

ABI/INFORM

Quick Reference Guide

ABI/INFORM can be used to find articles on business and economic topics in scholarly journals, business magazines, the Wall Street Journal, and specialized business trade publications.

Getting Started

Go to the EMU Library site at: <http://www.emich.edu/library/>

Click on the tab: 

From list of Databases choose:

[ABI/INFORM Global](#)

Offsite Access

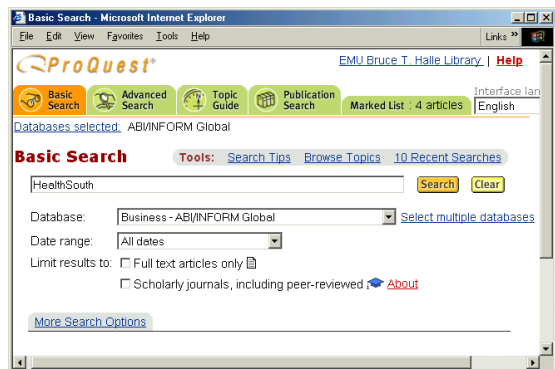
To use the library's subscription databases from off-campus, you need to enter your my.Emich username and password.

To activate your my.Emich account, go to <http://my.emich.edu> and click on "How do I get my username and password?"

Have troubles logging in?

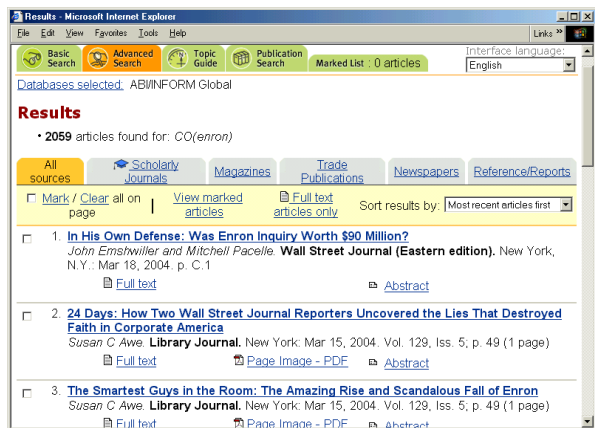
Call the Library Reference Desk at 734-487-0020 ext 2100

Basic Search



- 1 Click **Basic Search**.
- 2 Enter search terms in the search field. 3 Click **Search**.

Search Results

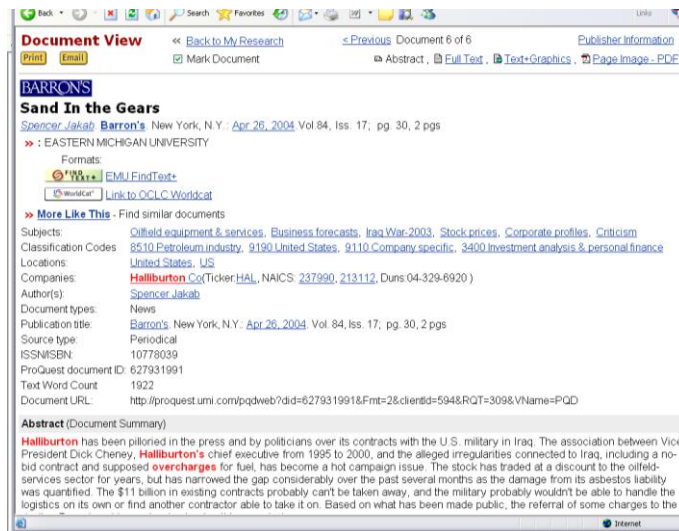


The most recent articles display first on the list.

Source Tabs

Use the 2nd row of tabs to sort your results by publication type.

Article Display



Abstract

Most articles in ABI/INFORM offer an abstract--a paragraph describing what the article is about. Reading the abstract can save you time, as sometimes you will decide the article is not worthwhile.

Full Text

Full Text is the term used in ABI/INFORM when you will get all of the words in the article. Sometimes you will be given the choice **Text+ Graphics**. Then you will get all of the words and also some images, charts, or graphs.

Page Image - PDF

Look for the Page Image icon if you want an image of the article (looks like a photocopy from the publication). You must have an Adobe Reader to view PDF. You can download Adobe Reader for free at <http://www.adobe.com>

PDF versions of articles usually print on fewer pages than the plain full text version, but they may take longer to download.

Findtext+

If the article is not full text in ABI/INFORM, go to the abstract then click on the **Findtext+** icon. This will open a new window with options that may include a source that does have full text of the article. Click the **GO** icon to choose an option, which will open in a third window.

Findtext+ may point to other databases or electronic subscriptions that have full text of the article. Sometimes it can link directly to the article in the source. Other times it links to the periodical and you must find the correct issue on the site. In some cases, it links only to the database and you must search for the article.

Tip: If it sends you to *Factiva*: type the article title in the search box, make sure it is set for all dates, at the bottom under *More Options* change *Search for free-text terms in:* to *Headline*, and search.

Advanced Search

- 1 Click **Advanced Search**.
- 2 Type different concepts in separate boxes. You can narrow results significantly by specifying searches of particular fields, such as the Company or Subject fields.
- 3 You can specify a date range or check a box to search scholarly articles only. Don't check *Full text articles only*, as many articles not full text in ABI may be found using *Findtext+*.
- 4 Further down the screen you will see **More Search Options**. These are optional and you usually don't need to use them.
- 5 Click **Search**.

Search Logic

You can use the following Boolean Operators and other search techniques in your ABI/INFORM searches:

Operators & Search Techniques

- | | |
|-----------------|--|
| AND | Both the search words before and after AND must appear in the article. Example: marketing AND Hispanics |
| OR | Either search word before or after OR can appear in the article. This is useful when more than one term can describe your idea. Example: fraud OR scandal |
| AND NOT | The search words before AND NOT must appear in the article, but the words after must not. Example: virus AND NOT computer |
| W/# | Search words must appear within # of words to match. Example: tamper w/4 evidence |
| () | Parentheses can be used to control the search. Works like () in algebra. Useful when you want to create a set of choices. Example: Enron AND (fraud OR scandal) |
| "phrase search" | Use quotations marks to indicate the words should be searched as a phrase. Example: "total quality management" |
| * | The truncation symbol * can be used to find variant endings of a word. (very useful for verbs) Example: tamper* Finds tamper, tampering, tampered, etc |

Using Subject Words

Use Controlled Vocabulary

When you find an article that is very "on target," scan the article record for "clues" on how to find other relevant articles.

The words in the **Subjects:** field can be very useful. These are called *controlled vocabulary* because the indexers must use only certain words to describe a topic. When you find a controlled vocabulary term for your idea, searching it can lead to highly relevant results.

You can click on the subject term to do a search. Or, use the advanced search form to combine more than one subject term (using AND).

Other ways to use controlled vocabulary are to search the names in the Companies field or to use the Classification Codes.

Publication Search

Publication Search makes it easy to find the latest issue or a back issue of a specific magazine, journal, or newspaper.

- 1 Click the **Publication Search** tab at the top of the page.
- 2 Type all or part of a title in the search field.
A list of matching titles appears.
- 3 Click the title of the publication you want.
The next screen gives you the option to search for articles in this publication or to browse the issues by date.
- 4 Click the issue you're interested in to view a list of articles in that issue.

Organize your Findings

Mark Articles

To save articles to the **My Research** folder, check the **Mark document** box then use the [Back to Results](#) link instead of your browser's back button.

You can also mark the boxes on the results page.

You can do additional searches and continue to add articles to the folder. If you logout (or time out due to inactivity) the folder contents will be erased.

My Research & Format Bibliography

To view the articles you have marked, click on

 **My Research**



The screenshot shows the 'My Research' interface. At the top, there are navigation tabs: 'Home', 'Advanced', 'Tools', 'Publications', and 'My Research'. Below the tabs, there are instructions: 'Create your bibliography to email, print, or download', 'Email marked documents with a bibliography', 'Export citations into EndNote, ProCite, RefWorks or Reference Manager', and 'Create a web page with links to your articles, searches, and publications'. The main section is titled 'Marked Documents' and contains a list of six items, each with a checkbox, a title, a source, and a date. The items are: 1. 'Some Iraq Rebuilding Funds Go Untraced: Investigators Have Yet to Pursue U.S. Contracting Money That May Be Missing' from 'Wall Street Journal (Eastern edition)', Jul 7, 2006, p. 1; 2. 'Halliburton Gets New \$5 Billion Pact for Iraq' from 'Wall Street Journal (Eastern edition)', New York, N.Y., Jan 17, 2006, p. A.4; 3. 'Additional Halliburton Billings Come Under Pentagon Scrutiny' from 'Wall Street Journal (Eastern edition)', New York, N.Y., Apr 12, 2006, p. A.4; 4. 'U.S. Audit Questions Halliburton On \$108.4 Billion in Iraq Work' from 'Business Week', New York, N.Y., Mar 15, 2006, p. A.2; 5. 'A THORN IN HALLIBURTON'S SIDE: Sheikame Anderson Forest in Dallas, with Stan Crook in Washington' from 'Business Week', New York, Oct 4, 2004, p. 36; 6. 'Send to the Grass' from 'Baron's', New York, N.Y., Apr 26, 2004, Vol. 84, Iss. 17, p. 30 (2 pages). Each item has a 'Full Text' link and an 'Abstract' link. Below the list, there is a 'Recent Searches' section with one search entry: 'Database: ABC (books or overhang?)', 'Database: ABI/INFORM Global', 'Look for terms in: Citations and Abstract', 'Publication Area: All publication areas'. At the bottom, there is a note: '* The maximum number of documents you can save is 50'.

Remove Articles

To remove specific articles: Uncheck the box next to each article to remove from your My Research folder, then click the **Delete unmarked items** link to refresh the page.

To remove all articles on your list: Click the **Clear all** link to uncheck the boxes next to all articles, then click the **Delete unmarked items** link to refresh the page.

When you uncheck the box next to an article, it will be removed from the folder if you click on any link or leave the page.

Emailing Articles in Your List

To email articles from your list in a single batch, use the **Email marked documents** link. Choose your citation style from the pull down list. You may want to send email as "Plain text" as some SPAM filters will block messages with html. Provide the email address, a subject, and any comments. Then click **Send Email**.

Creating Your Bibliography

To create a bibliography for the articles in the My Research folder

1. Delete any unwanted articles.
2. Click the **Create your Bibliography** link.
3. Choose the citation style (APA is common for business).
4. Click the **Email**, **Print** or **Download** button.

Note: The citations may not be formatted perfectly and **you will need to make some corrections**.

For information on how to cite sources, see links at this page: <http://www.emich.edu/library/help/citing.php>

Recent Searches

Beneath your Marked Documents list is a listing of your recent searches. You can re-execute a search with just a click.

Other Databases

You may be able to use similar techniques in other databases. For instance, you can use the operators AND & OR in the databases below.

More Business Article Databases

Access these and more from:

<http://guides.emich.edu/business>

Factiva

Less scholarly than ABI/INFORM, but Factiva includes a very large number of business trade periodicals and newspapers from around the world. It can be especially useful for factual articles on international companies and industries.

Search tips:

Sometimes it helps to search only the headline and lead paragraph. Or, you can specify that a word or phrase must appear multiple times in the article. Example: atleast5(sears) --Sears must appear 5 times.

Business & Company Resource Center

Articles from business periodicals, plus information on companies and industries.

Accounting & Tax or PsychInfo or EconLit or ComAbstracts

For articles on accounting, psychology, economics, or communication. Tip: Use Boolean operators and controlled vocabulary (subjects).

Google Scholar or Web of Science

These multi-subject databases include business and economics. Tips: 1. Link from the EMU Library to get free access to full text articles. 2. Use *citation search* to find articles that cite a key article.

Get Search Advice

EMU Librarians are glad to give you search advice.

Ask a Librarian

Information/Reference Desk
Mondays through Thursdays: 9 a.m. to 9:00 p.m.
Fridays: 9 a.m.-5 p.m.
Saturdays: 11 a.m.- 5 p.m.
Sundays: 1 p.m. - 9 p.m.

During the spring/summer terms, over holidays, and between terms hours may vary. Check the library web site.

Reference assistance is available via telephone during the above hours. Call **734-487-0020 ext. 2100**.

You may also e-mail your questions or get help via instant message at : <http://www.emich.edu/library/help/ask.php>

Research Guides – “self-serve” help

EMU librarians have designed guides with links and other suggested resources for popular topics, such as company or industry research. <http://guides.emich.edu>

Academic Projects Center (APC)

The APC provides one-on-one help to students on a drop-in basis, including help with library research, writing, and basic computer applications. Located in Halle Library room 116. See the APC web site for hours and other details: <http://www.emich.edu/apc/>

Office Hours

The Business Librarian holds office hours at the COB (Fall & Winter):
Mondays 3:45 - 6:30
Tuesdays 3:45 - 6:30
COB Room 407 (near Accounting/Finance Dept. office)
734-487-6820 (only during office hours, otherwise use phone # below)
Students are welcome to stop by for research help.

EMU Business Librarian

Kate Pittsley
100-F Halle Library
Eastern Michigan University
734-487-0020 ext 2133
kate.pittsley@emich.edu