

# **BUS 485 Management Policy**

**Developed by Ron Foster and Revised by Barbara Grimes (2/06)**

## **The Library Has These Databases Which You Can Use**

1. ABI Inform / ProQuest
2. Business and Company Resource Center (BCRC)
3. Business Source Complete (Trial Database) Use quickly as it may disappear.
4. Emerald Fulltext

These databases are available from the Library's Home Page, under "Databases". They provide the full text of articles from professional journals and popular magazines, but they do not have the full text of every article; some results will be only citations or summaries.

*All databases are accessible from off-campus through your college email username and password.*

## **Notes On The Databases**

- *ABI Inform* is part of a larger database, *ProQuest*; it focuses on business matters. *Proquest* contains full text articles from Barron's, New York Times, and the Wall Street Journal. *ABI Inform* contains the full text of Barron's and the Wall Street Journal.
- In *BCRC*, keep your searches simple, like only the first word in the name of the company, and then select the company you want from a list. You're less likely to miss information searching this way. Companies seem to be listed according to their sales, so the parent company is usually listed first; if you get too many results select the "Ultimate Parent" search.
- All of the good stuff in *BCRC* is hidden behind the yellow tabs at the top of the screen.
- Sometimes the best place to find a company's statistical information, etc. is in its annual report in the Investor Relations or About Us portion of the company's home page.

## **Finding Material**

Divide your research into two stages:

Stage 1: Use the library databases to *identify* a source, e.g., a journal article.

Stage 2: Use various resources to *locate* the source, including:

SFX / List of E-journals – a list of magazines & journals available via our databases

List of Print Journals – a list of our print serials; the list is available in print & online

Librarians – feel free to ask a librarian to help you locate material

Interlibrary Loan – fill out an online ILL form to obtain material we do not own, available from the Library's Home Page.

# **BUS 485 Management Policy**

**Developed by Ron Foster and Revised by Barbara Grimes (2/06)**

## **Reference Books**

Standard and Poor's Industry Surveys. Ready Ref HC106.6 .S74 Update.  
Value Line Investment Survey. Ready Ref HG4501.V26

## **Related Web Sites**

### *Financial Information Web Sites*

<http://www.hoovers.com>  
<http://www.morningstar.com> (free, need to register)  
<http://finance.yahoo.com>  
<http://www.zacks.com>

### *Corporate Information Web Sites*

<http://www.prars.com> The Public Register's Annual Report Service – free, need to register.  
<http://www.annualreports.com>

### *Subject Directories*

Librarian's Index to the Internet <http://www.lii.org>  
Internet Public Library <http://www.ipl.org>

### *Statistical Web Sites*

FedStats - "Gateway to statistics from over 100 U.S. Federal agencies"  
<http://www.fedstats.gov>  
U.S. Census Bureau – including the Statistical Abstracts of the United States  
<http://www.census.gov>  
U. S. Census Bureau: Demographic Profiles  
<http://censtats.census.gov/pub/Profiles.shtml>  
U.S. Department of Labor. Bureau of Labor Statistics.  
<http://www.bls.gov>  
EconData.Net. <http://www.econdata.net>

## **APA Documentation Style**

1. Go to the Library Home Page: <http://www.sunyit.edu/library>
2. Click on "Research Guides".
3. Click on "APA Documentation Style" or "APA Sample Bibliography" or "Make a Citation".