

#### **Commerce 1B03**

#### **Business Environment & Organization**



**Ines Perkovic**Business Librarian

Innis Library KTH-108

Fall 2017



# By the end of this session, you will be able to ...

- identify different types of secondary sources frequently used in business research
- how to construct a search
- find articles, reports & other secondary sources in research databases
- get more help



# For COMM 1B03, you need ...

- to conduct secondary research ...
  - on your assigned company
    - Air Canada or



Canadian Tire Corporation



- published in 2017
- that includes at least 4 different secondary source types

## Primary vs. Secondary Sources

#### **PRIMARY**

- Materials containing first-hand information
- Direct, personal observations
- Original materials that do not analyze or interpret other materials
- Examples: interviews, surveys, focus groups, observational research, etc.

#### **SECONDARY**

- Second-hand account, taken from someone or something else
- Usually describing, summarizing, analyzing, evaluating, derived from, or based on primary source materials
- Examples: articles, books, reports, videos, etc.

# Secondary Sources often used in Business

- Articles
- PERIODICALS
- Popular Magazines
- Trade Magazines
- Newspapers
  - Scholarly Journals
- Company Reports
  - Annual Reports
  - Company Financials
  - Company Profiles

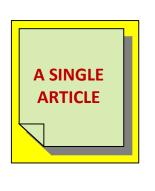
- Directories
- Industry Reports
- Market Research Reports
- Statistics
- Videos
- Web Sites
- ... and more

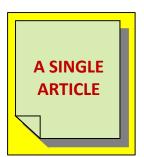
#### **Periodicals**

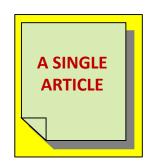
Newspapers, Magazines (Popular & Trade) and Journals



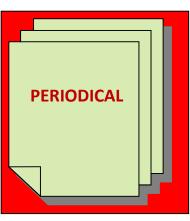
# What makes a Periodical...periodical??











- published in regular intervals (usually daily, weekly, monthly or quarterly)
- produced on an ongoing basis
- comprised of many articles
- coverage may be on one or many subjects
- sometimes referred to as a serial

# How do you tell the difference between periodical types?

- What type of content?
- Who is the intended audience?
- Who are the authors of the

articles? Do they have

credentials?

 Do the articles have references listed? Who is the publisher?

Are there advertisements?

 Are the articles "peer reviewed"?



PERIODICALS	NEWSPAPERS & POPULAR MAGAZINES	TRADE MAGAZINES	SCHOLARLY JOURNALS
Example Titles	Globe & Mail, The Economist, Maclean's	CPA Magazine, Progressive Grocer, HR Magazine	Human Performance, Journal of Advertising, Journal of Business Ethics
Content	Current events, general interest.  Topic coverage can be very broad.	Industry news & trends.  Topics related to a specific trade or profession.	Original research, in-depth analysis. Topics are usually discipline or subject specific. Language can be very specialized and technical.
Authors	Freelance writers, reporters or journalists.	Industry experts or practitioners.	Academics, researchers. Credentials & institutional affiliations noted.
Publisher	Commercial publishers	Industry associations or organizations	Academic presses, research institutes, universities Continued

PERIODICALS	NEWSPAPERS & POPULAR MAGAZINES	TRADE MAGAZINES	SCHOLARLY JOURNALS
Frequency	Daily Weekly Monthly	Weekly Monthly	Monthly Quarterly
Abstracts/ Summaries	No	Sometimes	Yes, most of the time
Article Length	Typically short	Varies, but usu. short to moderate in length	Varies, but often lengthy
Review Process	Reviewed by staff of publication	Reviewed by staff of publication	Often peer-reviewed by experts in a field
References / Bibliography	Not usually included	May be included	Always included
Advertisements	Yes, many of them	Yes, usu. industry related	Few or none



#### Articles from a journal, magazine or newspaper?

#### THE LAST DAYS OF TARGET

Castaldo, Joe. Canadian Business; Toronto Vol. 89, Iss. 2, (Feb 2016): 36-49.

Full text

Abstract/Details

MAGAZINE TRADE

Full Text Translate [unavailable for



#### Headnote

THE UNTOLD TALE OF TARGET CANADA'S DIFFICULT BIRTH, TOUGH LIFE AND BRUTAL DEATH

THE GRAND OPENING OF TARGET CANADA WAS SET TO begin in one month, and Tony Fisher needed to know whether the company was actually ready. In February 2013, about a dozen senior-level employees gathered at the company's Mississauga, Ont., headquarters to offer updates on the state of their departments. Fisher, Target Canada's president, was holding these meetings every day as the launch date crept closer. The news was rarely good. The company was having trouble moving products from its cavernous distribution centres and onto store shelves,

which would leave Target outlets poorly stocked. The checkout system was glitchy and didn't process transactions properly. Worse, the technology governing inventory and sales was new to the organization; no one seemed to fully understand how it all worked. The 750 employees at the Mississauga head office had worked furiously for a year to get up and running, and nerves were beginning to fray. Three test stores were slated to open at the beginning of March, followed shortly by another 21. A decision had to be made.

Link to article

#### Marketing Education Review >

Volume 24, 2014 - Issue 2

#### How Does Target Know So Much About Its Customers? Utilizing Customer Analytics to Make Marketing Decisions

Hope B. Corrigan, Georgiana Craciun & Allison M. Powell Pages 159-166 | Published online: 07 Dec 2014

References

66 Citations

Metrics

➡ Reprints & Permissions



Abstract

#### **JOURNAL**

Every time shoppers make a purchase at a store or browse a Web site, customer behavior is tracked, analyzed, and perhaps shared with other businesses. Target Corporation is a leader in analyzing vast amounts of data to identify buying patterns, improve customer satisfaction, predict future trends, select promotional strategies, and increase revenue. This case highlights a situation in which a teen girl unexpectedly received a maternity-specific mailer from Target and discusses the positive and negative aspects of this retailer's data mining program. The case focuses on the types of data needed to identify changes in consumer behavior, privacy issues that arise with data mining, and how customer analytics supports marketing decisions.

Link to article

# Not sure of your periodical type?



#### Look up the periocial title in <u>Ulrichsweb</u>

<b>▼</b> Basic Description						
Title	Canadian Business					
ISSN	0008-3100					
Publisher	Rogers Publishing Ltd.					
<b>Country</b> Canada						
Status Ceased						
Start Year	1928					
End Year	2016					
Publication History 1928-2016						
Frequency	16 times a year					
Volume Ends	# 12, Dec					
Language of Text Text in: English						
Abstracted / Indexed	Yes	Title				
Serial Type	Magazine —	ISSN				
	4					





Peer-reviewed is also known as "refereed".

**Content Type** 

**NOTE:** Every article in a refereed journal will <u>not</u> be peer-reviewed (e.g., editorial, book review, etc.)

▼ Basic Description						
Title	Marketing Education Review					
ISSN	2153-9987					
Publisher	Taylor & Francis Inc.					
Country	United States					
Status	Active					
Frequency	3 times a year					
Language of Text	Text in: English					
Refereed	Yes					
Abstracted / Indexed	Yes					
Serial Type	Journal -					
Content Type	Academic / Scholarly					

#### Same WSJ article in Different Formats



WSJ on Web

2 of 12

ONLY SUBS

**NEWSPAPER** 

TOP STORIES IN NEW YORK



Arrest Is Made in 1978 Lufthansa Heist



Mayor Says Snow Cleanup Lacking

THE WALL STREET JOURNAL.

Toyota Feels Pinch Along With Big 3 As Sales Dive

Norihiko Shirouzu, mike spector, Josee Valcourt

By Norihiko Shirouzu, Mike Spector and Josee Valcourt

1220 words 2 April 2008

The Wall Street Journal

A1

English

WSJ in Research **Database (Factiva)** 

(Copyright (c) 2008, Dow Jones & Company, Inc.)

LEADER (U.S.)

#### Toyota Feels Pinch Along With Big 3 As



















By NORIHIKO SHIROUZU, MIKE SPECTOR and JOSÉE VALCOURT

Updated April 2, 2008 12:01 a.m. ET

The auto industry's sales slump deepened sharply in March amid a powerful econ

Stocks Surge as 2 Major Banks Toyota Feels

Advance Turnaround Plans Ibainess & Finance World-Wide T be Dow industrials output 200.47 points, or 3.25, to # The Senate agreed to negotiate on a bouning bill.

2854.36 or investor topes The 96-to-1 note cased a gridthat blooding in the financial locked partition fight and may sector is being stanched. URS sillow for an injection of federal sold if will take an additional. funds been the bountage market \$19 hillion in write-dosess and Sen, Dodd, a Connecticul Demo cost, may try to add a proposal. plane to mise EIS billion in new capital. The fwise bank for the government to busine up morned Person Korner to successed. to \$400 billion in new levers. An Manuel Deniell in chairman. increase in the unwast of met-Meanwhile, Lebases raised page revenue bonds states can STATEON ALCI, CLOS, CIR. insue for refusincing also may # Analysis are proping end up in a final porkuse. At

servous about Circuroup and

UBS, Lehman Act To Bolster Capital; More Pain to Come?

BY CARRICK MOLLENKAMP

Stock markets shot higher at ter two figurarial firms at the conter of Investory' worries took stops to show up their capital and god the reedly crists behind them. But bankers continued that the industry isset out of the woods yet. Switzerband's bergest bank

Cleaning the Slate Financial shares error yesterday even as UES AG took the load on selfe down, booting its total

Largest with downs, in follows ALC: UNK Marrit Land 100002-25.3 Citigma Miller II.4: Margare Workley 2003 17.3

Bask of America #1.77 Devitable Bank # 7.4 hand Sank of Scotland 22 a.O. Critit Agricole # 62 Arthur III Ad

Societal Saturbular # 4.8

Pinch Along With Big 3 As Sales Dive

MINE SPECTOR

shares despensed sharedy in Misch amid a powerful oconomic downdraft, and even once-textorible Torreta Metor o

s slump deepened sharply in March amid a powerful d even once-invincible Toyota Motor Corp. took a big

t is now dealing for the first time with the problem that br years: too much North American manufacturing fell 10% in March compared with the same month a better than the 12% decline in total U.S. vehicle

for Toyota in the past nine months -- its worst stretch according to company officials. "We have almost one of idle capacity," said a Toyota executive familiar with

WSJ in Print

## **Citing Same Source in Different Formats**

#### Citation requirements vary by format

Shirouzu, Norihiko, Mike Spector, and Josee Valcourt. "Toyota Feels Pinch Along With Big 3 as Sales Dive." *Wall Street Journal,* April 2, 2008. Accessed January 18, 2017. https://www.wsj.com/articles/SB120697359536477131.

Newspaper article on WEB

Shirouzu, Norihiko, Mike Spector, and Josee Valcourt. "Toyota Feels Pinch Along With Big 3 as Sales Dive." *Wall Street Journal*, April 2, 2008. Accessed January 20, 2017. Factiva.

**Newspaper article in DATABASE** 

Shirouzu, Norihiko, Mike Spector, and Josee Valcourt. "Toyota Feels Pinch Along With Big 3 as Sales Dive." Wall Street Journal, April 2, 2008, sec. A, p.1.

**Newspaper article in PRINT** 

#### **Citation Guide for Business**

Based on the Chicago Manual of Style, 16th ed.

Fall 2017

# The Chicago Manual of Style

The Essential Guide for Writers, Editors, and Publishers

# Citing

- Use the Fall 2017 <u>Citation Guide</u> <u>for Business</u> exactly. Included in Comm 1B03 courseware, A2L and on Library's website.
- Based on <u>Chicago Manual of Style</u>
   (CMOS) 16<sup>th</sup> edition available
   online. <u>Do not use 17<sup>th</sup> edition</u>.
- Track citations as you do your research. Use stable URLs or take note of item details. Do not copy URLs from browser toolbar – not always reliable.
- Don't leave it till the last minute!

# Finding Secondary Sources on Your Topic

To find periodical articles, company reports & other secondary sources ...

use a free search engine such as ...



 use a subscription based research database (a.k.a. library database, database) such as ...

## **Top Business Databases @ McMaster**





**Business Premium Collection** 







Canadian Periodicals Index Quarterly



Web of Science











#### What are Research Databases?

- are search engines with a well defined scope
  - covering specific years, various geographies, specific publications, etc.
- can be subject specific or general
  - marketing; business; social sciences; multi-disciplinary
- can contain one or more source types
  - articles, data, financials, reports, videos, maps, images, and more!

#### Research Databases ...

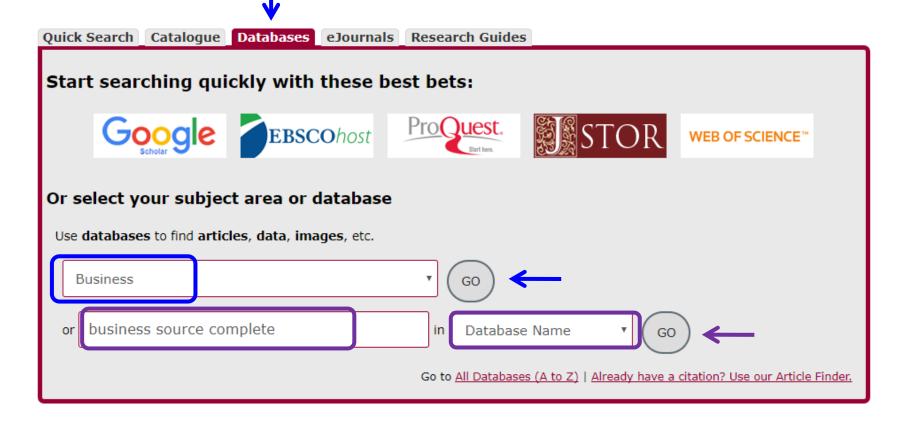
- support precise & systematic searching
  - many searching, filtering, sorting & exporting options
- contain content curated by humans (not robots)
- are typically fee-based \$\$\$, contain fulltext content not typically available for free on the open web





### **Accessing Research Databases**

 On the Library's home page, select <u>Databases</u> tab and then pick a database by <u>Subject Area</u> or search by <u>Name</u>



# **Accessing Research Databases**

#### Read Description & Click Hyperlinked Name

<u>Business Source Complete</u> Business Searching Interface - Recommended)

Business Source Complete (Standard EBSCOhost Interface)

Coverage: 1886 to the present; varies by title

Note: NOTE: On August 1, 2013, <u>five hundred Harvard Business Review</u>

<u>articles</u> In Business Source Complete will become **read-only** 

(i.e, the full-text cannot be printed or saved).

Business Source Complete provides selected full text from 11,200 sources, including more than 1,100 scholarly business journals. Covers all areas of business, including accounting, economics, finance, management, management information systems, marketing and international business. Additional full text, non-journal content includes financial data, books, monographs, major reference works, book digests, conference proceedings, case studies, investment research reports, industry reports (by Datamonitor/Marketline), market research reports, country reports, company profiles, SWOT analyses and more. Also includes a Company Information section, a company directory of more than a million public and private companies worldwide. Entries include address, revenue, top executives, subsidiaries, NAICS & SIC codes, and more.

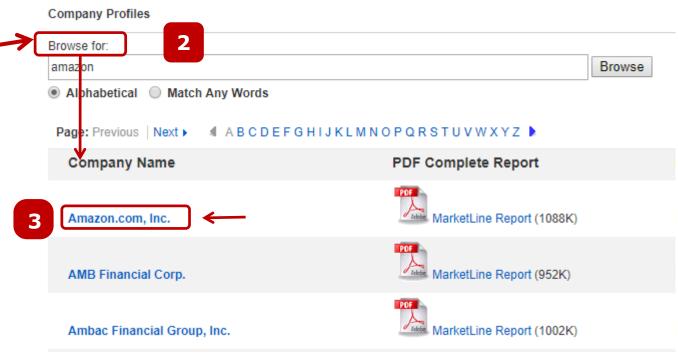
More Info / Permalink

Includes links to online tutorials, subject coverage, more database details, etc.



Working Papers

# Business Source Complete (BSC) Finding Company Profiles





# **BSC: Company Profile**

e.g., Amazon.com





MarketLine Report

(1088K)



Academic Journals

Trade Publications

Magazines

Newspapers

Books/Monographs

SWOT Analyses

Industry Profiles

Market Research Reports

Product Reviews

Click links in Related
Information box for
periodical articles and
other documents about
this company within the
BSC database.



Address: 410 Terry Avenue North

Seattle

**COMPANY PROFILE** 

Amazon.com, Inc.

Company Overview......

Key Facts......

Business Description.....

History.....

Key Employees.....

Key Employee Biographies.....

Major Products and Services....

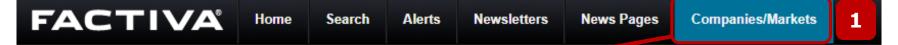
Revenue Analysis....

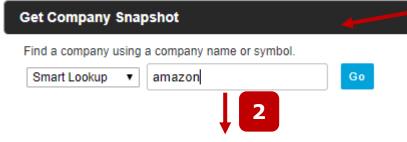
SWOT Analysis...

Top Competitors...

Company View....

Locations and Subsidiaries.....





#### Amazon.com, Inc.

#### Company Snapshot >

News

Latest News

Web News

Multimedia

Key Developments

Peer Comparison

Financial Results

3

Ownership

Reports

Click links in *Company* **Snapshot** box for news, financials, and more.

#### Stock Price Activity

#### AMZN

Financial Results

Statement Type

3 Months Weekly

Income Statement - Annual

Cash Flow - Interim/Quarterly

Business Segment Breakdown

Income Statement - Annual

Balance Sheet - Annual

Cash Flow - Annual

Key Ratios



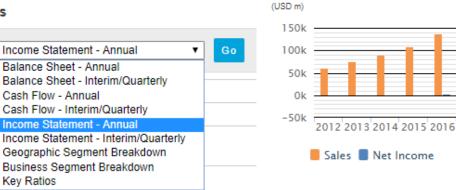
#### **Factiva**

#### Finding Company **Snapshots**

Limit: 6 users at one time

#### Performance/Segment Information

#### **Financial Performance**



Period End Date	31-Dec-2016	31-Dec-2015	31-Dec-2014	31-Dec-2013	31-Dec-2012
Annual Income Statement: (USD, In millions)					
Net Sales or Revenue	135,987.00	107,006.00	88,988.00	74,452.00	61,093.00
Cost of Goods Sold incl. Depreciation	88,265.00	71,651.00	62,752.00	54,181.00	45,971.00
Gross Income	47,722.00	35,355.00	26,236.00	20,271.00	15,122.00
Selling, General and Administrative Expense	43,369.00	32,951.00	25,925.00	19,412.00	14,287.00



# Constructing a Search in a Research Database

- 1. Identify main concepts of your topic
- 2. Think of keywords (synonyms or related words) for your concepts
  - ✓ Be aware of variant spellings and word endings
- 3. Combine keywords using Boolean operators (i.e., AND, OR, NOT) and modifiers "", ( ), \*



# **Main Concepts**

Identify the main concepts of your research topic

usually 1 to 3 concepts

#### Sample research topic:

 Assess human resources management at the Amazon corporation

#### **Concepts:**



1. human resources



2. management



3. Amazon



# Keywords

- Develop a list of keyword(s) that express your concept(s)
  - consider specific and general words (nouns, adjectives & verbs)
  - think of synonyms and related words
  - use a mix of natural and scholarly language
  - eliminate less relevant words
  - avoid relational words such as influence, cause, impact, etc.



# Possible Keywords for Main Concepts of Sample Research Topic

#### 1. human resources

HR
personnel
employee
staff
talent

#### 2. management

administration development planning

#### 3. Amazon

Amazon.com Amazon Inc.



# **Boolean Operators**

	Use to Combine Keyword	ls
AND ↓	Use between search words to retrieve items with ALL words present.  Narrows or decreases results.	brand and reputation
OR †	Use between search words to retrieve items with ANY of the words present. Broadens or increases results.	marketing or advertising or promotion
NOT	Removes unwanted words.  Narrows or decreases results.	jobs not steve

Searches using a mix of Boolean operators are processed left to right - AND first, OR second, NOT last. Words enclosed in parentheses () will become first.

(volkswagen or VW) and emissions and scandal

#### **Boolean at Work:**

Human Resources Management at Amazon, Inc.

#### **Business Premium Collection**

Search # of results

amazon 140,315

and

human resources 565

or

HR 659

and

management 239

not

river 234



# **Modifiers**

#### **Control Word Variations**

\* Use a wildcard (or

! truncation) symbol to

? find variant spellings and word endings.

**NOTE:** The symbol can vary by search engine – check Help section

" " Use quotes around search words to find exact phrases; words appear together in the order specified

manag\* finds:
manage, manages,
manager, managers
management,
managing, etc.

behavio\*r finds: behavior, behaviour

"human resources"

"public relations"

"social media"

#### **Boolean & Modifiers at Work:**

Human Resources Management at Amazon, Inc.

#### **Business Premium Collection**

#### **Sample Search Results**

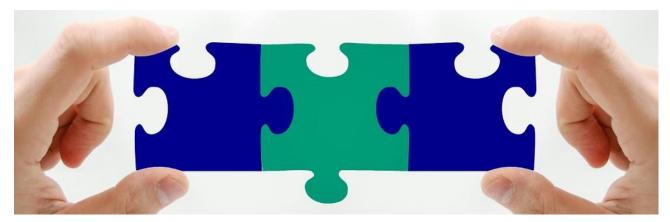
#1: Boolean						
amazon 140,31						
and						
human resources	565					
or						
HR	659					
and						
management	239					
not						
river	234					

#2: Boolean + Mo	<u>odifiers</u>
amazon	140,315
and	
"human resource*"	476
or	
HR	571
and	
manag*	257
not	
river	257

#### **Search Statement**

Piecing it All Together

("human resource\*" or HR or personnel or employee\* or staff or talent) and (manag\* or adminstrat\* or develop\* or plan\*) and (amazon or amazon.com or "amazon inc\*")



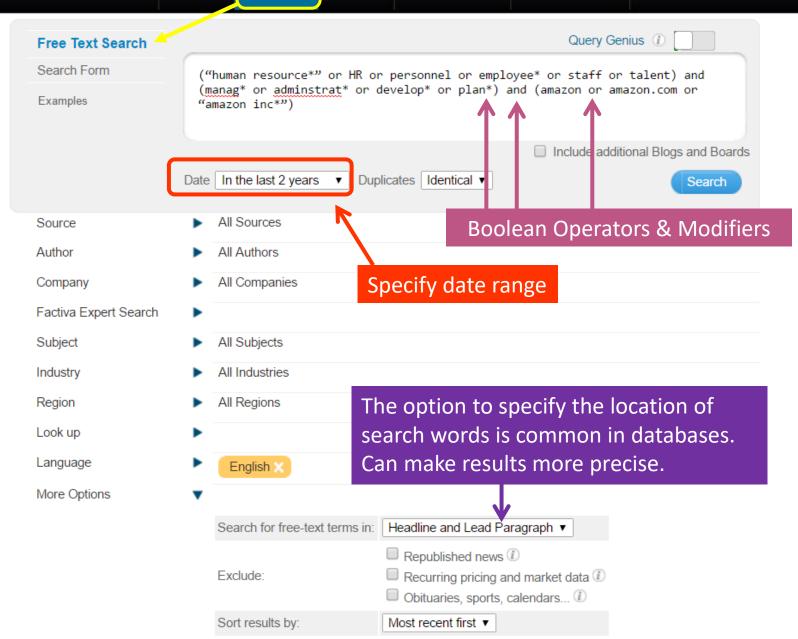
#### **Order of operations:**

Left to right, AND first, OR second, NOT last, () becomes first

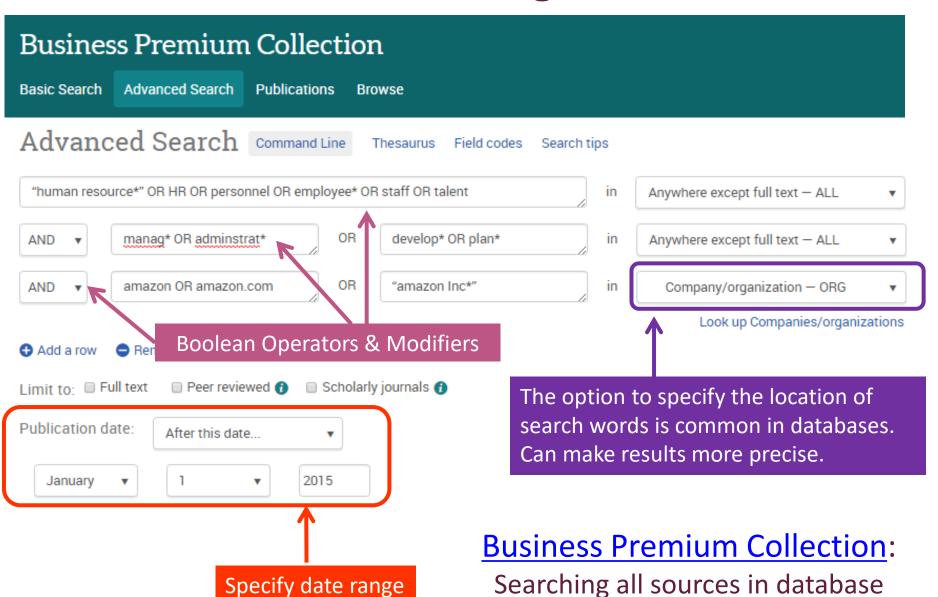
# activa: Searching

News

default search)



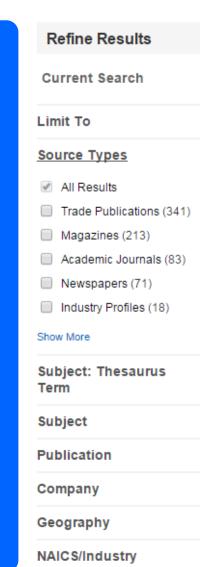
# **Search Statement using Guided Search**



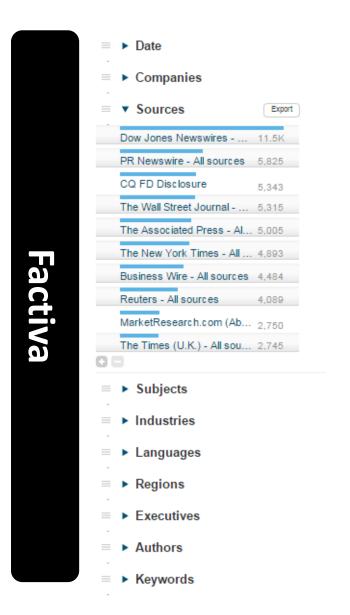
# Business Source Complete

#### Research Databases Often Have Filters

Use them to refine and/or narrow search results







#### **Business Premium Collection**

Abstract Translate

Details

Subject

#### 'Bruising workplace' stirs up debate

Dobson, Sarah . Canadian HR Reporter; Toronto 28.15 (Sep 21, 2015): 1,10.

Full text options Full text Full text - PDF Abstract/Details

> ⊘get it! < Check GetIt! for availability

It was a damning article. Outlining the "bruising workplace" of online retailer Amazon, an August 17 story in the New York Times detailed the unrelenting pace, late hours and secrecy of a work environment at a "more" nimble and more productive but harsher and less forgiving." Workers are encouraged to tear at art each other's ideas in meetings and held to "unreasonably high" standards. An internal phone directory tells colleagues how to send secret feedback to one another's bosses. Another integral component to Amazon is a locus on

measurement. The company uses "a self-reinforcing set of management, data and psychological tools to spur its tens of thousands of white-collar employees to do more and more, according to the New York Times.

When full-text is not available in the database, select *qet it!* 

**Article** 

Also check on

Use permalinks

when citing and

exporting



THE NATIO RNAL OF HUN

leff Bezos, founder and CEO of Amazon.com, arrives for a media conference in Sur Valley, Idaho, on July 8. The company faced both critics and proponents recently when a newspaper article outlined its 'bruising workplace.'

#### Additional keywords or controlled vocabulary to use in searches. sources noted in description, Work environment:

full-text and/or Productivity; reference lists. Feedback:

Electronic commerce

Location United States-US

Company / organization Amazon.com Inc Name:

Workers:

http://libaccess.mcmaster.ca/login? Document URL

url=http://search.proquest.com/docview/1719290266?

accountid=12347

Source type Trade Journals



# 'Bruising workplace' stirs up debate

Is Amazon taking the right approach with its tough culture?

IT WAS a damning article. Outining the "bruising workplace" of online retailer Amazon, an Aug. 17 story in the New York Times detailed the unrelenting pace, latehours and secrecy of a work environment that's "more nimble and more productive but harsher and less forgiving."

Workers are encouraged to tear apart each other's ideas in meetings and held to "unreasonably high" standards. An internal phone directory tells colleagues how to send secret feedback to one another's bosses.

Annual 'cullings' of staff see losers leaving or fired while some

workers who suffered from health and personal crises said they were evaluated unfairly or edged out, rather than given time to recover, said the New York Times.

"(Amazon) is conducting a little-known experiment in how far it can push white-collar workers, redrawing the boundaries of what is acceptable," said the article. "The company, founded and still run by Jeff Bezos, rejects many of the popular management bromides that other corporations at least pay lip service to and has instead designed what many workers call

WORKERS > pg. 10



# Quick Search

- is a multi-disciplinary search tool for locating online items and physical materials in Mills, Innis, Thode & Health Sciences libraries.
- Quick Search = "Catalogue" + "Articles & More" (includes <u>some</u> content from Databases + eJournals)



• Search by keyword(s), then refine results using a variety of limits such as format, date, subject, database, etc.

#### Refine by: Sample Quick Search Results Library Catalogue (210) Articles & More (75837) Full Text (75837) Quick Search Catalogue Peer Reviewed (75837)Results 1 - 25 of 76047 for amazon com + Found In Sorted by Relevance | Date + Availability Research Starter □ Format Amazon.com. Academic Journals Amazon.com, also known simply as Amazon, was founded as an online (2754)bookstore by Jeff Bezos in 1994. In the span of a few years, Amazon became Biographies (2) the lar... More Book (355) Salem Press Encyclopedia, January, 2017. 3p. Conference Materials Additional Research Starters: Amazon.com Sells Its First Book Online. Dissertations (3) more > Amazon.com : get big fast / Robert Request it + Location Spector amazon.com Spector, Robert, 1947-Additional actions: Subject Book | 2000 Available at Innis Library Bookstacks ± Language (Z 473 .A485S64 2000) see all Geography Amazon.com, Inc. SWOT Analysis. ■ Database T PDF Academic OneFile Amazon.com, Inc. SWOT Analysis. 8/18/2017, p1-10. Get it @ Mac (19661)10p. **Business Source** A SWOT analysis of Amazon.com, Inc. is presented, more Additional actions: Complete (17180) Complementary Index (11322)Academic Search Index (9384)Can Amazon.com reviews help to assess the TI PDF Regional Business wider impacts of books? News (6585) Get it @ Mac Kousha, Kayvan; Thelwall, Mike more > Academic Journal | Journal of the Association for Dublication Year Additional actions: Information Science & Technology. Mar2016, Vol. 67 Issue 3, p566-581. 16p. 7 Charts. + Publication Although citation counts are often used to evaluate the research Publisher impact of academic pu... more + Date of Publication

- includes articles (from all periodical types), plus a variety of other secondary sources
- search not comprehensive, missing content from many of our research databases (like Factiva)
- "Articles & More"
   entries may not always
   be available in full-text
   at McMaster; select Get
   It @ Mac! for options
- good place to start, can help identify which databases to explore

#### Overwhelmed? Don't Know Where to Start?

#### Comm 1B03 Course Research Guide



 includes numerous research databases, web sites and other sources useful for your research project

http://libguides.mcmaster.ca/commerce1b03

# **Self-Serve Help**

#### **SELF SERVE**



#### Subject Guides

Resources specific to your subject area

#### How to Find

Guides and Videos on How library Stuff Works

Questions related to **Borrowing Materials** 

#### InterLibrary Loans/RACER

borrow materials not owned by Mac.

#### PrintSmart

Your Library Account

#### **FAQs**

#### Forms

retrieve a book from storage, can't find a book on the shelf

Book a Study Room

#### **Business**



- Accounting & Finance
- Business Data & Statistics
- Career & Job Resources
- Country Specific Statistics
- · Human Resources & Labour Relations
- Knowledge Management
- Top Business Databases

#### **Business and Law**

- · How to Find Business Cases
- · How to Find Canadian Case Law
- · How to Find Collective Agreements
- How to Find Company Annual Reports
- How to Find Financial Ratios (Industry & Company)
- How to Find Industry Reports
- How to Find McMaster Business Theses
- How to Find McMaster Business Working Papers
- How to Find Market Share
- How to Find a SWOT Analysis
- How to Find Top Business Databases

http://library.mcmaster.ca/justask



# **How Library Stuff Works Video Tutorials**



Using the Library | Finding Articles | Finding Books | Doing Research | Citing



cess them online.



How to Find a Journal Article (video)

SAMPLE VIDEOS You need journal articles for your essay? Watch this video t (5:07)

Transcript (PDF) / | Transcript (.doc) / /



How to Choose Keywords (video)

This video explains how to choose keywords for database searching when doing research. (2:43)

Transcript (PDF) / | Transcript (.doc) /



Peer Review (video)

Confused by what 'peer reviewed' means? This video will tell you and explain how it works. (2:11)

<u>Transcript (PDF)</u> | <u>Transcript (.doc)</u> <u>M</u>

http://library.mcmaster.ca/instructional-videos

# Research Help @ Innis



• E-mail: <u>library@mcmaster.ca</u>



Phone: 905-525-9140

- ext. 22081 Innis Service Desk

ext. 21359 Business Librarian



Face to Face:

 Drop by the Service Desk at anytime, Monday to Friday



Live Chat:

http://library.mcmaster.ca/justask/

# Library Hours

October 15 - December 3 library.mcmaster.ca/hours-info

## **INNIS**

Mon-Thurs: 8:30am - 2am

Fri: 8:30am - 6:45pm

Sat: CLOSED

Sun: 1pm - 7:45pm



### MILLS & THODE

Mon-Thurs (Mills): 8am - 10:45pm

Mon-Thurs (Thode): 8am - 3am

Fri (Mills): 8am - 5:45pm

Fri (Thode): 8am - 9:45pm

Sat: 10:30am - 5:45pm

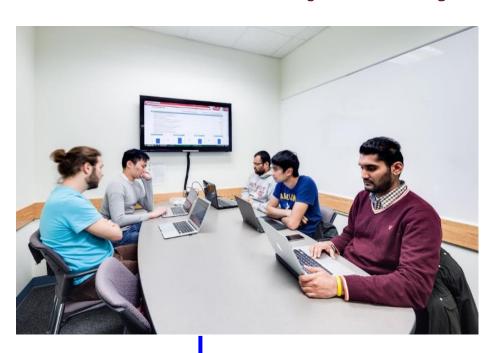
Sun: Noon - 10:45pm

Learning Commons open 24/5



Late Night *Silent* Study Hours
Now Available

# **Group Study Rooms at Innis**



- 7 rooms, seating for 6
- include whiteboards, monitors, outlets, etc.
- supplies can be borrowed from Service Desk
- book rooms online with your MAC ID

#### Study Room Booking System

Select Library: Mills | Innis | Thode

- Rooms are for McMaster users working on collaborative projects
- You will need your MAC ID and password to book a room
- Minimum 3 people in a room & maximum capacity listed below for each room
- If you do not show up in the room after 15 minutes of the booking time then you will lose your complete booking and the room is free for anyone to use
- For privacy protection, we recommend that full names not be used when reserving a room
- · Please limit your bookings to 2 hours per day per group
- The Library reserves the right to cancel bookings in violation of this policy. Attempts to monopolize study rooms will be considered a breach of the Library Code of Conduct
- · Bookings can only be made up to two weeks in advance
- Wireless access is available
- · Please keep your confirmation e-mail as proof of booking

#### https://library.mcmaster.ca/mrbs/

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Click on a ⊕ below to book a room. If an X appears then it means that you are trying to book the room either more than 2 weeks in advance or the date is in the past.

#### LIAM THE LIBRARY DOG IS BACK THIS YEAR!







2017

Innis: 11-11:30am

Mills: 1-2pm

(1st floor, Connection Centre)

Thode: 3-3:30pm

October 26

**November 9** 

**November 23** 

**December 7** 





# **Stay Connected!**



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