

# How to research

## Business & Management Literature



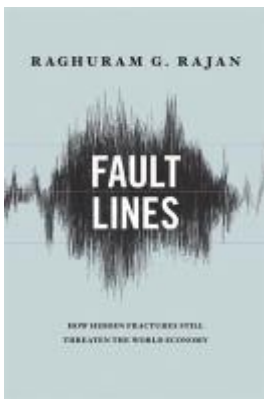
<http://www.mbs.ac.uk/library>

## Introduction

You are able to access a huge range of business & management literature during your studies at MBS. The John Rylands University Library provides you with access to literature in printed and electronic formats, and holds over 4 million printed books, 500,000 electronic books and subscribes to over 41,000 different journal titles. Many other types of literature (such as conference papers and theses) are also available to you. These sources will help you to expand your research, and will be invaluable when you come to construct essays, literature reviews, and/or your dissertation.

This guide provides an introduction to literature sources which are best suited to the subject discipline of business and management. There are however, many areas of cross-over between academic disciplines, and the resources available from the library reflect this. Use this guide as a pointer to help you begin to locate materials, but you can also explore resources available from other subject areas such as computing or engineering (Each subject has its own dedicated section on the John Rylands University Library website. <http://www.library.manchester.ac.uk>).

For Business & Management literature you should first consult the **MBS Library website**



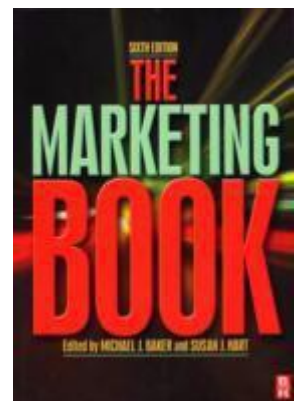
## Books

Books focusing on the subject discipline of Business & Management, or which tie in to the teaching and research requirements of MBS, are primarily held in the Eddie Davies & Precinct libraries. We select items for our book collections according to a variety of criteria. The primary focus remains on buying books which are recommended for reading on the courses and modules run at MBS. However, we also purchase books identified in various media, and utilise listings such as the *FT Business Book of the Year Award*, and the *CMI Management Book of the Year Award*. We also consult publisher's representatives and advertising campaigns, and listen closely to the recommendations of our users. This enables our book collections to consist of fresh, topical material that we hope you will find interesting and useful in your studies.

- Search for specific titles / authors or search for books on a particular subject by using the **Library catalogue** – available from the **MBS Library website**
- AV and printed guides on using the Library Catalogue are also available from the **MBS Library website** (*eResources – Database guides*)
- You can also sign up for an RSS feed which provides details of new books purchased by the Eddie Davies & Precinct libraries via the **MBS Library website**

## Electronic books

The library also provides you with access to a growing collection of electronic books. These are simply digital equivalents of printed books, which can be read on your computer. Although many publishers remain reluctant to make electronic versions of their most popular textbooks available for library purchase, this is slowly changing, and we now have increasing access to recommended readings in electronic format. You will also find a huge range of material available to supplement your wider reading around a variety of subject areas.



**MBS Library website** – <http://www.mbs.ac.uk/library>

The screenshot shows the University of Manchester Library website. At the top, there are navigation links: 'MANCHESTER 1824', 'The University of Manchester', and 'The John Rylands University Library'. A search bar contains the text 'baker marketing book'. Below the search bar, there's a 'back to search results' link. The main content area displays the book 'The marketing book' by Hart, Susan J. and Baker, Michael John. It includes a book cover image, the title, authors, and publication details: 'Book: English. 6th ed. Published Amsterdam ; Boston : Elsevier / Butterworth-Heinemann 2008'. There's a 'Web link' and a 'Dawson e-book' icon. A 'Reserve this item' button is visible. Below this, there's a list of library locations: 'Precinct Library - Two available in High Demand 658.8/BAK and Lower Level 658.8/BAK', 'The Eddie Davies Library (postgraduate) - One available in 658.8/BAK', and 'World Wide Web - One available in Dawson e-book'. On the right side, there are sections for 'Find more by...' (Author, Subject), 'Reading Lists' (Marketing Strategy, BMAN70431 Marketing Implementation, BMAN72752 Marketing Management), 'Alternative sources...' (Other research libraries (Copac)), and 'Bookmark this item...' (Bookmark with Delicious).

- You can search for Electronic Books by using the **Library catalogue**. You will need to limit your results to **Electronic Resources** (Do this using the *Further Search* options)
- The AV and printed guides on using the Library Catalogue provide examples of how to limit your search results to electronic books. These are available from the **MBS Library website** (*eResources – Database guides*)
- Another way to search for electronic books is to browse one of our e-book databases (see below)

## E-book databases

You can easily run searches for e-books on a particular subject area, by browsing one of the many e-book databases, which the library subscribes to. The databases listed below are all relevant to the study of business and management. Links to the databases can be found from the **MBS Library website** (*Electronic Resources – Electronic Books*)

- **Blackwell Reference Online** : Contains encyclopedias and handbooks for various business and management disciplines including titles such as *Blackwell Encyclopedia of Management*, *Blackwell Handbook of Entrepreneurship*, *Blackwell Guide to Business Ethics*.
- **DawsonEra** : Includes a number of titles for business, management and economics.
- **NetLibrary**: Over 500 business and management titles from a variety of leading publishers.
- **Oxford Scholarship Online**: You can view titles under the *Finance and Economics* subject area. Note: subscription does not include business and management titles.
- **Oxford Reference Online**: Handy reference materials including english language and bi-lingual dictionaries, dictionaries with glossary of terms for business and management, accounting, economics, finance, and banking.
- **OECD Books**: Provides access to annuals, statistical outlooks and country studies which provide data on finance and investments, national accounts, historical statistics, transition economics for OECD member countries.
- **Safari**: Specialises in disciplines of computing and business information systems.
- **SpringerLink**: This database provides access to all the content, which the library subscribes to from the *Springer* publishing company. You can select "Content Type", "Books" to limit to e-book search

**MBS Library website** – <http://www.mbs.ac.uk/library>

## Journal articles (Academic)

The library provides you with access to articles from over 41,000 different periodicals. These include all the top-rated peer reviewed business & management academic journals such as *Harvard Business Review*, *Journal of Finance*, *Journal of Marketing* and all of the top rated business journals.

These articles are scholarly in nature and often serve as an introduction for new research findings. They may also provide a critique (or new interpretations) of existing theories or research findings. The “peer-review” process (whereby the article is reviewed by a number of outside experts prior to publication) ensures that they can be safely considered as part of a reliable body of research and knowledge within that field.

- The easiest way to access academic journal articles is through the library website
- If you are looking for a specific article then you can use the A-Z listing of Electronic Journals, or the *Library search* service to easily locate the article you are looking for
- You can also search for articles by subject, to do this you will need to use one (or preferably all) of the databases below
- Detailed Guides to locating individual articles, and on how to create effective subject searches can be found on the **MBS Library website** (*eResources – Database guides*)



### ProQuest: ABI Inform

Covers nearly 30,000 international business journals, and contains articles on advertising, marketing, human resources, finance, taxation and computers. Major titles available in full text on this database include the *MIT Sloan Management Review* and the *Journal of Business Ethics*.



### EBSCO Host: Business Source Premier

Provides full text articles from over 2,300 business and economics journals, together with country economic reports and worldwide company and industry profiles. This database has a very strong collection of peer-reviewed academic journals (1,100 in total), and provides exclusive access to many of the top ranked business journals such as *Harvard Business Review*, *California Management Review*, *Journal of Finance* and *Journal of Marketing*.



### Emerald

*Emerald* is an academic publisher, and this database grants exclusive access to their titles. These include over 100 peer reviewed business & management publications, which are particularly strong in the Management and Marketing disciplines



### Sage

Similar to *Emerald*, the *Sage* database provides exclusive access to their own publications. These are particularly strong for the disciplines of Management and Organisational Behaviour. Key titles include: *Organization Studies*, *Human Relations*, *Journal of Management & Marketing Theory*

**MBS Library website** – <http://www.mbs.ac.uk/library>

## Business Magazines and Trade & Industry Publications

In addition to academic publications, the library also provides access to articles from a large variety of business magazines and trade & industry publications. You can access all the latest national and international newspapers, as well as magazines such as the *Economist*, *Forbes* and *Business Week* for up-to-date analysis of current events. You are also able to consult a huge variety of trade & industry publications for a more practitioner based viewpoint of current events, alongside insights into current thinking and developments within a particular industry.

- Business Magazines and Trade & Industry Publications are available through the Factiva database (see below)
- Access Factiva through the **MBS Library website** (*Electronic Resources – Databases – Business News*)
- A detailed guides to using Factiva and its **Intelligent Indexing system** can be found on the **MBS Library website** (*eResources – Database guides*)

Dow Jones Factiva

Factiva provides articles from over 10,000 business and news publications, many in full text. Articles from all the top international newspapers such as the *Financial Times* and *Wall Street Journal* can be accessed through the database, as can magazines such as *Economist*, *Fortune* and *Forbes*. You can also search for articles from publications which focus on a particular industry. You could, for example, easily search for articles on safety, which have appeared in publications targeted at those who work in the airline industry.

## Conference Proceedings

Conference Proceedings are collections of academic papers that are published in the context of an academic conference. Proceedings will contain the contributions made by researchers at the conference, and provide a written record of the work that is presented to fellow researchers. The quality of the papers is typically ensured by having an editorial team assess the papers before they are accepted in the proceedings.

- The Eddie Davies Library has a dedicated collection of printed conference proceedings. These include those produced from conferences held by the *American Marketing Association*, the *American Institute for Decision Sciences* and the *European Society for Opinion and Marketing Research*. Uniquely, the library also holds complete proceedings of the *Industrial Marketing & Purchase (IMP) Group*, and the *High Technology Small Firms* conferences.
- The Web of Knowledge database provides an index to published proceedings for international conferences, symposia, seminars, colloquia, workshops and conventions across a wide range of disciplines. Proceedings relating to Business and Management can be found in the Social Sciences Proceedings.

**MBS Library website – <http://www.mbs.ac.uk/library>**

## Theses & Dissertations

Both Eddie Davies Library and The Precinct Library retain collections of theses which have been submitted by Manchester Business School students dating back to the 1970s.

- **PhD theses**  
Eddie Davies Library receives a copy of all PhD theses submitted to the University of Manchester by MBS students. These can be consulted on a reference only basis, and are kept behind the library counter. You can search for a particular thesis (by author or title) by using the Library catalogue. You can limit your results to Theses, by using the Further Search options
- **Masters theses**  
The Precinct Library also houses a collection of Masters theses - These are kept behind the library counter, and are available to consult for reference purposes on request. Please note that we no longer collect copies of Masters level dissertations.
- **Joule Library**  
The main collection of over 60,000 theses is held at the Joule Library. All theses are reference only and can only be used within the Library. A retrieval service is in operation and theses can be reserved for you to use at the Joule Library, or can even be sent to the Precinct Library or Eddie Davies Library for consultation.

- Electronic copies of UK doctoral theses (including those produced at MBS) can be obtained from the British Library's EThOS service - see <http://ethos.bl.uk/> for more information.
- The **Index to Theses** database provides an index of theses accepted for higher degrees by the universities of Great Britain and Ireland, and (where relevant) by the Council for National Academic Awards.
- The **Dissertations and Theses** database provides over two million abstracts for doctoral and master's theses (primarily North American) from 1980 onwards.
- The **Index to Theses** and **Dissertations and Theses** databases can be accessed via the **MBS Library website** (*eResources – Databases – Management Literature – Theses & Dissertations*)

### Contact us:

#### MBS Library Enquiry Service

Eddie Davies Library

Tel: 0161 275 6507

Email: [libdesk@mbs.ac.uk](mailto:libdesk@mbs.ac.uk)

Precinct Library

Tel: 0161 306 3200

#### BUSINESS ANSWERS 24/7

[go.mbs.ac.uk/bizlib247](http://go.mbs.ac.uk/bizlib247)

Try our Business Answers 24/7, a searchable database of frequently asked questions providing guidance on the library databases and business research topics.



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