



Contents

A: Accessing ProQuest Databases and Creating a Personal Account	1
B: Searching for Terms	4
C: Searching for Subject Headings	6
D: Combining Search Terms and Subject Headings	8
E: Filtering and Saving Results	10

A: Accessing ProQuest Databases and Creating a Personal Account

1. Accessing ProQuest Databases

- Go to the Proquest website: <u>https://www.proquest.com</u>
- Select 'Log in through your library':

 $\widehat{\mathbf{m}}$ Log in through your library to access more features.

• Select 'Sussex Partnership NHS Trust' as your institution:

Choose your institution
Sussex Partnership NHS Trust

• Sign in using your **OpenAthens** account.

This will take you to the **ProQuest** front page <u>or</u> to the 'Select Databases' screen (in which case jump to step 3)

×

X



2. From the menu across the top, you can choose the database you would like to search by clicking on **'Change Databases'**:

≡ P	roQuest			ess provided by nership NHS	Trust		Ø 🗖	1 9
Basic Search	Advanced Search Publicatio		ge Databases (8)					
Alt -	Participation of the				Charles -	N. Contraction	- 2	Star Barris
			Los A	There	States.	- Alter	in family	
	All	Scholarly Journals	Books Vi	deos & Audio	Dissertations & Theses	More -	J.	To and
	Enter search terms	and the second second	States Streng St.	-decision of the	And Marine		Q	
	Full text 🔲 Peer reviewed f	AND AND AND AND	A Salar		er freder ander	1.572-2-	Search tip:	S S

3. Select the database you want to search, for instance **PsycINFO.** Then click **'Use selected databases'**. *We recommend searching one database at a time*:

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.	Use selected databases
Brief view Detailed view	View by name The 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	Ē
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 develop health visitors, and healthcare assistants working in the UK or following UK practice. Subject Area(s): Health & Medicine View title list	ment for nurses, midwives,



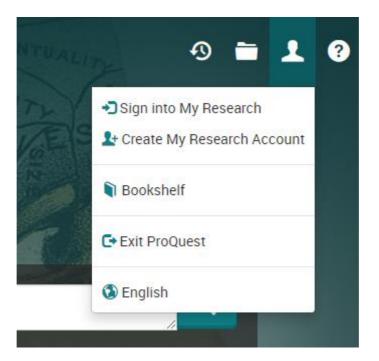


4. Once you have selected a database, you can begin searching. However, you will first need to **create a personal/research account to save your searches and results**. If you already have a personal account, login to it now.

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':







B: Searching for Terms

6. To start a search, click on 'Advanced Search':

Basic Sear n	Advanced Search	P blications Bro	rowse Change D	Databases (9)					
The fat		and the second	All .		353 ×	PC-2-5-5-5-5-	and the second	18	
	A CAR			al and		- Anton		the stand the	1
The state		All	Scholarly Journ	nals Books	Videos & Audio	Dissertations & Theses	More-		A WAY
A.	Enter searc	h terms	and a start of	and the second second		and the second	() and the second second	Q	A THE R
	Full text	Peer reviewed ()	Weller St		18 1 S 12 S		C Martin	Search tips	200
		1:201	IN STAT	t - H		A States	The second	Star Low	
A THE	ALL TRO	I MAR				A CONTRACT			

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

Advanced Search Command Line Thesaurus Field codes Search tips		
	in	Anywhere 🗸
AND	in	Anywhere 🗸
O Add a row		
Limit to: Full text Peer reviewed		
Publication date: All dates		

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:

Advanced Search Command Line Thesaurus Field codes Search tips	
AND AND AND AND AND AND AND AND	in Anywhere ✓ Anywhere except full text – NOFT Abstract – AB* All subjects & indexing – SU Subject heading – MAINSUBJECT Author – AU Document text – FT* Document title – TI Publication title – PUB More options Author affiliation – AF* Publisher – PB*







8. If you want to search more than one specific field, for example, Title and Abstract, you need to search for these on separate rows using 'OR'. Once you've entered your search term, select 'Search':

"passive smok*"				m	Document title – TI	~
OR 🗸	"passive smok*"			in	Abstract – AB°	~
O Add a row Limit to: □ Full text	Peer reviewed	•				
Publication date:	All dates	~				
						Search Clear form

9. This will take you to the results page. **To see your current search, click on 'Recent searches':**



This will show you your search strategy so far.

10. To search further, click on 'Modify search':



Repeat steps 7-10 for all keywords.





C: Searching for Subject Headings

11. To search for Subject Headings, select 'Thesaurus' from the menu bar. *Make sure to clear the search fields of previous keyword searches:*

Advanced Search	Command Line	Recent searches	Thesaurus	Feld codes	Search tip	s		
			\smile		li	in	Anywhere	~
OR 🗸					li	in	Anywhere	~
🔁 Add a row								

12. Type in the subject headings you want to search for and click 'Find':

APA Thesaurus o	of Psychological Index Terms - Summer 2021
Search terms:	secondhand smoking Find Clea
	 Contains word(s) Begins with (enter at least 2 characters)
Browse terms:	Root 0-9 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

13. The Thesaurus may 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**:

	Secondhand smoking Find Clear
	Begins with (enter at least 2 characters)
Browse terms:	Root 0-9 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
Click a term in the lis	t below to see it in the context of the thesaurus hierarchy. Explode Majo



14. Tick the term(s) you want to use and click on 'Add to search'. 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:

Search terms:	secondhand smoking	Find	Clear
	Contains word(s)		
	O Begins with (enter at least 2 characters)		
Browse terms:	Root 0-9 A B C D E F G H I J K L M N O P Q I	R S T U V W X	(YZ
Hierarchical view Re	lational view		🗐 - notes
Root of APA Thesaurus	of Psychological Index Terms - Summer 2021		
🗉 🗆 Sciences 🗐			
🗉 🗆 Biology 🗐		Explode	Major
🗉 🗌 Physiology 🛙	3		
🗉 🗌 Physiolog	jical Processes 🗇		
🗉 🗆 Enviror	nmental Effects 🗖		
🗆 🗆 Exp	osure 🗇		
	hemical exposure		
	Passive Smoking		
🗉 🗆 Behavior 🗐			
🗉 🗆 Drug Usage 🗐			
🗉 🗌 Tobacco Sm	noking		
Passive S	Smoking 🗇		
		Combine using	1.
1 terms selected view	v		
		Add to searc	h Close



15. This will add the subject heading to the search field. **Click 'Search' to search for the subject heading:**

	CT("Passive Smoking"		in //	Anywhere	
AND 🗸			in	Anywhere	~
Add a row					
imit to: 🛛 Peer rev	viewed 👔 🗌 Impac	et statements			
imit to:	viewed 👔 🗌 Impac	ct statements ▼			

Repeat steps 11-15 for all subject headings.

D: Combining Search Terms and Subject Headings

Head back to your 'Recent searches' to combine your search terms.

16. Combine your terms and subject headings by typing OR between the line numbers you want to combine (without the preceding 'S') E.g., 1 OR 2 OR 3. Then click 'Search':

1	OR 2 OR	3 Search Search	tips		
Exa	mples: 1 A	ND 3 or '5'			
EXA	(1)	ND 31 OR ALAND 2) To treatment			
	5 14	or rearrent			
Iten	ms selecte	ed: 0 🔀 Delete Save Show all details 🖳 Export all searches 🔻		Saved	searche
Iten	ns selecte Set V	ed: 0 🔀 Delete Save Show all details 🗣 Export all searches 🕶	Databases	Saved : Results	searche Actio
	$ \land $		Databases APA PsycInfo®		Actio
	Set 🔻	Search		Results	





Head back to 'Recent searches' to view your strategy so far, including the results for the first concept (Line 4 in the example below):

Set *	Search	Databases	Results	Actions
S4	⊕ (ti("passive smok*") OR ab("passive smok*")) OR (ti("secondhand smok*" OR "second hand smok*") OR ab("secondhand smok*" OR "second hand smok*") OR MAINSUBJECT.EXACT("Passive Smoking")	APA PsycInfo®	1,778	Actions 🔻
S3	MAINSUBJECT.EXACT("Passive Smoking")	APA PsycInfo®	923	Actions 🔻
S2	⊕ ti("secondhand smok*" OR "second hand smok*") OR ab("secondhand smok*" OR "second hand smok*")	APA PsycInfo®	1,181	Actions 🔻
S 1	⊕ ti("passive smok*") OR ab("passive smok*")	APA PsycInfo®	363	Actions 🔻

Repeat steps 7-16 to search for the rest of your concepts.

17. Once you have searched all your concepts, combine them using 'AND' and click 'Search'. In the below example, line 4 combines the results for one concept (passive smoking) and line 9 for the second concept (cancer):

	4 AND 9 Examples: 1 AND 3 or "6" (1 AND 3) OR (1 AND 2) 3 NOT treatment							
Item	tems selected: 0 🛛 Delete Save Show all details 🗣 Export all searches 🔻 Saved searches (
	Set V	Search	Databases	Results	Actions			
-	S9	 	APA PsycInfo®	79,958	Actions			
	S8	MAINSUBJECT.EXACT("Benign Neoplasms") AND MAINSUBJECT.EXACT("Neoplasms")	APA PsycInfo®	20	Actions			
	S7	ti(tumour* OR tumor*) OR ab(tumour* OR tumor*)	APA PsycInfo®	17,660	Actions			
	S6	𝔁 ti(neoplasm*) OR ab(neoplasm*)	APA PsycInfo®	1,258	Actions			
	S5	⊕ ti(cancer*) OR ab(cancer*)	APA PsycInfo®	66,115	Actions			
7	S4	(ti("passive smok*") OR ab("passive smok*")) OR (ti("secondhand smok*" OR "second hand smok*") OR ab("secondhand smok*") OR ab("secondhand smok*") OR ab("secondhand smok*") OR ab("secondhand smok*")	APA PsycInfo®	1,778	Action			





E: Filtering and Saving Results

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

135 results	Modify search Recent searches	Save search/alert
Sorted by	Select 1-20	
Relevance 🗸	Spousal smoking as an indicator of total secondhand smoke exposure	Citation/Abstract
Limit to	1 Edwards, Richard. Nicotine & Tobacco Research Vol. 11, Iss. 6, (Jun 2009): 606-613. lung cancer case-control study from northeastern England. Secondhand smoke	
Peer reviewed	Abstract/Details Check for full text via Ovid LinkSolver Cited by (4) References (31)	Show Abstract ~
Source type	Journal .	
Publication date 🗸 🗸	 Report reviews secondhand smoke risks: Some scientists question risk level Kuehn, Bridget M.JAMA: Journal of the American Medical Association Vol. 296, Iss. 8, (Aug 2006): 922-953. magnitude and immediacy of cardiovascular and lung cancer risks attributed to 	Citation/Abstract
Publication title 💙	scholary	Show Abstract ~
Record type 🗸 🗸	Journai	
Subject	A pilot intervention for pregnant women in Sichuan, China on passive smoking Lee, Anita H Patient Education and Counseling Vol. 71, Iss. 3, (Jun 2008): 396-401. of cancer and other diseases. By exploring the knowledge, attitudes and	Full Text 🔞
Classification	Abstract/Details Get full text C Cited by (19) References (13)	Show Abstract ~
Age group 🗸 🗸	Scholarly Journal	^
Population 🗸	 Exposure to secondhand smoke among nonsmokers in New York City in the context of recent tobacco control policies: Current status, changes over the past decade, and national comparisons 	Citation/Abstract

19. 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:

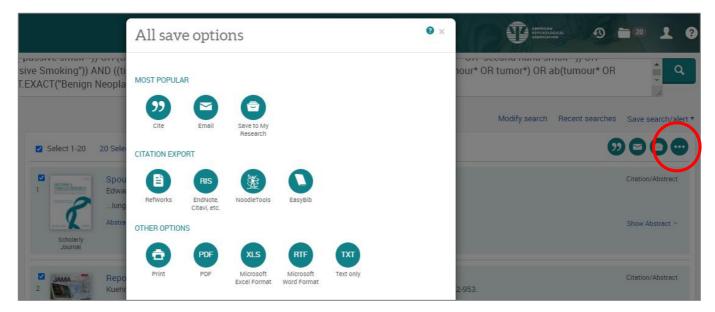
		Modify search	Recent searches	Save search/alert
Select 1-20	1 Selected item Clear		2	000
	Spousal smoking as an indicator of total secondhand smoke exposure Edwards, Richard. Nicotine & Tobacco Research Vol. 11, Iss. 6, (Jun 2009): 606-613. lung cancer case-control study from northeastern England. Secondhand smoke			Save to My Research Citation/Abstract
Scholarly	Abstract/Details Check for full text via Ovid LinkSolver Cited by (4) References (31)			Show Abstract ~
2 JAMA	Report reviews secondhand smoke risks: Some scientists question risk level Kuehn, Bridget M.JAMA: Journal of the American Medical Association Vol. 296, Iss. 8, (Aug 2006): 922-953. magnitude and immediacy of cardiovascular and lung cancer risks attributed to			Citation/Abstract
Scholarly Journal	cardiovascular system and causes coronary heart disease and lung cancer Abstract/Details Check for full text via Ovid LinkSolver			Show Abstract ~
³ PEC	A pilot intervention for pregnant women in Sichuan, China on passive smoking Lee, Anita H. Patient Education and Counseling Vol. 71, Iss. 3, (Jun 2008): 396-401.			Full Text 🔞





20. 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:



As well as saving the results, we highly recommend saving your search.

- 21. To view your search, head back to your 'Recent searches'.
- 22. Select the search lines and click 'Save':

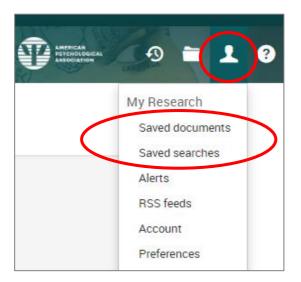
	Set ▼	Search
	S10	((ti("passive smok*") OR ab("passive smok*")) OR (ti("secondhand smok*" OR "second hand smok*") OR ab("secondhand smok*" OR "second hand MAINSUBJECT.EXACT("Passive Smoking")) AND ((ti(cancer*) OR ab(cancer*)) OR (ti(neoplasm*) OR ab(neoplasm*)) OR (ti(tumour* OR tumor*) OR tumor*)) OR (MAINSUBJECT.EXACT("Benign Neoplasms") AND MAINSUBJECT.EXACT("Neoplasms"))))
~	S 9	 œ (ti(cancer*) OR ab(cancer*)) OR (ti(neoplasm*) OR ab(neoplasm*)) OR (ti(tumour* OR tumor*) OR ab(tumour* OR tumor*)) OR (MAINSUBJECT.EX Neoplasms") AND MAINSUBJECT.EXACT("Neoplasms"))
✓	S8	MAINSUBJECT.EXACT("Benign Neoplasms") AND MAINSUBJECT.EXACT("Neoplasms")
~	S 7	ti(tumour* OR tumor*) OR ab(tumour* OR tumor*)
✓	St	⊕ ti(neoplasm*) OR ab(neoplasm*)
	55	ti(cancer*) OR ab(cancer*)



23. Give your search strategy a name and add comments if you wish. Click 'Save':

Save search to My Research		×
Name your search: Passive Smoking and Cancer Add a note: (optional)		
Version 1		//
e	Cancel	Save

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



More questions? Email us at <u>spnt.library-services@nhs.net</u> or contact your nearest specialist librarian: <u>https://www.sussexpartnership.nhs.uk/meet-your-</u> <u>specialist-librarian</u>