

Forsyth Library's

Business Research Guide

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Databases



NOTE: To access these databases from off-campus, you must first set up [Off-Campus Access](#)

[ABI/Inform](#)

1971–present [Tutorials](#)

More Search Tips: [Click Help](#)

This database contains “over 3,700 journals and *The Wall Street Journal, Eastern Edition*, EIU ViewsWire, Going Global Career Guides, Author Profiles, and 14,000 dissertations”, many in full-text. -ProQuest

[Business & Company Resource Center](#) 1980–present

Click the link above, then on the title in the alphabetical list. Next, scroll down near the bottom of the page and click on the above title to search.

“BCRC contains articles, news, and press releases, company financials and earning estimates, investment reports, corporate chronologies and company histories, brands and product information, industry rankings, market share data, industry overviews and corporate hierarchies, for domestic and international businesses”. ~Gale

[Business & Company ASAP](#)

1980-present **For Search Tips:** [Click “Help”](#)

Click on the link above, then on Business & Company ASAP in the list that appears. For best results, check the box for this database, General Business File, General OneFile and Academic OneFile, then click “Continue” at the top.

Scholarly and non-scholarly articles on all aspects of business, many in full-text.

[Emerald Full–Text](#)

Click this link, then on Emerald in the alphabetical list.

Search Tips: [Links on right side of search page](#)

Contains full-text articles from 150 peer-reviewed management journals.

[Wilson Business File Full Text](#)

Citations: 1982–present/Full-Text: 1995–present

Click on the link above, then on Wilson Business in the list that appears. In the database, check the box next to Business at the top of the page.

Coverage of U.S. and international business publications, including leading business magazines, trade publications and research journals, including 260 titles in full-text.

[Sage Premier](#) 1947 - present

Scholarly journal articles covering Management, Human Resources, Public Administration, Business/Entrepreneurship, Travel & Tourism Management, Interpersonal Communication, and more.

Select “Sage Content Available to Me” to find full-text articles.

[LexisNexis](#)

Click on “Business” on the top of the search page to access business content.

Full-text database of business news and journal articles, industry news, accounting journals, company financials, SEC Filings, and business directories. Updated daily.

[Buckmaster Annual Stockholders' Reports](#)

Annual Reports from the top 500 corporations.

[Company Data Direct/US \(Mergent Online\)](#)

Information on over 15,000 U.S. public companies, 20,000+ non-U.S. companies, and around 18,000 municipal entities.

Finding Full-Text Articles Flowchart

Search for your topic in a database (see p. 2) and choose an article. Is there a link to the full-text located underneath the article title/citation ?

NO

YES

Click on it to see the entire article.

- **HTML** = text only
- **PDF** = looks like a photo of the printed page, including graphics. Photos might not appear due to copyright restrictions.

Is there:

- a link for **LinkSource**
- a link that says "Get Article"
a circular blue & green icon



NO

YES

Click on the link or icon. **If you are off campus**, call 785-628-5283 or e-mail us at refserv@fhsu.edu to get the LinkSource password.

This will activate a search of other databases for the article. **If it is found, it will appear in a new window.**

If not, you'll see:
"There were no results to display".

If the article was not found

Are you on-campus, or are you a Hays-area student?

NO

YES

You can request the article through:

[Distance Services](#)

Be sure to allow adequate time for your article to arrive.

Search the [Online Catalog](#) for a print or microform copy of the article. Type in the name of the JOURNAL in which the article appears, and click "journal title keyword". **If it is not found:**

If it is found, click on the title, and check the dates for the year you need.

Note the **call number** and find the journal in the Periodicals section (1994 or later), the basement (pre-1994), or on Microfilm (**MF call #**), in the filing cabinets in the Periodicals section. Librarians are glad to help you.

You can request the article through:

[Interlibrary Loan](#)

Click on Services on the Library's homepage.

Be sure to allow adequate time for your article to arrive.

Journals & Periodicals

Journals dated from 1994–present are located in the Periodicals Section on the Main Floor. Older journals are located in the Basement.

[Click here to browse all full-text business journals available in Forsyth Library's Databases](#)

Accounting Standards

Reference Area HF5616.U5 A365

Business Education Forum

HF1101.U57

CFO

HG4026.C43

Economist

HG1401.J677

Forbes

HF5001.F6

Fortune

HF5001.F7

Harvard Business Review

HF5006.H32x

E-Journals

[Business & Management Titles](#)
(70 journals)

[Economics Titles \(77 journals\)](#)

International Journal of Management

HD28.1527

Journal of Agribusiness

HD1401.J677

Journal of Education for Business

HF1101.J6

Journal of Finance

HG1.J6

National Public Accountant

HF5601.N335

Value Line Investment Survey

Shelved at the Reserve Desk

Pt. 1: Ratings & Report, Summary & Index

Pt. 2: Selection & Opinion

Published Weekly

Online Magazines

[Business Week](#)

[Economist](#)

[Forbes](#)

[Fortune](#)

Print Reference Sources

Located in the Reference Area on the Main Floor, unless otherwise noted

General Business

Hoover's Handbook of American Business
HG4057.A28617

The Portable MBA Desk Reference: an essential business companion
HD38.15 P67

Irwin Guide to using the Wall Street Journal
General Collection: HB3743. L44

Dictionaries

Dictionary of Business
HF1001.C62

Cassell's English-Japanese Business Dictionary
HF1002.F43

Oxford Business Spanish Dictionary
HF1002.08684

Dictionary of International Business Terms
HD62.4 S524

Accounting

Public Co. Accounting Oversight Board Standards and Related Rules
KF1446.Z9 P32

Accountants' Handbook
HF5621.A22

Small Business

How to Set Up Your Own Small Business
HD62.7 F35

Small Business Sourcebook
HD2346. U5 S66

Company Information

LexisNexis Corporate Affiliations
HG 4057.A19

Standard & Poor's Corporate Descriptions
HG4501.S696

Standard & Poor's Register of Corporations, Directors & Executives
HG4057.A4

Management

Blackwell Encyclopedia of Mgmt.
HD30.15 B463

Concise Dictionary of Business Management
HD30.15 S73

Harvard Business School Guide to Careers in Management Consulting
HD69.C6 M357

Business Ethics: A Reference Handbook
HF5387. D54

Global Business

International Business Information: How to find it, how to use it
HF54.5 P33

Dictionary of International Business Terms
HD62.4 S524

Access online reference books in the database [Credo Reference](#).



Finding Books

If you would like to browse for books, try looking in these areas in the General Collection on the 2nd floor:

HAs: Statistics
HB: Economic Theory & Demographics
HC–HD: Economic History & Conditions
HE: Transportation & Communications
HF: Commerce
HF 5667: Accounting
HG: Finance
HJ: Public Finance

How to use the [Online Catalog](#) to search for books

To access the catalog, click on the link above, or go to the library's homepage at www.fhsu.edu/forsyth_lib. Next, click on "Online Catalog", on the left hand side under *Quick Links*.

Type in your topic in the "Find this" box. Type in just the key (most important) words, and leave out "the", "and", "an", etc.

Next, choose what type of search you want to do: keyword, title keyword, journal title, etc. This tells the computer where you want it to look for your search terms:

All Fields (Keyword) Search: Searches for your term in every area, including title, descriptions, publisher, author, etc. This search will yield many results, but many will be irrelevant because your term is just mentioned briefly, and is not necessarily a focus of the book.

Title (Keyword): Note: if you enter a phrase, enclose it in quotation marks (e.g. "anatomy of hope"). This type of search finds only those items which have your search terms in the title. It is a good way to find items that focus on your topic. You can also use this search if you are looking for a specific book but are unsure of the exact title.

Left Anchored Title: Use this if you know the exact title of an item, or the first few words.

Subject Browse: Finds the categories (subject headings) that include your search term. For example, a search for *Art* yields the broad topic, plus subtopics by country, time period, style, etc.

Author: Find all works (owned by Forsyth Library) by a particular author. Enter the name last name first, followed by the first name, or an initial, if you know it.

Journal Title (Keyword): Search for a full or partial title of a journal, newspaper or magazine title. Click on the title to see the call number and what years/issues of this periodical the library owns.

Once you've found a title you like, note the **location, call number, and availability**.

Title: *The anatomy of hope: how people prevail in the face of illness.*

Location: General Collection: Top Floor

Call Number: R726.5 G76 Status: Available

Websites

[Click here for more links, organized by topic](#)

General Business

[Biz Link](#)

[Business Links by Subject
from Librarians' Internet Index](#)

[CEO Express](#)

Accounting

[Accounting Terminology Guide](#)

[American Institute of CPAs](#)

[Kansas CPA Association](#)

[Journal of Accountancy Online](#)

Dictionaries

[NY Times Business Dictionary](#)

[Washington Post Business A to Z](#)

Online Magazines

[Business Week](#)

[Economist](#)

[Forbes](#)

[Fortune](#)

Small Business

[Business Plans](#)

[Fortune Small Business](#)

[U.S. Small Business Administration](#)

Kansas Business

[Kansas Business & Economic Review
Archive \(KU\)](#)

[Kansas Data \(KU\)](#)

[Kansas Statistical Abstracts](#)

Company Financial Reports

[Annual Reports Service](#) (registration
required)

[Buckmasters Annual Stockholders'
Reports](#)

[SEC Filings \(EDGAR\)](#)

Business Ethics

[Business Ethics Resources](#)

[Corporate Accountability International](#)

[Multinational Monitor](#)

Management

[12Manage: Rigor & Relevance in Mgmt.](#)

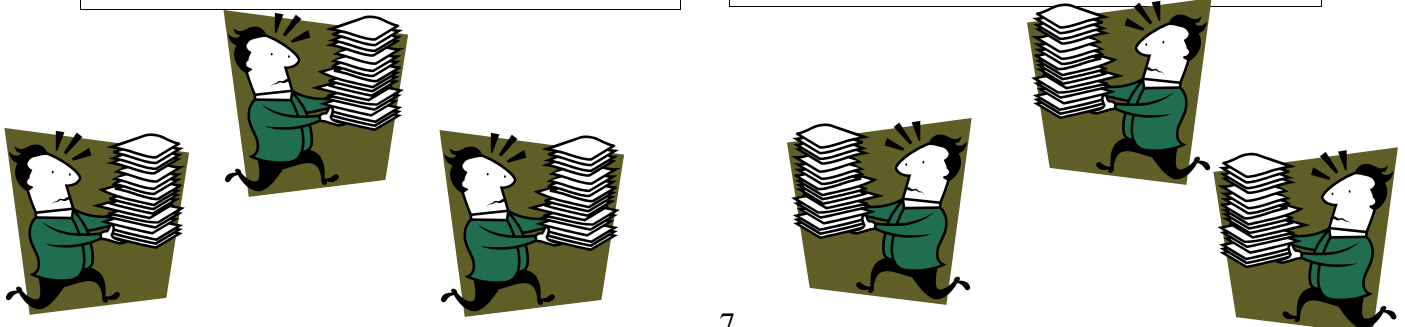
[Values Based Management Methods](#)

International Trade

[World Trade Organization](#)

[International Monetary Fund](#)

[IMF World Economic Outlook Report](#)



Citing Your Sources

Style Guides

Online: [Duke University's Citation Guide](#) (the basics)

Print: Style Manuals are available at the Reference Desk and in the following areas:

GC: General Collection on the 2nd Floor. These can be checked out.

RES: Reserve Desk on the 1st floor: **3 hour check-out.**

REF: Reference Area on the 1st floor. For use in the library. No check-out.

If you are unsure about which style manual to use, consult your professor.

American Psychological Association (APA): [BF76.7 .P82](#) **GC, RES, REF**

APA Style Guide to Electronic References: BF76.7 .P82 suppl. I 2008, **RES, REF**

[APA Format and Style Guide](#) by *Purdue Writing Lab*

Modern Language Association (MLA): [LB2369.G53](#) **GC, RES, REF**

[MLA Format and Style Guide](#) *Purdue Writing Lab*

Chicago Manual of Style: [Z253.U69](#) **GC, RES**

[Chicago Format & Style Guide](#) *Ohio State University*

Turabian Manual for Writers: [LB2369.T8](#) **GC, RES, REF**

[Turabian Format & Style Guide](#) *Ohio State University*

For additional writing assistance, visit or contact the

[FHSU Writing Center](#)

628-4106, Forsyth Library Rm. 20

Writing Center HOURS

Monday - Thursday: 9:30 a.m. – 5:00 p.m.

Monday, Tuesday & Wednesday Evenings: 6:30–8:30 p.m.

Friday: 9:30 a.m.–12:30 p.m.