

BUSINESS – BUSINESS SOURCE COMPLETE (an EBSCO hosted database)

1. **Look for articles about management styles.**
 - **Use Thesaurus** to get the controlled search term added to records which describe articles on these topics.
 - **Read the “scope notes”** for information about when the terms are added.
 - **Check what you include if you “explode”** the term used for management styles.
2. Look at the Help to find out what are the “**Wildcard and Truncation Symbols**”, “**Proximity searches**” and how to indicate you want to look for a **phrase**, Egs
 - “strategic planning” ; “risk strateg*” ; delegat* N6 decision*
3. **Add some references to your session Folder**
4. **Use “Search History”** to get a set of results which are common to both searches.
 - Note the options to save the series of commands that make up a search and to set up alerts of new records which match a search.
5. Add some references to your session Folder.
6. Go to Folder from the top menu or “**Folder has items**” box.
7. **Take references** to something you have control of. Use Export to add to reference management software.

Have a look at the **Business and Management list of databases** to see what other kinds of databases (market report, financial data) are highlighted as key resources.

LAW – WESTLAW UK

1. **Look for records using the search: child custody.**
 - See what difference searching for “child custody” makes
2. Go to the “**Journals**” article records
3. **Find a record which is not full-text**, has against “Documents” eg “[Legal Journals Index Abstract](#)” and click on the link.
 - **Use DiscoverEd to decide if you will be able to read articles** from the year of the publication in which the article was published.
4. **Go to Home and try a concise phrase in the Natural Language search option**, eg who is liable for copyright infringement in universities

N.B. A maximum of 100 results is returned for natural language searches.
5. **Select some records** (by ticking the boxes to their left) **and click on the envelope icon** in the top right corner of the Search Results frame **to see your export options.**

Academic Support Librarians:

Business and Management and Economics -

Angela Nicholson Angela.Nicholson@ed.ac.uk Tel: 0131 651 5213

Law

Liz J Stevenson E.J.Stevenson@ed.ac.uk Tel: 0131 650 2041

Nahad Gilbert Nahad.Gilbert@ed.ac.uk Tel: 0131 650 2041