



University of
South Australia

BUE commencing postgraduates

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Session outline

- Library web site [video](#)
- Research strategies
- Searching the library databases
 - Business Source Complete
 - Management & organization studies: a SAGE full-text collection
 - NewsBank
- Google Scholar



What is the difference between the catalogue and a library database?

- The **catalogue** lists the titles of the items that we have purchased such as books, videos, journals, etc.
- A **database** is an index to the information in material such as:
journals, reports, conference proceedings, newspapers, theses and more. Some databases have the whole article (full text) online
- You need to use **both** books and journal literature in your research



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Design your search strategy

1st concept

2nd concept

3rd concept

conflict

OR

opposition

OR

disagreement

manager/s

OR

management

AND OR

manag*

behaviour

OR

behavior (USA)

OR

behavio?r

*Truncation
- all words
starting with*

*Wildcard -
for any
character*

OPTIONS AS WELL AS



Searching Techniques: Concepts

Divide your topic into concepts or parts.
You may need to run more than one
search if your topic is complex.

eg

1. strategic planning

AND

2. specific industry

eg business, media, marketing



Searching Techniques: Alternate words

- Think about synonyms or **related terms**
eg strategic planning OR strategic management OR strategic thinking
- Think about **abbreviations**
eg: hrm OR human resource management
- Think about **alternate spellings**
eg: organisation OR organization
- **Truncation and Wildcards**



Key business and management databases

- Business Source Complete
- Emerald Management Xtra
- Management and Organisation Studies
- ScienceDirect
- Newsbank Newspapers

Most can be accessed on and off campus via the internet.

Databases may contain more recent material than you will find in books



Bibliographic Management

Bibliographic management involves saving and organising your references, so that you can create in-text citations, reference lists and bibliographies.

Bibliographic management software allows you to:

- create a database of references
- keep consistent records
- organise your research
- correctly reference to help avoid plagiarism
- create in-text citations, reference lists and bibliographies in Word
- change referencing styles automatically
- share references



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More help

- Use the [Service Desk](#) on any campus
- Use the Ask the Library [email service](#) from the Library Home page
- Contact the Academic Library Services Team for [Business](#)

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