Introduction

This guide will help you search relevant databases to find academic and scholarly journal literature useful for study in the School of Business and Tourism.

What is a database? Simply, it’s a collection of related information - journal, magazine or newspaper articles, statistical publications, reports, conference papers, or book chapters, on a single topic (e.g. statistics), or covering a range of subjects. Many databases are full-text, which allow you to access the complete text of articles online immediately.

To access the databases, go to the Library home page www.scu.edu.au/library, and then click on ‘Databases’.

NOTE: To use the databases you will need your SCU user name and password. Contact servicedesk@scu.edu.au if you need help with either your user name or password.

You can select a particular database by name using the alphabetical letters, eg clicking on E for the Emerald database.
TIP: To select the database most relevant to your subject area, consult the Databases by Schools section below the A-Z list on the Databases page.

Business, Management and Tourism Databases

- **Australian Bureau of Statistics** - provides free access to census and other Australian statistical data collected by the ABS, including statistics on accommodation, cafes and restaurants and clubs, pubs, taverns and bars.
- **Business Source Premier (Ebosco)** – BSP provides full text coverage in all disciplines of business. The database also includes country economic reports from the EIU, Global Insight, ICON Group and CountryWatch as well as detailed profiles and SWOT analysis for the world’s 10,000 largest companies.
- **Emerald Insight** – provides access to scholarly and peer-reviewed journals in business and management subject areas including: Accounting & Finance; HR & Organizational Behaviour; Information & Knowledge Management; Marketing; Management Science & Operations; Tourism & Hospitality and more.
- **DatAnalysis** - provides a 12-year history of detailed financial information for all companies listed on the Australian Securities Exchange (ASX).
- **Factiva** – an extensive collection of the world’s top media outlets, trade and consumer publications from more than 31000 global news and information sources from 200 countries in 26 languages. Australian sources include the Australian Financial Review, Sydney Morning Herald, the Australian and other Australian newspapers. Factiva also provides comprehensive company analyses and industry reports.
- **Hospitality and Tourism Complete (Ebsco)** - Covers scholarly research and industry news relating to all areas of hospitality and tourism. The collection indexes literature as far back as 1965 and many of the publications are available in full text.
- **IBISWorld** – provides access to a collection of 500+ Australian industry reports online or in pdf.
- **Informit** – access a suit of Australian databases including the Business Collection which provides full content from a range of Australian journals, books and reference materials on all broad business fields.
- **Leisure Tourism (Cabi)** - An indexing and abstracting service containing records on the following hospitality subjects: Leisure and Recreation; Hospitality Industry; Tourism; Arts and Entertainment; travel and Technology.
- **ProQuest** - A multidisciplinary database which includes a large number of full text journals. You can search the database by subject areas such as Business and Computing or Tourism and Hospitality.
- **ScienceDirect** - A multi-disciplinary full-text database offering journal articles from peer-reviewed journals, book chapters and books. Subject areas include Business, Management and Accounting; Economics, Econometrics and Finance, and Computer Science.
Useful strategies for searching databases

Before starting your search:

- Analyse your question – pick out the main concepts. Break your question up into individual concepts, brief phrases or keywords.
- Think about different words (synonyms) that describe each concept: e.g. ‘business’ or ‘commerce’ and ‘office’ or ‘organisation’.
- Are both the singular and plural of the keywords relevant to your search? e.g. man/men or woman/women.
- Are there spelling variations to the subject words? e.g. variations are: organisational behaviour OR organizational behavior, counselling OR counselling.
- Use quotation marks for exact phrases, e.g. “organisational behaviour”.
- Use wildcards (usually *) e.g. work* will find work, workplace, working, worker, etc.

A basic (or quick) search screen in a database provides a single box in which to type your search terms or expression.

An advanced search screen usually provides two or more search boxes, in which to insert your search words, a choice of (Boolean) operators – AND, OR and NOT – with which to combine or link your terms, and a selection of fields (e.g. citation, abstract, keywords, article title, author) in which to run your searches.

In both basic or advanced database searching, you can limit (or qualify) your search by date (or time period) – e.g. ‘after 01/01/2000’, ‘last 12 months’, ‘01/01/1990 to 31/12/1992’.

You may also limit your results to full-text articles if the database you have chosen contains the full text of some articles.
Boolean operators **AND, OR, NOT**

Boolean operators define logical relationships between terms in a search. Use these operators **AND, OR, NOT** to narrow or broaden your search results.

- **AND** combines search terms so that each search result contains all of the terms. For example, “travel and Europe” finds articles that contain both travel and Europe.
- **OR** combines search terms so that each search result contains at least one of the terms. For example, “college or university” finds results that contain either college or university.
- **NOT** excludes terms so that each search result does not contain any of the terms that follow it. For example, “television not cable” finds results that contain television but not cable.

Note: When executing a search, **AND** takes precedence over **OR**.

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**Searching Ebsco databases (Business Source Premier & Hospitality & Tourism Complete)**

From the [Library homepage](#), click on ‘**Databases**’, click on E in the alphabetical list, and select **Ebsco Databases**. Then select the one or more databases in Ebsco, click Continue.
Enter your keywords in the search boxes and use the various search options to limit your search to peer-reviewed journals, full-text, etc.

The list of search result is displayed by relevance. If available, the full text may be offered in PDF format. You can refine the result further using the navigation panel on the right.

If the full text is not available in the database, click the “find full text” button. This will open the SFX citation links.
Searching Company profiles in Business Source Premier (Ebsco): The company profiles are presented in the format of PDF reports by Datamonitor in Business Source Premier. Each report is around 30 pages, covering an overview of the company, key employees, products and services, financial information, SWOT analysis and more.

Searching the Emerald database

From the Library homepage, click on ‘Databases’, click on E in the alphabetical list, and select Emerald. At the database page, you can browse journals on specific subject areas, perform a simple search or go to the Advanced Search page.
Advanced Search allows you to search by Search fields or narrow search findings by Content type, Publication date.

You can view the full text in HTML format or download the PDF files of the articles.
Searching the ProQuest database

From the Library homepage, select ‘Databases’ and click on P in the alphabetical list, and select ProQuest.

Advanced Search – enter keywords into the search space, use the * symbol for truncation e.g. “whistleblowing and corporat* and accountant*”. This example would retrieve articles about corporate, corporates, corporation, corporations, accountant and accountants.

TIP: Too many (or not enough) results?

• Are there other words you could add to make the search more specific?
• Think about limiting your search to a particular time period.
• If you’re not getting enough citations, think about other alternative words you could use to expand your search, and link them with ‘or’
• Maybe you’ve used ‘and’ too many times, and made your search too narrow?
• Have you chosen the right database?
Searching the Factiva database

From the Library homepage, select ‘Databases’ and click on F in the alphabetical list, and select Factiva.

Search Factiva to locate full text newspaper articles and company information.

To perform a free text search, type the keyword or company name in the search space. If you have more than two keywords, combine them with Boolean operator AND eg. Consumers and green products.

Select the date from the drop-down to limit your search to a period of time or enter the specific date range.

Filter and target your results by clicking the relevant companies, industries, keywords etc listed in the Discovery Pane.

View the results by content type – full text newspaper articles, transcripts, web news, pictures, more.
Searching the ScienceDirect database

From the Library homepage, select ‘Databases’ and click on $S$ in the alphabetical list, and select ScienceDirect.

To search for company information in Factiva, click the Companies/Markets tab.

For a simple All fields search, enter your keywords into the search box here.

Click the relevant sub tab to search for stock quote, share price chart, company or industry information.

You can search All Sources or select a tab to search one group of reference: Journals, Books, etc.

Enter keywords into search boxes, using quotation marks for exact phrases.

Highlight the subject area you wish to search. Click while holding down the Ctrl key (or Apple key) to select multiple subjects.

Select the date Range required.

When you have entered your keywords and selected options, click the Search button.

Click the down arrow to select a specific search field eg Author, Title, and Subject ...
For more help with database searching

- Consult a LibGuide to find more information and resources on your subject area [http://libguides.scu.edu.au/libguides](http://libguides.scu.edu.au/libguides)
- Email us (refdesk@scu.edu.au) with your question and we will respond within 24 hours
- Contact your [Liaison Librarian](http://libcal.scu.edu.au/appointments/) to get help with research strategies and resources, or make an appointment at [http://libcal.scu.edu.au/appointments/](http://libcal.scu.edu.au/appointments/)
- **Telephone:** 1800 659 460 or 02 6620 3752