

# Business Source Premier: quick start guide

This is a quick guide to help you to start using the Business Source Premier database. This database covers 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 market research reports, company profiles, industry reports, and country reports.

## Getting started

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

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

## Searching Business Source Premier

The screenshot shows the Business Source Premier search interface. At the top, there is a search bar with the text "Searching: Business Source Premier" and a link to "Choose Databases". Below the search bar are three search boxes, each with a "Select a Field (optional)" dropdown menu. The first search box is highlighted with a callout box that says "For a keyword search, enter your search statement in the search boxes. Use quotation marks around phrases". Below the search boxes are buttons for "Search" and "Clear", and a help icon. There are also "AND" buttons between the search boxes and "+" and "-" buttons to add or remove search boxes. Below the search boxes are links for "Basic Search", "Advanced Search", and "Search History".

Below the search interface is the "Search Modes and Expanders" section. It includes "Search modes" with radio buttons for "Boolean/Phrase" (selected), "Find all my search terms", "Find any of my search terms", and "SmartText Searching" with a "Hint" link. There are also checkboxes for "Apply related words" and "Also search within the full text of the articles".

Below the search modes is the "Limit your results" section. It includes checkboxes for "Full Text" and "References Available". There are also checkboxes for "Scholarly (Peer Reviewed) Journals" and "Published Date". The "Published Date" section has dropdown menus for "Month" and "Year" for both the start and end dates.

Callout boxes provide additional instructions: "Select a field is the default search (it will search in the article title, abstract and keywords). Use the drop-down menu for other options" points to the "Select a Field (optional)" dropdown menu. "Use the Limit options. For example, restrict your search by date or type of publication." points to the "Limit your results" section.

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From the search page you can also choose to browse specific types of publication, such as company profiles, country reports, industry profiles and market research reports.

## 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

3. **WHY ACTIVIST HEDGE FUNDS TARGET SOCIALLY RESPONSIBLE FIRMS: THE REACTION COSTS OF SIGNALING CORPORATE SOCIAL RESPONSIBILITY.**

By: DESJARDINE, MARK R.; MARTI, EMILIO; DURAND, RODOLPHE. Academy of Management Journal. Jun2021, Vol. 64 Issue 3, p851-872. 22p. 1 Diagram, 4 Charts, 3 Graphs. DOI: 10.5465/amj.2019.0238.

Show all 8 Images

Academic Journal

PDF Full Text (1.3MB)

Read the whole article

Save details of articles to a folder. Save, print, email them to yourself at the end of your search

The screenshot shows a search result for an article in the 'Academic Journal' section. The title is '3. WHY ACTIVIST HEDGE FUNDS TARGET SOCIALLY RESPONSIBLE FIRMS: THE REACTION COSTS OF SIGNALING CORPORATE SOCIAL RESPONSIBILITY.' The authors are DESJARDINE, MARK R.; MARTI, EMILIO; DURAND, RODOLPHE. The article is from the 'Academy of Management Journal', June 2021, Volume 64, Issue 3, pages 851-872. It is 22 pages long and includes 1 diagram, 4 charts, and 3 graphs. The DOI is 10.5465/amj.2019.0238. There are callout boxes: one pointing to the title, one pointing to the 'PDF Full Text (1.3MB)' link, one pointing to the 'Read the whole article' button, and one pointing to the folder icon in the top right corner.

## 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 top right of the results page, you can sort results by date, relevance, author or source.

**Date Descending:** the default sort option

**Date Ascending:** the oldest results will appear at the top of the list

**Source:** alphabetical by source (e.g. journal) title

**Author:** alphabetical by author surname

**Relevance:** the number of times your search terms appear in the record

## 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.

## Getting help

Click on the **Help** link in the top right-hand corner of Business Source Premier or contact Library enquiries:

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