Library and Learning Resources
In this session:

- Library update
- Literature Searching
  - Keywords
  - The databases
- Referencing
  - LSBU Harvard referencing
- Where to find help
Library update

• DVD loans – now 2 weeks

• Auto-renewals
  • All items will automatically be renewed, UNLESS:
  • The item is reserved by another borrower.
  • There is another issue with your library account (eg outstanding charges, or your account has expired.

The following items have been automatically renewed. Please see below for the new due date(s):

- **C++ for everyone**
  Horstmann, Cay S.,
  005.133 HOR  Barcode: 30102009189760
  Due date: Wednesday 26 June 2019  RENEWED

These items could not be renewed and are due on 19 June 2019:

- **Designing media**
  Moggridge, Bill,
  006.7 MOG  Barcode: 30102009669407
  Due date: Wednesday 19 June 2019
Library

Library & Academic
Student Administration Offices

Library
Inter-site Loans
University Archives Centre
Student IT Support
Digital Skills Centre
Professional Print Services
Skills for Learning
Disability & Dyslexia Support
Events Booking
International Exchange Programme
Regulations & Policies
How to Guides

Library and Learning Resources

Click here for the Library and Student IT Support
Business and Management LibGuide

https://libguides.lsbu.ac.uk/businessandmanagement

- Library catalogues
- Databases
- Training materials
- Contact details
- Current awareness
Journal articles

Written by experts in your area:
• Academics
• Practitioners
• Researchers

Can be:
• results of a piece of research
• a literature review
• a case study

Peer review
• Quality check
• A process by which the methodology and results are discussed and checked by independent experts in the same field.

How to access them
• Not via Google!
• Mostly online
• Massive databases containing thousands of journals and millions of articles

You are expected to use journal articles in your assignments
Searching for journal articles

- Keywords
- Identify alternative terms
  - synonyms (similar/identical meanings)
  - alternative spellings
- Keep a note of every search you do
  - adjust key words as you go along
Discuss the relationship between leadership and company performance
Discuss the relationship between leadership and company performance
Discuss the relationship between leadership and company performance

<table>
<thead>
<tr>
<th>Keyword</th>
<th>Alternative / related words</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EXAMPLE: news</strong></td>
<td><strong>EXAMPLE: media or television</strong></td>
</tr>
<tr>
<td>KEYWORD 1:</td>
<td>OR</td>
</tr>
<tr>
<td></td>
<td><strong>ALTERNATIVES FOR KEYWORD 1:</strong></td>
</tr>
<tr>
<td>leadership</td>
<td>management</td>
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<tr>
<td>AND</td>
<td></td>
</tr>
<tr>
<td>KEYWORD 2:</td>
<td>OR</td>
</tr>
<tr>
<td></td>
<td><strong>ALTERNATIVES FOR KEYWORD 2:</strong></td>
</tr>
<tr>
<td>Company performance</td>
<td></td>
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<tr>
<td>AND</td>
<td></td>
</tr>
<tr>
<td>KEYWORD 3:</td>
<td>OR</td>
</tr>
<tr>
<td></td>
<td><strong>ALTERNATIVES FOR KEYWORD 3:</strong></td>
</tr>
</tbody>
</table>
Researching your topic
Focussing and broadening your search

• Use **AND** to focus your search (this will give you fewer results)
  • eg organisational structure **AND** Virgin Atlantic

• Use **OR** to broaden your search (this will give you more results)
  • eg local **OR** national **OR** international
Researching your topic
Truncation and phrase searching

• Use * to find different possible endings to a word
eg lead* would find lead, leads, leader, leaders, leading, leadership etc

• Use "" [quotation marks] to search for a phrase
eg “Virgin Atlantic” AND “organisational structure”
Discuss the relationship between leadership and company performance

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<tr>
<td>Leader*</td>
<td>manag*</td>
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<tr>
<td><strong>AND</strong></td>
<td><strong>ALTERNATIVES FOR KEYWORD 2:</strong></td>
</tr>
<tr>
<td><strong>KEYWORD 2:</strong></td>
<td><strong>ALTERNATIVES FOR KEYWORD 3:</strong></td>
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<tr>
<td>“Company performance”</td>
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<tr>
<td><strong>AND</strong></td>
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<tr>
<td><strong>KEYWORD 3:</strong></td>
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</table>
Finding market research reports

https://libguides.lsbu.ac.uk/businessandmanagement/databases

Mintel

UK

Passport GMID

Global
Referencing
Harvard LSBU style – two elements

1. In-text citation (Author, year) or (Author, year, page)

• ........embedded in policy and practice (McCormack and McCance, 2017).

• McCormack and McCance (2017) suggest that ...........

• “Person-centred care is a philosophy that values individuals’ own unique values, personality, personal history and the right of each person to respect, dignity and to participate fully in their life choices.” (McCormack and McCance, 2017, p. 133)

2. Reference list
Example

…Virgin Atlantic Airways have decided to update their guidelines for crew attire to make the working environment more comfortable (Topham, 2019). This reflects on the commitment to leadership development plans that the company has created over the years (Holt et al., 2018). This has led to effective tasks and motivations from the company’s leadership structure, as proposed by Mitchell and Bommer (2018). The move by Virgin Atlantic is seen as a significant change, as other airlines have “relatively relaxed rules on crew presentation” (Topham. 2019. para.4) …


Reference List

- Should only contain the details of sources you’ve cited in your work.

- Put all your references in one list under the heading ‘Reference list’.

- Do not list resources by type.

- List references in alphabetical order by the authors’ surnames/names of corporate authors or by the first letter of the reference.
Three or more authors

All authors appear in the Reference List

Only the first named author appears in the in-text citation

One author (Brown, 2018)
Two authors (Brown and Smith, 2018)
Three or more authors (Brown et al., 2018)

et al. = et alia = and others
Secondary referencing

If you want to cite a work which is referenced in another work, you should try and track down the original. However, if this isn’t possible, make it clear in your text where you found the information and only include a reference to the document you’ve read.

Example: Dunn (1988), as cited by Campbell and Muncer (2018), believed … or
Dunn (1988) revealed that … (cited in Campbell and Muncer, 2018)
Or

Your reference list will include the full details of the Campbell and Muncer work, but no mention of Dunn’s.
Referencing help

https://libguides.lsbu.ac.uk/businessandmanagement/referencing

• Full guide
• Tutorials
• Refworks
• Textbooks
• Plagiarism guidance
Where to get Help
1:1 support

Book a 1:1 with an Information Skills Librarian

Book a 1:1 Appointment with a Librarian

You can book an appointment with an Information Skills Librarian for one to one support of up to 30 minutes. We can offer advice with:
- Database Searching e.g. Journal articles
- Referencing
- Using RefWorks

Appointments can be booked up to two weeks in advance.

NB: Please give us advance notice, we get booked up very quickly and are unable to see students on the day for appointments. Please visit our Research Help Desk instead for immediate help.

You will be asked to include the following information when submitting an appointment request:
- Full Name
- Student number
- Details of training and support required, i.e. Literature Searching (with topic if known), Referencing

If you are unable to make any of the available slots, please email us at askalibrarian@lsbu.ac.uk and we can see if we can accommodate you.

Email queries: askalibrarian@lsbu.ac.uk

Research Helpdesk
3 Bridge
Mon-Fri 12.00-4pm

go.lsbu.ac.uk/askalibrarian

- Database Searching e.g. Journal articles
- Referencing
- Using RefWorks

1:1 support
Any questions?