

Management and Business Studies 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:	
Business Communication	651.7
Business Policy	658.401
Business Research	658.0072
Company Law (UK)	346.41066
Computers for Management	658.05
Corporate Planning	658.401
Decision Making	658.403
e-Business	658.054678
Economics	330
European Union Law	341.2422
Executive Management	658.4
Health and Safety at Work	658.382
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Some shelf marks relevant for this area are (continued from page 1):	
Industrial Economics	338
Labour Law (UK)	344.4101
Management	658
Management Accounting	658.1511
Management Consultancy	658.46
Management Information Systems	658.40388
Marketing	658.8
New Product Management	658.5038
Organisational Behaviour	658.001
Personnel Management	658.3
Production Management	658.5
Research Methods	001.42
Retail Management	658.87
Strategic Management	658.4012

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:
Academy of Management Review (online and print)
Administrative Science Quarterly
British Journal of Industrial Relations
British Journal of Management
Business Ethics
Business Horizons
Business Strategy Review
California Management Review (online and print)
Career Development International
Economic & Labour Market Review
European Management Journal
Harvard Business Review (online and print)
Industrial and Corporate Change
Industrial Marketing Management
International Journal of Human Resource Management
International Journal of Project Management
International Journal of Quality and Reliability Management
Journal of Business Ethics

Journal of Business Strategy
Journal of General Management (online and print)
Journal of International Business Studies
Journal of Knowledge Management
Journal of Management Development
Journal of Management Education
Journal of Management Studies
Journal of Marketing Management
Journal of World Business
Long Range Planning
Management Decision
Management Learning
Management Today (online and print)
McKinsey Quarterly (online and print, at BH Library)
MIT Sloan Management Review (print, at TC Library)
Omega
Organization
Organization Sciences
Organization Studies
Scandinavian Journal of Management
Strategic Management Journal
Women in Management Review

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 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.

- **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.

- **Web of Knowledge**

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.

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 sources and trade association websites.

Specialist Resources:

Legal Information

Please refer to the Law subject related information (follow the 'Access BS Subject Resources' link on the myBU Library tab) for guidance on using the online and print resources for Law.

Dictionaries, Encyclopaedias and Handbooks

- Blackwell Encyclopaedia of Management, 2nd ed, 13 Vols, 2004
Shelf mark: 658.003 BLA
Access the e-book through Blackwell Reference Online via the myBU Library tab's 'E-books' link.
- Business: The Ultimate Resource, 2002
Shelf mark: 658 GOL
Access the e-book through CREDORreference via the myBU Library tab's 'E-books' link.
- Dictionary of business and management, 4th ed
Access the e-book through Oxford Reference online via the myBU Library tab's 'E-books' link.
- Financial Times Handbook of Management, 3rd ed, 2004, Crainer, S.
Access the e-book through MyiLibrary via the myBU Library tab's 'E-books' link.

- International Encyclopaedia of Business and Management, 2nd edition, 2002
Shelf mark: 650.03 INT
- IEBM Handbook of Management Thinking, 2001
Warner, M.
Shelf mark: 658.001 WAR
- IEBM Handbook of Organizational Behaviour, 2001
Sorge, A
Shelf mark: 302.35 SOR
- New Palgrave Dictionary of Economics and the Law
Available via Databases on myBU Library tab's 'E-books' link.
- Ultimate Business Library, 2003
Crainer, S. Available through CREDORreference via myBU Library tab's 'E-books' link.

Statistics

Statistical data can be found in the Library's Facts and Statistics (F&S) collection. For the latest data, go to www.statistics.gov.uk or check the Library Catalogue.

Annual Abstract of Statistics

Shelf mark: F&S 314.2 GRE
<http://www.statistics.gov.uk/StatBase/Product.asp?vlnk=94&Pos=&ColRank=1&Rank=422>

Annual Survey of Hours and Earnings (formerly New Earnings Survey)

<http://www.statistics.gov.uk/StatBase/Product.asp?vlnk=13101>

Business Information

Follow the 'Access BS Subject Resources' link on the myBU Library tab for more detailed guides to business information use the Subject Advice Guides: Finding Information on British Companies, and, Finding Information on Overseas Companies.

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