

# Troy University Library Presentation

## BUSINESS ADMINISTRATION

The Library provides materials and services to support the programs of Troy University and has a staff of professional librarians to assist you in using its resources. The Troy University Libraries online presence is located at <http://trojan.troy.edu/library/>.

**I. DATABASES:** Book and journal databases provide access to information.

**II. ASSISTANCE:** Contacting Library staff in person or by phone, email, or online chat.

**III. LIBGUIDES:** Subject-specific online research guides created by TROY librarians.

**IV. INTERLIBRARY LOAN:** Borrowing books and journal articles which are not available locally or online.

**V. JOURNALS:** Accessing journal databases and locating the full text of articles.

**VI. BOOKS:** Using the Library Catalog and book databases.

**VII. WRITING:** The TROY Writing Center and APA-style documentation.

**VIII. SEARCHING MULTIPLE RESOURCES SIMULTANEOUSLY:** Searching more than one database from the EBSCO Publishing or ProQuest database vendors, as well as the SEARCH LIBRARY RESOURCES interface that allows library patrons to search simultaneously the contents of the Library Catalog and the vast majority of our book and journal databases.

**This guide updated 7/28/14.**

**Mrs. Rachel Hooper: Business Reference Librarian**

*hooperr@troy.edu 334.670.3269*

**Mr. Jay Brandes: Global Campus Librarian**

*jayb777@troy.edu 334.808.6344*

## **I. LIBRARY DATABASE LISTINGS**

### **General databases:**

Academic Search Complete; GeneralOne File; General Reference Center Gold; Europa World Plus; JSTOR; Literati; ProQuest Central; ProQuest Research Library; Research Library Complete; Wiley Online Library

### **Current news/pro v. con databases:**

Newspaper Source; Opposing Viewpoints;  
ProQuest Newspapers; Regional Business News;  
\*CQ Researcher (archival coverage only)

### **Topical Databases:**

**BUSINESS:** ABI/Inform; Bloomberg BNA Tax and Accounting Center; Business Index ASAP; Business Insights Essentials; Business Source Premier; Business Source Premier with Enhanced Interface; General Business File ASAP

**LEGAL:** Lexis Nexis Academic Universe; Westlaw

**eBooks:** eBook Collection; eBook Library; Literati (reference books); PsycBooks (psychology); Safari Books Online (business & administration)

## II. ASSISTANCE

### IN PERSON:

Students located near the Troy, Dothan, and Montgomery Campuses of Troy University may make use of their local TROY Library.

Library operating hours are posted online. Visit the Troy University Libraries home page, <http://trojan.troy.edu/library/> and select your location.

### LIVE CHAT:

Live Chat is an online chat service, available 24/7 when classes are in session. To access Live Chat, click the "Have a Question?" image on the TROY Library site.

### TELEPHONE:

Students at the Alabama Campuses of Troy University may call their TROY Library.

Troy Campus: 334-670-3255 (Reference Desk)

Dothan Campus: 334-983-6556 (extension 1321) – Ms. Donna Miller, Reference Librarian

Montgomery Campus: 334-241-8605 (Reference) or 334-241-9576 (Circulation Desk)

Phenix City Campus students should call the Reference Desk of the Troy Campus Library: 334-670-3255

Students studying at a distance may also contact the Library by telephone.

Troy Campus Reference Desk: 334-670-3255

Global Campus Librarian, Mr. Jay Brandes: 800-800-9660

**E-MAIL:**

Business Librarian, Ms. Rachel Hooper: [hooperr@troy.edu](mailto:hooperr@troy.edu)

Dothan Campus: [dmiller@troy.edu](mailto:dmiller@troy.edu) (Ms. Donna Miller, Reference Librarian)

Global Campus: [jayb777@troy.edu](mailto:jayb777@troy.edu) (Mr. Jay Brandes, Global Campus Librarian)

Montgomery Campus: [libhelpmont@troy.edu](mailto:libhelpmont@troy.edu)

Troy Campus: [libhelp@troy.edu](mailto:libhelp@troy.edu)

**TUTORIAL:**

Linked from the Web site is an extensive tutorial on using your TROY Library services.

While the guide you are now reading provides a brief overview of selected resources, the online tutorial includes detailed presentations regarding topics such as:

- Using book and journal databases effectively
- Evaluating information sources (books, journals, Web sites, etc.)
- Plagiarism (how students can avoid plagiarizing and how faculty can deter and detect acts of plagiarism)

### III. LIBGUIDES

Research assistance, subject guides, and useful resources compiled by your friendly librarians. Know what we know—find it in LibGuides!



Take special notice of LibGuides! You may have never seen them before, but they can be of great use to you. Some guides are geared toward specific academic subjects, e.g., business or nursing, while other guides show you how to use specific library services such as interlibrary loan.

LibGuides are linked from the library home page.

#### Snapshot of one of dozens of guides

Libraries » Troy University LibGuides » Business Resources

## Business Resources

This will guide you to some business resources available to you here at TROY.

Last Updated: Jul 23, 2013 | URL: <http://troy.libguides.com/business> | [Print Guide](#) | [RSS Updates](#) |

<a href="#">Home</a>	<a href="#">Databases</a>	<a href="#">Books &amp; ebooks</a>	<a href="#">Accounting</a>	<a href="#">Economics</a>	<a href="#">Entrepreneurship</a>
<a href="#">Information Systems</a>	<a href="#">International Business</a>	<a href="#">Law</a>	<a href="#">Management</a>	<a href="#">Marketing</a>	<a href="#">Need</a>

[Home](#) | [Comments\(0\)](#) | [Print Page](#) | [Search](#)

### Helpful Links

- [All Business Databases](#)
- [Writing Center](#)
- [Troy Library Homepage](#)
- [Citation Link & Find a Journal](#)

### Business Resources Guide

This guide touches all areas of business, and gives you databases to use. Some credible websites are also listed for you additional resources to use during your research.

If you find any other useful resources, feel free to email them to this guide.

#### **IV. INTERLIBRARY LOAN (ILL)**

Books and journal articles that are not available online or at your local library may be requested through Interlibrary Loan (ILL). Interlibrary Loan is a service that allows you to borrow books and photocopies of journal articles.

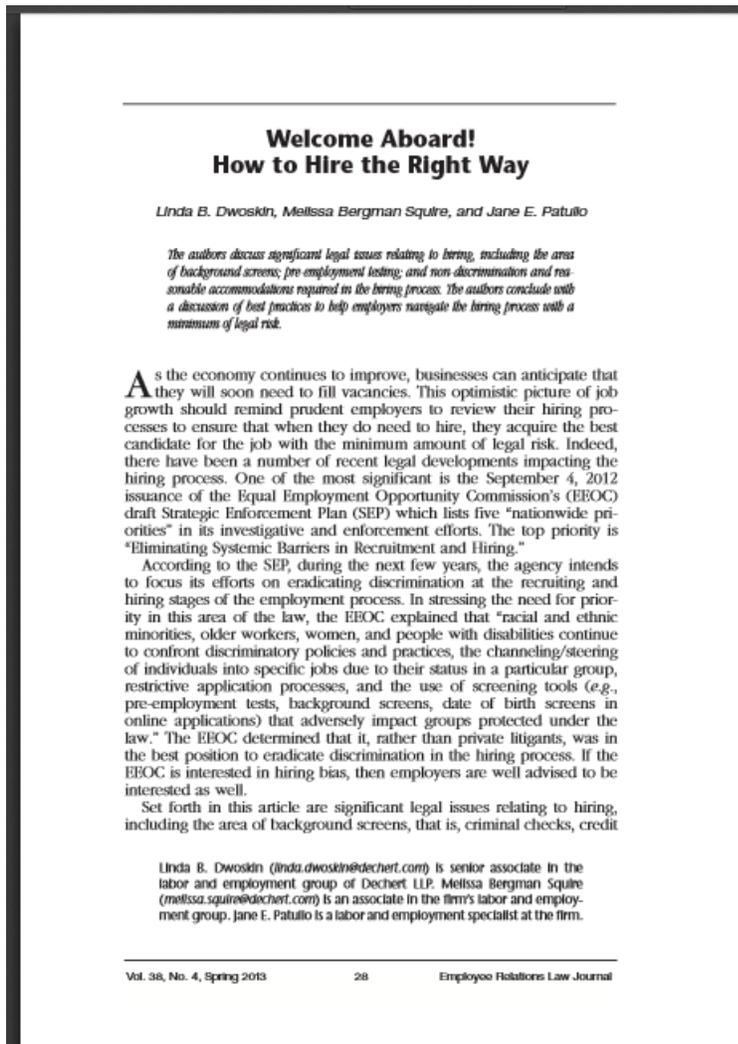
For ILL policies and procedures use the link “Interlibrary Loan (ILL) Policies” on the library home page.

## V. JOURNALS

### JOURNAL DATABASES

Access to TROY's journal databases is by username and password (your TROY email username/password). Journal databases allow you to look up journal articles on a given topic. Depending on your topic, you may want to use a database with content geared toward fields such as business, criminal justice, sociology, and more. The database listings on the cover page of this guide can assist you in selecting appropriate databases.

Journal databases can be searched individually or they can be searched in groups or in combination with the Library's eBook databases and Library Catalog by means the *Search Library Resources* search box that appears on the Library home page.



### Choosing databases.

Online databases are linked from Library home page. The Databases page displays databases alphabetically, A to Z. The subject headings (on the left side of the screen), e.g., Business & Management, can be used to display databases by subject.

The *Business Source Premier* database is one of many excellent resources for researching Business and Management topics.

**Image (left) from an article retrieved from the *Business Source Premier* database.**

**Other Business and Management databases are listed on page 2 of this guide. Section VIII of this guide features information on searching multiple databases simultaneously.**

**Sample image of the search box for *Business Source Premier*.**

Searching: **Business Source Premier** | Choose Databases

employee fringe benefits and united states **Search**

▶ Search Options | Basic Search | Advanced Search | Visual Search | Search History

**Sample image of the results list from a search of the *Business Source Premier* database.**

[Leveraging Private and Public Exchanges in an Employee Benefits Strat](#)

By: Margolis, Susan; Thompson, Michael. *Benefits Quarterly*. 2013 Second Quarter, Vol. 29 |  
 Subjects: HEALTH care reform; EMPLOYER-sponsored health insurance; **EMPLOYEE fringe b**  
 Insurance Related Activities

Database: Business Source Premier



Add to folder

PDF Full Text (432KB)

[legal update.](#)

*Benefits Quarterly*. 2013 Second Quarter, Vol. 29 Issue 2, p61-69. 9p.

Subjects: **EMPLOYEE fringe benefits**; HEALTH care reform; DEFINED contribution pension p  
**States**. Dept. of Health & Human Services; **UNITED States**. Health Insurance Portability &

Database: Business Source Premier

Add to folder

PDF Full Text (262KB)

A POWERFUL TOOL (for locating the full text of journal articles).

*Citation Linker* is the name of a very special online tool; one that can be quickly and easily used to find out in which database a particular journal is found. Not all journals are available online—that is where the Library's Interlibrary Loan service comes in—but *Citation Linker* can help you locate those journals that are online. *Citation Linker* is linked on the Library Web site.

## VI. BOOKS



### LIBRARY CATALOG

One of the primary uses of the Library Catalog is to look up print and electronic books owned by the Troy University Library. The catalog can be searched by itself or it can be searched in combination with the Library's eBook databases by means of the *Search Library Resources* search box that appears on the Library home page.

To use the catalog, enter your search terms in the search box and select the appropriate search category (e.g., *author*, *title*, or *subject*). Items located at a Troy University

Library that is not near you may be requested through Interlibrary Loan (ILL). ILL for books is available within the United States only (not overseas).

Electronic books (eBooks) that are listed in the catalog can be accessed via the Library's eBooks databases (discussed, beginning on the next page).

**Word or phrase search.** This is the default setting for searching the catalog and can be a good way to get started. A *word or phrase* search will match words you enter with words from a book's author, title, or subject headings the book is listed under.

**Author search.** When looking for the writings of an individual, search by author. Enter the author's last name followed by a comma and then the author's first name or initial—if any, then select *author* search.

**Title search.** To search for works by their title, use *title* search.

**Subject search.** When searching for information about a specific topic, select *subject* search (*word or phrase* search also works well).

When using the library catalog your best bet is often to start with a small number of key words (even just one word), performing a "word or phrase" search. To get ideas on words to search, one can search for potential subject terms via this Library of Congress Classification (LCC) service <http://id.loc.gov/authorities/subjects.html>. (Materials in the TROY Libraries are organized according to LCC.)

### Sample image from the Library Catalog

Go Back Help Permalink Logout

organizational change words or phrase Search

library: ALL

Power Search

## EBOOKS (ELECTRONIC BOOKS)

Access to TROY's eBook databases is by username and password (**your TROY email username and password**). These information search tools can be accessed through the Library's online databases, which are linked from each of the TROY Libraries Web pages. Electronic books are an effective way for researchers worldwide to have instant access to high-quality materials.

*Safari Books Online* includes, "Essential books by business leaders and authorities on topics such as current affairs, HR, finance and accounting, sales and marketing, project management, leadership development, employee training and development, using social media and creating successful marketing strategies."

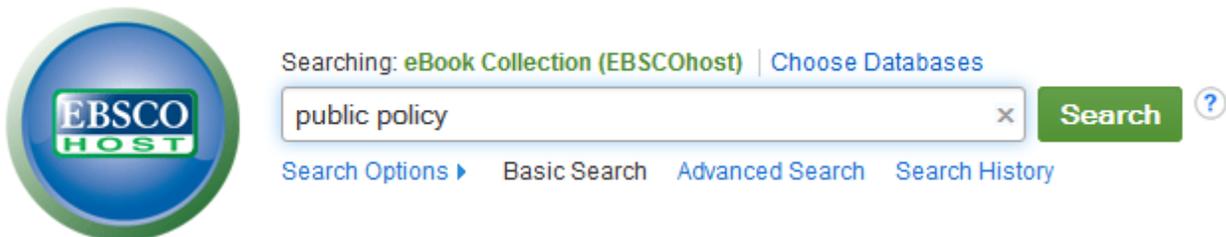
*eBook Collection* is a large, general database of full-text academic (and non-academic) books, containing over 50,000 titles. The *Ebook Library* databases contain a growing number of titles, geared to the programs of Troy University.

Reference material (traditionally found in reference books) can be accessed via online databases that include *Literati* and *Encyclopaedia Britannica*.

Let's do a quick show-and-tell in the *eBook Collection* database. From the Library home page, select *Databases*.

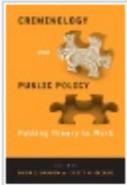
Access to databases is limited to currently registered students (as well as TROY faculty and staff). For access to databases, your username is your TROY email user ID, and your password is TROY email password.

### Example picture 1 – a key word search (from the Basic Search screen in *eBook Collection*) using the term *public policy*.



**Example picture 2 – results list of the key word search on the term *public policy*.**

**1. Criminology and Public Policy : Putting Theory to Work**



By: Decker, Scott H.; Barlow, Hugh D. Philadelphia, Pa : Temple University Press. 2010.

**Subjects:** SOCIAL SCIENCE / Criminology; Crime prevention; Criminal justice, Adminis

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eBook

**2. Public Policy and Mass Media : The Interplay of Mass Communicati**



By: Voltmer, Katrin; Koch-Baumgarten, Sigrid. In: Routledge/ECPR Studies in European

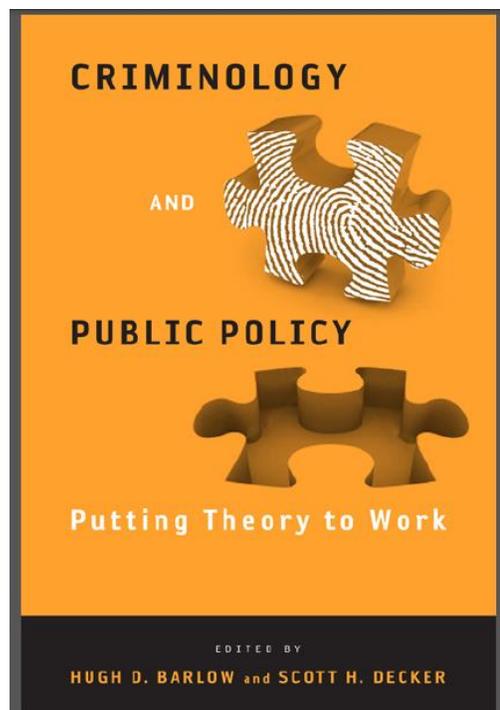
**Subjects:** SOCIAL SCIENCE / Media Studies; Mass media–Influence; Communication i

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eBook

**Example picture 3 – after clicking “eBook Full Text” for the book, *Criminology and Public Policy: Putting Theory to Work*.**



## VII. WRITING

### THE WRITING CENTER

The Writing Center's online address is <http://trojan.troy.edu/writingcenter/>. The Writing Center has guides for Research/Documentation, Special Kinds of Writing, Grammar/Mechanics, and The Writing Process. Note that several of its handouts, although not a substitute for the *APA Manual*, are designed to assist you with American Psychological Association writing style.

### DOCUMENTATION

The *Publication Manual of the American Psychological Association* (6th edition) is the primary style guide used by the Troy University Business and Management programs.



The *APA Style Guide to Electronic References* is **not a substitute** for the full APA Manual. The *APA Style Guide* is a guide to creating references (the long entries at the end of a composition) for electronic resources. The guide provides numerous examples of references (many more than those shown in the APA Manual). The *APA Style Guide* also pre-

sents the newest format that APA prescribes for including digital object identifiers into a reference. *The APA Style Guide can be accessed via the Library's databases page.* More information <http://troy.libguides.com/electronic>

Another resource that you may find useful is the publication *Citing the World Wide Web in Style*. This guide assists you in the preparation of references to material you obtain from databases such as those provide by TROY. This publication is available online in the *Information and Help* section of the Library Web site. Additional guides in that same area include:

- APA-style Running Head and Page Numbers: Using Microsoft Word to Format Your Paper
- Hanging Indents: Using Microsoft Word to Format Your Documentation
- Tips and Tricks for Microsoft Word

### **VIII. SEARCHING MULTIPLE RESOURCES SIMULTANEOUSLY:**

Oftentimes you will want to target your research by using a specific database, the Library Catalog, or other online resources, individually. It is a good idea to familiarize yourself with individual resources (e.g., the *Business Source Premier* database or the *Safari books* database)—the nature of the information it contains and the way it works.

Some of the Library's database providers (the vendors from which the Library purchases these services) allow you to search more than one database (from that provider) simultaneously. For example, if researching a business or management topic, one could search these databases at the same time: *Academic Search Complete*, *Business Source Premier*, and *SocINDEX*.

In addition to searching multiple databases from a particular vendor, there is the SEARCH LIBRARY RESOURCES box on the Library home page. This interface allows you to search the Library Catalog and nearly all of the Library's book and journal databases simultaneously.

The following information concerns:

Databases from EBSCO Publishing

Databases from the ProQuest company

The all-in-one research tool, Search Library Resources

#### **Databases from the EBSCO Publishing**

To search any or all of the following databases at the same time, log in to any one of them (any one) and then click the choose databases link. That will allow you to select additional databases to search.

Databases from the EBSCO Publishing that are most relevant to business and management research:

Academic Search Complete

Business Source Premier

eBook Collection

## Databases from the ProQuest company

There are two ways to search multiple databases from the ProQuest company. The first step is the same for each way; log in to the database named *ProQuest Central*.

If you search the *ProQuest Central* database you will be searching all of the ProQuest databases the Library has access to—those in the field of business as well as those for art, music, literature, and more. This can be a good way to search, but it may provide too much irrelevant data.

When you log in to the *ProQuest Central* database, ProQuest will offer to let you search several subject collections of database (pictured below), including collections for Business and Social Sciences, the two main areas in which to research business and management.



## The basics of how to use the *Search Libraries Resources* service

The *Search Libraries Resources* box is located at the top of the Library home page. Instead of one-stop-researching, think of it as one-*start*-researching . . . a way to begin (and then limit) your search.

To begin, simply put in your terms and do the search:

### SEARCH LIBRARY RESOURCES

ALL || Catalog || Databases  
   
[More search options](#)

By default the results will be listed in “Relevance” order. You can easily change the order of the results to display them by date. Look to the upper right for those options.



After you get the results list, look to the left side menu in order to tailor the results to your information needs. The following is a quick look at some of the choices.

**Items with full text online:** Means you can access the materials immediately/electronically.

**Limit to articles from peer-reviewed publications:** This will do two things; the nature of the information shown will be journal articles (only), and the articles will be from journals that are peer-reviewed (refereed).

**Library location:** If you want the materials to be online/electronic, use the “**Items with full text online,**” limiter, as shown above. When you need to get your hands on a print (physical) book or article, then you can use a limiter such as “Montgomery – Circulating materials,” as shown to the right.

#### Refine your search

- Items with full text online
- Limit to articles from scholarly publications, including peer-review
- Limit to articles from peer-reviewed publications
- Exclude Newspaper Articles
- Add results beyond your library's collection

#### ▼ Library Location

- Any
- Troy - Circulating materials (16,841)
- Dothan - Circulating materials (6,642)
- Montgomery - Circulating materials (3,687)
- Troy - Electronic materials (2,116)
- Montgomery - Electronic materials (1,767)
- Dothan - Electronic materials (1,760)
- [more...](#)

**Content type:** Be careful using this limiter (shown below, left). If you are only truly interested in journal articles, then it is probably fine to use the “Journal Article” check box, but before you choose a different limiter, especially “Book / eBook,” **we suggest clicking the “more...” link to see all of your choices** (partial list shown below).

▼ **Content Type**

- Any
- Newspaper Article (672,056)
- Journal Article (302,704)
- Book / eBook (29,473)
- Newsletter (18,924)
- Book Review (6,418)
- Data Set (4,808)
- [more...](#)

heart surgery

Content Type Sort by: # | (A-Z)

Include	Exclude	Content Type
<input type="checkbox"/>	<input type="checkbox"/>	Conference Proceeding (98)
<input type="checkbox"/>	<input type="checkbox"/>	Data Set (4,808)
<input type="checkbox"/>	<input type="checkbox"/>	Dissertation/Thesis (774)
<input type="checkbox"/>	<input type="checkbox"/>	Government Document (7)
<input type="checkbox"/>	<input type="checkbox"/>	Journal / eJournal (28)
<input type="checkbox"/>	<input type="checkbox"/>	Journal Article (302,704)
<input type="checkbox"/>	<input type="checkbox"/>	Newsletter (18,924)
<input type="checkbox"/>	<input type="checkbox"/>	Newspaper Article (672,056)
<input type="checkbox"/>	<input type="checkbox"/>	Presentation (1)
<input type="checkbox"/>	<input type="checkbox"/>	Publication (4)
<input type="checkbox"/>	<input type="checkbox"/>	Reference (2,446)
<input type="checkbox"/>	<input type="checkbox"/>	Report (3,446)
<input type="checkbox"/>	<input type="checkbox"/>	Technical Report (2)
<input type="checkbox"/>	<input type="checkbox"/>	Trade Publication Article (2,970)
<input type="checkbox"/>	<input type="checkbox"/>	Transcript (2,088)
<input type="checkbox"/>	<input type="checkbox"/>	Video Recording (1)
<input type="checkbox"/>	<input type="checkbox"/>	Web Resource (126)

**Subject terms:** Take advantage of the power of the search interface to build your search. For example, the search on the term *organizational change* yielded more than 600,000 results. By checking one or more of the limiters, the search is narrowed to one aspect of the subject. You may not always want to use this type of limiter, but it is good to know it is available.

▼ **Subject Terms**

- Any
- studies (108,446)
- management (52,697)
- organizational change (23,442)
- organizational behavior (20,806)
- history (20,335)
- education (19,910)
- [more...](#)