Cited References | Language

Database: Business Source Premier Publications  
Find:  Search Clear

Publications Folder is empty.

Browse Publications:  **Browse**

Alphabetical | By Subject & Description | Match Any Words

Page: Previous | Next | A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Mark Items for Search Add

- [Economist](#)  
Bibliographic Records: 06/30/1990 to present; Full Text: 07/07/1990 to present  
HTML Full Text
- [De Economist \(Kluwer\)](#)  
Bibliographic Records: 01/01/1968 to present
- [Economists & the Economy](#)  
Bibliographic Records: 01/01/1994 to 12/31/1994; Full Text: 01/01/1994 to 12/31/1994  
PDF Full Text
- [Economists & the Public: A Study of Competition & Opinion](#)  
Bibliographic Records: 01/01/1990 to 12/31/1990; Full Text: 01/01/1990 to 12/31/1990  
PDF Full Text

## 5. Collect your results and e-mail them to yourself!

With the print, e-mail and save to disk function, it is very easy to print or export (sets of) articles you found.

EBSCO Research Databases  
Sign In to My EBSCOhost  
Basic Search | Advanced Search | Choose Databases | Select another EBSCO service  
Keyword | Publications | Company Profiles | Thesaurus | Indexes | Cited References | Language

Folder Contents  
Back To store these items in the folder for a future session, Sign In to My EBSCOhost. Folder has items.

Folder List

Result List Name (2)	Result List Items	
Images (0)	1 - 3 of 3 Pages: 1	<b>Print</b> <b>E-mail</b> <b>Save to Disk</b> Remove All
Videos (0)	1. <a href="#">The 21st-century organization</a> . By: Bryan, Lowell; Joyce, Claudia. <i>McGraw-Hill Quarterly</i> , 2000 Issue 3, p24-33, 10p, 1c; (AN 17937025)	X
Persistent Links to Searches (0)	<a href="#">HTML Full Text</a>	
Saved Searches (0)	2. <a href="#">Toward an Understanding Communication Channel Preferences for the Receipt of Management Information</a> . By: Salmon, Suzanne; Joiner, Therese A. <i>Journal of American Academy of Business</i> , Cambridge, Sep2005, Vol. 7 Issue 2, p56-62, 7p; (AN 17322258)	X
Search Alerts (0)	<a href="#">PDF Full Text</a> (133K)	
Journal Alerts (0)	3. <a href="#">Contemporary Knowledge Management Platform - EPSS</a> . By: Lee, H. W. <i>Journal of American Academy of Business</i> , Cambridge, Sep2005, Vol. 7 Issue 1, p197-201, 5p; (AN 17320443)	X
Web Pages (0)	<a href="#">PDF Full Text</a> (108K)	
	1 - 3 of 3 Pages: 1	

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with your research!*

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