Difference between **Keyword** searching and **Controlled Vocabulary (descriptor/subject)** searching

* **Keyword searching** asks the search engine to look for every article that has the keywords in it, so an article may, or may not, be on the subject you are interested in researching.
* **Controlled Vocabulary** searching (using Descriptors or Subjects) asks the search engine to look for every article that is related to the concept represented by the Controlled Vocabulary you are using.

**Business Source Complete**

* [www.spu.edu](http://www.spu.edu)
	+ Click on the **Library** link at the top of the page
	+ Click on the **Subject Guides** link in the left navigation section
	+ Click on the **Business and Economics** link
* Select **Business Source Complete** (if working remotely you will need to authenticate yourself as an SPU patron using your SPU username and password—same as for Banner and Webmail)
* Type a few keywords into first two search boxes. Don’t use a lot of keywords at one time.
* Sort results list by **Relevance**
* Limit to **Scholarly (Peer Reviewed) Journals** on the left
* Find a germane article and read the abstract and examine the **Subject Terms** section of the record for appropriate controlled vocabulary
	+ Or examine the **Subject: Thesaurus Term** on the left
* Click on a germane **Subject Terms**
* Sort by **Relevance**
* Examine list of articles
* If there are a lot of results or the results are not quite on your area of research, you can add other **Subject Terms**  or other keywords to narrow or refine your results

**PsycINFO**

* [www.spu.edu](http://www.spu.edu)
	+ Click on the **Library** link at the top of the page
	+ Click on the **Subject Guides** link in the left navigation section
	+ Click on the **Business and Economics** link
	+ Click on the **PsycINFO** link

In the **Limit your results** section, find the **Classification Codes** box and select (hold down CTRL key to select multiple items) **3600-3670**



* Type some of your keywords in to the search box. Start general. Don’t use a lot of keywords at one time.
* Limit to **Peer Reviewed**
* Sort by **Relevance**
* Find a germane article and read the abstract and examine the **Subjects** section of the record for appropriate controlled vocabulary
* Make sure you set the **Classification Codes** (click on **Show More** link in the **Refine your results** section on the left)
* Examine list of articles. Read abstracts.
* If there are a lot of results or the results are not quite on your area of research, you can add other **Subjects**  or other keywords to narrow or refine your results

**ABI/INFORM**

* [www.spu.edu](http://www.spu.edu)
	+ Click on the **Library** link at the top of the page
	+ Click on the **Subject Guides** link in the left navigation section
	+ Click on the **Business and Economics** link
	+ Click on the **ABI/INFORM** link
* Type some of your keywords in to the search box. Start general. Don’t use a lot of keywords at one time.
* Limit to **Peer Reviewed**
* Click **SEARCH** tab
* Examine the **Suggested subjects** box and click on a germane link
* Examine the **Narrow your results by** section on the right
* Examine article titles, dates, and titles of the journal
* Click on one of the **Subjects** terms in the abstract record of a germane article
* Click on **Refine search** and add appropriate keywords
* Click the **Search** button