

ProQuest User Guide

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

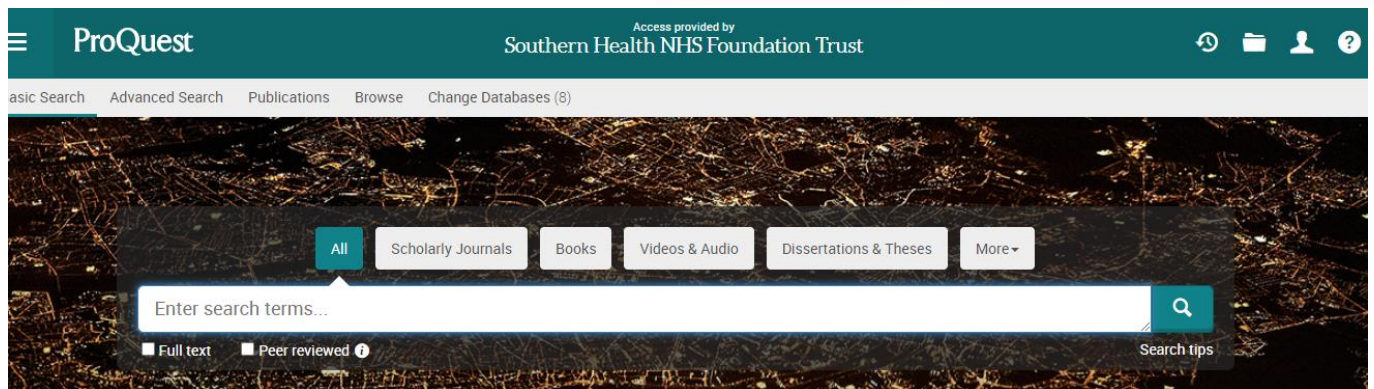
1. Accessing ProQuest Databases

- Go to the Library Website: www.hantshealthcarelibrary.nhs.uk
- Hover over **Resources** and scroll to **Healthcare Databases** and click on **Proquest Databases**.
- You may be prompted to sign in at this stage, or in a few steps' time. **Sign in using your OpenAthens account** (Find and select '**Southern Health...**' or '**Hampshire Hospitals...**' as your institution if prompted).

This will take you to the following **ProQuest** front page or to the '**Select Databases**' screen (in which case jump to step 3):

www.hantshealthcarelibrary.nhs.uk

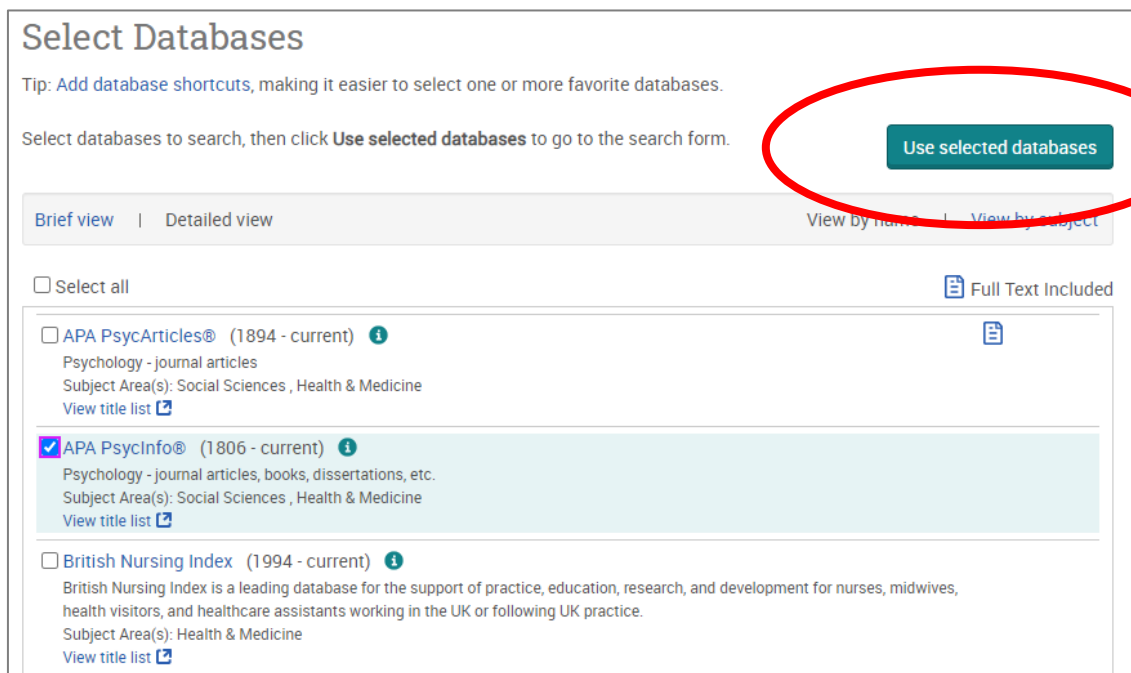
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2. From the menu across the top, you can choose the database you would like to search by clicking on **‘Change Databases’**:



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

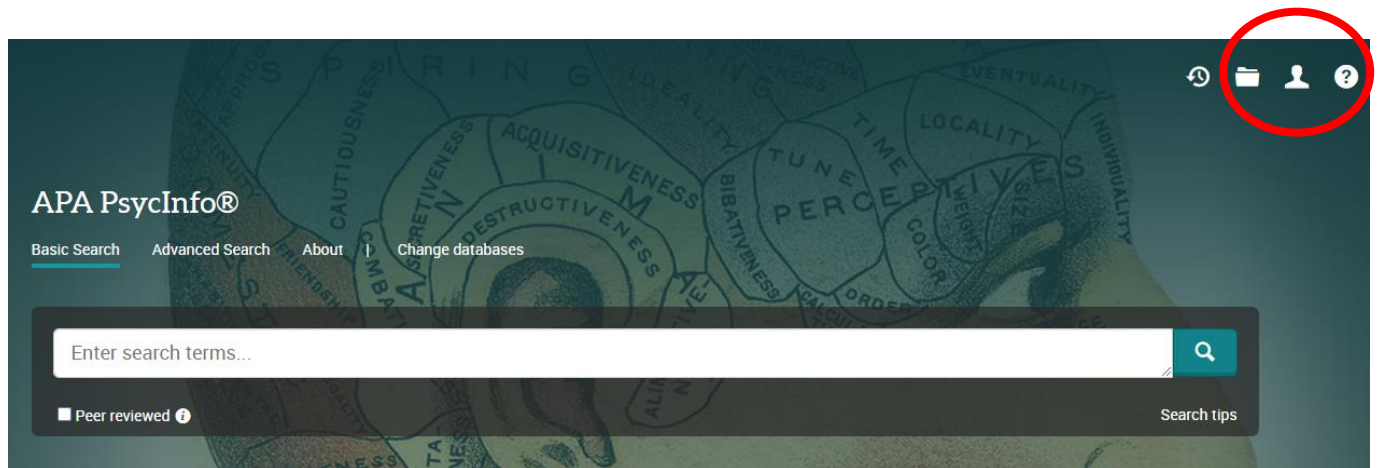


www.hantshealthcarelibrary.nhs.uk

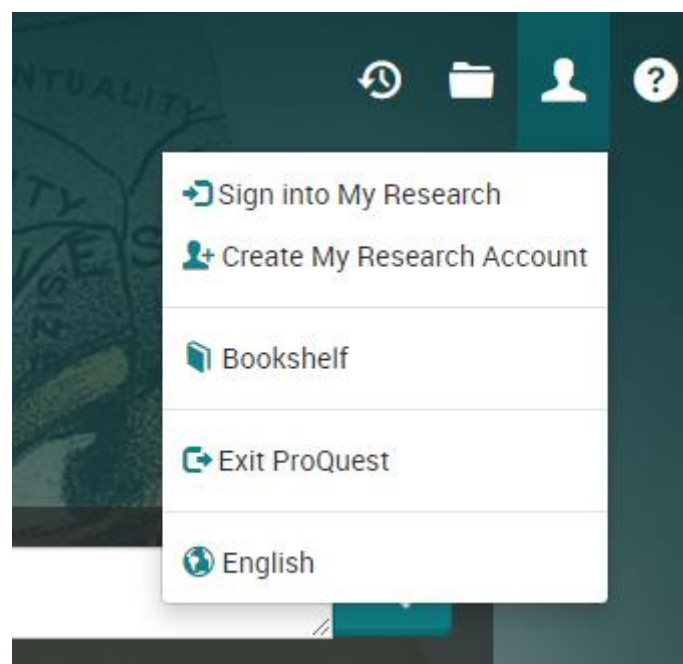
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4. Once you have selected a database, you can begin searching. However, you will first need to **create a personal/research account to save your searches and results**. If you already have a personal account, login to it now.

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’**:

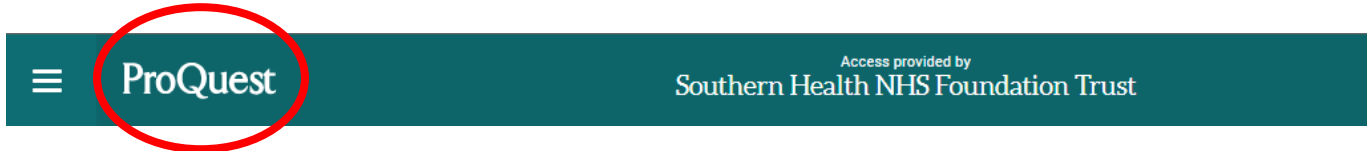


www.hantshealthcarelibrary.nhs.uk

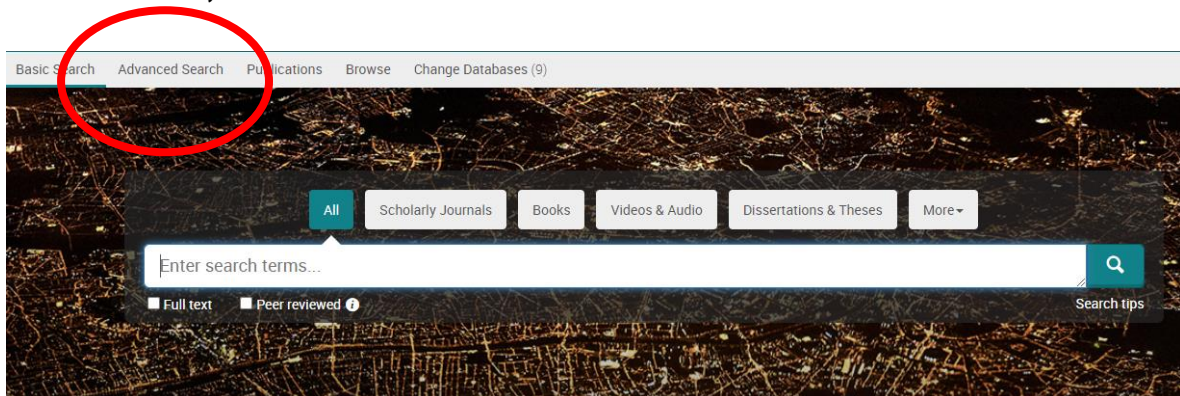
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B: Searching for Terms

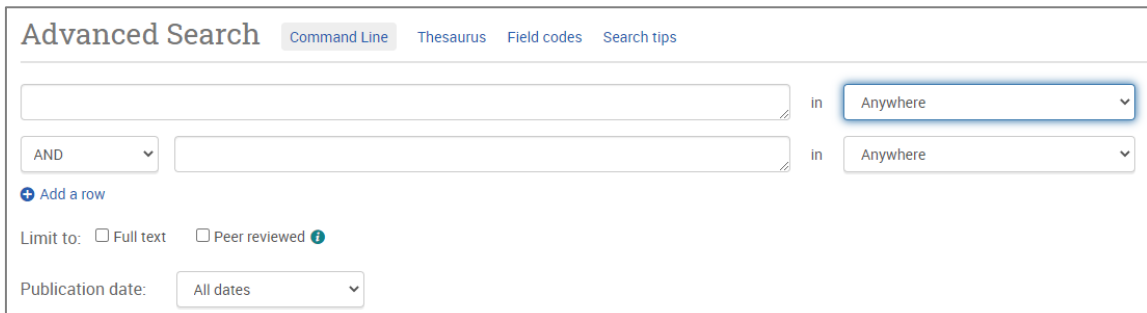
To get back to the ProQuest front page, click on the ProQuest icon on the top left:



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



You 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:

www.hantshealthcarelibrary.nhs.uk

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

in
 in
 in

[+ Add a row](#)

Limit to: ☐ Full text ☐ Peer reviewed [?](#)

Publication date: All dates

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*" in Document title – TI
 OR "passive smok*" in Abstract – AB*

[+ Add a row](#)

Limit to: ☐ Full text ☐ Peer reviewed [?](#)

Publication date: All dates

9. This will take you to the results page. To see your current search, click on 'Recent Searches' or the clock icon:

ProQuest
 Access provided by Southern Health NHS Foundation Trust

ti("passive smok*") OR ab("passive smok*")

7,910 results

☐ Show results outside my library's subscription.

Sorted by
 Relevance

Limit to

☐ Select 1-20

☐ [A cross sectional study of passive smoking of non-smoking women and analysis of influence factors on women passive smoking].
 Han, Jing-Xiu; Ma, Ling; Zhang, Hong-Wei; Liu, Xi; Zheng, Su-hua; et al.
 Wei sheng yan jiu = Journal of hygiene research Vol. 35, Iss. 5, (September 2006): 609-611.

[Abstract/Details](#) [Check Full Text for Southern Health NHS Foundation Trust](#) [Cited by \(3\)](#) [Show Abstract](#)

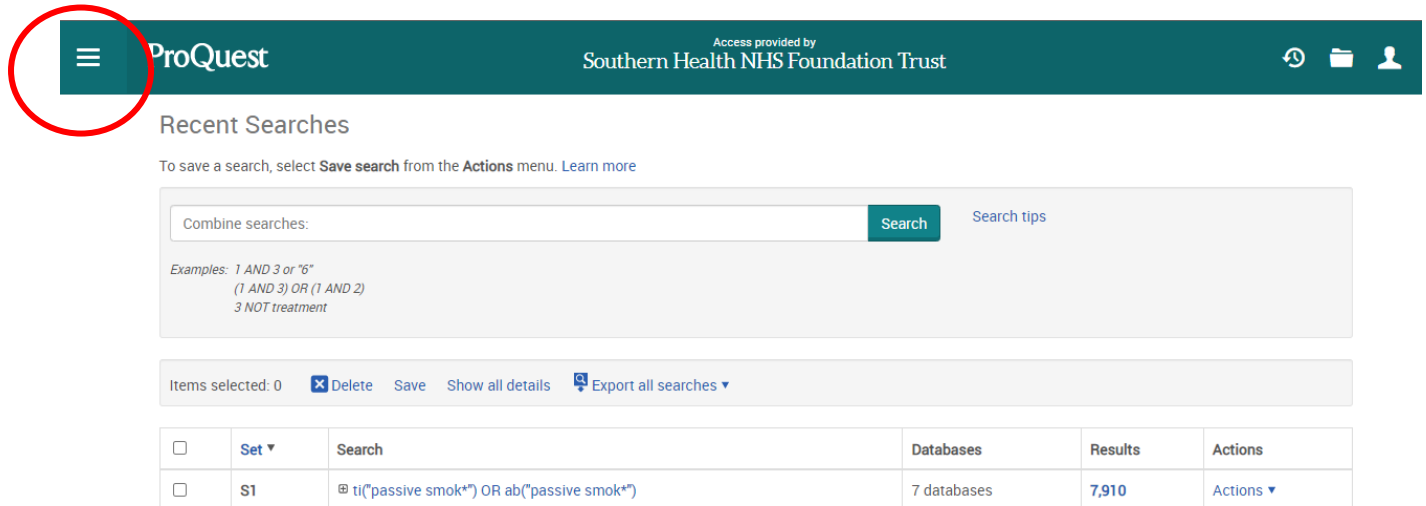
[Recent searches](#)

10. This will show you your search strategy so far.

www.hantshealthcarelibrary.nhs.uk

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



ProQuest
Access provided by
Southern Health NHS Foundation Trust

Recent Searches

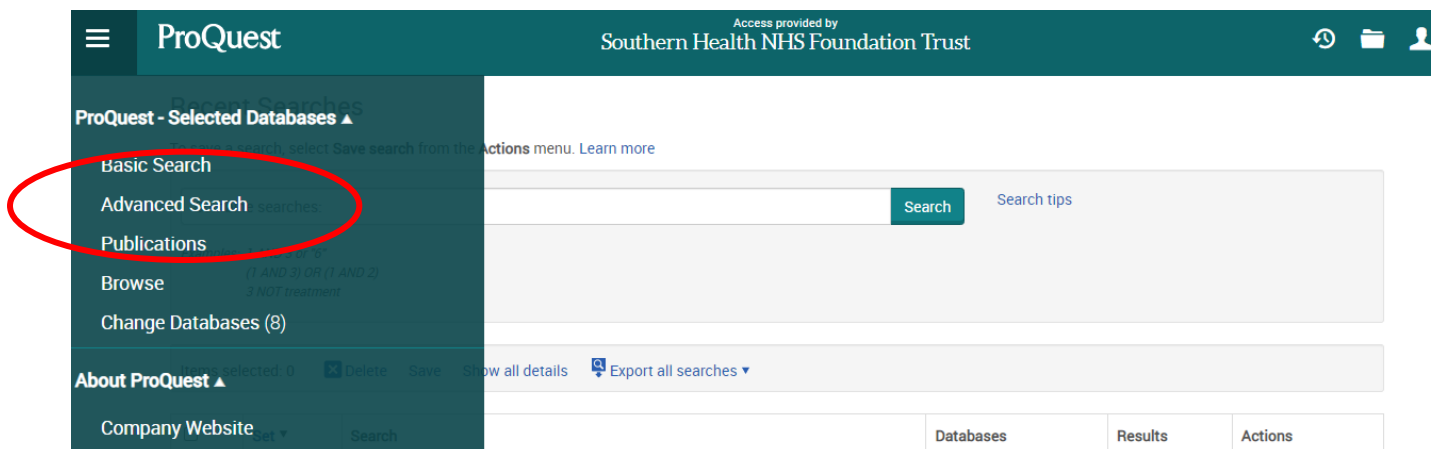
To save a search, select **Save search** from the **Actions** menu. [Learn more](#)

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	Actions
<input type="checkbox"/>	S1	ti("passive smok*") OR ab("passive smok*")	7 databases	7,910	Actions ▾



ProQuest
Access provided by
Southern Health NHS Foundation Trust

ProQuest - Selected Databases ▲

- Basic Search
- Advanced Search
- Publications
- Browse
- Change Databases (8)

About ProQuest ▲

Company Website

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

"secondhand smok*" OR "second hand smok*" in Document title – TI

OR "secondhand smok*" OR "second hand smok*" in Abstract – AB

[+ Add a row](#)

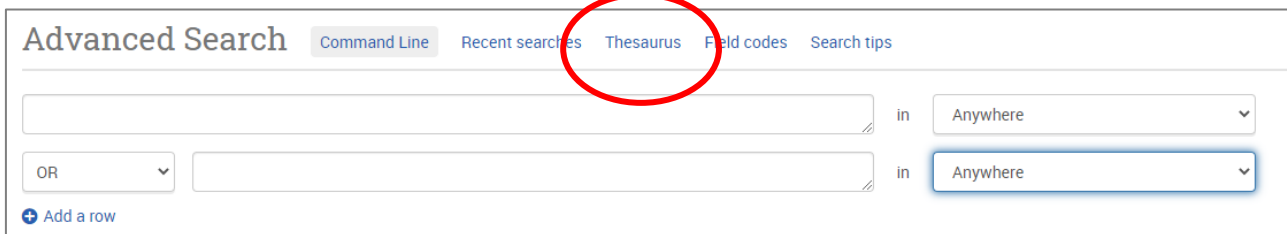
Repeat steps 7-10 for all keywords.

www.hantshealthcarelibrary.nhs.uk

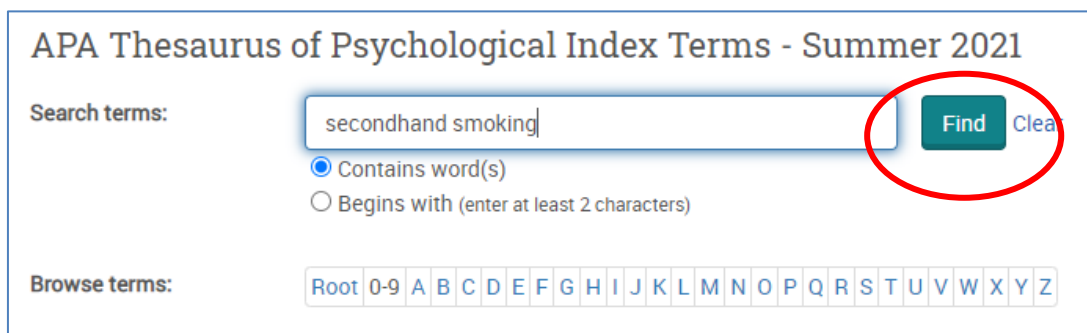
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C: Searching for Subject Headings

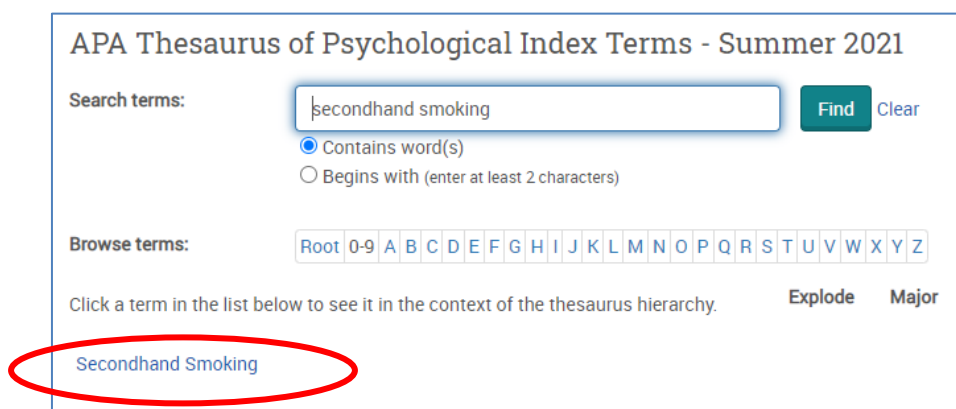
11. To search for Subject Headings, select Thesaurus from the menu bar. *Make sure to clear the search fields of previous keyword searches:*



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



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:**



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:

Find
Clear

☒ Contains word(s)

☐ Begins with (enter at least 2 characters)

Browse terms:

Root
0-9
ABCDEFGHIJKLMNOPQRSTUVWXYZ

Hierarchical view | Relational view

📄 - notes

☐ **Root of APA Thesaurus of Psychological Index Terms - Summer 2021**

- ☐ Sciences 📄
 - ☐ Biology 📄
 - ☐ Physiology 📄
 - ☐ Physiological Processes 📄
 - ☐ Environmental Effects 📄
 - ☐ Exposure 📄
 - ☐ Chemical Exposure 📄
 - ☒ **Passive Smoking** 📄

Use for: **Secondhand Smoking**
- ☐ Behavior 📄
 - ☐ Drug Usage 📄
 - ☐ Tobacco Smoking 📄
 - ☐ Passive Smoking 📄

Explode	Major
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

1 terms selected view

Combine using:


☒ OR ☐ AND ☐ NOT

Add to search
Close

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

www.hantshealthcarelibrary.nhs.uk

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MAINSUBJECT.EXACT("Passive Smoking") in Anywhere

AND in Anywhere

+ Add a row

Limit to: ☐ Peer reviewed ☐ Impact statements

Publication date: All dates

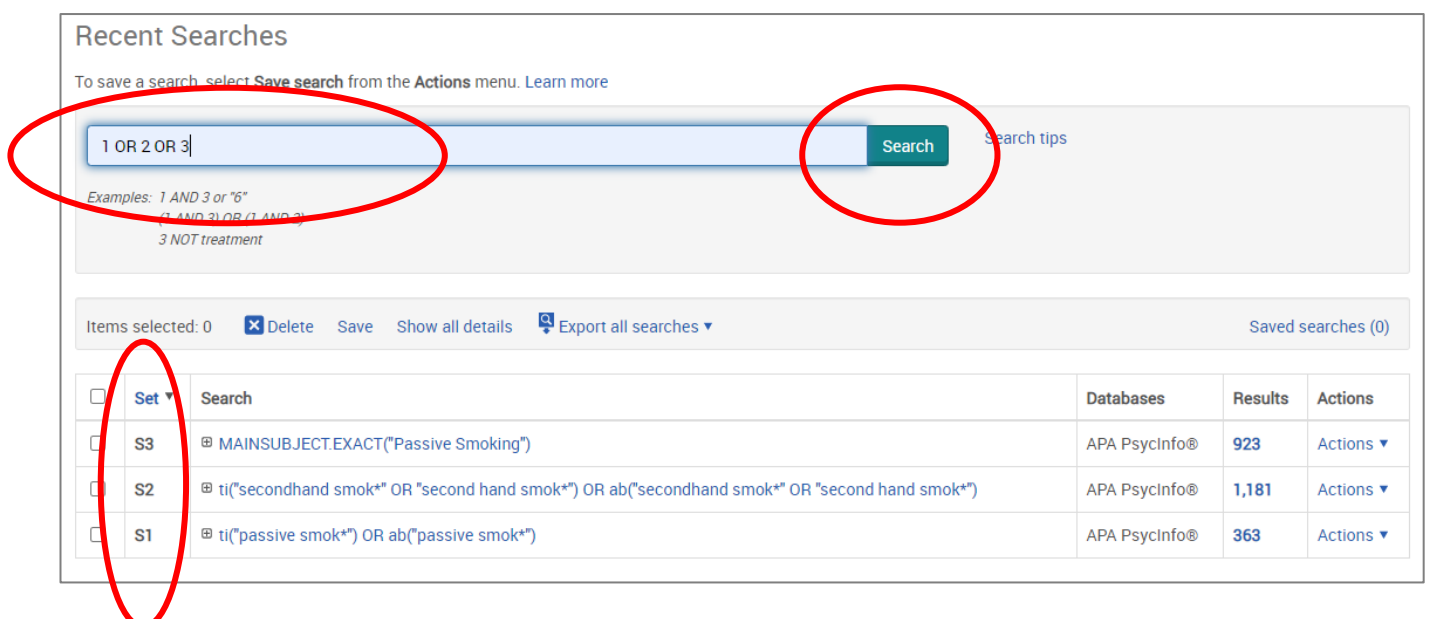
Search Clear form

Repeat steps 11-15 for all subject headings.

Head back to your Recent Searches (by clicking the clock icon – see Step 9) to combine your search terms.

D: Combining Search Terms and Subject Headings

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':



Recent Searches

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

1 OR 2 OR 3 Search Search tips

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

Items selected: 0 Delete Save Show all details Export all searches Saved searches (0)

Set	Search	Databases	Results	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
S1	ti("passive smok*" OR ab("passive smok*")	APA PsycInfo®	363	Actions

www.hantshealthcarelibrary.nhs.uk

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

<input type="checkbox"/>	Set ▾	Search	Databases	Results	Actions
<input type="checkbox"/>	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 ▾
<input type="checkbox"/>	S3	ti(MAINSUBJECT.EXACT("Passive Smoking"))	APA PsycInfo®	923	Actions ▾
<input type="checkbox"/>	S2	ti("secondhand smok*" OR "second hand smok*") OR ab("secondhand smok*" OR "second hand smok*")	APA PsycInfo®	1,181	Actions ▾
<input type="checkbox"/>	S1	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):

[Search tips](#)

Examples: 1 AND 3 or "6"

(1 AND 3) OR (1 AND 2)

3 NOT treatment

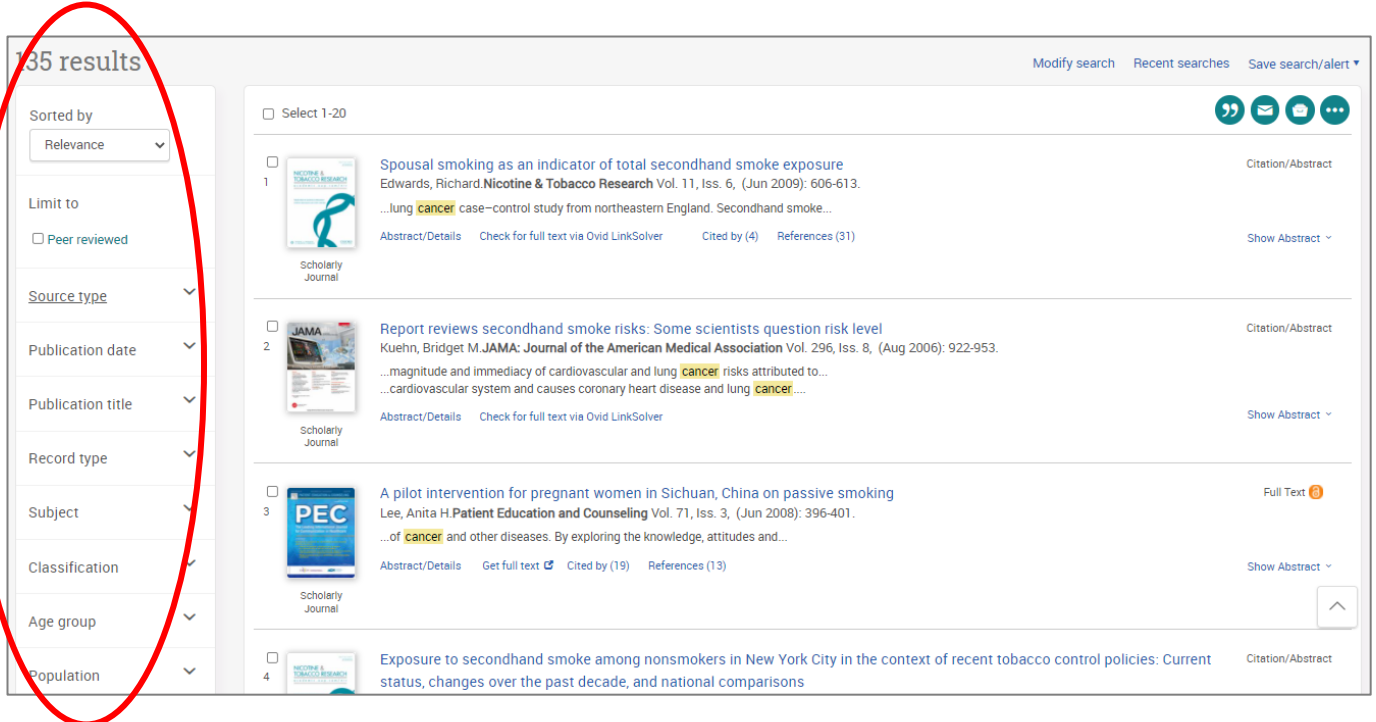
Items selected: 0

Saved searches (0)

<input type="checkbox"/>	Set ▾	Search	Databases	Results	Actions
<input type="checkbox"/>	S9	ti((cancer* OR ab(cancer*)) OR (ti(neoplasm* OR ab(neoplasm*)) OR (ti(tumour* OR tumor*) OR ab(tumour* OR tumor*))) OR (MAINSUBJECT.EXACT("Benign Neoplasms") OR MAINSUBJECT.EXACT("Neoplasms"))	APA PsycInfo®	79,958	Actions ▾
<input type="checkbox"/>	S8	ti(MAINSUBJECT.EXACT("Benign Neoplasms") AND MAINSUBJECT.EXACT("Neoplasms"))	APA PsycInfo®	20	Actions ▾
<input type="checkbox"/>	S7	ti(tumour* OR tumor*) OR ab(tumour* OR tumor*)	APA PsycInfo®	17,660	Actions ▾
<input type="checkbox"/>	S6	ti(neoplasm*) OR ab(neoplasm*)	APA PsycInfo®	1,258	Actions ▾
<input type="checkbox"/>	S5	ti(cancer*) OR ab(cancer*)	APA PsycInfo®	66,115	Actions ▾
<input type="checkbox"/>	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 ▾

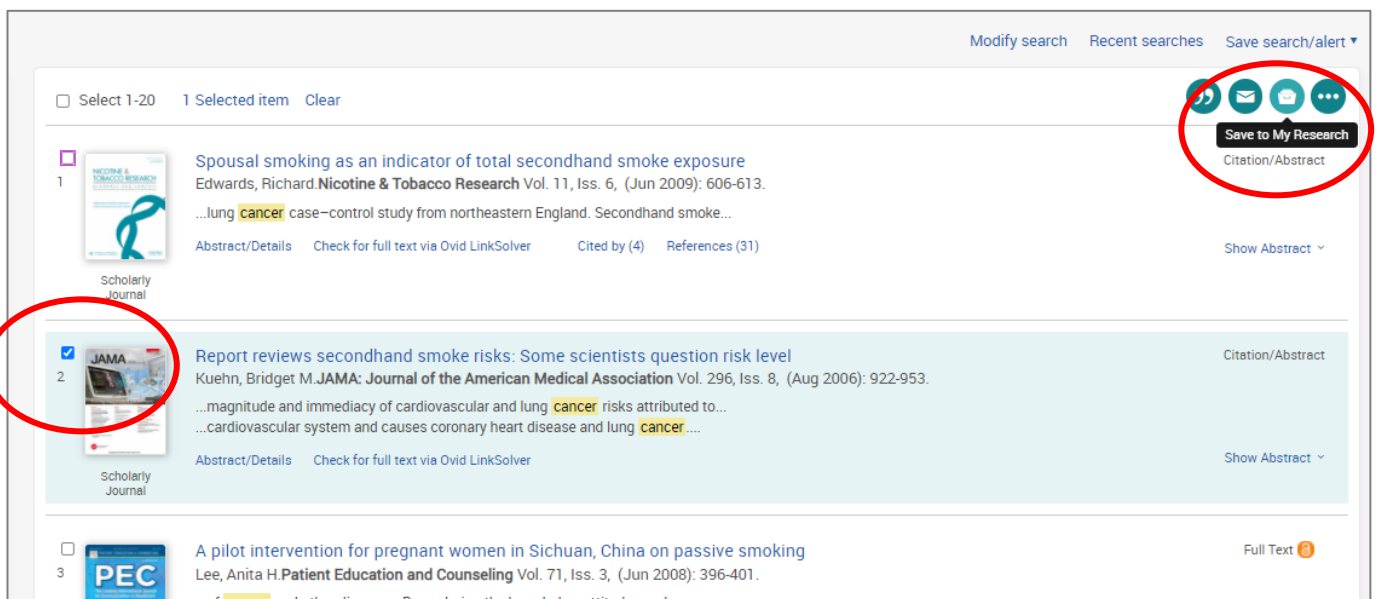
E: Filtering and Saving Results

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



The screenshot shows a search results page with 135 results. On the left, there is a sidebar with filtering options: 'Sorted by' (set to Relevance), 'Limit to' (with a checkbox for 'Peer reviewed'), 'Source type', 'Publication date', 'Publication title', 'Record type', 'Subject', 'Classification', 'Age group', and 'Population'. The main area displays four search results, each with a journal cover icon, title, author, journal name, volume/issue, date, page numbers, and a brief description. The first result is 'Spousal smoking as an indicator of total secondhand smoke exposure' by Edwards, Richard, from *Nicotine & Tobacco Research*. The second is 'Report reviews secondhand smoke risks: Some scientists question risk level' by Kuehn, Bridget M., from *JAMA: Journal of the American Medical Association*. The third is 'A pilot intervention for pregnant women in Sichuan, China on passive smoking' by Lee, Anita H., from *Patient Education and Counseling*. The fourth is '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'.

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:



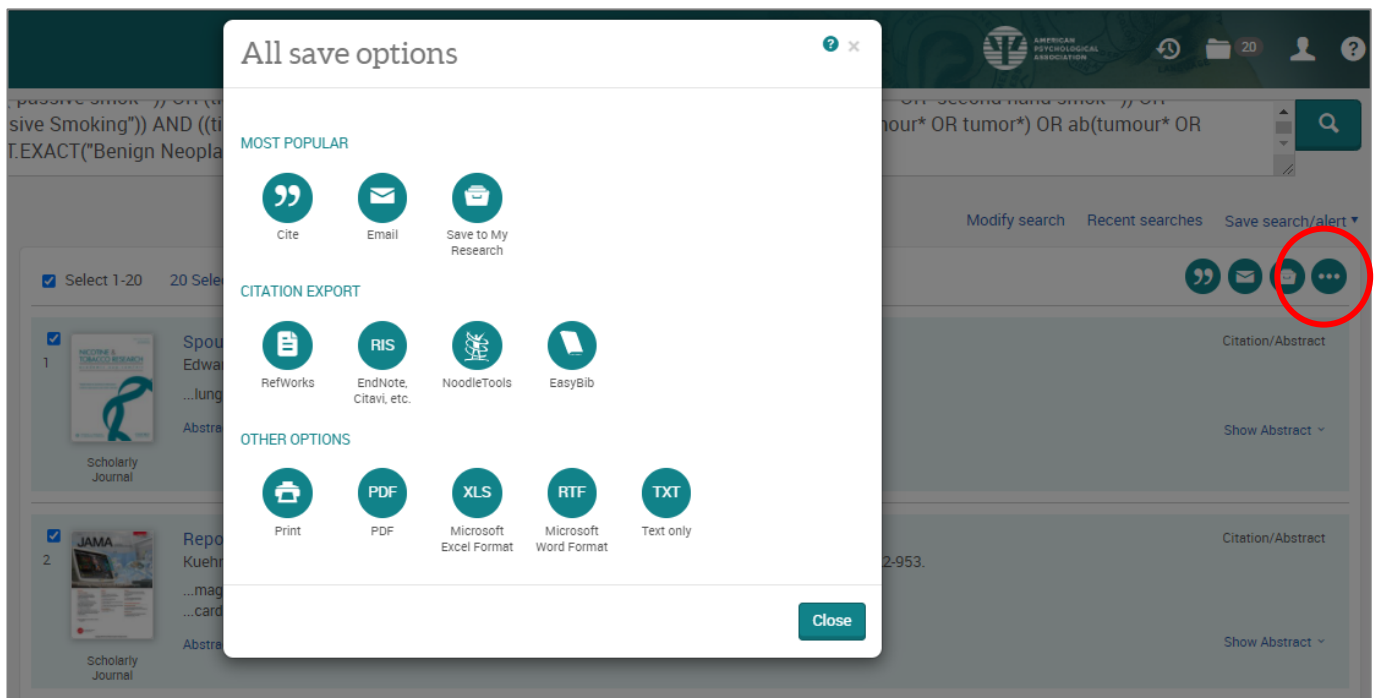
This screenshot shows the same search results page, but with the second result, 'Report reviews secondhand smoke risks: Some scientists question risk level' by Kuehn, Bridget M., from *JAMA*, selected. A red circle highlights the selection box (checkbox) next to the result. Another red circle highlights the 'Save to My Research' icon in the top right corner of the results list, which is part of a row of icons including a quote, email, and print. The 'Save to My Research' icon is a folder icon with a plus sign.

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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:



21. 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:**



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

Items selected: 10 ✕ Delete Save Show all details 📄 Export all searches ▼

	Set ▼	Search
<input checked="" type="checkbox"/>	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 a tumo*)) OR (MAINSUBJECT.EXACT("Benign Neoplasms") AND MAINSUBJECT.EXACT("Neoplasms"))))
<input checked="" type="checkbox"/>	S9	@ (ti(cancer*) OR ab(cancer*)) OR (ti(neoplasm*) OR ab(neoplasm*)) OR (ti(tumour* OR tumor*) OR ab(tumour* OR tumor*)) OR (MAINSUBJECT.EXA Neoplasms") AND MAINSUBJECT.EXACT("Neoplasms"))
<input checked="" type="checkbox"/>	S8	@ MAINSUBJECT.EXACT("Benign Neoplasms") AND MAINSUBJECT.EXACT("Neoplasms")
<input checked="" type="checkbox"/>	S7	@ ti(tumour* OR tumor*) OR ab(tumour* OR tumor*)
<input checked="" type="checkbox"/>	S6	@ ti(neoplasm*) OR ab(neoplasm*)
<input checked="" type="checkbox"/>	S5	@ 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:

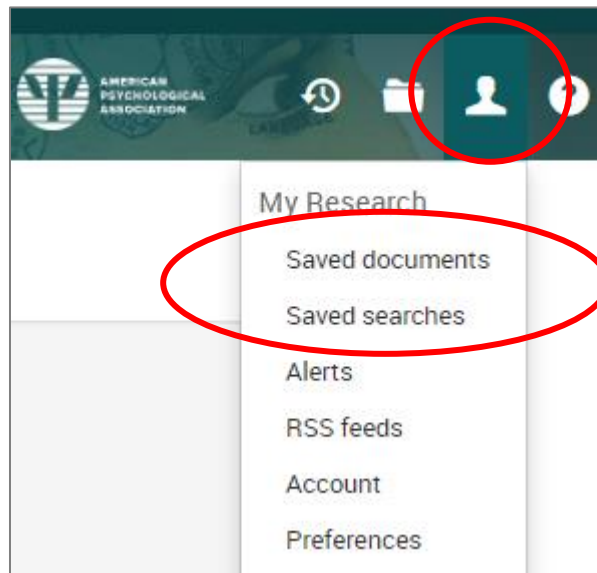
Passive Smoking and Cancer

Add a note: (optional)

Version 1|

Cancel
Save

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



More questions? Contact us to arrange a training session:

Library.basingstoke@hhft.nhs.uk library.services@southernhealth.nhs.uk library.winchester@hhft.nhs.uk

www.hantshealthcarelibrary.nhs.uk

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