

**PsycINFO for BUSINESS RESEARCH – Fall 2010**  
**via Ovid**  
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**\*\*Access PsycINFO via Ovid (the vendor's name)**

From the "Select Resource(s) to search" screen, select:  
"PsycINFO 2002 to (most current.)"  
Choose: "Open selected resources."  
Choose: "Multi-Field Search" tab.

**\*\*Type this search:**

Type *leadership* in "All fields."  
Type *business* in "Subject Headings."  
Choose these "Limits:"  
    \*English Language  
Press "Search."  
Scroll down & view "Search History" (in the blue box)  
    Search statement #2 has 1179 references to articles on 9/9/2010.  
    (too many!)

Check off the appropriate search statement (e.g., #2.)

**\*\*Choose "Additional Limits"** (on left, blue box located just above "Search History.")  
Highlight the "Classification code" 3640 (Management & Management Training)  
Scroll to bottom of screen and press "Limit a Search" (on left.)  
Results in statement #3: 212

**\*\*Sort the results putting the most recent article first in the list.**

Find the "Search Information" box located to the left of the first citation listed.  
Find "Sort By," choose "Year of publication" and choose the down arrow.  
Citations will be resorted listing the most recent one first.

Read the first citation's abstract by pressing "Abstract Reference" on the right.

Read the "Complete Reference" by pressing "Complete Reference" on the right.  
Look at "Key concepts" & "Subject Headings" to find other search terms.  
Notice the list of "Cited References" used in this article.

**\*\*To clear an old search:**

Choose "Search Results" located on the blue bar near the top right of the screen.  
From your "Search History" box located above the list of citations, check off all  
    search statements to be removed.  
Press "Removed Selected."  
Enter a new search strategy.

\*\* Use the Thesaurus: Find the most relevant subject heading.

Find the “Search” tab. (It is usually the opening screen)

Choose the tab “Search Tools.”

Arrow from “Map Term” to “Thesaurus.”

Type words to be searched, e.g., “decision making.”

Press “Search.”

Results:

17,220 hits concerning “decision making.”

Broader, narrower and related terms are listed, each with the number of hits per term. For example, 1004 hits were given for the related term “expert systems” and 5822 for problem solving. 598 were given for the narrower term “group decision making,” etc.

Select a relevant term. Find other broader, narrower and related terms.

Choose the “Main Search Page” (top right.)

Choose “Multi-Field Search” form.

Type the term (e.g., group decision making) used in the thesaurus.

Arrow from “All Fields” to “Subject Headings.”

Combine it with another term

(e.g., “business” by “Subject Headings,” limit to English)

Press “Search.”

Results: 14 hits concerning business group decision making, in English.

Clear your search.

\*\*Truncation symbol used by PsychINFO is \*.

Use truncation within the “Multi-Field Search.”

brainstorm\* (using “All Fields”) = 1309 hits.

brain\* (using all fields) = 256,658 hits, but includes brain, brains, brainstorm, brainstorming, brainwashing, etc.

\*\*Find a Literature Review.”

Use “Multi-Field Search.”

Type a search term: brainstorm\*

Within the blue “Limits” box find “Methodology;” scroll to “Literature Review.”

Press “Search.”

Results: \_\_\_\_\_

\*\*Boolean Operators:

AND

Both terms must appear in the record.

OR

The 1<sup>st</sup> term or 2<sup>nd</sup> term, or both terms, must appear.

NOT

The 1<sup>st</sup> term must appear, but not the 2<sup>nd</sup> term.