The Library’s resources are all accessible from Locate, the library catalogue, or via the ICTE LibGuide. URLs for both are:

Locate: [https://locate.coventry.ac.uk](https://locate.coventry.ac.uk)
ICTE LibGuide: [https://libguides.coventry.ac.uk/ICTE](https://libguides.coventry.ac.uk/ICTE)

To see a breakdown of the databases relevant to ICTE (by information type, e.g. journal articles, company information etc.) go to the ICTE LibGuide, and from the Finding Information For Your Research drop-down menu select Key Information Resources.

### Quick Guide to Finding Resources and Information

| Books | Use the Books and more… tab on Locate  
|       | If looking for print only material, use the filters on the left-hand side of Locate to refine your results to Books and then Print & Media Resources  
| eBooks | Books available electronically on Locate will have an ‘Online access’ link in the book record  
|        | If looking for eBooks only, use the filters on the left-hand side of Locate to refine your results to Books, then Full Text Online  
| Journal articles | Use Journal articles… on Locate for a basic search  
|                  | For detailed search (recommended) use subject databases such as Business Source Complete, ABI/INFORM Complete and Emerald  
| Journal titles  | Use the Books and more… tab on Locate if you’re searching for a particular journal title, e.g. International Journal of Entrepreneurship.  
| Company information | Databases such as Business Source Complete (Company information tab, or company profiles under ‘more’ tab),  
|                     | Mintel and Passport  
|                     | FAME – for UK & Ireland companies  
|                     | Company’s website in the ‘about us’, ‘investor relations’ or ‘corporate’ section  
|                     | ProQuest Business Market Research Collection  
|                     | Companies House |
| Market Research                                      | • Passport – for global marketing information  
|                                                    | • IBISWorld – for UK and China  
|                                                    | • Mintel – for UK and China  
|                                                    | • There are also reports on Business Source Complete (including independent MarketLine reports), ABI/INFORM and Business Market Research Collection |
| Economic and Financial Data                        | • Bloomberg, Datastream and Fitch Connect for advanced information, available from the Trading Floor of the William Morris Building |
|                                                    | • FAME – for financial data on specific UK & Ireland companies  
|                                                    | • Company's annual report  
|                                                    | • FT.com |
| aNews and Media                                    | • LexisLibrary for all UK and Irish newspapers  
|                                                    | • FT.com  
|                                                    | • The Economist  
|                                                    | • International Newsstream |
| Statistics                                         | • Various websites, e.g. National Statistics, UK Data Service, Eurostat, World Bank etc  
|                                                    | • Statista |

**Searching for Books**

**Tips**

- The quickest way to search for a book on Locate is to put in the family name of the first author, followed by one or two keywords from the title. There is no need to put in the whole title.
- You don’t need to use capital letters or other punctuation.
- Click on 'Available at' to find the location of the book. This will tell you which floor the book is on and the shelf number.
- To renew books online, login to Locate (select Login at the top right-hand corner of the screen) and choose My Account. Login using your Coventry University email address and password in the following format, username@coventry.ac.uk. Do not include ‘uni’.
- You can only request a book if all the copies (with the exception of any one-day loan copies) are on loan.
- You can’t search for journal articles on the ‘Books and more…’ tab, only for the full journal title (e.g. International Journal of Entrepreneurship).

**Searching for journal articles**

For a quick search for journal articles (for example, if you know the title of the article you’re looking for, or you’re looking to get a quick overview of what’s available on a particular topic), use the ‘Journal articles’ tab in Locate:

- Type your keywords into the search box
- Use the categories on the left hand side to narrow or refine your search, e.g. by subject or date
- To check for availability, click ‘full text available’.
For a more detailed search (recommended) use an individual business database such as Business Source Complete, ABI/INFORM or Emerald or a multidisciplinary database such as Academic Search Complete or Scopus. These are all accessible from the ICTE LibGuide.

- Go to the ICTE LibGuide, and from the Finding Information For Your Research dropdown menu select Key Information Resources:

- In the Key Resources menu select Journal articles.

- Click on the database title link of the database you wish to access.
- If prompted, login using your Coventry University email address (without uni) and password at this point.
Planning a Search

Follow these steps to plan and execute your search when using databases such as Business Source Complete, ABI/INFORM and Emerald.

<table>
<thead>
<tr>
<th>Identify Keywords/ key phrases</th>
<th>What are the key topic words or phrases for your research?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify alternative keywords, e.g. synonyms and acronyms</td>
<td>Are there other words or phrases that mean the same as your keywords? For example, ‘selection’ and ‘hiring’ are synonyms of ‘recruitment’. Acronyms can be alternative keywords or phrases, e.g. ‘corporate social responsibility’ can also be known as ‘CSR’. Include synonyms and acronyms in your search.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Make use of search techniques</th>
<th>Phrase Searching</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• If you have a specific phrase that you need to search for, enclose the phrase in double quotation marks.</td>
</tr>
<tr>
<td></td>
<td>• e.g. if you want to search for transformational entrepreneurship, enter it into the search box as “transformational entrepreneurship”.</td>
</tr>
<tr>
<td></td>
<td>Truncation</td>
</tr>
<tr>
<td></td>
<td>• Extremely useful for finding singular and plural forms of words, as well as variant word endings. Use a truncation symbol (* or ?) to capture all endings.</td>
</tr>
<tr>
<td></td>
<td>• e.g. account* will search for account, accounts, accounting, accountancy</td>
</tr>
<tr>
<td></td>
<td>Wildcards</td>
</tr>
<tr>
<td></td>
<td>• Captures alternative spellings. Use a question mark ? to find all versions.</td>
</tr>
<tr>
<td></td>
<td>• e.g. behavio?r will search for behaviour and behavior</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Combining keywords using Boolean operators</th>
<th>AND</th>
<th>Use to combine keywords or phrases. Will find articles containing both words/phrases.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>OR</td>
<td>Use to combine alternative keywords/phrases, e.g. synonyms and acronyms. Finds articles where one or both words are present.</td>
</tr>
<tr>
<td></td>
<td>NOT</td>
<td>Will exclude a search term. e.g. social media NOT Facebook will search for articles mentioning social media but exclude from results those that mention Facebook.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Use limits / filters</th>
<th>The most common limits are:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Date</td>
</tr>
<tr>
<td></td>
<td>• Publication / Source Type</td>
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<tr>
<td></td>
<td>• Language</td>
</tr>
<tr>
<td></td>
<td>• Scholarly / Peer Reviewed Journals Only</td>
</tr>
</tbody>
</table>
Accessing the Full Text

When searching the databases please be aware that the full text of the article may not be available on that database. Many databases contain only the abstracts. There are a number of ways in which you can check for full text availability:

- On databases where full text is available, e.g. Business Source Complete you will see either a PDF or HTML full text link. Click on the link to access the full text.

- If the article you want is not available in full text on the database, use the LocateIt button, What is LocateIt?

The 'LocateIt' button will tell you whether the full text is available on another database.

If you see a 'no full text available' message or similar, check whether the journal title is available on Locate and check whether the article is available in print.

- If you’re unable to access the full-text after following the steps above, you can request the article using the Document Supply Service. Complete the online form available via Locate (select the Document Supply Service tile on the Locate homepage). There is no charge for this service.
Citation Searching (or ‘cited reference searching’)

Citation searching is a useful method of finding articles that complements your core literature search. For example, if you have found a key article in your literature search you can check whether it has been referenced by articles published subsequently. This might uncover useful articles that were not part of your original search results. This is particularly useful if you have found articles key to your research area that are older and you want to check if there are more recent relevant publications on your topic.

You can perform a citation search in:

- Scopus
- Google Scholar

Citation Searching Using Scopus

On the Scopus homepage enter the name of the article into the search box:

You should then see the article listed amongst the search results. Note the Cited by column on the right-hand side:

This column indicates that since being published in 2009 the article has subsequently been cited by 52 publications. Select 52 to see these publications as a list.
You can then review the list to see if any of the publications are useful for you to consult in your own research.

**Literature Searching Using Google Scholar**

There may be times when you can’t find what you are looking for using the databases listed on the ICTE LibGuide and you need to use other internet sources. If you are looking for academic material, use Google Scholar. A few recommendations and things to note:

- Unlike the databases listed on the ICTE LibGuide Scholar is limited when it comes to creating a complex search string by combining keywords and phrases using Boolean (AND, OR, NOT) and employing search techniques like Truncation or Wildcards. It’s recommended therefore that you use the Advanced Search option to perform a more focussed search. Go to the ‘burger bar’ in the top left-hand corner.

- Embed the LocateIt button into your search results to allow you to check whether you have full-text access to articles via our library subscriptions. Go to the ‘burger bar’ in the top left-hand corner.

Select Advanced search

Enter your search criteria as directed

Select Library links

Select Settings
When you next perform a Scholar search you’ll notice the LocateIt button now appears as a selectable option:

- **Citation Searching** is possible from Google Scholar. When you find, for example, an article and want to check who has cited it...

  By choice and by necessity: Entrepreneurship and self-employment in the developing world
  DN Margolis - The European Journal of Development Research
  Over half of all workers in the developing world are self-employed and with self-employment comes opportunities for personal fulfillment and ambition, but is not always without risk...  
  ⭐ 59 Cited by 49 Related articles All 23 versions

Further help

James Barnett  
Academic Liaison Librarian – International Centre for Transformational Entrepreneurship (ICTE)  
james.barnett@coventry.ac.uk  
07557 425536