

Using Dissertations and Theses (ProQuest)

Embry-Riddle Worldwide Online Instructions



IMPORTANT: PRINT THESE INSTRUCTIONS NOW FOR USE WHILE SEARCHING.

Dissertations and Theses (ProQuest) provides access to citations and abstracts and some complete (full-text) doctoral dissertations and master's theses available from ProQuest. ProQuest has an extensive compilation of dissertations and theses with more than 930,000 available full text.

The following instructions will tell you how to:

- A. Access Dissertations and Theses (ProQuest)
- B. Conduct a Search
- C. Interpret Your Results and Print Full-Text Documents
- D. Select and Request Abstract Only Citations

A. Access Dissertations and Theses (ProQuest)

- ◆ Go to the Hunt Library home page. (<http://library.erau.edu>.)
- ◆ Click on **Embry-Riddle Worldwide**.
- ◆ Click on **Find Articles (Databases)**.
- ◆ Click on **Using the Databases**.
- ◆ After reading the instructions, click on the **ERNIE** (<http://ernie.erau.edu>) link.
- ◆ Login to **ERNIE** with your username and password.
- ◆ Scroll down to find the **Admin Services** module. (If you don't see this module, click on your browser's refresh or reload icon and it will usually appear.)
- ◆ Click on **Library Databases** which will take you to the **Databases** access page. You will remain signed into this page until you close your browser. This feature allows you to search additional web databases without signing in again.
- ◆ Locate **Dissertations and Theses (ProQuest)** from the alphabetical list and click on **Dissertations and Theses (ProQuest)**.

IMPORTANT: If this database requires another Username and Password for login, you may need to temporarily disable any firewall installed on your computer. Firewalls often interfere with the login process.

B. Conduct a Search

- ◆ Enter your search term(s) in the box to do a **Basic search**. Or, you can select **Advanced Search** from the tabs along the top of the page to do a complex search with multiple terms. You may need to experiment with different terms or combinations of terms to find exactly what you are seeking.
- ◆ **Search Tips**
 - To retrieve variant word endings, use an asterisk (*). For example, *automat** will pull up records including the words *automate*, *automates*, *automatic*, etc.

<http://library.erau.edu>

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Embry-Riddle Worldwide: 800-678-9428 / 386-226-7656 – library@erau.edu



- To include more than one term or concept in your search, use the word **and**. For example, *cockpit* and automat**.
 - **Dissertations and Theses** will search two (2) words typed together as a phrase. For a phrase of more than two (2) words, use quotation marks around all the words. For example, *cockpit automation* will be searched as a phrase automatically, but “*crew resource management*” needs quotation marks.
 - If you need any assistance, please contact **Worldwide Reference Services** at **800-678-9428** (Mon-Fri, 8:00 am to 5:00 pm ET). Or, you can access **Dissertations and Theses’** online help by clicking on **Help** in the upper right hand corner of the screen at any point during your search.
- ◆ Click on **Search** to execute the search and view your results list.

C. Interpret Your Results and Print Full-Text Documents

- ◆ In **Dissertations and Theses**, there are four (4) types of results: One or more of these choices will appear below each document title on the results page.
 - **Abstract** – Summary of the document.
 - **Preview** – 20 to 25 pages of the entire document.
 - **Full text - PDF** – The complete dissertation or thesis.
 - **Order a copy** – If you want to purchase a copy. (The library may own a copy so contact us before ordering.)
- ◆ Clicking on **Full Text - PDF** will display complete dissertations. If a copyright notification appears, click on **Continue**. If the full-text choice is not available, it means that the complete dissertation is not available in **Dissertations and Theses**. See **Section D** for instructions on how to request these documents from the Hunt Library.
- ◆ Print the complete document by clicking on the **Full text - PDF** option and using the Adobe Reader **Print** button at the top of the page to print the document.

Note: In order to view and print **PDF (Adobe Acrobat)** files, you must have the **Adobe Reader** loaded on your computer. Obtain this free program at <http://www.adobe.com>. Click on the **Get Adobe Reader** button for download instructions.

D. Select and Request Abstract Only Citations

- ◆ Each page of the results list will show up to ten (10) records. If more than ten entries were retrieved use **Previous** and **Next** at the bottom of the list to move between pages.
- ◆ Click on the title to obtain more information about any document.
- ◆ As you move through your list, identify the documents you want that are not full text in the database. **Mark** those items by clicking in the box to the far left of the title. (This puts a check mark in the box.) Mark all of the documents you need in this way.
- ◆ After marking the records you want, click on the **Email** link above the list of results.
- ◆ Beside **Citation style:** mark **ProQuest Standard**.
- ◆ Beside **Format:** mark **Brief Citation**.
- ◆ In the box next to **Email address:** type in **your own email address**. By doing so, you are emailing your list of marked records to yourself.

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- ◆ Enter your name in the appropriate box and include a subject if you wish.
- ◆ Click on the **Send Email** button. The citations will be sent to your email address.

Important: Some spam blockers may prevent you from receiving the emailed articles from **Dissertations and Theses**. You may need to disable your spam blocker or view your spam folder to access the list.

- ◆ After you receive the email containing your records, forward the email to library@erau.edu.

IMPORTANT: At the top of the email, provide the following information:

- Full name
 - Colleague number (Contact Worldwide Enrollment Management at (866)393-9046 (toll free) or (386)226-6942)
 - Daytime telephone number
 - Mailing address (Street address, not P.O. box)
 - Course number
 - Whether you are taking classes at a Worldwide Campus, and if so, which Campus? (OR)
 - Are you a Worldwide Online student?
- After the library receives the list of the records from you, we will check our catalog to see if the library owns the documents you want. We can either ship the document to you or scan a Table of Contents of the document and let you pick 2 or 3 sections or chapters to be scanned and posted. Copyright law prohibits us from scanning a complete dissertation or thesis.

Important: Do not email the records directly from **Dissertations and Theses** to **Hunt Library**. Always send them to yourself first, then forward them to **Hunt Library**. This process ensures that we know who you are and have your correct email address.

Dissertations and Theses provides online **Help** for use while searching the database. To access the online help, click on **Help** in the upper right hand corner of the screen at any point during your search.

If you require any assistance, please contact **Worldwide Reference Services** at **800-678-9428** or **386-226-7656**. Or, email us at library@erau.edu. We will be happy to help you.

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