Library tip sheet Management

This tip sheet has been created to assist management students to use the data bases and how to construct search terms.

Truncation symbol or wildcard

The truncation symbol or wildcard * is used to search for words that might begin the same letters but different endings. For example manag* will return result with

- managing
- manage
- management
- managers
- managements
- managed

Be aware of American and English spelling. The truncation symbol * can also act as a wildcard e.g. behavio* to search both spellings.

Phrases

Quotation marks around two or more words will be searched as a phrase. This search will yield more relevant results. For example “Management ethics” will return results with this phrase.


Boolean searches

Using Boolean operators (AND, OR) can reduce your search or expand your search results

- For example a search on “Research & Development” AND technology will search for items with both these terms. An example from the results would be.


- A search with the OR operator will search for either of the words or both of the words. For example Research & Development will search for items with the words research & development but not Technology and other items with the word technology but not research & development or both in the same article
**AND** narrows the search and **OR** expands the search.

**Using Synonyms**

A synonym is a word or phrase that means exactly or nearly the same as another word or phrase in the same language. Use these to widen your searches.

For example;

Management – administration, managing, controlling

Business – commerce, trade

Customer – client, patron, shopper, consumer

**Locating resources using Library One Search**

This search will include items held in the databases owned by ECU Library. You can place Keywords in the search box which will return both print and electronic items held in the library catalogue.
To retrieve relevant recent results you will need to use the filters in the **REFINE YOUR SEARCH** box on the left hand panel.

You can limit your searches to the following but depending on your search you can use other filters;

Limit to **scholarly articles** or **Peer Review** to find suitable journal articles

Click on **Journal Article** to limit to articles only or click on **Book/eBook** to limit the search to books or eBooks

Limit by **date** by
- moving the slide along to the required date,
- clicking on the calendar icon
- Placing the required start year into the box. (Note for year starting 2005 the date will display the last day of the previous year 31/12/2004)

**Searching Databases**

These can be accessed either through the library home page or your subject guide. **Emerald, Proquest Business, ABI Inform and Web of Science** to name just a few are databases relevant to management. Many of these databases do not interact with Library One Search and will need to be search separately. These can be searched using the same techniques used for Library One Search.

Click on **Databases**
Emerald database

A collection of peer-reviewed journal titles and monographic series - management and business related titles.

Click on Advance Search

Place your search term into the search box

Boolean operators defaulted to AND. Change as required

Use the filters to refine your search

The database also has searching tip to assist you in your searches.
Proquest database

Click on one of the ‘Advance search’ tabs

Type your search terms in the search boxes

Use the filters to refine your search
ABI Inform database (via Proquest)

Selected full-text journals and titles from the business press as well as trade publications, dissertations, conference proceedings, and market reports.

Click onto advance search

Place you search terms into the search boxes. Add extra rows as required by clicking on ‘Add a row’

Use the search options to refine your search
Web of Science

An abstract & citation index to high impact peer-reviewed journal articles, open access titles & conference proceedings

Searching the Library catalogue

You can also browse the library catalogue to locate print resources by putting in keywords or the title of the book if you have one. This search will give the books location and you will be able to place requests for books.
Textbooks are a very good source to find information about major ideas, concepts, theories and principles. The libraries have many print books of interest.

The record shows which campus the book is located, the call number and the status. If the status is ‘Check Shelf’ this indicates the book is on the shelf in the library. If under status it show ‘Due and a date’ this indicates the book is out on loan and the date is when it is due back into the library. You can request a book that is located in another library than your home library by clicking on the request button shown in red. Follow the prompts and indicate where you want to pick the book up from. An email will be sent when it is ready for collection.

Library Subject Guides

URL for Management subject guide http://ecu.au.libguides.com/management

This guide is available from the library home page and will give a number of resources to search for information for your assignments. It lists relevant resources and databases used for your unit. Click on Subject Guide and place Management in the search box or scroll through the Subject & Librarians list.
Place Management in the search box or scroll down the page and click on Management.

Click on Management resources to view the guide.
Referencing

The referencing guide is available from the list of subject guides listed on the library home page. Click on subject guide and then Referencing. This guide is an online abbreviated version of the ECU Referencing Guide and will give you samples of commonly asked referencing questions.

You can also download a PDF version of the guide from this page and an ECU Referencing tip sheet.

Plagiarism is also explained and an ECU Plagiarism tip sheet is available for download.