Business Source Elite Research Guide

Business Source Elite is a business database that contains full-text articles from academic journals, magazines, and newspapers on topics such as accounting, business ethics, management, and much more!

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Finding Articles

- Go to the Wright College library page at wright.ccc.edu/library.
- The Wright College Library page will load.
- Click the Find Articles link under Start your research.

![Find Articles Link](image)
• A new page will load with a list of the library’s databases.

Click the **Business Source Elite** link to open the database.

**Business**

- Business and Company Resource Center
- Business Insight Essentials
- **Business Source Elite**
- Regional Business News

• The database will load. Enter your keywords in the search box provided.

**What is a keyword?**

A keyword is a term or phrase related to the topic you are researching. To develop keywords, think of the core ideas of your topic.
Database Searching Strategies to Narrow your Search Results

Quotation marks

Databases do not recognize common phrases. If you search with a phrase, like management techniques, put quotation marks around it. Quotation marks force the database to search for the phrase as a whole, not just the words here and there. Databases read quotation marks as commands—the words in between the quotation marks need to be found exactly as written (so check your spelling!).

Example: “management techniques”

Database Search Function: AND

Placing AND between two or more keyword commands in the database to retrieve only results including all of the keywords you enter. This narrows your search and increases the relevancy of your search results.

Example: “management techniques” and business

- Once you have entered your keyword(s) click the search button to submit your search.

- Click the check box next to Full Text to find full-text articles.

- To find scholarly or peer reviewed articles click the check box on the left under Refine your results and click Update.
What is a scholarly or peer reviewed article?

Scholarly or peer-reviewed articles are written by experts in academic or professional fields. They are excellent sources for finding out what has been studied or researched on a topic.

- Results will load. Click the full text link under the description of the database to open the article.

- The article will open. On the right you will see the Tools menu.
• Click the **white envelope** to email the article.

![Click to email](image)

• Click the **cite** icon to get the citation format you would use for your list of References or Works Cited page. **Note:** Citations generated from the database are not completely accurate compared with a source your instructor recommends.

![Cite](image)

• Click the **printer** icon to print the article. **Note:** Do not click the print icon in the Tools menu. It does not print the full-text of the article.

![Print](image)

**Find Articles from Home**

You can access the library’s databases from home.

• Click **Find Articles from Home** under **Start your research** on the library’s home page.

![Find Articles from Home](image)

• The login page will open. In the **Your username** and **Your password** box enter the username and password you use for student email, Blackboard, and My.CCC.edu (the student portal).

**Library System Patron Login**

![Login](image)
Click the **Submit** button once you have entered your username and password.

**Note:** If you need assistance with logging in please contact the library at 773-481-8400.

Click the **Begin your search** link to go to the list of library databases.

The list of library databases will open. Click the linked name of the database to access it.

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**Library Contact**

**Phone**
773-481-8400

**Library Hours**
Monday –Thursday
8:00am-9:30pm

Friday
8:00am-4:00pm

Saturday
8:00am-2:00pm

Sunday
CLOSED

*summer hours vary*