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Finding Information on Management & Organisational Behaviour

In order to produce good quality assignments, you should be using a range of different sources and materials. ***It is important to realise that you should be making use of QUALITY sources only, rather than simply relying on such as Wikipedia.*** This handout will help you find a wide range of **quality** material in the field of management.

If you are struggling to find what you need - ask the Learning Centre staff.



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• Online Resources

The Learning Centre has bought licences to a range of specialised databases to help you find **QUALITY** material that has been assessed by fellow experts (peer-reviewed); these databases are **NOT** available freely via the web and should be a key part of your research.

To log in to these databases, you need your OPEN ATHENS password. You need to COME INTO THE LEARNING CENTRE to fill in a form for this password. *It is important that you do this as soon as possible.* You will then be given your username and password **Please make a note of these!**

Once you have your OpenAthens password, go to

<http://intolearningcentre.co.uk/online-resources/> and click on the

OpenAthens logo



You will then have access to the following databases:

- **The Reviews (*was called Philip Allan Databases*)**

Online access to current and past copies of *Business Review*, *Economic Review*, and *Politics Review*. Great way of keeping up-to-date with current issues. Great for course work.

Details of how to use this database efficiently are available in a range of simple guides (***Simple guides 11-16***)

- **EBSCO Discovery**

Provides a quick and easy way to search over 7,000 academic and business journals as well as electronic books. You can access the databases from INTO Manchester or at home. Good for politics, business research, marketing, management, accounting, finance

and economics. Provides access to company information. Many of the journal articles you find will also have the full text with them for you to read. **The Learning Resource Centre has 2 detailed guides on how to use Ebsco Discovery. Please ask the staff.**

Books

Your teacher will recommend key texts that you should read as part of your studies: most of these should be available in the Learning Centre. To find both paper and electronic books you need to search using the Library Catalogue. To find both paper and electronic books you need to search using the Library Catalogue. The catalogue is available via the Learning Centre website at

<https://intolearningcentre.co.uk/>

The Library Catalogue gives you the “Dewey number” of the book. This will help you find it on the shelf as all books in the Learning Centre are organised in Dewey number order. The Dewey number for management is **658**; for organisational behaviour, it is **658.4**

You need your OPEN ATHENS password to use the INTO Manchester databases. If you do not have one, ask the Learning Centre staff

Details of how to use the catalogue efficiently are available in **Guide 4 Finding a Book in the Learning**

Centre

• Electronic/ E-Books

Electronic books covering key topics in management & organisational behaviour are also available and you can use these both at INTO Manchester or at home. As well as searching for a full book, you can also search across **ALL** the pages in available books, all at the same time, for the topic you are interested in.

To log in to the electronic books collections, you need your OPEN ATHENS password. Electronic books are available via Ebook Central and Ebsco Discovery which you find at <http://intolearningcentre.co.uk/online-resources/> You need your OpenAthens password to log in

There is a separate leaflet on how to use E-Books (Simple Guides 17/18)

Use Moodle

Your tutors will have put valuable material on Moodle, the Virtual Learning Environment. **It is important that you log in and gain access to the relevant area of Moodle.**

This is available via the Learning Centre website at <http://intolearningcentre.co.uk/> **Select Moodle.**

Useful Websites

The internet is full of information resources for you to use for your studies. However, it is **VERY** important that you use information from reputable sources only.

Anyone can (and many do!) set up a website just to fool people/promote their own point of view, so you need to be careful about which sources you use.

As a minimum, when searching the web, you should be making use of



Manchester Central Library (a free public library for all) has access to many online journals, via its *Access to Research* system.

search engines such as **Google Scholar** rather than Google itself so you know you will find some “scholarly”/ academic literature. Google Scholar is available at:

<http://scholar.google.co.uk/>

It is recommended that you make use of **Subject Gateways** that contain web resources that have been evaluated and quality checked by subject experts. Below are some subject gateways you might find of use for your research:

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- **CORE (COnnecting REpositories)**

Free access to millions of open access research papers.

Website: <https://core.ac.uk/>

- **Digital Commons Network**

Brings together free, full-text scholarly articles from hundreds of universities and colleges worldwide. **Website:** <http://network.bepress.com/>

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- **Directory of Open Access Journals**

Gives access to some very useful “peer reviewed” journals for you to use. This means that articles have been checked by fellow experts. Suitable for those carrying out in-depth research. **Website:** <http://www.doaj.org/>

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- **JURN**

Finds content in over 4,000 FREE 'open access' eJournals in the arts and humanities. Provides a useful list of the journals included. **Website:** <http://www.jurn.org/>

Useful Websites: Current Affairs and News

- **BBC News**

Latest UK and World news from the BBC. **Website:** <http://www.bbc.co.uk/news/>

- **British Media Online** An interface to a wide range of major UK daily newspapers, local newspapers, media outlets and industry journals. **Website:** <http://www.wrx.zen.co.uk/britnews.htm>

- **Guardian Newspaper**

Online version of *The Guardian*, the British daily national newspaper. A limited archive of older items from the paper is also available.

Website: <http://www.guardian.co.uk/>



Newspapers are extremely useful for current information, setting the context for management trends of today

- **Independent Newspaper**

Online version of *The Independent* newspaper, the British daily national newspaper. Has free access to archive of stories back to 1992. **Website:** <http://www.independent.co.uk/>

Useful Websites: Management and Organisational Behaviour

- **Art and Science of Leadership**

A personal web page of Donald Clark who discusses issues around such topics as leadership, motivation, teamwork and organisational behaviour. Explains key topics clearly and references his material.

Website: <http://bit.ly/1pfnMEt> (*shortened URL*)

Belbin

Although the website aims to promote/sell their games/exercise/team-building work, it does provide some free resources and is useful for giving an overview of the different roles people play in teams.

Website: <http://www.belbin.com/>

- **Chartered Institute of Personnel and Development**

The professional body for those involved in the management and development of people. The news and blog sections provide a round-up of current issues. **Some items may request you to register to read them, but this is free.**

Website: <http://www.cipd.co.uk>



Make use of other libraries such as Manchester Central Library or the University of Manchester library

- **HBS Working Knowledge**

Harvard Business School's management information magazine with articles, and management news items.

Website: <http://hbswk.hbs.edu/>

- **Management & Business Studies Portal**

From the British Library, in association with the British Academy of Management and the Chartered Management Institute. Full text research reports, summaries, working papers and videos.

Website: <https://mbsportal.bl.uk/>

Remember:

Always ask if you
need help finding
information on your
topic