

Ferdinand D. Bluford Library

A SELECTIVE GUIDE TO MATERIALS AND RESOURCES FOR MANAGEMENT

This selective guide contains a bibliography of titles and electronic resources that will assist the students with business research. It outlines a general approach to finding materials and resources housed in the F.D. Bluford Library and also electronic sources that may be on the internet or on CD-ROM. This guide will help students organize their research and at the same time give them some tips on research strategy. Remember that researching any topic can seem overwhelming.

Using the INNOPAC

Establishing what resources the library owns on the subject you are researching should be your first priority. In order to find that information the student must use the online catalog called INNOPAC in our library. The INNOPAC can be searched by AUTHOR, TITLE, KEYWORD, JOURNAL TITLE and by SUBJECT HEADING. If you are going to do a keyword search you can either enter a word that may appear in the title or in the description of the work. If you are going to do a subject search you should use the Library of Congress Subject Headings located next to the computer workstations to help you determine the correct heading to use. There are several other options on narrowing or limiting your search and on identifying similar titles. Please refer to the INNOPAC Handout at the Information Center for more detailed instruction or ask for assistance from a Reference Librarian.

Encyclopedias

Encyclopedias are also a good place to start, especially if you are unfamiliar with the topic. Articles in encyclopedias are often written by recognized authorities and tend to provide established facts and ideas about the topic, its history, basic theories, and important persons who have written related articles. Also, most encyclopedia articles close with a bibliography that may help you to establish your literature search.

Note: When using encyclopedias, first consult the index volume, usually the last volume of the set. This will tell you if your topic has an article devoted entirely to it or if it is discussed within an article on a related subject.

The Blackwell Encyclopedia of Management

A&T REF HD30.15 .B455 2005

Encyclopedia of Associations

A&T REF AS22 .E5

Encyclopedia of Business

A&T REF HF1001 .E466 2000

Encyclopedia of Emerging Industries

A&T REF HC102 .E54 2001

Encyclopedia of Management

A&T REF HD30.15 .E49 2000

Encyclopedia of Production and Manufacturing Management

A&T REF TS9 .E53 2000

Encyclopedia of Operations Research and Management Science

A&T REF T57.6 .E53 2001

Encyclopedia of Small Business

A&T REF HD62.7 .H553 1998

The Oxford Encyclopedia of Economic History

A&T REF HC15 .O94 2003

Almanacs, Handbooks and Dictionaries

Almanacs are useful statistical and factual sources that have current information on a broad range of topics and subjects. Handbooks and dictionaries can help you throughout your research by providing quick, factual information that you may need to support your ideas. Dictionaries provide brief entries that are quick and helpful sources for the definition or identification of a term, concept, or person in business.

The Almanac of American Employers

A&T READY REF HF5549.5.C67 P58 2004

Also an e-book via *NetLibrary*: see <http://www.library.ncat.edu/eresources/ebooks.html>

Almanac of Business and Industrial Financial Ratios

A&T REF HF5681.R25 A45

Anatomy of a Business Plan

A&T REF HD30.28 .P5 2001

Black Enterprise Guide to Building Your Career

A&T REF HD62.5 .H384 2002

The Business Style Handbook: an A-to-Z guide for writing on the job with tips from communications experts at the Fortune 500

A&T REF HF5718.3 .C86 2002

Cabell's Directory of Publishing Opportunities in Management

A&T REF HD28 .C33 2004-05

Cross-Cultural Communication: the essential guide to international business

A&T STACKS HF5718 .C77 2003

Diccionario de Administración y Finanzas

A&T REF HF1001 .D45 2004

Dictionary of Business

E-book via *Oxford Reference Online*: see <http://www.library.ncat.edu/eresources/ebooks.html>

Dictionary of Finance and Banking

E-book via *Oxford Reference Online*: see <http://www.library.ncat.edu/eresources/ebooks.html>

The E-business Handbook

A&T REF HF5548.32 .E174 2002

Every Manager's Guide to Information Technology: a glossary of key terms and concepts for today's business leader

E-book via *NetLibrary*: see <http://www.library.ncat.edu/eresources/ebooks.html>

Handbook of Business Administration

A&T REF HD31 .M375

Handbook of Diversity Management : beyond awareness to competency based learning

A&T STACKS HF5549.5.M5 H36 2003

The Handbook of International Financial Terms

E-book via *Oxford Reference Online*: see <http://www.library.ncat.edu/eresources/ebooks.html>

Handbook of Organization Theory and Management: the philosophical approach

A&T STACKS HD2326 .H283 1998

Harrap's French and English Business Dictionary

A&T REF HF1002 .H3443 2005

How to Be an Entrepreneur and Keep Your Sanity: the African-American handbook & guide to owning, building, and maintaining --successfully--your own small business

A&T STACKS HD62.7 .P727 2004

The Internet Legal Guide: Everything You Need to Know When Doing Business Online

A&T REF KF390.5.C6 P69 2002

The Informed Student Guide to Management Science

A&T STACKS T55.5 .I55 2002

The Manager's Survival Guide

A&T STACKS HD31 .S6927 2002

Also an e-book via *NetLibrary*: see <http://www.library.ncat.edu/eresources/ebooks.html>

Organization Charts

A&T READY REF HD38 .O738 2000

The Performance Appraisal Question and Answer Book: a survival guide for managers

A&T STACKS HF5549.5.R3 G642 2002

Also an e-book via *NetLibrary*: see <http://www.library.ncat.edu/eresources/ebooks.html>

Persuasive Business Proposals: writing to win more customers, clients, and contracts

A&T REF HF5718.5 .S26 2004

The Project Manager's Partner: a step-by-step guide to project management

A&T STACKS HD69.P75 G74 2002

Resumes for Business Management Careers

A&T REF HF5383 .V46 2000

RMA Annual Statement Studies

A&T REF HF5681.B2 R58

The Six Sigma Handbook

A&T STACKS TS155 .P799 2003

Webster's New World Business Writing Handbook

A&T REF HF5726 .W76 2002

Writing at Work: a guide to better writing in administration, business, and management

A&T STACKS HF5718.3 .B374 2002

Writing Winning Business Proposals: your guide to landing the client, making the sale, persuading the boss

A&T REF HF5718.5 .F74 2003

Indexes and Abstracts

To locate articles that are pertinent to your research, you need to use indexes and abstracts to journal

and newspaper literature.

Business Education Index

A&T REF INDEXES Z5814.C7 B85

Business Periodicals Index

A&T REF INDEXES Z7164.C81 B983

Index of Economic Articles in Journals and Collective Volumes

A&T REF INDEXES Z7164.E2 A51

PAIS International in Print

A&T REF INDEXES HB1.A1 P9

JOURNALS

These and many other business journals are located on the Lower Level. Current journals are available in the Current Journals section, organized by title. Older volumes are in the bound journals section, organized by call number.

Academy of Management Review	Journal of Applied Business Research
Academy of Management Journal	Journal of Business
Administrative Science Quarterly	Journal of Business Administration
American Business Law Journal	Journal of Business Communication
American Review of Public Administration	Journal of Business Ethics
Bank Management	Journal of Business Research
Barron's National Business and Financial Weekly	Journal of General Management
Black Enterprise	Journal of International Business Studies
Business America	Journal of Management Studies
Business North Carolina	Journal of Management (JAI Press)
Business Review	Journal of Policy Analysis and Management
Business Week	Journal of Small Business Management
Canadian Business	Journal of the Operational Research Society
Compensation & Benefits Management	Lodging Hospitality
Cornell Hotel & Restaurant Administration Quarterly	Management
D&B Reports	Management International Review
Employee Benefits Journal	Management Review
Employee Relations Law Journal	Management Science
Employment Relations Today	Management World
Financial Accountability & Management	Organization Science
Forbes	Organizational Behavior and Human Decision Processes
Fortune	Personnel Management
Futurist	Public Administration Review
Harvard Business Review	Public Personnel Management
HR Focus	Public Productivity & Management Review
Industrial Relations Research Association	Restaurant Business
Industry Week	Restaurants and Institutions
Information Management Review	Sales Marketing & Management
International Journal of Purchasing & Materials Management	SAM Advanced Management Journal
	Sloan Management Review
	Strategic Management Journal

Government Documents

Government Documents cover a broad range of topics including criminal justice; laws and regulations; congressional hearings; Supreme Court opinions; and economic, demographic and agricultural statistics. You can access our Government Documents Collection several ways: through the Innopac Catalog using GPO Access; the printed Monthly Catalog housed in the Index Area; GPO on CD-ROM and using the Internet. These items are classified by the Superintendent of Documents Classification Scheme and must be retrieved using that call number. The library's Government Documents Department is located on the lower level of the library. On the first floor of the library is a workstation dedicated solely to accessing government documents using CD-ROMs or accessing governmental agencies through the Internet.

Statistical Sources

Statistics provide a factual basis for your ideas. Most of the handbooks and electronic resources listed will give some general statistics. The following resources can provide information on very specific topics, either giving the actual data or listing citations to books, articles, or reports that will have the needed information.

American Statistics Index

A&T Ref Index Z7554.U5A46

North Carolina State Government Statistical Abstract

A&T REF HA552 .O35

Statistical Abstract of the United States

A&T REF HA202.A384 (Current edition on Ready Reference)

Statistical Abstract of the World

A&T REF HA154.S68 (Current edition on Ready Reference)

Statistical Reference Index

A&T REF INDEXES Z7554.U5S79

Statistics Sources

A&T REF Z7551 .S84

ELECTRONIC RESOURCES

Electronic resources can include a variety of different types of information, from corporate data to business journals and indexes to statistics. These resources may include CD-ROM materials that can only be used in the library, or Internet-based resources which may be used anywhere on campus, and many of which allow off-campus access as well (using your University/Student ID number – generally your SS#). For a complete listing of all of the library's electronic resources for business, see the Business Administration Electronic Resources page at <http://www.library.ncat.edu/dbs/subject/ba.html>.

ABI/Inform Global

ABI/Inform Global is a premiere source of business and management information. Provides indexing and abstracts for over 1300 journals. Includes many complete articles from over 1000 journals from 1986 to present.

Business Source Premier

This is the industry's most used business research database, providing the full text for more than 8,800 serials. Business Source Premier provides full text back to 1965 and searchable cited references back as far as 1998. Coverage includes virtually all subject areas related to business. This database is updated on a daily basis via EBSCOhost.

Emerald Library

Access over 150 full-text journals including areas of management, library, and information services and a strong specialist range of engineering, applied science and technology journals.

Hoover's Company Capsules and Profiles

Gain access to brief information on 15,000 companies and in-depth company information on over 5,000 companies. Extended profiles provide an overview and history, as well as information on key people, products, subsidiaries and competitors.

JSTOR

The JSTOR database is unique because the complete archives of over 320 core scholarly journals have been digitized, starting with the very first issues, many of which date from the 1800s. Current issues are not included, but historical journals in the humanities, social sciences, and sciences are available in full text.

LexisNexis Academic

LexisNexis Academic provides full-text documents from over 13,000 news, business, legal, medical, and reference publications with a variety of search options. This database covers a wide variety of information, but especially excels in the areas of news and legal information.

Marketline Business Information Center

Access a variety of information such as news, summaries, SWOT analyses, and histories on 10,000 companies, 2,000 industries, and 50 countries.

Mergent Online

Mergent Online includes a fully searchable database of 15,000 U.S. public companies. Each company report incorporates up-to-the-minute news items. It also includes access to Wall Street consensus earnings estimates on all companies in the database followed by at least one Wall Street analyst, and provides access to past and current EDGAR® filings.

MorningstarLibrary Edition

Combines all the fund and stock information necessary for in-depth research, including comprehensive information on both mutual funds and stocks.

NoticiasFinancieras

NoticiasFinancieras (NF) is a news service of the IMS Group, produced in conjunction with 34 of the largest publishing organizations in Latin America. NF provides full-text, real-time financial and business news from Latin America. The NF database tracks over 11,200 corporations and organizations.

ProQuest Asian Business

Find the latest business and financial news from the Eastern Hemisphere. Covers Asian business and financial information from key international publications including Far Eastern Economic Review, Asiaweek, and many more.

ReferenceUSA

The ReferenceUSA database contains, in module format, addresses and detailed information on more than 12 million U.S. businesses and 102 million U.S. residents.

Regional Business News

Contains full-text for 75 regional business publications.

Standard & Poor's Net Advantage

NetAdvantage provides access to a variety of Standard and Poor's information, including Industry surveys, market outlook, stock and bond guides, and other investment information.

STAT-USA

STAT-USA, a service of the U.S. Department of Commerce, is the site for the U.S. business, economic and trade community, providing authoritative information from the Federal government.

Valueline Investment Survey

The service includes full-page reports and analyst commentaries as well as Timeliness™ and Safety™ ranks on more than 1,700 stocks covered by The Value Line Investment Survey. A password is required to access Valueline. Please see a Reference Librarian for assistance.

Vault Online Career Library

Industry research, career guides, employer research, career advice, and more.

Wall Street Journal

An index of articles from 1981 to present, through ProQuest Newspapers, this includes many complete articles from 1984 to present.

Wilson Business Full-Text

This database includes leading business magazines, trade and research journals, and the full text of selected periodicals. Full text coverage begins in January 1995. Subjects covered include accounting, construction, communications, economics, finance, human resources, management, marketing, mass media, occupational health & safety, and transportation.

INTERNET

Business for Social Responsibility

“The BSR Resources offers a collection of extensive research, investigative tools and practical guidelines on responsible business practices. These resources help expand understanding and create your business case by which corporate social responsibility (CSR) is adopted and advanced at your company and throughout the world. Much of the section's content is freely available to BSR members, the global business community, stakeholder organizations and students.”

Access: <http://www.bsr.org/BSRResources/index.cfm>

Center for Ethics and Business

“The Center for Ethics and Business at Loyola Marymount University in Los Angeles aims to provide an environment for discussing issues related to the necessity, difficulty, costs and rewards of conducting business ethically.”

Access: <http://www.ethicsandbusiness.org/indexlo.htm>

Council for Ethics in Economics

“The Council for Ethics in Economics is a worldwide association of leaders in business, education, and other professions working together to strengthen the ethical fabric of business and economic life. The Council identifies and responds to issues important for ethical economic practices and assists in the resolution of these issues.”

Access: <http://www.businessethics.org/>

EDGAR Database

EDGAR, the Electronic Data Gathering, Analysis, and Retrieval System, consists of electronic filings by corporations to the U.S. Securities and Exchange Commission (SEC)

Access: <http://www.sec.gov/edgarhp.htm>

Fortune 500 | 500 List

Information on Fortune 500 companies, listing them and their trends

Access: <http://www.pathfinder.com/fortune/fortune500/>

Hoover's Online

Includes company capsules, stock quotes, links to company Web sites, and job sites to the general public as well as subscriber-only services.

Access: <http://www.hoovers.com/>

The National Association of Market Developers, Inc. (NAMD)

Contains information on NAMD, which is a professional organization committed to the leadership of positive and progressive change of African-Americans in the areas of marketing, management, public relations, advertising, sales, human resources and other related fields

Access: <http://www.namdntl.org>

The Public Register's Annual Report Service - PRARS - Free Annual Reports

Annual company reports and other financial information

Access: <http://www.prars.com/>

U. S. Business Advisor

Information on getting business information and services from the U. S. government, including a wide variety of links on law, funding, small businesses, and more.

Access: <http://www.business.gov/>

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