

Accounting and Finance Subject Advice

Library and Learning Support provides an extensive collection of online and print resources. Our print collections are held at The Sir Michael Cobham Library at Talbot Campus (TC) and the Bournemouth House Library (BH) on the Lansdowne Campus. The Library i-Floor at the Executive Business Centre (EBC) is available to accredited Business School staff and students.

Searching for Information:

To start your research, login to myBU here <http://mybu.bournemouth.ac.uk/> where you can:

- access the Academic Skills tab on myBU for advice and guidance about university study skills.
- access your reading lists within 'My Units' on the Home tab;
- use the dictionaries and encyclopaedias for definitions and background information (access via the 'Reference Works' link on the Library tab);
- use mySearch on the Library tab to search across electronic databases we subscribe to, as well as our Library Catalogue, for books and journal articles;
- for a more focussed search on a selected database, use the 'Databases' link on the Library tab;

You can also access Library resources via the Library website www.bournemouth.ac.uk/library. This guide refers to links on the myBU Library tab. If you require help with navigating the Library website, just contact us.

Subject Advice Services:

We offer help and advice on information resources when you are researching for your assignments or dissertation. You can drop into the Library, make an appointment with your Subject Librarian, or use our online services.

- Ask for help at the Subject Advice Desk.
- Use the online Chat Enquiry Service for a one-to-one discussion with our Library staff.
- Phone our dedicated help line +44 (0) 1202 965959.

- Follow our blogs: Library and Learning Support News, Research Support, Subject Librarians' Blogs. All available via the myBU Library tab.
- E-mail your Library Team to make an appointment, at bslibteam@bournemouth.ac.uk.

Resources for your subject:

Off campus access

You will require your University login details to access our online databases when you are off campus.

Books

The Library Catalogue contains details of our print collection and provides access to electronic books. Select the 'Look for book or journal' link on the myBU Library tab. Search the Catalogue for authors, titles or using subject terms. Results indicate the campus location of printed books and a shelf mark (found on the spine label).

To find a specific title, ensure you have the complete shelf mark including letters after the numbers. If QR or F&S precede the shelf mark, it is part of our reference collection which must remain in the Library and cannot be loaned.

Some shelf marks relevant for this area are:	
Accounting	657
Accounting Law	346.063
Accounting Standards	657.0218
Auditing	657.45
Banking (Finance)	332.1
Banking (Law)	346.082
Banks (Accounting)	657.833
Book-Keeping	657.2
Budgeting	658.154
Building Societies (Accounting)	657.833
Building Societies (Finance)	332.32
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Some shelf marks relevant for this area are (continued from page 1):	
Building Societies (Management)	332.1068
Business Finance	658.15
Company Accounting	657.3
Company Law	346.065
Consolidated Accounts	657.3
Cost Accounting	658.1511
Economics	330
Europe: Economic Development	338.914
Building Societies (Management)	332.1068
European Monetary System	332.494
Finance (Economics)	332
Financial Accounting	657
Financial Management	658.15
Financial Modelling	658.150285
Financial Reporting	657.3
Financial Services Law	346.08
Foreign Exchange	332.45
Inflation Accounting	657.48
Insurance (Accounting)	657.836
Insurance (Social Welfare)	368
Insurance Law	346.086
Investment (Finance)	332.6
Investment Appraisal	658.152
Legal System	347
Managerial Economics	658.15
Money	332.4
Securities (Finance)	332.632
Small Business	658.1592
Stock Exchange	332.61
Strategic Management	658.4012
Taxation Accounting	657.46
Taxation (Law)	343.04

Journals

Electronic journals are accessible via the 'E-journals' link on the myBU Library tab and many are available on the Library Catalogue. Search for journal titles such as those listed below. For advice on finding information, go to the Academic Skills tab on myBU.

Some of the key journals for this area are:

ABACUS
Accountancy (print and online)
Accounting, Auditing and Accountability Journal
Accounting and Business (print only)
Accounting and Business Research
Accounting Education
Accounting Organizations & Society
Accounting Review
Applied Financial Economics
British Accounting Review
Company Reporting: A Monthly Review of Financial Reporting Practice
Corporate Governance
Corporate Governance: An International Review
Critical Perspectives on Accounting
European Financial Management
Financial Management – CIMA (print and online)
Financial Market Trends
Journal of Accountancy
Journal of Applied Accounting Research
Journal of Applied Corporate Finance
Journal of Corporate Accounting & Finance
Management Accounting Research
Review of Accounting Studies

Journal Article Databases

mySearch searches across the majority of our electronic resources. However, to search individual databases covering specific subjects, you can use the 'Databases' link on the myBU Library tab. Our online databases store bibliographic information about journal articles (such as the title, author, year of publication and abstract) and in many cases, the full text articles. They may also provide access to news, conference proceedings, reports or statistical data.

The most useful databases for Accounting and Finance are:

- **Business Source Complete**
Business and management research database, providing full text for over 3,000 journals, including some 1,500 peer-reviewed titles.

- **Emerald Insight**
Full text from UK business and management journals since 1970s.
- **Lawtel**
Contains cases, legislation, details of Parliamentary Bills, green and white papers, a daily update of new legal issues.
- **Lexis Library**
Legal database with access to UK legislation and case law with selected journals and commentaries available in full text.
- **Scopus**
Provides abstracts and citations of research literature and quality web sources in the sciences and social sciences. Use the LinkSource icon to check if the full text of the article is available.
- **Westlaw**
Legal database with access to UK and international legislation and case law.

Alerting services and RSS feeds allow you to keep up to date with your favourite websites in an automated way. They bring together the latest tables of contents (TOCs) of selected journals, updates on your saved database searches or news updates from online news sources and trade association websites.

Specialist Resources:

Legal Information

Law information can be divided into primary and secondary sources:

- Primary sources are those which state the law, e.g. Statutes, Statutory Instruments, and Law Reports.
- Secondary sources discuss and comment on the law, e.g. encyclopaedias, digests, textbooks and journals.

Please refer to the Law subject related information (available via the myBU Library tab) for guidance on using the Law electronic resources, and for advice on citing (referencing) statutes and cases.

Dictionaries, Commentaries and Encyclopaedias

Use dictionaries to find the meanings of new terms (e.g. online New Palgrave Dictionary of Economics and the Law). Use Encyclopaedias to get background information on, or an overview of, a particular topic.

The following sources are available via Oxford Reference Online (accessible via the 'Databases' link on the myBU Library tab):

- Dictionary of Accounting
- Dictionary of Economics
- Dictionary of Finance and Banking
- Handbook of International Financial Terms
- Barron's Dictionary of Finance and Investment Terms
- Penguin International Dictionary of Finance
- Wall Street Words
- Webster's New World Finance and Investment Dictionary

Commentaries and Encyclopaedias can be a useful source of information. Examples include Weinberg and Blank on Takeovers and Mergers, and, the International Encyclopaedia of Business and Management.

Lexis Library provides continually updated electronic versions of the Encyclopaedia of Banking Law, Paget's Law of Banking, and, Goode on Consumer Credit Law and Practice. You will need passwords to access such electronic services. Please refer to the myBU Library tab for further information.

Newspapers

Major UK and international newspapers may be viewed online on Factiva and Press Display (accessible via the myBU Library tab 'Newspapers' link). The Times and Financial Times are available in print format in The Sir Michael Cobham Library.

TV and Radio Programmes via BoB: Box of Broadcasts

Access BoB via the myBU Library tab; you need to register to use this service and will receive a password. You can request TV and radio programmes up to seven days in advance or broadcast in the previous seven days. This service is available off-campus, but not available outside the United Kingdom. Requested programmes will play in your web browser.

Professional Awareness

You are encouraged at BU to develop appropriate academic and professional knowledge and skills to enhance your employability. The Professional Awareness webpages (accessible via the 'Further Information' section on myBU Library tab) provide links to professional associations and associated publications which will support your learning.

Many of the associations and publications include job vacancies, blogs, alerting services (via RSS feeds and e-newsletters for example) and details of other organisations.

Referencing:

Access the Library's BU Guide to Citation in the Harvard Style via the 'Databases' link on the myBU Academic Skills tab. Referencing is a way of demonstrating that you have read around your subject. Each time you use someone else's ideas or words it is essential that you acknowledge this in your work by citing the source in your text and having a reference/bibliography list at the end of your work.

Citing your references enables the reader to refer to the original source themselves. This reduces the risk of your being accused of plagiarism - the act of presenting the ideas or discoveries of someone else as your own. More information is available on the myBU Academic Skills tab.

Contact Details:

Bournemouth House Library

19 Christchurch Road, Bournemouth BH1 3LH UK

For information and subject advice:

Tel: +44 (0) 1202 965959.

The Sir Michael Cobham Library

Talbot Campus, Fern Barrow, Poole, BH12 5BB, UK

For information and subject advice:

Tel: +44 (0) 1202 965959.

<p>Business School Library Team bslibteam@bournemouth.ac.uk July 2011</p>
