PADM 602 – Search Tips
These tips supplement and complement the demonstrations in class for searching databases

Tips for All Databases:
- Use quotation marks – “xxxxx xxxxx” – when you are searching for phrases.
- Look for a peer-reviewed or scholarly or academic link to limit to scholarly articles.
- Use the limiters and other tools within the database to save time and effort.
- Look at the abstract and search terms that are attached to promising references – you should discover additional vocabulary to try.
- Use navigation aids in the database, e.g., back to results, modify search, rather than using the browser back button.
- Search history is usually retained for the session; look for # recent searches or search history or previous searches.
- Look for links to articles that cite your article (e.g., cited by) and to sources used in your article (e.g., references). These will lead you forward and backward from your article.
- Look for the Get it @ VCU button or a PDF/Full Text link to lead you to the full article.

1. Tips for Worldwide Political Science Abstracts [NOTE: All the ProQuest databases (PAIS, Sociological Abstracts, ABI/INFORM) are similar]

Note for ABI/INFORM only: Change the search type from Anywhere to Anywhere except full text. Your search will then be confined to citation, abstract, subject terms, and keywords.

Example: Building a search and revising based on results
1st line – "organizational humanism"
Select Peer reviewed
There will be about 8 results.

Note that the 2nd result, The new public service: Serving rather than steering, has been cited 285+ times. This is an indication that the article may be important.

Select Preview and read the abstract. Add new public service to the search.

Select Modify Search
1st line – "organizational humanism" OR "new public service"
There should be about 230 results. Now you may want add a term or limit by date.
2. Political Science Complete [NOTE: All the EBSCO databases (Public Administration Abstracts, Business Source Complete, Academic Search Complete) are similar]

Example: Searching for scholar known to be associated with a theory
1st search box - "scientific management"
2nd search box – taylor
There will be about 10+ results

Note that three of the results are book reviews. Use VCU Libraries Search to see if VCU Libraries has these books.

Since there were relative few results, try the same search in Worldwide Political Science Abstracts, PAIS Index, and Public Administration Abstracts.

3. PsycINFO
PsycINFO is an excellent source of materials on all sorts of human and organizational behavior. If your interest is employee motivation, this will be a great place to start.

Search Examples
a. 1st search box – "work motivation theory"
Select Peer-Reviewed Journals only
There will be about 30 results. Note that one of the articles has been cited 250+ times; that is an indicator of influence / importance.

b. 1st search box – "expectancy theory"
2nd search box – motivation
There will be more than 230 results, so look at the limiters on the left.
You might choose to edit the search. Click on **Edit Search** above the results.
Change **motivation** to "**employee motivation**"
The number of hits will decrease to about 60+.

You might choose to refine the search results by choosing a limiter under **Narrow Results by** on the left.

4. Advanced Search (VCU Libraries Search)

   ![Advanced Search Screenshot]

**Tips:**
You may want to select a **Material type**, e.g., 'articles' or 'books'
Use the limits on the left of the results as applicable
Click on **view online** to reach the link(s) to ejournal articles or ebooks

**Books** are good sources of information about **theories**. Try this search:
   - in subject | contains | "**public administration**"
   - in the title | contains | **theory OR theories**
   - Material Type = **Books**

5. Google Scholar - **Tips**
Deselect 'patents'
Configure Google Scholar for VCU Libraries: Select **Settings**
   - Get it @ VCU: **Library Links** | VCU – Get it @ VCU
Note: When your results appear, you may have to click on 'more' to see the Get it @ VCU link

6. Cited Reference Search (Web of Science) – Finding articles citing an author
Select **cited reference search** – link is below the row of tabs
   - 1st search box (Cited Author) – **berry f*”
   - 2nd search box (Cited Work) - Click on **View abbreviation list**, navigate to Public Administration Review, select **ADD** and **OK** (or copy and paste the abbreviation into the search box)
   - 3rd search box (Cited Year) – enter **2004**
There should be 4 cited works. Note that they appear to be the same article, although there is a variation in page numbers.
   - Click first on **Select All** and then on **Finish Search**.
There will be about 80+ citing articles. Cited reference searches work best when you have both author and article information.