

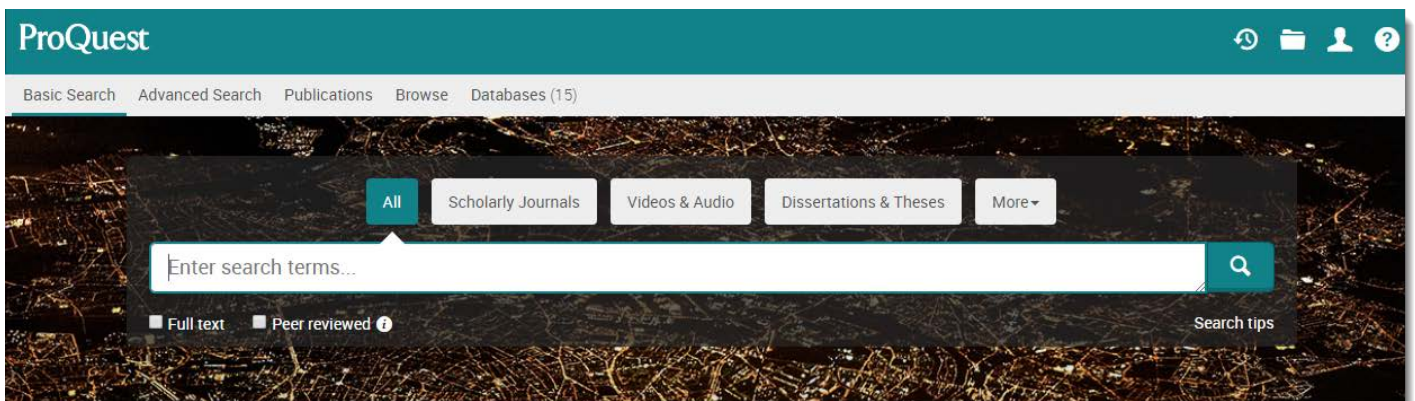
ABI/Inform Global Quick Start Guide



This guide will help you learn how to search and use ABI/Inform Global, the largest database on the ProQuest platform.

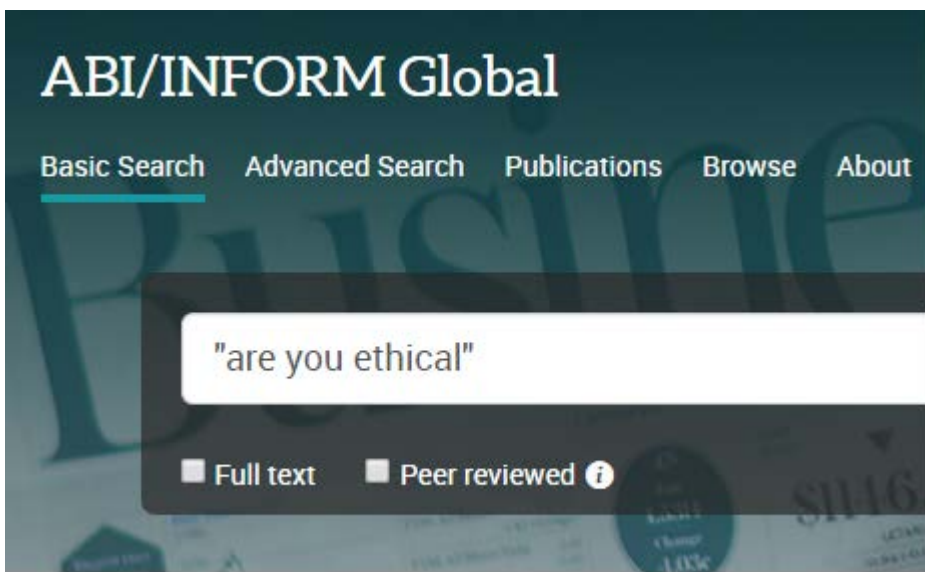
Log into **ABI/Inform Global** from the page on the Online Library website (<http://onlinelibrary.london.ac.uk/resources/databases/abiinform-global-proquest>), following the instructions in the **Login Guide** provided. You will be taken to the ProQuest search page.

Searching

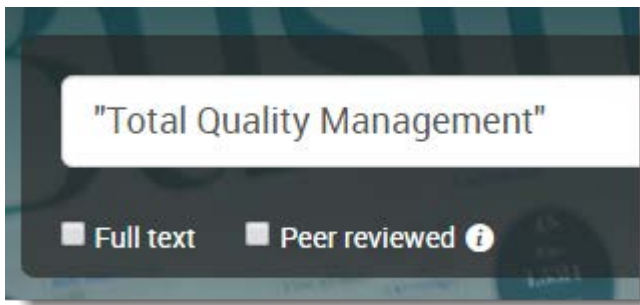


- The first search box you arrive at searches across all ProQuest databases. You can use this search box to try to find what you are looking for, but if you want to only search ABI/Inform Global, click **Databases** at the top of the page and then select **ABI/Inform Global**.
- If you know the details of the article you want you can type the title into the basic search box putting quotation marks around the text.

For example:



- Or search for articles on a topic. For example:



- Using quotation marks searches for the **exact phrase** within the document. "Total quality management" is therefore a more precise search than for total quality management, which would retrieve articles with the words present individually.
- Tick boxes under the search box enable you to limit your search to full text, peer reviewed, or content from scholarly journals.

The Search Results

The screenshot shows the ABI/INFORM Global search results page for the query "Total Quality Management". The page displays 26,943 results. Key features and annotations include:

- Search Bar:** Contains the query "Total Quality Management" and filter options for "Full text" (checked), "Peer reviewed", and "Scholarly journals". A "Modify search" button is highlighted with a red box and an arrow pointing to a callout box that says "Select 'Modify Search' to revise your search terms."
- Related searches:** Includes "Total quality AND Quality management", "Management AND Total quality", and "Total quality AND Participatory management".
- Results Summary:** Shows "26,943 Results" and a "Cite, email or print your results" button, which is also highlighted with a red box.
- Filtering:** A "Narrow results by" menu is highlighted with a red box and an arrow pointing to a callout box that explains: "Narrow results by' menu refines your search results. Full text: only displays the results where the full text is available. Scholarly journals: display results from publications that are authored by academics. Publication date: Narrows results to a specific date or date range."
- Article List:** The first article is "Essentials of total quality management: a meta-analysis" by Mohammad Mosadeghrad, Ali. The second article, "In defense of total quality management" by Langemeier, Douglas E., is highlighted with a red box and an arrow pointing to a callout box that says "Select the article title to view the full text." The "Preview" button for this article is also highlighted with a red box and an arrow pointing to a callout box that says "Select 'Preview' to view the article abstract."

Advanced Search

Select the **Advanced search** option from the menu at the top of the page.



Use the advanced search options to construct a more precise search. This is useful if you are researching a complex topic.

The image is a screenshot of the 'Advanced Search' page on the ABI/INFORM Global website. The search term 'Total Quality Management' is entered in the search box. The interface includes several sections: a search operator dropdown menu set to 'AND', a 'Limit to' section with 'Full text' selected, a 'Publication date' dropdown set to 'All dates', and a 'More search options' section with three columns: 'Source type', 'Document type', and 'Language'. A red box highlights the search operator dropdown, the 'Limit to' section, and the 'More search options' section. A callout box on the left explains the search operators AND, OR, and NOT. A callout box on the right explains the search fields dropdown menu. A callout box at the bottom left explains the 'Limit to' and 'Publication date' options. A callout box at the bottom right explains the 'More Search Options' section, including source type, document type, and language filters.

Select a search operators **AND** or **NOT** from the drop down menu, to construct your search. **AND**- will find all the terms. **OR**-will find any of the terms you specify. **NOT**-will exclude words from the search. To learn more about this see the Online Library [advanced search pages](#).

Specify which fields to search.

Limit to: full text articles, articles reviewed by subject experts (peer reviewed) or from academic scholarly journals.
Publication date: choose from the drop down menu e.g.: last 1 year, last 5 years or select a specific date range.
a management function, industry or market, and more.

More Search Options:
Source type- limit by source type: e.g. magazines, newspapers, or trade journals.
Document type- limit by document types, e.g. articles, audio/video clips, or poems.
Language- restrict your search to documents published a specific language.

Publication Search

Select the publications tab to view an A-Z list of the journals in the database, or to search for a particular journal. Select the publication name to discover its **full text** coverage and to browse or search all the available issues.



Document View

Download PDF, Cite, Email or Print the article

The screenshot displays the document view page for the article 'Are You Ethical? Please Tick Yes Or No On Researching Ethics in Business Organizations' by Andrew Crane. The page includes a search bar at the top right, a navigation bar with 'Full text', 'Full text - zoom', 'Full text - PDF', and 'Details' options, and a sidebar with 'Download PDF', 'Cite', 'Email', 'Print', and 'More' options. A red box highlights the 'Full text' options and the sidebar actions. The article title and author are displayed in the main content area.

- To view a PDF of the article select Download PDF, or select the Full text options on the left of the screen.
- You can also email the article or print it out.
- Select Cite to format the article in your required referencing style.

Help



If you need any help while using the database select the Help question mark link in the top right corner of the screen.

The help displayed will be relevant to the current page. For example if you are using the 'Advanced Search' the help will be related to the advanced search feature.

If you need further help please contact the Online Library by email

onlinelibrary@london.ac.uk

Telephone +44 (0)20 7862 8478 (between 09.00 and 17.00 London time)

Or submit from the Enquiries Form at: <http://onlinelibrary.london.ac.uk/about/contact-us?>