

MGT 318 HUMAN RESOURCE MANAGEMENT

SEARCHING FUNDAMENTALS

There are two ways to search for information: to search by word (keyword) and to search by idea (subject). In keyword searching you choose your search terms; you have greater flexibility but you must try multiple searches using different spellings and synonyms in order to match all the variations authors *could* use. You will get results not related to your topic. Alternatively, subject searching is very organized and uses only librarian-determined terms; you find your terms -- usually called Subjects or Descriptors -- and you search using them to get fewer, more relevant results. Try using this procedure:

1. Perform a search using important terms that define your topic
2. Find a good result and look at its Subject / Descriptor
3. Perform a subject search using the Subject / Descriptor you find

RESEARCH IS A TWO-STEP PROCESS

You should 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 obtain the source, including:

360 Link to Full Text / List of E-journals – a list of magazines & journals available via our databases (Do not forget the **tutorial** on the library web page.)

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

Librarians – always 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

ASK Us 24/7 – chat with a reference librarian, available on our web page

SUGGESTED LIBRARY DATABASES

1. ABI Inform / ProQuest
2. Business Source Premier
3. Emerald Fulltext
4. JSTOR

These databases are available from the Library's Home Page, on the "Databases" page. *All databases are accessible from off-campus. You will need your SITNet ID and password.* 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.

Notes On The Databases

• *ABI Inform* is part of a larger database, *ProQuest*; it focuses on business matters. *Proquest* and *ABI/Inform* contain full text articles from *Business Week* and the *Wall Street Journal*. *Business Source Premier* contains the full text of *Business Week*.

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LINKING INFORMATION

When you try to share your links to database articles with others, here are tips to help you:

Document URL or Stable URL

- Copy the *Stable URL or Document URL*
- Paste the item into your ANGEL course
- Add the following prefix before the URL:
- <http://www.ezproxy.sunyit.edu/login?url=>
- Make sure that you include the entire URL directly behind the prefix

DOI

Emerald Fulltext gives you the entire link needed

Ex.: <http://www.emeraldinsight.com/10.1108/00907320710749173>

Science Direct gives you a DOI

- Copy the link of the DOI above the article on the left side.
- Paste the item in your ANGEL course.
- Make sure the URL includes <http://dx.doi.org/> before the DOI

INTERLIBRARY LOAN (ILL)

Our library shares its materials with other libraries, and those other libraries share their materials with us; this sharing is called interlibrary loan. If you want a journal article which we do not own then fill out an online ILL form and we will get the material for you.

EVALUATING WEBSITES

Always evaluate your web results for their:

Accuracy	does the site misstate, misrepresent or exaggerate facts? are there errors?
Authority	who created the site and what are their affiliations and credentials?
Bias	does the site offer a point of view or opinion?
Coverage	how much information is there?
Currency	when was the site last updated?

DOCUMENTING YOUR WORK

- Official manual for APA is on Reserve and in Ready Reference
- Citation handouts are available online through the Library's *Research Guides* page
- Make A Citation -- <http://citation.sunyit.edu> contains 5th ed. of APA manual (not the latest)