



## Steps for searching Business databases using the Pearl Harvesting method

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 **Library** Link
- Click on **Subject Guides** link
- Click on **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.
- Check the "Scholarly (Peer Reviewed) Journals" box
- Do not check the "Full Text" box
- Click the **Search** button
- Sort results list by **Relevance**
- Find a germane article and read the abstract and examine the **Subject Terms** section of the record for appropriate controlled vocabulary
- 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 **Library** Link
- Click on **Subject Guides** link
- Click on **Business and Economics** link
- Click on **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**

Classification Codes

3580 Educational/Vocational Counseling & Student Se  
3600 Industrial & Organizational Psychology  
3610 Occupational Interests & Guidance  
3620 Personnel Management & Selection & Training



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- Type some of your keywords in to the search box. Start general. Don't use a lot of keywords at one time.
- Check the "Peer Reviewed" box
- Do not check the "Linked Full Text" box
- Click the **Search** button
- 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 **Library** Link
- Click on **Subject Guides** link
- Click on **Business and Economics** link
- Click on **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.
- Click **SEARCH** tab
- Examine the **Suggested Topics** box and click on a germane link
- Examine the **Narrow your results by** box
- 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