

## FINDING A TOPIC:

### Library Magazine Display Rack

Browse current issues of these and other magazines that are on display in the library.

**Advertising Age**  
**Business Week**  
**Consumer Reports**  
**Entrepreneur**  
**Inc.**  
**Office Pro**  
**Journal of Accountancy**  
**Montana Business Quarterly**  
**Newsweek**  
**US News & World Report**

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## ENCYCLOPEDIAS:

**Britannica Online**  
**Grolier Online**

Use these online encyclopedias to get a broad understanding of your topic or background information.

<http://umhelena.edu/library>

*Resources . . . Encyclopedias*

OR

*Research Help . . . Search by Subject . . . Business*

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## BOOKS:

**650s Business**

Consult the library's **online catalog** for books on a specific topic. Electronic books are also listed in this catalog.

<http://umhelena.edu/library>

*Resources . . . Books . . . Library Catalog*

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## WEBSITES:

**Librarians' Internet Index**

<http://lii.org>

Use these Internet links to identify reputable websites.

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## JOURNAL ARTICLES:

**Business Search Premier**  
**Business & Company ASAP**  
**Regional Business Resource Center**  
**Emerald E-journals**

Use these databases to locate articles on your topic in newspapers, magazines, and journals. **HINT:** be sure to limit your search results to full-text.

<http://umhelena.edu/library>

*Research Help . . . Search by Subject . . . Business*

OR

*Resources . . . Articles*

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## BIBLIOGRAPHIC STYLE (APA, MLA, etc):

Hacker, Diana. *A Pocket Style Manual*. 5<sup>th</sup> Ed.

**REF 808.042 HAC**

Use this resource to help you format your paper and cite your sources properly.

<http://umhelena.edu/library>

*Research Help . . . Citing Sources*

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## BOOK A LIBRARIAN:

Use this service to work one-on-one with the librarian in researching your topic. Sign up at the Library front desk for a one hour session.

Phone: 444-2743

[library@umh.umt.edu](mailto:library@umh.umt.edu)

*Research Help . . . Book-a-Librarian*

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## CHAT WITH A LIBRARIAN:

Need help with your research? Chat with UMH-Library on our Web site during regular library hours.

<http://umhelena.edu/library/chat.aspx>

*About...Library Staff...Chat with Library Staff*

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## LIBRARY RESEARCH TUTORIAL:

UMH-Library offers a research tutorial open to all students with a Moodle account for research help.

<http://umhelena.edu/library>

*Research Help...Library Tutorials*

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# WORKSHEET

## CONCEPTS & SEARCH TERMS:

Example:

	<i>Search term</i>		<i>Search term</i>		<i>Search term</i>
<b>1<sup>st</sup> CONCEPT</b>	<i>international</i>	<b>OR</b>	<i>globalization</i>	<b>OR</b>	<i>“global economy”</i>
<b>2<sup>nd</sup> CONCEPT</b>	<i>clothing</i>	<b>OR</b>	<i>garment</i>	<b>OR</b>	<i>fashion</i>
<b>3<sup>rd</sup> CONCEPT</b>	<i>trade</i>	<b>OR</b>	<i>industry</i>	<b>OR</b>	<i>commerce</i>

	<i>Search term</i>		<i>Search term</i>		<i>Search term</i>
<b>1<sup>st</sup> CONCEPT</b>		<b>OR</b>		<b>OR</b>	
<b>2<sup>nd</sup> CONCEPT</b>		<b>OR</b>		<b>OR</b>	
<b>3<sup>rd</sup> CONCEPT</b>		<b>OR</b>		<b>OR</b>	

## SEARCH TECHNIQUES:

Use “ ” to search for phrases: “Mexican Americans”

### Use Boolean operators:

Not enough results?	Use OR	“Mexican Americans” OR Latinos	Includes ANY of the terms and brings back more results
Too many results?	Use AND	Hispanics AND marketing AND soccer	Includes ALL terms and focuses a search, brings back fewer results
Want to eliminate a term?	Use NOT	soccer NOT baseball	Removes and results that have a specific term

**Need more focused results?** Try searching for a keyword in the title field:

in

### Helpful Hints:

- Limit results to **full-text**
- Choose to view academic journals
- Select PDF format over html format
- Use folders to save articles