

# MBS Library Service

## Searching electronic journals



## Electronic Journals: what, where, how?

### What?

Manchester Business School students can access a wide variety of electronic journals (ejournals). These include:

- **Academic/ Peer-reviewed**, e.g. Harvard Business Review
- **Trade** e.g. Marketing Week
- **General business/management** e.g. The Economist
- **Case studies** Best practice articles

The Library has a range of ejournals databases to choose from, to provide access to as much choice and range of titles and therefore articles as possible. All are similar to use, with functions to help build searches, select articles, download articles and cite them for referencing.

### Where?

Select “eResources” from the grey menu bar on the MBS Library website:

<http://www.mbs.ac.uk/library>

Select either:

- E-Journals

**OR**

- Databases and then Management Literature

**DON'T FORGET:** You can access ejournals from anywhere, not just on campus. To access anywhere other than the University you will need your University (Central) Username and Password.

### How?

- **Finding articles when you know the journal/article details: A-Z Journals**

If you have a reference with the name of an article and the journal it appears in, you can check if the Library has the journal electronically using the **A-Z of Electronic Journal Titles**

**OR**

- **Finding a range of articles on a topic/subject: Journals Databases**

There are a number of ejournals databases where you can use keywords to search across many journals for articles. This is the best way if you are researching a specific topic for an essay, dissertation, project, career development etc.

Which database do you choose from the range of ejournals databases? Each one has similar search functions but varies in the content of journals included. Some have specialisms or particular types or quantity of journals. Note the brief information on each one to help you choose which to search, or try one or two.

## Finding articles when you know the journal/article details

### Use the A-Z Electronic Journal Titles

The A-Z of Electronic Journal Titles shows all the full text electronic journals held by Library and is in alphabetical order. You can search it for a particular journal OR check that the Library has a particular journal in electronic format. To search for the journal you want:

- Go to the A-Z list by selecting **eResources** from the menu on the MBS Library Website: <http://www.mbs.ac.uk/library>
- Select **Electronic Journals**, then the **A-Z Electronic Journals**
- Example: Type **Harvard Business Review** into the Search Box and select **Search**.
- The results will display the details of which database has the journal. There may be more than one result so check the availability dates to help you to the most suitable option. For Harvard Business Review, **Business Source Premier** database provides articles from 1922 to the present.
- Select the **Business Source Premier** database link. **If you are off-campus enter your Central University username and password.**
- Either search within the publication or browse for specific issues from the list of year, volume and/or issues. Full text articles can be downloaded (as html or pdf), printed or emailed.

## Finding articles on a topic/subject

### Searching for Journal Articles on a Subject/Topic

- From [www.mbs.ac.uk/library](http://www.mbs.ac.uk/library)
- Select **eResources** from the grey menu, then **Electronic Journals**
- Select one of the ejournals database from the list e.g.: **Business Source Premier, Proquest** etc.
- Log in to the database using either on-campus or off-campus access. Off-campus access requires your **Central University username and password**.
- Search for articles using keywords in the title/abstract or subject fields.
- Articles available in full text can be downloaded (html/pdf)
- Can't find the article in full text? Look for the purple **FindIT@JRUL** button which will search other databases.

### Can't find the journal title you need?

Check the Library Catalogue to see if the library has the journal in hard copy:

- Select **eResources** from the grey menu, then click on **Library Catalogue**: <http://www.mbs.ac.uk/library>
- Before searching, click on **More Search Options**
- Type the journal title you need e.g.: **Journal of Marketing** into the **Title** box
- Click on the **Collection** drop-down box underneath it and select **Journals**
- Select **Search**. If the Library has hard copies of the journal, the results will show which Library site has it and what dates/issues of that journal are available

### Can't find the journal at all? Use Document Supply

Pick up a form from either the Precinct/Eddie Davies Library or online via the JRUL website

[www.manchester.ac.uk/library](http://www.manchester.ac.uk/library) (see **Our Services – Services We Provide, Document Supply**) or Student Portal.

## Research support & contact details

### Research Skills Training

We provide training throughout the year to help you develop your research & information retrieval skills.

Our sessions cover individual databases and/or specific research topics.

Details of our current and forthcoming training, is available via the MBS Library website.

- <http://www.mbs.ac.uk/library>

### Database and Subject Guides

Individual database and subject specific database guides are available to download from the Library's website.

See also the **Library Services** section of the MBS Postgraduate and Undergraduate Intranets:

#### Postgraduate Intranet

- <http://intranet.mbs.ac.uk>
- See **Library Service - User Support**

#### Undergraduate Intranet

- <http://ug.mbs.ac.uk/intranet>
- See **Library - Finding Information**

### Further Support

A full research and enquiry service is available across the Eddie Davies Library & Precinct Library during core hours. You can contact us in person, or alternatively by telephone or email.

#### Eddie Davies Library

Manchester Business School (West)  
Booth St. West.  
Manchester  
M15 6PB  
Telephone: +44 (0)161 275 6507

Email: [libdesk@mbs.ac.uk](mailto:libdesk@mbs.ac.uk)  
Web: <http://www.mbs.ac.uk/library>

#### Precinct Library

Manchester Business School (Crawford House)  
Oxford Rd.  
Manchester  
M13 9QS  
Telephone: +44 (0)161 306 3200

Alternatively try our Business Answers 24/7, a searchable database of frequently asked questions on business and management topics, or consult Business Research Plus for specialist data/research tips and advice:

**Manchester Business Answers 24/7:** <http://go.mbs.ac.uk/bizlib247>  
**Business Research Plus:** <http://bizlib247.wordpress.com/>



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