Using EBSCOhost’s Business Source Elite

Business Source Elite provides full text coverage for more than 1,100 scholarly business, management and economics journals, including nearly 500 peer-reviewed publications. This database includes full text (PDF) coverage dating back as far as 1985, and detailed company profiles for the world's 10,000 largest companies. This database is updated daily on EBSCOhost.

Before You Search

1. **Understand your assignment.**
   Is the assignment asking you to take a side on an issue? What do you want to prove or disprove in your paper? How does that affect the kind of information you are going to be looking for?

2. **Assess the information you already know.**
   What do you already know about the subject? You can focus your search by making a list of names and specific words that are related to your topic.

3. **Know what you need before you need it.**
   Figure out what kind of information you need to find. Do you need general information (What is outsourcing?) or specific information (How has outsourcing been beneficial for Radio Shack?). Think about how you will prove what you want to prove. Will you use raw facts, narratives written by experts in the field, examples from historical or contemporary society, some combination of those, or some other method?

4. **Come up with a plan.**
   Spend some time thinking about HOW you are going to accomplish what you need to accomplish. Write an outline of your paper to help you focus on what key things you will need to uncover in your research to make your point. Having a clear idea of the specific information you are looking for will make your searching more productive and easier. It will benefit you to know up-front that your “plan” will likely change once you start researching and finding out new information. That’s what research is all about, filling in the gaps of your personal knowledge.

As you move on to the next step, you should have:
- a list of names and words related to your topic
- a written plan or outline of what you will need to look for in your research

Performing a Search

Go to the library home page at [http://hwclibrary.ccc.edu/](http://hwclibrary.ccc.edu/) and click on the link that says All Databases. Click on the link for Business Source Elite.
How do I perform a basic search?  
Click the box that says Full-Text, and enter your keywords in the search box. For instance, if your topic is “offshore outsourcing” a keyword search for those terms will net 500+ results in Business Source Elite.

How do I perform an advanced search?  
In order to perform more specific searches, use the Advanced Search option. Use the “Select a Field” scroll bar to select the kind of search you want to perform. Some useful search types are:

- **Author**: Search by author’s name.
- **Company Entity**: Search by the name of the company or organization.
- **Reviews and Products**: Search for product names mentioned in reviews and articles.
- **Ticker Number**: Search by ticker number.

How do I combine search terms?  
The advantage to searching by fields is that you can design your search to get just the information you want without having to sift through information you don’t want. For instance, if your instructor thinks your research paper would benefit if you read an article about Radio Shack and outsourcing, by an author named “Dolan,” you can find the exact article with this search:

What do I do with the results of my search?  
You can use the results of your searches to gather information OR to refine your search. For instance, if your search gave you one result that looked on target and you want to find other sources, you should:

- Write down the bibliographic information about the source you want to use:

- Write down all the useful information you can glean from the article(s) you found. You can then use those key terms to perform another search.

As you move on to the next step you should have:
- a list of sources/citations (bibliographic information) you want to use
- a list of search terms that were useful for finding information on your topic (authors, subjects, descriptors, etc.)
After Searching

1. **Think about what you have found.**
   Have you found all the information you need to answer all the questions you have about your subject? If not, you can:
   - revise your search strategy by searching for other keywords, subjects, authors, or titles, or
   - refine your topic to be more specific or more general.

2. **Compare the new information to what you already know.**
   How does what you have found complement what you already know about the subject at hand or the world in general? Do you agree or disagree with the new information?

3. **Does the new information support your assertions about your topic?**
   Does what you have found adequately support your paper’s claim? If not, you can either search for other sources that will corroborate your claim, or you can change your claim to reflect your new understanding.

4. **Use the information in your papers.**
   Put together a list of the information you want to use and the places where you got each quote: (Make sure you have enough quotes to fulfill the assignment’s requirements as well as--and more importantly--to make sure you have a firm understanding of your topic.)

   Here is a quick example:
   Quote: “RadioShack added 300 workers in Fort Worth, Tex. recently at an operation that repairs cell phones.”


   In order to fully integrate a quote, summary, or paraphrase into your paper, make sure you understand which citation style your instructor wants you to use. You can find current citation and style guides in the library.

Remember you can always ask your instructor or a librarian for help at any point!