

## Contact Details:

Tel: 020 7290 2941  
Fax: 020 7290 2939  
E-Mail: [litsearch@rsm.ac.uk](mailto:litsearch@rsm.ac.uk)

RSM Library ProQuest Dialog  
Database Guides / 04

# DH-Data Helpsheet



## Getting Started

ProQuest Dialog DH-Data can be accessed remotely from the **e-Resources** page on the RSM website: <https://www.rsm.ac.uk/e-resources.aspx> by logging in to the **Databases** using your registered RSM username and password.

DH-Data is provided in its entirety ('**1983 - current**'). To search DH-Data, click the checkbox beside it followed by the button: **Use selected databases**

## What is DH-Data?

DH-Data reflects the business of the Department of Health (DH) and its Agencies (including social care). Core subjects covered include health services management and administration, with an emphasis on the British National Health Service.

The database includes the details of over 200,000 publications and abstracted journal articles and book chapters either published by or of relevance to the work of the DH, many with web links. All DH publications including circulars and press releases are covered, and it is a good place to identify older publications which pre-date the DH website. Over 300 journals together with books, reports and pamphlets are also indexed. Updated monthly.

For further information, click  on the opening screen.

## Textword Searching

To search for a word or phrase appearing anywhere in the document, use the following search tips:

### Truncation

To search for all words beginning with a particular stem, you can use the wildcard \* (**asterisk**). It is recommended that you specify a number of characters after the wildcard.

**Examples:** **diet\*** will retrieve 'diet', 'diets', 'dietary', etc whilst **cat[\*1]** will retrieve 'cat' or 'cats', but not 'category'.

### Linking Search Terms

It is possible to link terms in several ways to make your search broader or more focussed. Use one of the following:

" ... "

Enclosing terms in quotation marks specifies that words must be next to each other and in the order specified. Use to find precise phrases.

**Example:** "chronic fatigue syndrome"

**OR**

OR specifies that at least one of the terms must be present in documents retrieved. Use OR to group synonyms or alternative terms.

**AND**

AND specifies that all terms must be present in each of the documents retrieved. Use AND to connect concepts.

**PRE/n**

PRE/n specifies that terms must be present within a specified number (n) of words of each other in that exact order in each of the documents retrieved.

**Example:** **out pre/3 hours** (finds 'out of hours' as well as 'out of surgery hours')

**NEAR/n**

NEAR/n specifies that terms must be present within a specified number (n) of words of each other in any order in each of the documents retrieved.

**Example:** **breast near/3 cancer** (finds 'breast cancer' as well as 'cancer of the breast')

**NOT**

NOT specifies that a term must not be present in documents retrieved. Use NOT to exclude information you have already viewed or an unrelated topic (**otherwise use with caution**).

(...)

Terms in parentheses (brackets) are processed first. If you mix different links, you must use parentheses to ensure the correct search logic.

**Example:** **(hiv or aids) near/5 testing**

## Field Searching

In order to add precision to a search, you are able to narrow your search to a specified field. The drop-down menu to the right of the search box allows you to select precise fields (e.g. Document Title, Author, Publication Title, Abstract, etc), prior to running a search by clicking on **Preview result counts**:

### Advanced Search

Look Up Citation

<input type="text"/>	in	All fields a text
AND <input type="text"/>	in	Abstract — AB
AND <input type="text"/>	in	Author — AU
		Author affiliation — AF
		Document title — TI
		Publication title — PUB
		Subject — SU

Field codes | Search tips

⊕ Add a row | Remove a row

Separate codes with commas to search multiple fields at once directly in the search box.

**Example:** **ti,ab(acne)** will retrieve documents with the word 'acne' in the Document Title or Abstract.

## Author Search

Within quotation marks, enter the surname first, followed by a comma, first initial and wildcard. Select **Author** from the drop-down menu.

**Example:** "scott, j\*"

## Journal Search


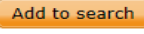
Enter the journal title in full within quotation marks. Select **Publication title** from the drop-down menu.

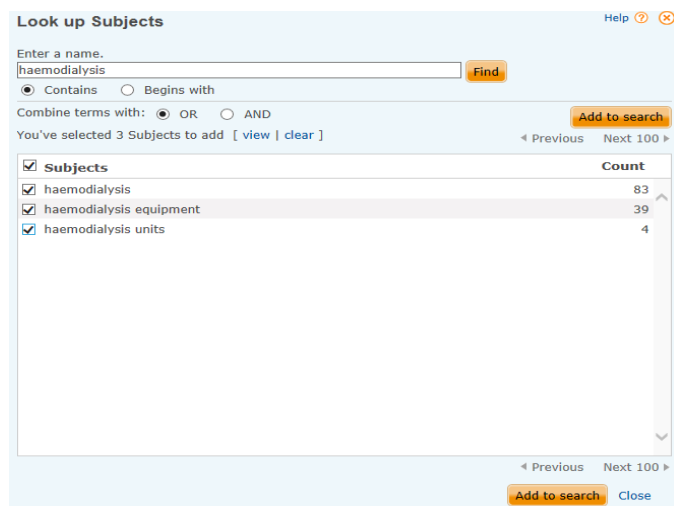
**Example:** "journal of integrated care"

## Thesaurus Searching

DH-Data citations are indexed using a controlled vocabulary, DH-Data Thesaurus. Searching using thesaurus terms can increase the precision of your search.

There is no direct access to DH-Data's thesaurus as there is for Medline, Embase and AMED. However, it is possible to search using thesaurus terms by selecting the **Subject** field from the drop-down menu to the right of the search box. A [Look up Subjects](#) link will then appear and clicking on this displays a pop-up window.

Type your search term(s) and click on . ProQuest Dialog will show you a list of thesaurus terms in the database that contain your search term(s). Select those you want by clicking the appropriate checkboxes and finally, click on .



## Combining Sets

It is possible to combine multiple concepts together to perform a more specific search. Use one of the following Boolean operators to combine search sets:

### AND

The Boolean operator AND narrows search queries. Retrieved records contain all terms.

Example: Asthma **AND** Eczema (see set S3 below)

### OR

The Boolean operator OR widens search queries. Retrieved records can contain either term.

Example: Asthma **OR** Eczema (see set S4 below)

### NOT

The Boolean operator NOT excludes terms from search queries.


Example: Asthma **NOT** Eczema (see set S5 below)

Set	Search	Databases	Results
S5	<input type="checkbox"/> s1 not s2 Databases: DH-DATA: Health Administration, Medical Toxicology & Environmental Health	DH-DATA: Health Administration, Medical Toxicology & Environmental Health	596°
S4	<input type="checkbox"/> s1 or s2 Databases: DH-DATA: Health Administration, Medical Toxicology & Environmental Health	DH-DATA: Health Administration, Medical Toxicology & Environmental Health	623°
S3	<input type="checkbox"/> s1 and s2 Databases: DH-DATA: Health Administration, Medical Toxicology & Environmental Health	DH-DATA: Health Administration, Medical Toxicology & Environmental Health	11°
S2	<input type="checkbox"/> su.exact("eczema") Databases: DH-DATA: Health Administration, Medical Toxicology & Environmental Health	DH-DATA: Health Administration, Medical Toxicology & Environmental Health	27°
S1	<input type="checkbox"/> su.exact("asthma") Databases: DH-DATA: Health Administration, Medical Toxicology & Environmental Health	DH-DATA: Health Administration, Medical Toxicology & Environmental Health	607°



## Limiting Sets

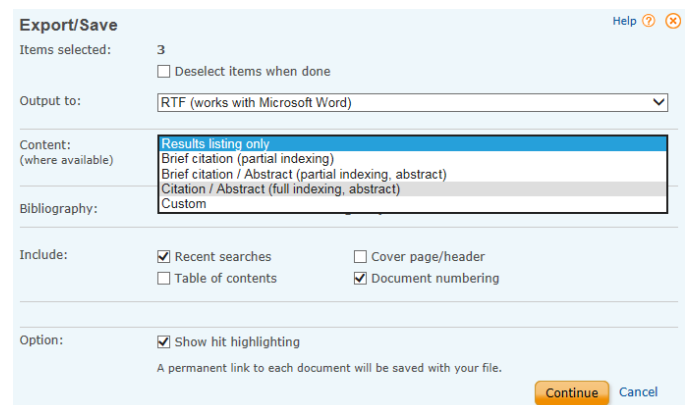
The **Search options** tab below the search box provides limit options for: publication date, document type, language, with an abstract included, and by departmental activity (classification) (e.g. Health, Social Services, Social Security, Pensions, Health Buildings).

## Displaying and Selecting References



- Click the **number of results** link beside the set you wish to view. The first group of citations will be displayed. The default display is in groups of a maximum of 100. Click on the **Next page** link to view further citations, if results exceed 100.
- To view the abstract and thesaurus terms of an individual reference, hover over  **Preview** beside the citation.
- To select a number of references for printing or saving, either click the **Select** checkbox at the top of the page to select all references listed on the page, or click in the checkboxes to the left of individual citations to select a number of references.

## Saving References


To save your selected items, hover over  **Export/Save** to choose an output format (e.g. **RTF**, **PDF**, **RIS**) from a drop-down menu. A pop-up window will then appear offering a choice of display formats (e.g. **Citation/Abstract**), to include a copy of your search strategy (**Recent searches**), ensure **Document numbering** and to **Show hit highlighting**. Finally, click on  to complete saving.




## Printing and Emailing References

To print or email your selected items, click on the appropriate icon ( **Print** or  **Email**) and follow similar instructions to saving references.

## Help

For further details on using DH-Data, click on the  **Help** text link that appears at the top right hand corner of each page. Please also refer to the **Further Tips for Database Searching** helpsheet.

## Exiting and Logging Off

When you have finished using the databases, logoff using the  **Exit** text link on the blue toolbar that appears at the top of each page.

**Please contact us if you require any further assistance using the databases or wish to book a tutorial. Contact details are provided in the banner of this helpsheet.**