MIBS6001
GLOBAL BUSINESS ENVIRONMENT
Research guidebook - part 2
tinyurl.com/MIBS6001

University of Sydney Library
Emma Petherbridge - Academic Liaison Librarian
emma.petherbridge@sydney.edu.au
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Week 3 recap

These resources provide useful background information for your assignment:

<table>
<thead>
<tr>
<th>Source</th>
<th>Saved a copy?</th>
<th>Read/taken notes?</th>
<th>Added to ref. list?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business Source Ultimate</strong></td>
<td></td>
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</tr>
<tr>
<td>PRS Group - Political Risk Yearbook</td>
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<td>IHS Markit - Country Monitor</td>
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<tr>
<td>MarketLine - Country Profile - in-depth PESTLE insights</td>
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<tr>
<td><strong>Business Monitor International (via ProQuest)</strong></td>
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<td></td>
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<tr>
<td>BMI Risk Reports (now Fitch Solutions)</td>
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<tr>
<td><strong>Passport (Euromonitor International)</strong></td>
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<td>Country Profile</td>
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<tr>
<td>Business Dynamics</td>
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<tr>
<td>Economy, Finance and Trade</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Wine in &lt;your country&gt;</td>
<td></td>
<td></td>
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<tr>
<td>Alcoholic drinks in &lt;your country&gt;</td>
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<td></td>
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<tr>
<td>Fine Wines/Champagne and Spirits in &lt;your country&gt;</td>
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<td></td>
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<tr>
<td><strong>The Economist (via ProQuest)</strong></td>
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<tr>
<td>Recent articles on your country.</td>
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<tr>
<td><strong>Oxford Analytica Daily Brief Service (via ProQuest)</strong></td>
<td></td>
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<tr>
<td>Recent articles on your country.</td>
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<tr>
<td><strong>Economist Intelligence Unit (via Factiva)</strong></td>
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<tr>
<td>Recent articles on your country.</td>
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</tbody>
</table>
Relevant websites

It’s important to be strategic about how you find information via free websites. You need to think about:

- **Relevant stakeholders** - Who are the key players involved with your topic, country, or industry? e.g. government departments/agencies, industry associations, international organisations, etc.

- **Relevant types of websites** - What types of websites are likely to contain the information you need? e.g. government department/agency websites, news sites, university/academic sites, etc.

What websites can be useful for trade research?

<table>
<thead>
<tr>
<th>News sites</th>
<th>Reputable news sites from your country</th>
<th>Coverage of your country from leading international news sources e.g. BBC, Financial Times, New York Times, etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Government departments / agencies responsible for:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trade</td>
<td>Economy</td>
<td>Industry associations</td>
</tr>
<tr>
<td>Customs</td>
<td>Health</td>
<td>Trade/export profiles</td>
</tr>
<tr>
<td>Food &amp; Agriculture</td>
<td></td>
<td>Industry news sites</td>
</tr>
<tr>
<td>Statistics</td>
<td>Food safety</td>
<td>International organisations e.g. OECD, WTO, UN, etc.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Trade statistics</td>
</tr>
</tbody>
</table>

Recommended websites

Refer to tinyurl.com/MIBS6001 for a list of recommended websites.

**When to search across a website:**

Searching is useful when you’re trying to find information on a specific topic.

**When to browse across a website:**

Browsing is useful when you are using a website for the first time, or you’re unfamiliar with the site’s contents.

Browsing can help you to discover relevant content (e.g. articles, news, and reports) that you may not have thought of or knew existed.
Trade statistics - The Observatory of Economic Complexity (MIT)

To access visualisations of international trade data, go to:
https://atlas.media.mit.edu/en/ or Google: MIT trade data

Class activity

Look up wine imports for your country and answer the questions below.

1. Enter wine <name of country> into the search box.
   e.g. wine united states

2. Click on Where does <your country> import wine from? (2016).

Questions:

For your selected country, what percentage (%) of wine imports came from Australia in 2016?

_______________________

How does this compare with the year 2011? Have wine imports from Australia increased or decreased since 2011?
Google search tips

Limit your search to specific types of websites
e.g. government or academic websites.

<table>
<thead>
<tr>
<th>SEARCH OPERATOR</th>
<th>HOW?</th>
</tr>
</thead>
<tbody>
<tr>
<td>site:domain</td>
<td>Enter your search terms followed by site: and the specific domain e.g. site:.gov.au</td>
</tr>
</tbody>
</table>

COMMON DOMAINS

Australia
- Government > site:.gov.au
- Academic > site:.edu.au
- All Australian sites > site:.au

Turkey
- Government > site:.gov.tr
- Academic > site:.edu.tr
- All Turkish sites > site:.tr

Poland
- Government > site:.gov.pl

Academic > site:.edu.pl

All Polish sites > site:.pl

EU > All EU sites > site:.eu

United States
- Government > site:.gov
- Academic > site:.edu

Tip: To add a : (colon / 冒号) after the word site, press the following keys:

Class activity

Create a search strategy for the following scenarios. Write your search terms into the Google search boxes below.

1) Search for references to trade and your country across Australian government websites.

2) Search for references to wine across government websites in your country.
Limit your search to a specific website

<table>
<thead>
<tr>
<th>SEARCH OPERATOR</th>
<th>HOW?</th>
</tr>
</thead>
</table>
| **site:url**    | Enter your search terms followed by **site:** and the specific URL (website address).  
  e.g. *Poland* **site:**austrade.gov.au |

**Class activity**

Create a search strategy for the following scenario. Write your search terms into the Google search box below.

1) Search for references to **dietary guidelines** and **your country** across the website of the UN’s Food and Agriculture Organization (FAO) > [www.fao.org](http://www.fao.org)

Tip: Do the guidelines refer to alcohol consumption?

Limit your search to a specific file type e.g. PDF

<table>
<thead>
<tr>
<th>SEARCH OPERATOR</th>
<th>HOW?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>filetype:extension</strong></td>
<td>Enter your search terms followed by <strong>filetype:</strong> and the relevant file extension (e.g. **filetype:**pdf).</td>
</tr>
</tbody>
</table>

**COMMON FILETYPE EXTENSIONS**

- **Adobe PDF** (often reports/articles) 
  - **filetype:**pdf
- **Microsoft PowerPoint** (slides) 
  - **filetype:**ppt 
  - **filetype:**pptx
- **Microsoft Excel** (spreadsheet) 
  - **filetype:**xls 
  - **filetype:**xlsx
- **Microsoft Word** (document) 
  - **filetype:**doc 
  - **filetype:**docx

Sample search

```
Google "trade barriers" Turkey **filetype:**pdf
```
Search for an exact phrase

What is a phrase? “A small group of words standing together as a conceptual unit” (Oxford Dictionary)

<table>
<thead>
<tr>
<th>SEARCH OPERATOR</th>
<th>HOW?</th>
</tr>
</thead>
<tbody>
<tr>
<td>“ ”</td>
<td>Use double quotation marks “ ” to search for a group of words in the exact order they've been entered. e.g. “United States”, “Donald Trump”, “dietary guidelines”, “non-tariff barriers”, etc.</td>
</tr>
</tbody>
</table>

Tip: To add double quotation marks (双引号), press the following keys:

Sample search

Google "united states" "non tariff barriers"

Search for an exact word

Google automatically searches for synonyms of your search terms.

For instance, a search on the word income will also find results that mention the words pay, salary, remuneration, etc.

What is a synonym? “A word or phrase that means exactly or nearly the same as another word or phrase” e.g. shut is a synonym of close (Oxford Dictionary).

<table>
<thead>
<tr>
<th>SEARCH OPERATOR</th>
<th>HOW?</th>
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</thead>
<tbody>
<tr>
<td>“ ”</td>
<td>To limit your search to pages that contain an exact word, place double quotation marks around the word e.g. “income”.</td>
</tr>
</tbody>
</table>
Search for either or both words

Some words and topics can be described in different ways (e.g. United States / America / USA). To ensure that you don’t miss out on any relevant webpages, it can be helpful to search for different combinations of these words.

<table>
<thead>
<tr>
<th>SEARCH OPERATOR</th>
<th>HOW?</th>
</tr>
</thead>
</table>
| OR              | If you type **OR** between your search terms, Google will find webpages that contain either word.  

  e.g.  
  tax **OR** excise **OR** levy **OR** duty  
wine **OR** alcohol **OR** alcoholic |

Sample search

Search for references to *taxes* and *wine* across *websites based in Turkey*.

Exclude a word from your search results

If a word is used in different contexts e.g. Turkey (country) vs. a turkey (bird), you may retrieve lots of irrelevant search results.

<table>
<thead>
<tr>
<th>SEARCH OPERATOR</th>
<th>HOW?</th>
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</table>
| -               | Type the minus sign (−) directly before the word that you’d like to exclude e.g. Turkey -thanksgiving  
Google won’t retrieve any webpages that contain the excluded word. |

Sample search

Find webpages that mention the words *Australia* and *trade*, *but not trade unions*.
Find more recent search results

It's important to find information that reflects the current status of your country and industry. To filter your results based on when they were published online:

1. Click on the Tools button at the top of your results page.
2. Click on the Any time drop-down menu.
   
   You will then have the option to limit your results to the past hour, 24 hours, week, month, or year. You can also select Custom range to enter a specific date range.

3. You will then see the option to sort your results by date or relevance.
   
   Select the Sorted by date option to view the most recent results at the top of your screen.

Advanced Search

Enter your keywords into a series of pre-defined search fields -

www.google.com/advanced_search
# Google search tips - summary

The following search operators can help you to generate a more targeted and relevant list of search results.

<table>
<thead>
<tr>
<th>SEARCH OPERATOR</th>
<th>WHAT DOES IT DO?</th>
<th>EXAMPLES</th>
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</thead>
<tbody>
<tr>
<td><strong>“”</strong></td>
<td>Search for an exact word or phrase</td>
<td>“United States” “income”</td>
</tr>
<tr>
<td><strong>OR</strong></td>
<td>Search for either or both keywords</td>
<td>consumers Turkey OR Turkish</td>
</tr>
<tr>
<td><strong>site:</strong></td>
<td>Limit your search to a particular website. Enter your search terms followed by the word “site”, a colon and the website address (e.g. site:sydney.edu.au).</td>
<td>Turkey risk site:austrade.gov.au trade OR exports site:www.wineaustralia.com</td>
</tr>
<tr>
<td><strong>site:</strong></td>
<td>Limit your search to a class of sites e.g. Government or Academic websites.</td>
<td>wine OR alcohol site:.gov.pl wine consumption OR consumers site:.edu.tr</td>
</tr>
<tr>
<td><strong>filetype:</strong></td>
<td>Restrict your search to a particular file type. Enter your search terms followed by filetype: and the relevant file type extension (e.g. filetype:pdf).</td>
<td>Polish consumers filetype:pdf</td>
</tr>
<tr>
<td><strong>define:</strong></td>
<td>Search for the definition of a word. Don’t include a space between define: and the word.</td>
<td>define:tariff</td>
</tr>
</tbody>
</table>

### Google News

**news.google.com**

Google News lets you search across freely available news sites.
How to evaluate your search results

Not everything you find via Google will be suitable to include in your assignment.

You can evaluate the quality of free web resources by applying:

The CRAP Test

**Currency**
- Does your question require historical, current, or forecast information? 
- Can you reliably date the information (e.g. date of publication, last updated)?

**Relevance & Reliability**
- Does the information answer some, or all aspects of your question?
- Does the information match your level of subject knowledge?
- How useful is the information?

**Authority**
- What are the author’s credentials and affiliations? Are they valued/recognised in the field?
- Is the information supported by appropriate evidence?
- Are complete and correct references provided in the source?

**Purpose & Perspective**
- What is the purpose of the information (e.g. to inform, persuade, entertain)? How can you tell?
- What kind of bias is present (e.g. ideological, cultural, personal, professional or disciplinary)?

**Class activity**

Visit the link [on screen] that corresponds with your selected country.

Evaluate the suitability of the article for your assignment based on the CRAP test.
The research process

To identify political risks in your country, you can’t just search for the phrase “political risk”. You need to adopt a systematic (and even creative) approach to how you find relevant information. (James & Field, 2013).

Adopt a systematic approach

Before you search across any of the Library’s databases, you need to:

a) Undertake some background reading

Background reading can give you a better understanding of the issues you need to research. As your understanding improves, you can focus on more specific parts of a research question (James & Field, 2013).

- Read through your class readings (via the eReserve tab in Canvas)
- Review your MIBS6001 lecture materials (e.g. slides)
- Read through the sources covered in part 1 of your Library handout (refer to the checklist on page 2 of this handout)
- Look at the news websites listed via tinyurl.com/mibs6001 for recent news on your country.

Think of your research process as like building a house. Background reading is the foundation on which your house is built.

If you don’t have a solid foundation, your house might turn out like this:

(Image source: Urban Exploration blog).
b) Plan your research

What do you already know?

- What is your understanding of macro and micro political risks? (e.g. what was covered in your ‘Stranger in a strange land’ reading).
- What do you already know about your country?

What do you need to know?

- What questions do you need to answer?
- Be specific - focus on a specific risk, issue, topic, or event - not just ‘political risks’ as a whole. What evidence do you need?

Class activity

Brainstorm some questions that you need to answer as part of your assignment.

<table>
<thead>
<tr>
<th>?</th>
<th>e.g. What are the rules for advertising alcohol in Turkey?</th>
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</table>
c) Think carefully about your search terms

Have you ever heard the saying “garbage in, garbage out”?

It’s a computing term that means if you enter incorrect or incomplete data, then your analysis will also be incorrect.

The same applies to searching for information. If you enter ‘garbage’ search terms into a database, you’ll most likely retrieve irrelevant search results.

Choosing your search terms

When using the Library’s databases and Google, you need to break your research topic or question down into a few keywords that are likely to appear in relevant articles, reports, books, and websites.

1 Identify the keywords within your research question

Keywords are important words that describe your research topic.

**What are the rules for advertising alcohol in Turkey?**

2 Brainstorm a list of related keywords

- Academics and journalists don’t always use the same keywords to describe a particular topic, event, or issue.

- For each keyword, think of synonyms, broader/narrower terms, and related terms.

Possible search terms

<table>
<thead>
<tr>
<th>Concept 1</th>
<th>Concept 2</th>
<th>Concept 3</th>
<th>Concept 4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Rules</strong></td>
<td><strong>Advertising</strong></td>
<td><strong>Wine</strong></td>
<td><strong>Turkey</strong></td>
</tr>
<tr>
<td>rules / law / laws / legislation</td>
<td>advert* = advertising and advertisement</td>
<td>wine</td>
<td>Turkey</td>
</tr>
<tr>
<td>regulat* = regulation, regulatory, etc.</td>
<td>promote / sale / sell / promotion marketing</td>
<td><strong>Broader terms</strong></td>
<td>Turkish</td>
</tr>
<tr>
<td>policy / policies</td>
<td></td>
<td>alcoholic Beverages</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>alcoholic drinks</td>
<td></td>
</tr>
</tbody>
</table>

Tips

- Some databases will let you search for variant endings of a word by typing an asterix/∗ after the base part of the word e.g. tax* = tax, taxes, taxation, taxing, etc.

- Think about variations in spelling e.g. behaviour (Aus/UK) vs. behavior (US)
Can’t think of related keywords?

If you don’t know where to start, try the following options:

- **Background reading** - read articles, websites, and lecture materials about your assignment topic. This can often help you to identify the keywords that are used to describe your topic as well as potential themes and issues.


- **Thesaurus** - a thesaurus can help you to identify synonyms and related terms. Free sites include: [www.merriam-webster.com/thesaurus](http://www.merriam-webster.com/thesaurus); [www.thesaurus.com](http://www.thesaurus.com); and [www.oxforddictionaries.com/thesaurus/](http://www.oxforddictionaries.com/thesaurus/)

- **Ask for help** - contact Emma Petherbridge (Librarian, International Business) for advice - emma.petherbridge@sydney.edu.au

### 3 Connect your keywords using search operators

**What are search operators?**

Search operators are database commands that are used to connect your keywords and refine your list of search results.

The most common search operators are: **AND**, **OR**, and **NOT**.

<table>
<thead>
<tr>
<th>SEARCH OPERATOR</th>
<th>WHAT DOES IT DO?</th>
<th>EXAMPLES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AND</strong></td>
<td>Use <strong>AND</strong> to connect two different concepts. The database will only find results that contain both words.</td>
<td>Turkey AND wine advertising AND law Trump AND populism</td>
</tr>
<tr>
<td><strong>OR</strong></td>
<td>Use <strong>OR</strong> to search for similar/related words e.g. internet OR online The database will find results containing either or both words.</td>
<td>Poland OR Polish wine OR alcohol law OR regulation</td>
</tr>
<tr>
<td><strong>NOT</strong></td>
<td>Use <strong>NOT</strong> to exclude a word from your search. The database excludes results that contain the word after <strong>NOT</strong>.</td>
<td>trade NOT union Turkey NOT bird</td>
</tr>
</tbody>
</table>

**Note:** The search operators supported by each database can vary. Refer to the help page within each database to see the search operators that are available.
News articles

Factiva

Factiva provides access to an extensive archive of news and business publications from Australia and around the world.

News articles can provide insights into particular markets and industries. They can also be a valuable source of information on recent developments in your country.

How to access Factiva

You can access a direct link via:

tinyurl.com/MIBS6001

Factiva’s search builder page

The Search Builder page lets you search across Factiva’s news archive.

To access, select Search > Search Builder from the top of the Factiva homepage.

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

1. Enter your search terms and connectors
2. Select a date range
3. Limit your search to particular sources
4. Search for articles that have been tagged as being about a particular company, subject, industry, or region
5. Option to limit your search to the headline and lead paragraph of an article
Free Text Search box - use search operators

If you enter a string of words into Factiva e.g. wine Turkey exports, Factiva will treat those words as an exact phrase. This may result in only a few or no results.

When using the Free Text Search box, you need to separate distinct words and phrases with either a search operator or proximity connector.

<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>AND</td>
<td>Search for both keywords</td>
<td>innovation AND Apple</td>
</tr>
<tr>
<td>OR</td>
<td>Search for either keyword</td>
<td>Apple OR Samsung</td>
</tr>
<tr>
<td>NOT</td>
<td>Exclude search results that contain a particular word</td>
<td>Apple NOT Samsung</td>
</tr>
<tr>
<td>*</td>
<td>Truncation - locate variant endings of a word.</td>
<td>export* = export, exports, exporting, exporter etc.</td>
</tr>
<tr>
<td>?</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>SAME</td>
<td>Search terms on either side of this operator must appear in the same paragraph.</td>
<td>wine SAME exports</td>
</tr>
<tr>
<td>nearN</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>

Tip: If you retrieve too many results, click on More Options to limit your search to the Headline and Lead Paragraph of each article.
Limit your search to particular 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.

Limit your search to a particular source

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.

Limit your search to top news and business sources

The By Type menu contains a Major News and Business Sources list for several countries and regions including Australia/New Zealand.
Search by article tags

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 region mentioned within each news item.

<table>
<thead>
<tr>
<th>Article</th>
<th>Tags</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>THE WALL STREET JOURNAL</strong></td>
<td><img src="image" alt="Related Dow Jones Intelligent Identifiers" /></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. Wine (Industry) and Poland (Region).

**Subject tags include:**
- Politics/International Relations
- Political/General News
- Corruption
- Risk News
- International Sanctions
- Terrorism
- Regulation/Government Policy
- Domestic Politics
- Government Finance
- Physical Trade
- Tariffs/Trade Barriers
- Wine/Beer/Spirits
- Economic Growth
- Economic Performance/Indicators
- Economic Predictions/Forecasts
- Personal Income/Average Earnings

**Industry tags include:**
- Wine
- Sparkling Wine
- Alcoholic Beverages/Drinks
- Beer/Wine/Liquor Stores
- Wine Merchants

**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.
Search example

Locate news on the EU-Australia free trade agreement that is currently under negotiation

1. Enter the following keywords into the Free Text Search box:
   Australia* AND (FTA OR free trade) AND (European Union OR EU OR Europe)

2. Change the date to In the last 2 years.
   Date: In the last 2 years

3. Click on the Source field.
   Scroll down until you reach Major News and Business Sources.
   Click on this category to add it to your search.

4. Click on More Options and limit your search to the Headline and Lead Paragraph of each article.

5. Click on the blue Search button.

6. From your search results page, use the left-hand menu to filter your results by Source = The Australian Financial Review.
Working with your search results

- Switch between different content types
- Edit your search
- Print, download or e-mail selected news items
- Filter your results
Class activity

Create a news search in Factiva based on the criteria provided for your country. Use the 3 questions below to guide your search strategy.

**Poland**

Date: Last 2 years  
Source: Articles published in the *Financial Times* and *The Wall Street Journal*  
Topic: The Polish Government’s overhaul of the nation’s Supreme Court.

**Turkey**

Date: Last year (12 months)  
Source: Articles published in *Major News and Business Sources*  
Topic: The current state of tourism in Turkey.

**United States**

Date: Last year (12 months)  
Source: Articles published in *The Australian Financial Review, The Sydney Morning Herald, and The Australian*  
Topic: The United States’ involvement with the Trans-Pacific Partnership (TPP).

1) What are the relevant keywords for your topic?  
   *Think of related words/synonyms.*

2) What search operators will you use to connect your keywords?

3) How did you limit/filter/refine your list of search results?
Find journal articles

The Library’s databases provide access to quality literature that you can use for your assignments:

- **Scholarly literature** - scholarly articles are written by academics / researchers who are experts in a particular field. Peer-reviewed articles are assessed by other academics, before being published.

- **Practitioner (trade) literature** - articles are usually written by journalists or practitioners in the field. They can provide useful information about an industry’s activities, trends, and challenges.

### Scholarly
- Written by academics / researchers
- Always cite sources
- Provides research results or refers to specialist research
- Author details and institutional affiliation provided
- Often peer-reviewed before publication
- Longer production time

### Non-Scholarly
- Written by professional writers
- Rarely includes references
- Reports events or opinions for a general audience
- Author details and institutional affiliations may not be identifiable
- Only reviewed by editor/publisher
- Generally published for profit

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**Key databases for finding journal articles**

**Multidisciplinary resources**
- CrossSearch (main search box on the Library homepage)
- Google Scholar
- Scopus

**Business specific databases**
- ABI/INFORM (ProQuest)
- Business Source Ultimate
Google Scholar
https://scholar.google.com

Google Scholar lets you search across a broad range of scholarly literature including journal articles, books, conference papers, theses, and abstracts.

Access more articles in full-text via Google Scholar

Many of the articles available via Google Scholar require a paid subscription for access. As such, we recommend that you link Google Scholar with the Library’s research databases to ensure that you can quickly access more articles in full-text.

Instructions can be found here - libguides.library.usyd.edu.au/business_literature/google_scholar

Search operators

You can use the following search operators to combine your search terms:

<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 word or phrase.</td>
<td>“United States” “imports”</td>
</tr>
<tr>
<td>OR</td>
<td>The OR must be in uppercase Search for either term</td>
<td>consumer attitudes OR preferences OR behaviour</td>
</tr>
<tr>
<td>-</td>
<td>Exclude a word from your search results</td>
<td>alcohol -beer</td>
</tr>
<tr>
<td>intitle:</td>
<td>The title of each search result must contain the word or phrase that follows intitle:</td>
<td>intitle:wine Poland Wine must appear in the title of each result. Poland can appear anywhere in the full-text of each item.</td>
</tr>
<tr>
<td>allintitle:</td>
<td>The title of each search result must contain all of the words that follow allintitle:</td>
<td>allintitle:consumers Turkish Consumers and Turkish must appear in the title of each result.</td>
</tr>
<tr>
<td>author:</td>
<td>Retrieve articles written by a specific author.</td>
<td>author:Boyatzis</td>
</tr>
</tbody>
</table>
Sample searches

Search #1

populism Poland OR Polish

Number of results ___________

Search #2

intitle: populism Poland OR Polish

Number of results ___________

Search #3

allintitle: populism Poland OR Polish

Number of results ___________

Use the left-hand menu to filter your results by date.

Articles

Any time
Since 2018
Since 2017
Since 2014
Custom range...

Sort by relevance
Sort by date
Working with your search results

- Save the article to read later. Click on My library to view saved articles.

- View a formatted citation for the article in the following citation styles: MLA, APA, Chicago, Harvard, and Vancouver. Always check your reference against the Library’s APA guide.

- Cited by - view a list of more recent papers that have referred to the selected item.

- Related articles - find documents that are similar to the selected item.

- All versions - provides a list of where the selected item has been published.

- Web of Science - if the article is indexed in Web of Science, you can view a list of subsequent articles that have cited the selected article.

- [PDF] - provides full-text access to the selected item. If available, the PDF link will appear to the right of the article.

- @ University of Sydney - this link will appear if the article is available in full-text from one of the Library’s subscription databases.
CrossSearch

**CrossSearch** is the main search box that appears on the Library’s homepage. 
library.sydney.edu.au

CrossSearch lets you search across the Library’s catalogue and several research databases.

CrossSearch can be used to find:

- Articles on your research topic (scholarly, trade/professional, and news)
- A specific journal article - just enter the title of the article
- Relevant books (print and eBooks) within the University’s collection

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**Sample search:**

(politics OR political) AND (Turkey OR Turkish)

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**CrossSearch tips**

You can combine your keywords with the following search operators:

<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</td>
<td>“United States”</td>
</tr>
<tr>
<td><strong>AND</strong></td>
<td>Results contain both words</td>
<td>Facebook AND Twitter</td>
</tr>
<tr>
<td>The <strong>AND</strong> must be in uppercase</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blank space between search terms</td>
<td>Results contain both words</td>
<td>Facebook Twitter</td>
</tr>
<tr>
<td><strong>OR</strong></td>
<td>Results contain either word</td>
<td>Facebook OR Twitter</td>
</tr>
<tr>
<td>The <strong>OR</strong> must be in uppercase</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>NOT</strong></td>
<td>Exclude a word from your search results</td>
<td>Facebook NOT Twitter</td>
</tr>
<tr>
<td>The <strong>NOT</strong> must be in uppercase</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-</td>
<td>Exclude a word from your search results</td>
<td>Facebook -Twitter</td>
</tr>
<tr>
<td><strong>&quot;*&quot;</strong></td>
<td>Truncation - locate variant endings of a word.</td>
<td>tax* = taxation, taxing etc.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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<table>
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</thead>
</table>
| ?               | Search for different variations of a single character e.g. either s or z. | globalization
Retrieves results that mention both globalization (UK) and globalization (US). |
| ( OR ) (term A OR term B OR term C) | Search for any of the words enclosed within the set of brackets | “social media” AND (Twitter OR Facebook OR Instagram)
Results must contain the phrase social media and either Twitter, Facebook or Instagram. |
| “ ”~N N can be any number | Search terms enclosed within the quotation marks must appear within the specified number of words of each other. | “innovation business plan”~10
Results must contain the words innovation, business and plan within 10 words of each other. |

**Advanced Search page**

To access the advanced search page, go to the Library homepage library.sydney.edu.au and click on the CrossSearch link below the main search box.

You'll then have the option to limit your search to the title or abstract of each article. You can also apply additional filters to your search e.g. date, content type, peer-reviewed content, and discipline (subject area).