Make a Strong Start

Find business news via Factiva

University of Sydney Library
Semester 2, 2019
Library resources

Research guides

The Library has compiled a series of guides that cover:

- The best research databases in a particular subject area
- The most appropriate resources for common research tasks e.g. finding news articles

How to access

1. Go to library.sydney.edu.au
2. Click on Subject guides (located underneath the main search box).
4. From the Company, Industry and Country information guide, click on the News articles tab on the left-hand menu.

The News articles page provides access to:

- Factiva and related help guides
- The Economist
- A Twitter feed of business news
Factiva

Factiva is a leading source of news and business information.

News

Factiva lets you search across thousands of sources including:

- **Australian newspapers** - The Sydney Morning Herald, The Australian Financial Review and The Australian
- **International newspapers** - The Wall Street Journal, The New York Times, Financial Times (one month delay), The Guardian (U.K.), The Times (U.K.), South China Morning Post (Hong Kong), and China Daily
- **Magazines and trade publications** - Forbes and Newsweek
- **Newswires** - Australian Associated Press, Agence France Press, Xinhua News Agency (China), and Dow Jones
- **Major news sites** (past 90 days) and **blogs**

Company information

- Factiva covers over 22 million public and private companies worldwide

How to access Factiva

**Library’s databases page**

1. Open the Library’s Databases page - library.sydney.edu.au/databases
2. Click on the letter F beneath the databases A-Z by title heading.

Search / browse databases A – Z by title

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

3. Click on the Factiva.com link ➔ Factiva.com (mid-1980s - present)

**Note:** The University of Sydney’s account is limited to **15 users** at a time. Users are timed out after **2 minutes** of inactivity. If you’re unable to access the site, please try again in a few minutes.
Browse through leading newspapers

Factiva lets you view the latest editions of leading newspapers from around the world.

**How to access**

Select News Pages > Factiva Pages from the top of the Factiva homepage.

The drop-down menu at the top left of the page lets you browse through news pages based on a particular country or industry.

The Australia news page lets you browse through recent issues of:

- *The Australian* (past 2 weeks)
- *The Sydney Morning Herald* (past 2 weeks)
Simple Search

Factiva’s simple search page offers a Google-like search interface.

How to access

Click on the Home button or the Factiva icon at the top left of the screen.

Search tips

- You don't need to type AND between your search terms. Factiva will automatically search for each individual word.
- Only enter specific words that you think will appear in relevant articles.
- Use quotation marks to search for an exact phrase e.g. “Game of Thrones”

Example

1. Let’s say you’re interested in doing some research on the app Pokemon Go. Enter the key words Pokemon Go into the search box.

2. As you begin typing, a drop-down menu will appear with suggested keywords. You can either select an option from this list or just search on the words that you’ve entered.

3. Click on the Options button to limit your search by:
   - Source - select Major news and business sources
   - Date Range - select In the last year

Press enter or click on the blue Search button.

4. You can use the left-hand menu to filter and refine your list of results.
Search Builder

Factiva’s Search Builder page lets you perform a more sophisticated press search than the simple search page.

How to access

Select Search > Search Builder from the top of the Factiva homepage.

You can use a combination of the following fields to construct your press search.

The Search Builder page lets you:

- Connect your keywords with sophisticated search operators (e.g. only retrieve articles where your search terms are mentioned closely together)
- Limit your search to particular sources e.g. The Australian Financial Review or a selection of pre-defined source lists
- Search for articles that have been ‘tagged’ as being about a particular company, subject, industry or region
- Broaden your search to other languages
- Limit your search to the headline and/or lead paragraph of each article
**Query Genius function**

Factiva’s **Query Genius** tool can help you to construct a highly sophisticated search by using specific codes for every function within the database.

As you begin typing, you’ll be prompted to select a particular search operator or code.

Query Genius also highlights your different search terms and operators to improve readability and will identify any syntax errors in your search (e.g. missing brackets).

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**How to turn off Query Genius**

When Query Genius is activated, a yellow line will appear across the top of your Factiva search box.

To turn off this function:

1. Navigate to the top right of the search box
2. Slide the **Query Genius** box to the left
Choosing your search terms

When using Factiva, you need to break your research topic or question down into a series of keywords that are likely to appear in the text of relevant news articles.

Before you conduct any searches, it can help to do some background reading on the topic to identify any key concepts and terminology. In addition to your course materials, run a quick Google search, and check out Wikipedia.

The following two steps can help you to conduct a more effective search:

1. **Identify the key concepts within your research topic**
   A key concept is an important idea, topic or theme in your research question. e.g. Identify the *challenges* associated with *crowdfunding*.

2. **Draft a list of keywords that relate to each concept**

   - Journalists don’t always use the same keywords to describe a particular topic, event or issue.
   - To ensure that you don’t miss out on any relevant articles, search on a variety of synonyms and terms that relate to each concept. Synonyms are different words with similar or identical meanings e.g. shut = close.
   - Think about variations in spelling e.g. organisation (Aus/UK spelling) vs. organization (US spelling).

### Possible search terms

<table>
<thead>
<tr>
<th>Concept 1: Crowdfunding</th>
<th>Concept 2: Challenges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crowdfunding</td>
<td>Challenges</td>
</tr>
<tr>
<td>Crowd Funding</td>
<td>Issues</td>
</tr>
<tr>
<td>Crowdlending</td>
<td>Barriers</td>
</tr>
<tr>
<td>Specific platforms e.g. Kickstarter, GoFundMe,</td>
<td>Risks</td>
</tr>
<tr>
<td>Indiegogo etc.</td>
<td>Legal / Law</td>
</tr>
<tr>
<td></td>
<td>Controversy</td>
</tr>
</tbody>
</table>
How to connect your search terms

If you enter a string of words into Factiva’s Search Builder page e.g. Olympics Australia diving, Factiva will search for those words as an exact phrase e.g. “Olympics Australia diving”. This may result in only a few or no results.

To retrieve a targeted list of relevant results, you need to separate distinct words and phrases with either a search operator or proximity connector.

Proximity connectors can help you to find articles where your search terms are mentioned closely together.

### Search operators and connectors

<table>
<thead>
<tr>
<th>SEARCH OPERATOR</th>
<th>WHAT DOES IT DO?</th>
<th>EXAMPLES</th>
</tr>
</thead>
<tbody>
<tr>
<td>“ ”</td>
<td>Search for an exact phrase. Quotation marks aren’t necessary unless you’re searching for a phrase that contains another search operator e.g. and, or, not, same and near.</td>
<td>“not for profit” “research and development”</td>
</tr>
<tr>
<td><strong>AND</strong></td>
<td>Search for both terms</td>
<td>innovation AND Apple</td>
</tr>
<tr>
<td><strong>OR</strong></td>
<td>Search for either term</td>
<td>Apple OR Samsung</td>
</tr>
<tr>
<td><strong>NOT</strong></td>
<td>Exclude a word from your search results</td>
<td>Apple NOT Samsung</td>
</tr>
<tr>
<td>*** (truncation)**</td>
<td>Truncation - locate variant endings of a word.</td>
<td>export* = export, exports, exporting, exporter etc.</td>
</tr>
<tr>
<td><strong>? (wildcard)</strong></td>
<td>Search for different variations of a single character e.g. either s or z.</td>
<td>globali?ation Retrieves results that mention both globalisation (UK) and globalization (US).</td>
</tr>
<tr>
<td><strong>SAME</strong></td>
<td>Search terms on either side of this operator must appear in the same paragraph.</td>
<td>innovation SAME Apple</td>
</tr>
<tr>
<td><strong>nearN</strong></td>
<td>Search terms on either side of this operator must appear within up to the specified number of words of each other.</td>
<td>innovation near5 Apple</td>
</tr>
<tr>
<td>( OR )</td>
<td>Search for any of the words enclosed within the set of brackets</td>
<td>“social media” AND (Twitter OR Facebook OR Instagram) Results must contain the phrase social media and either Twitter, Facebook or Instagram.</td>
</tr>
</tbody>
</table>
Example 1:

Find news articles from major business sources on Caltex underpaying its workers from the past 2 years.

Apply the following limits to your search:

Date: In the past 2 years
Source: Major News and Business Sources
Region: Australia

1. Enter the following search terms into the free-text search box:

   Caltex AND (underpay* OR exploit* OR low wage) AND (workers OR employees)

2. In the date field, select the last 2 years:

3. Click on the Source menu beneath the Free Text search box and click on Major News and Business Sources to add this as a filter to your search:
4. Now click on the Region menu. Type Australia into the Region search box.

Click once on Australia to add this region to your search.

Australia will then appear highlighted in yellow next to the Region field.

5. Tip: If you want to return fewer and more targeted results, try adding the below search limit:

Select More Options and select Headline and Lead Paragraph from the “Search for free-text terms in” drop-down menu:

To see your search results, click on the blue search button:
Your turn – Class Exercise 1

Topic:

Find news articles on Google’s involvement in self-driving car technology, from major news sources from the past year.

1. List the keywords and synonyms for this topic

2. Connect your keywords and synonyms with search operators (AND, OR, etc.)

3. Can you apply any additional search operators to your search? Such as brackets, asterisk or near(n)?

4. Now type your search strategy into Factiva. Apply search limits to suit your topic. Which search limits did you apply?
Limit your search to specific sources

As part of your search strategy, you should think about the types of publications that are likely to contain relevant articles on your topic. The Source field within Factiva’s Search Builder page lets you limit your search to selected publications.

How to select a particular source

Complete the following steps via Factiva’s Search Builder page:

1. Click on the Source menu beneath the Free Text search box.

2. Start typing The Sydney Morning Herald (or the name of another publication) into the source search box. As you type, sources that match your search terms will appear in a drop-down menu.

3. Click once on the name of a particular source to add it to your search. The publication will appear at the top of the Source menu highlighted in yellow.

4. Repeat steps 2-3 for another publication e.g. The Australian Financial Review.

Source icons

When you search for a particular source, a series of icons will appear next to the publication:

- Search across the full-text of the selected newspaper or publication. You can download articles in Word or PDF format.
- Search across an online news site (past 90 days). Factiva only provides a brief summary of each article and a link out to the external news site.
- Learn more about the publication e.g. coverage, location etc.
- Add the unique source code for the selected publication to the search box. **Tip:** This is useful if you want to retrieve any articles from a particular source.
- Exclude a source from your search.
**Major Australian sources**

Key Australian sources that are available via Factiva include:

<table>
<thead>
<tr>
<th>Source</th>
<th>Coverage details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australian Broadcasting Corporation (ABC) News</td>
<td>Selected coverage</td>
</tr>
<tr>
<td>Australian Broadcasting Corporation Transcripts</td>
<td>23 March 2003 onwards&lt;br&gt;Transcripts of selected news and current affairs programs</td>
</tr>
<tr>
<td>BRW (Australia)</td>
<td>13 Jan 1989 - 23 Feb 2016&lt;br&gt;Note: You’ll need to untick the Exclude Discontinued Sources box</td>
</tr>
<tr>
<td>Business News (Western Australia) formerly WA Business News</td>
<td>7 March 2002 onwards</td>
</tr>
<tr>
<td>Business Spectator - Online</td>
<td>9 February 2010 onwards</td>
</tr>
<tr>
<td>Canberra Times (Australia)</td>
<td>3 September 1996 onwards</td>
</tr>
<tr>
<td>Courier Mail (Brisbane)</td>
<td>20 January 1998 onwards</td>
</tr>
<tr>
<td>Daily Telegraph (Sydney, Australia)</td>
<td>8 July 1996 onwards</td>
</tr>
<tr>
<td>FN Arena (summarises recommendations by leading stock brokers and investment advisers in Australia)</td>
<td>10 January 2007 onwards</td>
</tr>
<tr>
<td>Herald-Sun (Melbourne)</td>
<td>23 July 1997 onwards</td>
</tr>
<tr>
<td>Sun Herald (Sydney)</td>
<td>7 June 1987 onwards</td>
</tr>
<tr>
<td>Sunday Age (Melbourne)</td>
<td>27 January 1991 onwards</td>
</tr>
<tr>
<td>The Age (Melbourne)</td>
<td>19 January 1991 onwards</td>
</tr>
<tr>
<td>The Australian</td>
<td>8 July 1996 onwards</td>
</tr>
<tr>
<td>The Australian Financial Review</td>
<td>1 September 1987 onwards</td>
</tr>
<tr>
<td>The Sydney Morning Herald</td>
<td>1 September 1986 onwards</td>
</tr>
<tr>
<td>The West Australian (Perth)</td>
<td>2 August 1996 onwards</td>
</tr>
</tbody>
</table>
**Australian newswires**

The following newsfeeds are continuously updated throughout the day:

- AAP Bulletins (Australia)
- AAP MediaNet Press Releases (Australia)
- ASX ComNews (Text version of ASX Company Announcements)
- Australian Associated Press Financial News Wire
- Australian Associated Press General News

The **Australian Government News** source lets you search across federal and state government press releases from 27 October 2009 onwards.

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**Top International sources**

Leading English language newspapers and publications available via Factiva include:

<table>
<thead>
<tr>
<th>UK</th>
<th>Asia</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>China Daily</td>
</tr>
<tr>
<td>Financial Times (one month delay)</td>
<td>New Straits Times (Malaysia)</td>
</tr>
<tr>
<td>The Daily Telegraph (U.K.)</td>
<td>South China Morning Post (Hong Kong)</td>
</tr>
<tr>
<td>The Guardian (U.K.)</td>
<td>The Japan Times</td>
</tr>
<tr>
<td>The Independent (U.K.)</td>
<td>The Straits Times (Singapore)</td>
</tr>
<tr>
<td>United States</td>
<td></td>
</tr>
<tr>
<td>Forbes</td>
<td></td>
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<tr>
<td>The New York Times</td>
<td></td>
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<tr>
<td>The Wall Street Journal</td>
<td></td>
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<tr>
<td>The Washington Post</td>
<td></td>
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</tbody>
</table>
Find sources by region, industry etc.

If you’re not sure of what publications to search across, Factiva contains several source lists grouped by industry, region, language and content type.

1. Click on the **Source** menu beneath the **Free Text** search box.

2. Click on the **Select Source Category** drop-down menu and select one of the available options e.g. **By Industry**.

3. Click on the + sign next to a particular category e.g. Accounting/Consulting to view a list of available sources.

If you click on the name of a source category or individual publication, it will be added to your search.

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**View top news and business publications**

The **By Type** and **Top Sources** categories contain a **Major News and Business Publications** source list for several countries and regions including Australia/New Zealand.
Search by article tags e.g. subject and industry

When using Instagram or Twitter, you can find related posts/tweets by clicking on a particular hashtag (#). Factiva offers a similar type of function for finding news articles.

Factiva applies tags to all of the articles within its database based on the company, subject, industry and geographic region mentioned within each news item.

<table>
<thead>
<tr>
<th>Article</th>
<th>Tags</th>
</tr>
</thead>
<tbody>
<tr>
<td>FINANCIAL REVIEW</td>
<td>Company(Airline) Qantas Airports Ltd.</td>
</tr>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Company(Tourism) Tourism Australia</td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Subject(Living) Lifestyle</td>
</tr>
<tr>
<td></td>
<td>Subject(Marketing) Markets</td>
</tr>
<tr>
<td></td>
<td>Subject(Political/General) News</td>
</tr>
<tr>
<td></td>
<td>Subject(Travel)</td>
</tr>
</tbody>
</table>

You can use the following search boxes via Factiva’s Search Builder page to find articles tagged with one or more criteria e.g. Insurance (Industry) and Asia (Region).

Warning: All of the article tags within Factiva are automatically assigned based on a computer algorithm. As such, your search results may not always be 100% relevant or comprehensive.

Find sources by subject

1. Click on the arrow to the right of the Subject menu option.
You can either browse through or search across the list of available subjects.

**How to search**

Let’s say you need articles on Corporate Social Responsibility in Australia. Start typing *Corporate Social Responsibility* into the **Subject** search box.

As you type, subjects that match your search terms will appear in a drop-down menu.

Click once on *Corporate Social Responsibility* to add this topic to your search.

The term will then appear highlighted in yellow next to the **Subject** field.

3. Click on the arrow to the right of the **Region** menu option.

4. Type *Australia* into the **Region** search box.
   
   Click once on *Australia* to add this region to your search.

Australia will then appear highlighted in yellow next to the **Region** field.

5. Click on the blue **Search** button.
Example topic 2:

Find editorials and opinion pieces that discuss Trump and his behaviour on Twitter since his election victory in 2016.

Apply the following limits to your search:

Date: Since November 2016

Subject > Content types:
- Analyses
- Commentaries/Opinion
- Editorials

1. Enter the following search terms into the free-text search box.
   Trump near10 (twitter OR social media)

   Search tips:
   near10 = both search terms must appear within up to 10 words of each other
   e.g. twitter OR social media must appear within up to 10 words of Trump

2. Select Enter date range... from the Date drop-down menu and enter a date range manually. For example:

   Date: Enter date range... 01 / 11 / 2016 to 23 / 07 / 2019

3. Click on the Subject field and expand Content types by clicking the plus sign:

   Subject: All Subjects

   Or And

   Select Subject Category: All Subjects

Then select the following content types:
- Analyses
- Commentaries/Opinion
- Editorials

These will then appear highlighted in yellow next to the Subject field.

4. Click on the blue Search button to see search results.

Working with your search results

- Print, download or e-mail selected news items
- Filter your results
- Select articles to print and download
- Edit your search
Your turn – Class Exercise 2

Topic:

Find commentaries, analyses or editorials about the future of rideshare companies such as Uber, Ofo and Lyft.

1. List the keywords and synonyms for this topic

2. Connect your keywords and synonyms with search operators (AND, OR, etc.)

3. Can you apply any additional search operators to your search? Such as brackets, asterisk or near(n)?

4. Now type your search strategy into Factiva. Apply search limits to suit your topic. Which search limits did you apply?
Tips for finding news on a company

Don’t type Ltd or Pty Ltd at the end of a company’s name
News articles generally don't include the full legal name of a company.
*e.g. The Good Guys Discount Warehouses (Australia) Pty Ltd.*
Search for the commonly used part of the company’s name *e.g. The Good Guys.*

Is the company known by another name?
For example, CBH Group is also referred to as Co-operative Bulk Handling.
To search for more than one company name at a time, type the word OR between each name *e.g. CBH Group OR Co-operative Bulk Handling.*

Is the company part of a larger parent company?
For example, Zara is part of the Inditex fashion group. If you want to find news on Zara, you should also include Inditex as part of your search.

Double check the spelling of unique company names
Unlike Google, Factiva doesn’t fix spelling errors.

Is the company name a common word or phrase? *e.g. Mars*
Add additional keywords that relate to the business *e.g. Mars AND chocolate.*

Does the company sponsor a sports team or stadium?
If so, you may retrieve lots of sports related articles. To limit these results, type the word NOT in front of the irrelevant word that you’d like to exclude.
Examples:
- Etihad NOT stadium *(will find news on Etihad but not about Etihad Stadium)*
- Qantas NOT Wallabies *(will find news on Qantas but not about the Qantas Wallabies rugby team)*

Use the Company search field with caution
You can use the Company search field to quickly find news about a particular company. However, the results can be hit and miss. You will retrieve more results if you enter the name of the company into the Free Text search box.
Other sources

The Economist

*The Economist* isn’t available via the University’s subscription to Factiva.
You can access this publication via the Library’s ProQuest account.

A direct link is available via:

- The Library’s subject guide - libguides.library.usyd.edu.au/market_intelligence/news
- The Library catalogue - opac.library.usyd.edu.au:80/record=b2646589~S4

1. Click on the **Advanced Search** link beneath the main search box.

2. You’ll then be presented with the following **Advanced Search** page.

   The unique publication code for *The Economist* appears on the first row.

   On the second row, enter your search terms e.g. *Brexit*

   To limit your search to the abstract/summary of each article, select **Abstract - AB** from the drop-down menu.

3. You’ll then be presented with a list of search results.

   To view the most recent articles, select **Most recent first** from the **Sort** drop-down menu at the left-hand side of the results page.
Harvard Business Review

Factiva only provides access to a limited range of articles available via the Harvard Business Review website.

You can access the Harvard Business Review in full-text via the Library’s subscription to Business Source Complete.

Need help? Access step-by-step instructions via the following page:
libguides.library.usyd.edu.au/business_literature/HBR

Access trade and professional publications
libguides.library.usyd.edu.au/business_literature

The Library’s business databases (e.g. ABI/INFORM and Business Source Complete) provide access to articles published in professional and trade publications as well as peer-reviewed academic journals.

Articles may cover a particular company, industry, profession (e.g. accounting) or research into consumer preferences.

Library Search
library.sydney.edu.au

Library Search is the main search box that appears on the Library’s homepage.

Once you run a search, you can use the left-hand menu to limit your results by Content Type > Newspaper Article

- Newspaper articles (16,819)
- Articles (1,863)
- Text resources (1,345)

The Business (ABC)
www.abc.net.au/news/programs/the-business/

Access program transcripts and videos from the ABC’s nightly business news program.

Social media

- Twitter - refer to libguides.library.usyd.edu.au/market_intelligence/news for suggestions of relevant business publications and industry bodies to follow.
- Facebook - like the pages of key business publications (e.g. Financial Review)
- LinkedIn - the Following part of your profile lets you follow major news sources and companies

Google News
news.google.com.au

Google News lets you search across various online news sites.

Search tips and tricks

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<td>“Commonwealth Bank” “BHP Billiton”</td>
</tr>
<tr>
<td>OR</td>
<td>Search for either term</td>
<td>drones regulation OR legislation OR law</td>
</tr>
<tr>
<td>The OR must be in uppercase</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-</td>
<td>Exclude a word from your search results</td>
<td>drones -military Amazon -rainforest</td>
</tr>
</tbody>
</table>

Filter your search results by date

To filter your results based on when they were published online:

1. Click on the Search tools button at the top of your results page.

```
 drones regulation OR legislation OR law
```

2. Click on the Recent drop-down menu.

You will then be presented with the option to limit your list of results to content from the past hour, 24 hours, week, month or year. You can also select Custom range to enter a specific date range.
Register for Google news alerts - click on the Create alert button at the bottom of your search results page.

How to search across individual news sites via Google

Enter your search terms followed by site: and the website address e.g. smh.com.au

1) Locate articles about Airbnb across the New York Times website.

```
airbnb site:www.nytimes.com
```

2) Locate articles about artificial intelligence across the Australian Financial Review website.

```
"artificial intelligence" site:afr.com
```

Trove
trove.nla.gov.au

Access digitised Australian newspapers published between the 1800s and 1950s.
Ask for help

The Library homepage provides links to several help options.

Live Chat

If you have any general questions about the Library, you can use the Live Chat instant messaging service.

Live Chat operates between Monday-Friday from 10am-4pm and is closed on public holidays.

Contact us

library.sydney.edu.au/libraries/locations.html

Go to Our libraries > Locations & opening hours to access the central phone number for every Library within the University of Sydney.

Academic Liaison Librarians

There’s a dedicated Academic Liaison Librarian for every discipline within the Business School.

Academic Liaison Librarians can provide:

- Individual research consultations
- Advice on your research strategy
- Tips on the best resources to use for a particular research task
- Training on how to use the Library’s research databases
- Advice on how to manage your references and citations

Go to www.tinyurl.com/buslibhelp to locate the Academic Liaison Librarian for your discipline.

Learning and study spaces

library.sydney.edu.au/libraries/locations.html

- Fisher and Law Libraries - now open 24 hours
- The Quarter - 24/7 space for postgraduate coursework students
- ThinkSpace - above the SciTech Library - experiment/play with new technologies