

ABI Complete: quick start guide

This is a quick guide to help you to start using the ABI Complete database. This database covers all the main disciplines of business, including management, marketing, human resources, accounting and finance, economics etc. In addition to providing peer-reviewed journals, it also has working papers, dissertations, country, and industry reports.

Getting started

1. Go to the Library homepage at <http://library.leeds.ac.uk/> or to **Library Search** in Minerva
2. Type **ABI Complete** into the Library search box
3. From the results list, click on the link to **ABI Complete**
4. On campus you will be connected to ABI Complete automatically; off campus please enter your University username and password when prompted.

Searching ABI Complete

You will be taken to the basic search, or you can select advanced search.

For a keyword search, enter your search statement in the search boxes. Use quotation marks around phrases

Anywhere is the default search (it will search in the article title, abstract and keywords). Use the drop-down menu for other options. Use the drop-down menu for other options. Try searching Anywhere except full text. This won't search in the full text of the article which will find fewer results but they should be more specific

Use the Limit options to restrict your search by date. You can also limit your results by document type from the results page.

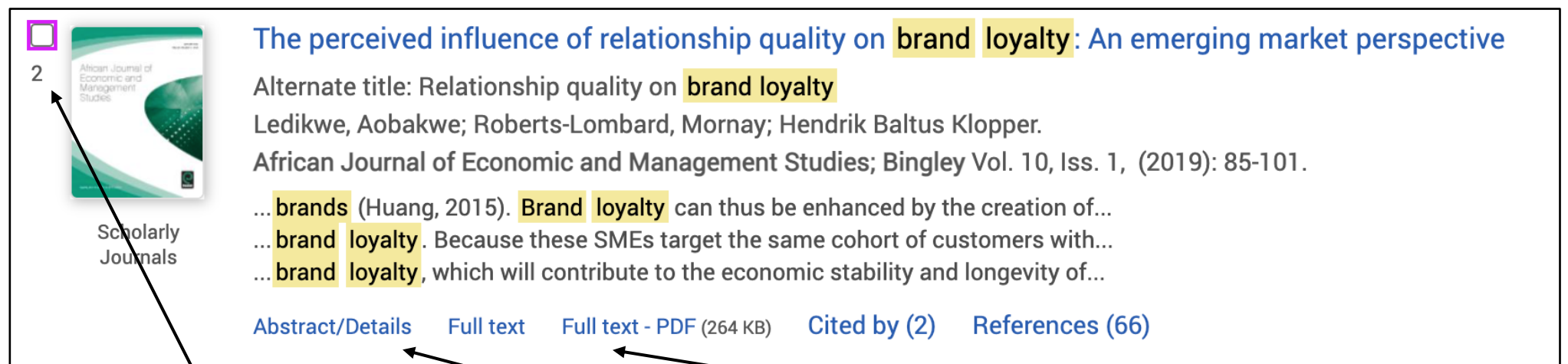
Tips for effective searching

Using a single keyword as your search term will probably find too much information to process. Use two or more keywords to refine your request and link them together using: **AND**, **OR**, **NOT**, or search for a **phrase** using **quotation marks** around your keywords e.g., "corporate social responsibility".

- AND = fewer, more specific results e.g. consumer AND motivation
- OR = more results, broadening your search e.g. wage OR salary
- NOT = fewer results, excluding irrelevant information e.g. human resources NOT director

Understanding search results

Read more detail about the article by clicking on the title



The screenshot shows a search result for an article. On the left, there is a small thumbnail of the journal cover for 'African Journal of Economic and Management Studies' with a '2' in a box next to it. The article title is 'The perceived influence of relationship quality on brand loyalty: An emerging market perspective'. Below the title is the alternate title 'Relationship quality on brand loyalty', the authors 'Ledikwe, Aobakwe; Roberts-Lombard, Mornay; Hendrik Baltus Klopper', and the journal information 'African Journal of Economic and Management Studies; Bingley Vol. 10, Iss. 1, (2019): 85-101.'. A snippet of the abstract follows: '... brands (Huang, 2015). Brand loyalty can thus be enhanced by the creation of... brand loyalty. Because these SMEs target the same cohort of customers with... brand loyalty, which will contribute to the economic stability and longevity of...'. At the bottom of the result are several links: 'Abstract/Details', 'Full text', 'Full text - PDF (264 KB)', 'Cited by (2)', and 'References (66)'. A 'Scholarly Journals' logo is also visible.

Save details of articles to a folder by selecting the box next to an article. Save, print, email them to yourself at the end of your search

Click to view the article abstract (summary)

Read the whole article

Improving your search results

Limit

Limit your results using the list of options on the left of the page. You can focus on specific document types such as peer-reviewed journals, country reports, industry profiles, market research reports, and more. You can also limit by publication date, subject, company or geography.

Sorting

From the drop-down menu at the top left of the results page, you can sort results by relevance (the default) or by date.

Getting full text

Some articles will have a **PDF Full Text** icon available. Where this does not appear, search for the article title in Library Search (on the Library website or through Minerva) to check whether Leeds has a subscription for the item that you need.

Saving, printing and emailing records

On your results page, check the boxes next to the references you want to save, print or email. Click on the options at the top of the results list to email or save the results.



Getting help

Click on the **Help** link in the top right-hand corner of ABI Complete or contact Library enquiries:

<https://library.leeds.ac.uk/contact/enquiries>