Guide to Planning your Research – BUSINESS

Step 1: Define subject:

Handbooks:
- Strauss’s Handbook of Business Information  REF. Z 7164 .C81 S7796 2004

Encyclopedias:
- International Directory of company Histories  REF. HD 2721 .I63

Step 2: Vocabulary or Thesaurus

Dictionaries:
- Dictionary of International Trade  REF. HF 1373 .R67 1994
- The Multilingual Commercial Dictionary  REF. HF 1002 .I884 1980

Step 3: Sources of information: collections of books & videos (library catalog)

Gates Memorial Library Catalog

Business plans handbook: a compilation of actual business plans developed by small businesses throughout North America  (book)
- Author: Harmer, William H., ed.
- Call Number: (REF) HD 62.7 .B865
- Location: REFERENCE
- Publisher: New York, NY : Gale Research Company.
- Availability: Non-Circulating

How to really create a successful business plan: the essential elements of a great plan  [Videorecording]
- Author: Gumpert, David E.
- Call Number: HG 4027.6 .H69 1992
- Location: INQUIRE AT CIRCULATION DESK
- Publisher: Boston, MA : Goldhirsh Group, Inc. c1992
- Availability: Available for Circulation

Periodicals: magazines, newspapers & journals

- Accounting Today  HF 5601 .A377 (display only)
- Business and Society Review  HD 60.5 .U5 B855 (stacks only)
- Business Ethics  HF 5387 .B866 (stacks only)
- Business Horizons  HF 5001 .B828 (stacks only)
- Economic Commentary  HC 108 .C7 F4A (display only)
- Entrepreneurship Theory and Practice  HD 2346 .U5 A75 (stacks only)
- Forbes  HF 5001 .F6 (stacks only)
- Fortune  HF 5001 .F7 (stacks only)
- Harvard Business Review  HF 5001 .H3 (stacks only)
- The Journal of Business  HF 5001 .J6 (stacks only)
- Journal of Small Business Management  HD 69 .S6 J67 (stacks only)
- Real Estate Today  HD 251 .R293 (stacks only)
- Realtor Magazine  HD 251 .R294 (stacks only)
- Today’s Realtor  HD 251 .R293 (stacks only)
- Women in Business  HF 5500.2 .W65 (stacks only)

Online Business Magazines
- Business & Finance Magazines / Journals
- The Economist
- General Business Magazines
- Inc. Magazine

PERIODICAL DATABASES
Online information databases are large, regularly updated collections of digitized information -- including but not limited to abstracts and full text articles from journals and newspapers, conference proceedings and submitted papers, dissertations, government reports, essays, book chapters, web pages, etc. The content is created by publishers who release print versions, then lease the rights to their information to database vendors. Database records are easy to search and retrieve because the content of each record has been analyzed and assigned appropriate subject headings, keywords, names, etc. New records are regularly downloaded from the producer of each database. Gates Memorial Library Databases

- Academic Search Complete
- Business Source Complete
- Directory of Open Access Journals
- MAS Ultra
- MasterFILE Premier
- Regional Business News
- SIRS (Social Issues Resources Series)
- Texas Reference Center
- TOPICsearch

**Business Resources on the Web** (associations, universities, organizations, etc.)

- Business Ethics Resources on the World Wide Web
- EconStats
- Findlaw - Business
- Business Etiquette
- Office for National Statistics
- Statistical Abstracts
- Survey of Current Business
- U.S. Bureau of Labor Statistics
- U.S. Department of Commerce
- U.S. Department of State

**Citing Sources**
Each database provides “How to cite” for each article but these sites provide more information for citing various media (books, databases, websites, etc.)

The guides and links in this section will enable persons to properly use in body citations and create works cited or bibliography pages.

- Citation Guides Resources Page
- APA Style
- MLA Style
- Referencing Tool
- Son of Citation Machine
- Turabian Style
- University of California Berkeley (APA, MLA, Chicago)

If you need further assistance, please ask a librarian, in person or online Ask/Chat with a Librarian

Lamar State College, Library Services, 317 Stilwell Blvd., Port Arthur, TX 409-984-6220