

Business: 2022 Library research guide

I. The library homepage.

- Subject guides** for each academic discipline.
- Library catalog:** for books, articles, videos etc.
- Library hours.** And contact information for the library.
- Databases A-Z.** Full listing of all the databases available through the library.
- Ask a Librarian** Reference services via email.
- Points of View** and other key resources available directly from the home page.

II. Subject guides:

Business & Management

Online Encyclopedias

- The American Economy (Wale Virtual Reference Library)
- Encyclopedia of Global Business (Wale Virtual Reference Library)

LibGuides

Citing sources.

Additional Reference Sources

- Business Ethics (Stanford)
- Howser's Company Profiles (Business Market Research)

Key Databases.

- ABI-Inform Complete
- ProQuest Research Library

Books & catalogs

Legal Resources

Key Publications

LibGuides: Online reference

Citing Sources

- APA Style Guide
- MLA Style Guide
- Zotero

Books

- Search Online Catalog
- Library Borrowing
- Ask Resources

Legal Resources

- Waller Campus Library
- Google Scholar Case Law

Mahoney Library

Subject guides.

Ask a librarian.

Library hours.

Library catalog.

Points of View and other key resources.

Databases A-Z.

Search College of Saint Elizabeth - Mahoney Library & beyond

Find it

Also Try: Databases A-Z, Journals, Articles, Media

Library Hours: Fall 2020 Semester: Mon-Fri: 9:00am - 5:00pm, Saturday: 12:00pm - 5:00pm, Sunday: 5:00pm - 9:00pm

Ask a Librarian: Email: askalib@se.edu, Phone: (617) 210-4231, Text: (617) 210-4248

Library Hours: Fall 2020 Semester: Mon-Fri: 9:00am - 5:00pm, Saturday: 12:00pm - 5:00pm, Sunday: 5:00pm - 9:00pm

Also Try: Databases A-Z, Journals, Articles, Media

- Click the subject guides link on the library homepage.
- Select the subject guide covering the area you are researching.
 - Top Left: Online Encyclopedias
 - Top Right: LibGuides. Other online reference sources.
 - Top Right below: Citing Sources
 - Center: Left, Key Databases Right, Books
 - Below Left: Key publications. Right: Legal resources

III. Credo. Online Reference collection. Over 900 online reference works with links to databases.

Communication

Topic Page: Communication

Mind map: connected topics.

Definition and summary article

Related Articles

Language

IV. The online catalogs.

- The results page will list both books and ebooks found for your particular search.
- Either a link to the full text for ebooks, or a call number for print books will be provided.

Search Results

Nursing Management

To access ebooks, click on the View ebook link.

To find the print book, copy down the Call number in the record.

Call Number: BF612.N675 A33 2019

Author: Johnson, David A.

Editor: Johnson, David A.

ISBN: 9781108444444

Availability: Mahoney Library New Edition: 0000000000

Library Holdings **Books & eBooks** **Journals** **Articles** **Media**

Search College of Saint Elizabeth - Mahoney Library & beyond

Find it

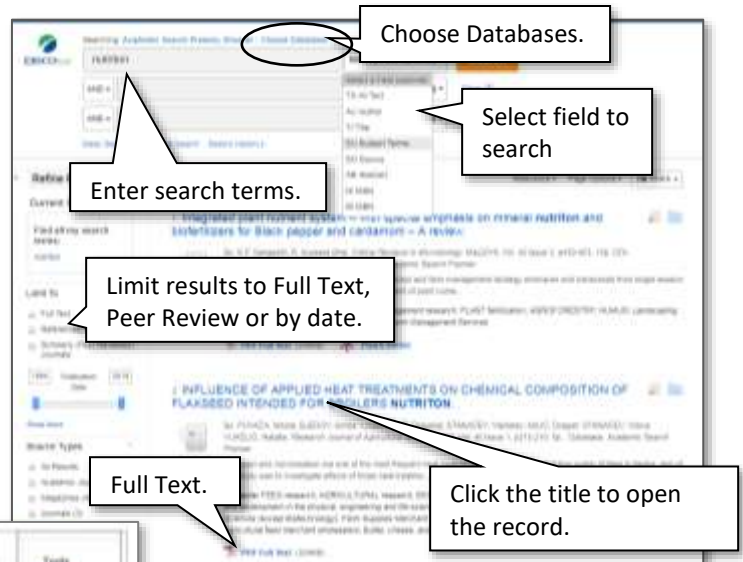
To search for books click on the Books & ebooks tab, enter your search terms and click on Find it

Try putting the author, title, or keyword of what you are searching for. Use quotation marks (example: "Maya Angelou")

V. Databases in Ebsco

A. **Academic Search Complete**: big broad database covering all subjects with full text.

1. Search business databases **Business Source Elite** or **Small Business Ref Center** simultaneously.
2. Select the search you want to do (subject, keyword etc.) and click search.
 - a. Use asterisk (*) as a wildcard for other letters (ie: teen* = teens, teenage, etc.).
 - b. Use quotes (") to search terms as a phrase (ie: "drug abuse").
 - c. Limit results to a specific data range, or to peer reviewed articles.
3. Databases outside Ebsco: **ABI Inform** (on ProQuest)



B. The Open Record in Ebsco.

1. Abstract and subject headings available.
2. Full Text or OCLC Link resolver if available.
3. Print, Email, or Cite the record in whatever citation format you use.



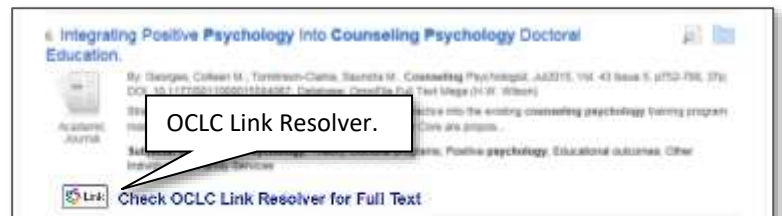
VI. Searching for full text

A. If full text access provided in a database you are in, click on the **OCLC Link Resolver** link.

1. This should take you directly to the article.

B. If you are searching for full text access to a specific article, click on the **Search Articles by Title** link below the catalog on the home page.

1. On the next screen, enter the article title, the title of the publication, and click search.
2. If we have full text access to the article, it should appear directly from this search.



VII. Evaluating information.

- A. Know your source (difficult in our digital world).
- B. Is the source peer reviewed?
- C. Currency vs. Accuracy (Depth of information).
 1. Current sources may not be well researched.
 2. Well researched sources may be dated (research takes time).
- D. Does the source have a bibliography? Has the work been cited? How many times (check Google Scholar)?

