Step by step guide to British Nursing Index (Proquest version)

About this guide

This guide was developed as part of the online learning resource “Using your RCN e-library” which includes step-by-step guides, case studies and useful resources to help you to develop your literature searching skills. If you would like to access the full online learning resource please go to the RCN Learning Zone.

Contents

<table>
<thead>
<tr>
<th>Contents</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is British Nursing Index?</td>
<td>1</td>
</tr>
<tr>
<td>Start your search of British Nursing Index</td>
<td>2-3</td>
</tr>
<tr>
<td>Improve your search</td>
<td>4-7</td>
</tr>
<tr>
<td>Search results</td>
<td>8</td>
</tr>
<tr>
<td>Linking to full text articles</td>
<td>9-12</td>
</tr>
<tr>
<td>Saving references</td>
<td>13-14</td>
</tr>
<tr>
<td>Other features</td>
<td>15</td>
</tr>
<tr>
<td>Review</td>
<td>17</td>
</tr>
</tbody>
</table>

What is British Nursing Index?

British Nursing Index (BNI) can be used to find details of journal articles related to nursing. It is available from the “Databases to search” section of the RCN e-library. It is a bibliographic database. It contains:

- References to journal articles from over 260 journals.
- Subjects relating to nursing, midwifery or allied health.
- English language material only.
- Links to some full text articles (purchased for RCN members).
- References from 1994 to present.
Start your search of British Nursing Index

We will now explore carrying out a search using British Nursing Index.

1. Type a keyword into the box
2. Select the search symbol.
Start your search of British Nursing Index

3. The number of results (references) found by your search
4. Search results

If your search is unsuccessful this may be because you have made a spelling mistake, you have not used the best search terms, or there are no references on BNI matching your search.
Improve your search

We will now see how search techniques can be used to develop a search strategy on BNI. We will first combine keywords using AND to narrow the results. We will search for references about diabetes in the community. Search for your first keyword (e.g. diabetes) and then:

1. Select “Search within” to add another keyword to your search e.g. community. This will carry out an AND search.
2. Alternatively type your search into the box e.g. diabetes AND community.
Improve your search

3. You can narrow the search results by a range of options.
4. To narrow by year use the slider and then select “Update.” Alternatively type in a specific date range.
5. To search for different word endings use the asterisk symbol, e.g. diabet* will find diabetes, diabetic, or diabetics. The asterisk is the truncation symbol on BNI.
6. To search for a phrase use double inverted commas.
7. Select to view your recent searches.
Improve your search

8. Previous searches from this session. Select any search to view it again.
9. Combine searches using AND, OR, NOT. Type in the set numbers you wish to combine e.g. 3 AND 4. Alternatively combine a set number with a keyword e.g. 3 AND communication.
Once you have completed your search in BNI the next stage is to review the results.

1. Reference information (title, author, journal details).
2. Preview an abstract (summary) and subject headings*.
3. View a more detailed reference.

*Subject headings are used to describe the content of an article. Appropriate terms are selected from a list. They can be used to search the database.
Linking to full text articles

British Nursing Index links to full text articles purchased for RCN members. We will look at how to identify and link to those articles.

1. Note the EBSCO username and password shown on your screen.
2. Select to check availability of this article for RCN members. A pop up window appears: login with the username and password you have noted.
Linking to full text articles

Availability for this article is indicated. It may be available in online or in print from an RCN library.

3. Indicates the journal title is held in print by an RCN library. The RCN libraries offer a postal photocopying service for articles or you may be able to get them through your local healthcare library.

4. Link to the full text article online. This will open another website where the full text article is available.
5. Link to the article in PDF (Adobe Acrobat format).

Please note that you may occasionally find some links to full text do not lead you to the online article. Please contact RCN Library and Information Services if you require advice.
Linking to full text articles

6. You can print, save or email the article within copyright restrictions.
Saving references

Within most bibliographic databases including British Nursing Index you can email, print, save or export the references found by your search.

Keeping a record of your references has several possible uses:

• To keep a list of the articles you wish to read.
• To create a reference list.
• To find or order articles from a library service.
• To find the articles again at a later date.
We will now explore emailing, printing, saving and exporting results from British Nursing Index.

1. Select results (references) of your choice
2. Alternatively select all the results displayed on the page.
3. Select “Email”, “Print” or “Export/Save” and follow the instructions on screen.

You can choose to include “Results listing only” (author, title, journal details) or “Citation, abstract, indexing” (a more detailed reference). You can choose a citation style e.g. “Harvard – British Standard.”
Other features

Some additional features are available in BNI. These are provided by Proquest which is the software the RCN e-library uses for BNI.

1. Select this at any time for help related to the section of BNI that you are using.
2. Format your selected results into a citation style. A range of styles are available including “Harvard – British Standard.” You can copy the formatted citations into your work or save them.
Other features

3. Create your own workspace and manage your preferences. You may wish to explore this if you are interested in more advanced features. Options available include “Searches”, “Alerts” and “Tags”. To use this feature you will need to create an account once you select “My Research.”
Review

In this guide we have explored British Nursing Index database including:

• What it includes.
• Search techniques.
• Understanding search results.
• Linking to full text articles.
• Saving references.

If you require advice or support when using British Nursing Index contact RCN Library and Information Services.