

## A quick guide to City U Library e-Resources

This guide is intended to provide quick references for students and academic staff about the City U library e-Resources: **Graduate thesis**, and two databases - **ProQuest Database** and **Emerald Management Review**. These e-Resources should provide support for students studying in SCOPE which include materials covering various disciplines, including Management, Business, IT, Social Work, Accounting and the likes.

**ProQuest Database** is a collection of databases covering a wide range of disciplines. Most of the databases available in this collection provide full-text articles. Available databases include: Accounting & Tax, Banking Information Source, Asian Business and Reference, Computing, Education Journals, European Business, Religion, Health Module, Science Journals, Social Science Journals, Telecommunications.

**Emerald Management Reviews** is a vast database of article reviews dating back to 1988 from the top 300 management publications worldwide. The database covers all major management disciplines, from marketing and logistics, to strategy, human resource management, accounting and finance, quality, operations and production management, and information management.

**Graduate thesis** is a collection of databases containing graduate thesis covering a wide range of disciplines.

**Note:** For these e-Resources, you can search and view the title and abstract using a PC outside campus, but if you want to download the full document/article, you must download them within the campus network, such as PCs at the library or at the Computer Service Centre.

## Access to Graduate Thesis:

1. At the Library Home Page (<http://www.cityu.edu.hk/lib>), click on **Catalogue**, then **Library Catalogue**.
2. Select **Keyword/Phrase**.
3. Select a proper search field at the 'Any Field' and type in the key words. Also select 'THESIS/MMSRPT' next to **Material Type**, and select 'Word Wide Web' next to **Location** to search the thesis.

**Keyword/Phrase Search**

Please enter the word(s) you want, select limits, then click Search.  
Multiple words are searched together as one phrase. Use '\*' as wildcard symbol. [\[More Search Tips\]](#)

Title  And   
Any Field  And   
Any Field  And   
Any Field

**Limit to:**

Collection:   
Year: After  and Before   
Material Type:   
Location:   
Language:   
Publisher:   
Search and Sort:

After the search, the result will be displayed. Click on the title, a window will pop up linking you to the database where the thesis is store, such as 'Digital Dissertation Consortium' in the case. Just click on the database name, the detail and download page for the thesis will be shown.

KEYWORDS

Limited to: Material Type "THESIS/MMSRPT" and Location "World Wide W

**KEYWORDS (1-5 of 5)**

1	<input type="checkbox"/>	<a href="#">Computers are not enough [electronic resource] : A comparison of computer-assisted learning with hum</a> P95 World Wide Web
2	<input type="checkbox"/>	<a href="#">A time comparison of adult software skill attainment using two types of computer-assisted learning s</a> LC5215 World Wide Web
3	<input type="checkbox"/>	<a href="#">Computer-assisted learning [electronic resource] : Assimilation and acceptance.</a> LC1043 World Wide Web
4	<input type="checkbox"/>	<a href="#">Computer-assisted learning of Japanese kanji [electronic resource].</a> P51 World Wide Web
5	<input type="checkbox"/>	<a href="#">Assessing the efficacy of computer-assisted learning for public health workers [electronic resource]</a> R735 World Wide Web

Click on the following to:

[online access from Digital Dissertation Consortium](#)

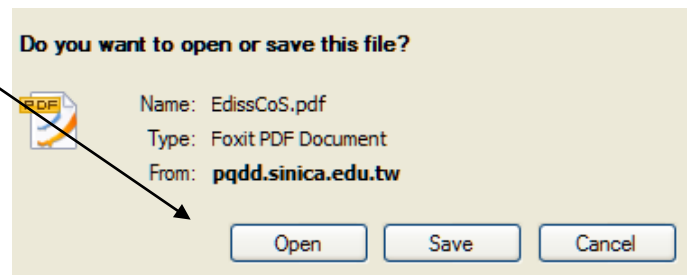
[Summary](#)
[Clean Marked](#)
[History](#)
[Previous](#)
[Next](#)
[Output](#)
[Search Home](#)

History (total 1) (1416528) (1 - 1) of 1 Records Goto  Records  
 between [GO](#)

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1/1  
 Title: Computers are not enough: A comparison of computer- assisted learning with human tutoring  
 Pub No: 1416528  
 Author: Lippman, Ethel  
 Degree: MA  
 School: CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS (0582)  
 Date: 2003  
 Pages: 32  
 Adviser: Wenzel, Vanessa  
 Source: MAI 42/02, p. 363, Apr 2004  
 Subject: SPEECH COMMUNICATION (0459); EDUCATION, TECHNOLOGY (0710); EDUCATION, CURRICULUM AND INSTRUCTION (0727)  
 Abstract: With the growth of computer technology, computer instructional programs have advanced from repetitive drill exercises to programs that approach that of human tutoring. The way that students learn basic skills with a computer-assisted learning program and the way they learn basic skills with a human tutor was researched, and the differences between the two methods of learning was compared and contrasted. The question as to which of the two methods of tutoring, human or computer application, provides a more efficient and effective means of learning was addressed, and the advantages and disadvantages of each method were reviewed, concluding with an analysis of why human tutoring works more effectively with students than do computer-assisted programs.  
 Image: [LINK](#)  
 Owner: [National Ping Tung Institute Of Commerce](#)

On this thesis detail and download page, just click the **LINK**, the system will prompt you for download.





## ProQuest Databases

### Available ProQuest Databases

- ABI/INFORM Dateline
- ABI/INFORM Global
- ABI/INFORM Trade & Industry
- Academic Research Library
- Accounting & Tax
- Banking Information Source
- Career and Technical Education
- Pharmaceutical News Index
- ProQuest Asian Business and Reference
- ProQuest Computing
- ProQuest Dissertations and Theses – A&I
- ProQuest Education Journals
- ProQuest European Business
- ProQuest Medical Library
- ProQuest Newspapers
- ProQuest Religion
- ProQuest Research Library: Health Module
- ProQuest Science Journals
- ProQuest Social Science Journals
- ProQuest Telecommunications
- U.S. National Newspaper Abstracts

### Access

1. At the Library Home Page (<http://www.cityu.edu.hk/lib/>), select **E-Resources**.
2. Select **Databases: Title List**.
3. Select **ProQuest Databases** or any ProQuest database titles in the alphabetical list of databases.

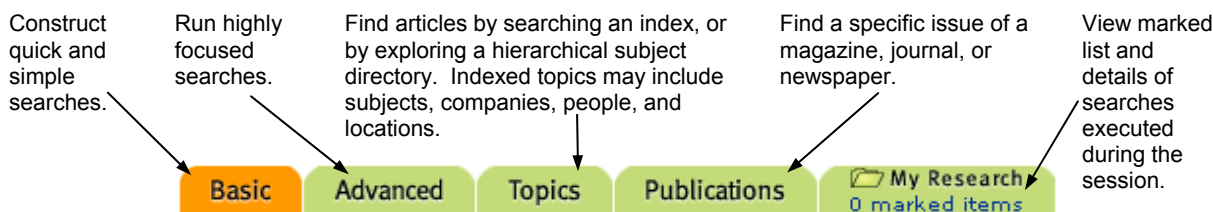
Refer to the **Guide to Remote Access** (<http://www.cityu.edu.hk/lib/instruct/guides/eresguid/remote.htm>) for accessing the database from off-campus.

### Getting Started

#### Select Database(s) to Search

By default, all databases are selected. To select specific databases to search, click on **Clear all databases** and then check the boxes next to the database titles. Click **Continue** to move to the Basic Search screen.

#### ProQuest Toolbar



## Search

### Basic Search

The screenshot shows the 'Basic Search' interface. At the top, there are links for 'Tools: Search Tips' and 'Browse Topics'. Below this is a search input field with a 'Search' button and a 'Clear' button. A dropdown menu for 'Database' is set to 'Interdisciplinary - Academic Research Library', with a link to 'Select multiple databases'. A 'Date range' dropdown is set to 'All dates'. Under 'Limit results to:', there are two checkboxes: 'Full text documents only' and 'Scholarly journals, including peer-reviewed', with an 'About' link. A 'More Search Options' link is at the bottom left.

1. Enter search term(s).
2. Select a database, if desired.
3. Specify a date range.
4. Check boxes to set search limits, if desired.
5. Click here to display more search options, if desired.
6. Click to begin searching.

### Advanced Search

The screenshot shows the 'Advanced Search' interface. It features a search input field with a dropdown for 'Citation and abstract'. Below this are two rows for combining terms with 'AND' operators. A 'Database' dropdown is set to 'Multiple databases...'. A 'Date range' dropdown is set to 'All dates'. Under 'Limit results to:', there are two checkboxes: 'Full text documents only' and 'Scholarly journals, including peer-reviewed', with an 'About' link. A 'More Search Options' section is expanded, showing various criteria: 'Publication title', 'Subject', 'Company/Org', 'Person', 'Location', 'NAICS', 'Document feature', and 'Document type'. Each criterion has a dropdown menu and a 'Look up' link. At the bottom, there are options for 'Publication type', 'Exclude from results' (Book Reviews, Newspapers), 'Sort results by' (Most recent first), and 'Results per page' (20).

1. Enter search term(s).
2. Select the field to search.
3. Select an operator to combine search terms in different fields.
4. Select a database, if desired.
5. Specify a date range.
6. Check boxes to set search limits, if desired.
7. Specify other search criteria, if desired. You can enter the criteria in the box(es) directly, or click on the Browse links and select term(s) from the index(es).
8. Select document feature, document type, publication type, exclusion, sorting method, and results per page, if desired.
9. Click to start searching.

### Search Tips

- Phrase Searching:
  - To search for a two-word phrase, just enter the phrase by itself.  
e.g. *market share*
  - To search for a phrase longer than two words, enclose the phrase in quotation marks.  
e.g. *"life after death"*

**Search Tips** (Continued)

- Boolean and Proximity Operators:

Operator	Example	Finds articles containing...
AND	education <b>and</b> internet	<i>education</i> and <i>internet</i>
OR	web <b>or</b> internet	<i>web</i> or <i>internet</i> , or both
AND NOT	education <b>and not</b> internet	<i>education</i> , but not <i>internet</i>
W/#	education <b>w/3</b> internet	<i>education</i> within three words of <i>internet</i>
NOT W/#	education <b>not w/3</b> internet	<i>education</i> and <i>internet</i> at least four words apart
PRE/#	education <b>pre/3</b> internet	<i>education</i> preceding <i>internet</i> by up to three words
W/DOC	education <b>w/doc</b> internet	both <i>education</i> and <i>internet</i> within either the indexed fields or the article text

where # is a number

- Wildcard Symbols:

Wildcard	Function	Example	Finds articles containing...
*	to substitute any number of characters following a word root	manage*	<i>manage</i> , <i>manages</i> , <i>managed</i> , <i>manager</i> , <i>managers</i> , <i>management</i>
?	to substitute a single character in a word	Wom?n	<i>woman</i> , <i>women</i>

- You may use parentheses to specify the order of execution of the Boolean/Proximity operations in your search statement.

e.g. *China and (e-commerce or electronic commerce)*

order of execution:

1. *e-commerce or electronic commerce* → [result set #1]
2. [result set #1] *and* China

**Display Search Results**

The screenshot shows a search results page with the following annotations:

- Click to refine the search by making changes to the search form.** (Points to the search bar area)
- Click to set up search alert and receive regular email notifications when new documents matching your search are added to the database.** (Points to the 'Set Up Alert' button)
- Click to create a RSS feed.** (Points to the 'Create RSS Feed' button)
- Click on a tab to display results from a particular publication type, if desired.** (Points to the 'All sources' tab)
- Check the boxes to add articles to your Marked List for later printing, e-mailing, saving, etc.** (Points to the checkboxes next to search results)
- Click on any available format icon\*\* to display the article in that format or click on the article title to display the best available format.** (Points to the format icons for each result)
- Change sorting method, if desired.** (Points to the 'Sort results by' dropdown menu)
- Click to check availability of full text via SFX.** (Points to the SFX icon for a result)

**\*\* Format icons:**

<b>Citation/Abstract</b> Bibliographic information and summary of the article, if available	<b>Full Text</b> Citation, abstract and complete article text	<b>Text + Graphics</b> Citation, abstract, and complete article text, along with photographs, illustrations, figures, charts, or other images	<b>Page/Article Image</b> Scanned images of articles in Portable Document Format (PDF)

## Print/E-mail/Cite/Export Search Results

To print/e-mail/cite a single record:

- Click on the respective icons [Print](#) | [Email](#) | [Copy link](#) | [Cite this](#) at the top of the record.
- Use the **Print/Save** button in Adobe Reader to print/save documents in PDF.

To print/e-mail/export marked records of current session in *My Research* folder:

- Click the [My Research](#) **2 marked items** icon at the top of the screen to display all marked records.

**My Research** [« Back to Results](#)

1. [Create your bibliography](#) to email, print, or download.
2. [Email marked documents](#) with a bibliography.
3. [Export citations](#) into EndNote, ProCite, RefWorks or Reference Manager.
4. [Create a web page](#) with links to your articles, searches, and publications.

**Marked Documents** [Recent Searches](#) | [Visited Publications](#)

[Mark](#) / [Clear all](#) | [Delete unmarked items](#)

1. [THE INTEGRATION OF TOTAL QUALITY MANAGEMENT INTO SUSTAINABILITY](#)  
*Petros Christofi, Seleshi Sisaye, George Bodnar. Internal Auditing. Boston: Jan/Feb 2008. Vol. 23, Iss. 1; p. 33 (7 pages)*  
[Abstract](#) | [Text+Graphics](#) | [Full Text - PDF \(1 MB\)](#)
2. [Reap the Benefits of Total Quality Management](#)  
*Jack Miller. Contractor's Business Management Report. New York: Dec 2007. p. 1 (4 pages)*  
[Abstract](#) | [Text+Graphics](#) | [Full Text - PDF \(568 K\)](#)

\* The maximum number of documents you can save is 50.

Click to display previous searches in the current session.

Click to display the publications viewed in the current session.

1. Click to print/email/download the list of marked citations or document abstracts (not the full text of documents) in your selected citation style such as MLA and APA.
2. Click to email marked documents. Each document will be sent in a separate email message.
3. Click to export marked citations directly to bibliographic management software, such as RefWorks.
4. Click to produce an html file with links to selected documents, previous searches and selected publications in ProQuest.



## Emerald Management Reviews

**Emerald Management Reviews** contains article reviews dating back to 1988 from the top 300 management publications worldwide, as selected by an independent accreditation board of industry experts. The database covers all major management disciplines, from marketing and logistics, to strategy, human resource management, accounting and finance, quality, operations and production management, and information management.

### Access

1. At the Library Home Page (<http://www.cityu.edu.hk/lib/>), click on **Electronic Resources**.
2. Select **Databases: Title list**.
3. Select **Emerald Management Review** from the alphabetical list of databases.

### Search

Enter search term(s) and click "go" to start searching.

OR

Leave the search box blank and then click "go" to reach **Advanced Search**.

### Advanced Search

1. Select the **Bibliographic Databases** tab.
2. Enter search term(s) or phrase.
3. Select an option, if desired.
4. Select a field to search, if desired.
5. Select an operator, i.e. And, Or, Not, to combine search terms in text boxes.
6. Specify a publication period, if desired.
7. Select either option.
8. Click to start searching.



## Search tips

- Multiple words entered will be combined with “AND” automatically. Use the following Boolean Operators to broaden or narrow your search (note that Boolean Operators must be entered in capital letters):

Operator	Example	Finds articles containing...
AND	logistics <b>AND</b> management	Both words, <i>logistics</i> and <i>management</i> , in the document
OR	network <b>OR</b> internet	<i>network</i> or <i>internet</i> , or both words, in the document
NOT	commerce <b>NOT</b> electronic	<i>commerce</i> , but not <i>electronic</i> , in the document

- Phrases can be enclosed in quotation marks, e.g. “*electronic commerce*”, instead of checking the appropriate box in the search form.
- Truncation symbol (\*) can be used to substitute any number of characters following a word root, e.g. entering *manager\** will find *manager* and *managers* and *managerial*.
- The terms inside the parentheses are processed first, e.g., entering (*TQM OR “total quality management”*) *AND* (*personnel OR “human resources”*) will match articles containing *TQM* or *Total Quality Management*, and *personnel* or *human resources*.

## Display Results

Click to modify your search or search within the current results.

**\*\*Note.** Modifying search will widen search to other bibliographic databases.

Click to show the abstract of each article in the results list.

Mark results for later viewing on screen, printing, emailing, or downloading:

1. Check the box
2. Click **Go**

The screenshot shows a search results interface. At the top, it says 'Search Results' and 'Show results for:'. Below that are tabs for 'All', 'Journals', 'Books', 'Bibliogr', 'Search Results. ps', and 'Site Pages'. The search criteria are 'information / All fields IN Collection : Emerald Management Reviews found 10 results.'. There are links for 'Modify Search', 'Search in Results', and 'Save Search Alerts'. Below the search criteria, there are options to 'Sort Items by: Relevance' and '& show 10 items per page' with a 'Go' button. There is also a 'Show Abstracts' link. At the bottom, there is an 'Icon Key' and a 'Select all' link. The first result is 'Solving reusability problems of online learning materials' with details like 'Type: Review, Literature review / Case study / Viewpoint', 'Author(s): Hiddink G', 'Source: Campus Wide Information Systems; 2001 Vol 18 No 4', and 'Database: Emerald Management Reviews'.

Click to save the search and/or set up search alerts to your personal account\*.

Select a different sort / display option and click **Go**, if desired.

Click the article title to display more information, including the abstract, keywords, and **Fulltext Options**.

## Print / Download the Full-text documents

- To print or download a HTML text, use the browser’s **Print /Save As** function.
- To print or download a PDF text, click the **Save a Copy** or **Print** button of the Adobe Reader.

## Personal Account

\*With a personal account, you will be able to use personalized features such as saving searches and receiving e-mail alerts.

To register for a personal account:

1. Click **My Profile** in the left navigation menu.
2. In the Login page, click the link click here to register.
3. Fill in the Registration form, then click **Register**.