

Management & Organisational Behaviour: finding information



INTO MANCHESTER

When you are doing your coursework at INTO Manchester, you should make use of **QUALITY** sources, rather than just using *Wikipedia*

This handout will help!

If you are struggling to find what you need - ask the Learning Centre staff. They like to help!

Learning Centre Guide 24

Website: <http://intolearningcentre.co.uk>

E-mail: manchester.lrc@intoglobal.com

Telephone: 0161 631 12 22



Follow
[@into_mcrirc](https://twitter.com/into_mcrirc)

Online Resources

The Learning Centre has special databases to help you find **QUALITY** material - these databases are **NOT** available freely via the web

To log in to these databases from home, you need your OPEN ATHENS username and password. You need to COME INTO THE LEARNING CENTRE to get these.

Once you have your OpenAthens details, go to

<http://intolearningcentre.co.uk/online-resources/>

click on the **OpenAthens logo and log in**



You can use the following databases from INTO Manchester or at home:

- **Business Review (was called Philip Allan Databases)**

Current copy in library, this gives online access to past copies of *Business Review*. Great for course work. Details on how to use in **Simple guide 12**

- **European Newsstream**

Covers local and regional newspapers throughout Europe; includes *The Guardian*, *Independent*, *Times* and *Financial Times*. Great for up-to-date information. Details on how to use in **Simple guide 25**

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

- **EBSCO Discovery**

For more in-depth research; search over 7,000 academic and business journals Details on how to use in **Guide 7a and 7b: using the Ebsco Databases**



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

- **Electronic/ E-Books**

Electronic books cover key topics in management & organisational behaviour - you can use these at INTO Manchester or at home. Search for a full book or across **ALL** the pages in available books, all at the same time, for the topic you are interested in. Electronic books are available via **Ebook Central** and Ebsco via **Ebsco Discovery** There are separate leaflets on how to use **E-Books** (Simple Guides 17/18)

Use Moodle

Your teachers will put valuable material on Moodle, the Virtual Learning Environment, also called MyINTO.

It is important that you log in and use Moodle (MyINTO). 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. ***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 internet sources you use.***

Use 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/>

Useful Websites: Current Affairs and News

- **BBC News**

Latest UK and World news from the BBC.

Website: <http://www.bbc.co.uk/news/>

- **European Newsstream**

Covers local and regional newspapers throughout Europe; includes *The Guardian, Independent, Times* and *Financial Times*. Great for up-to-date information. Details on how to use in **Simple guide 25**. Access with your **Open Athens** details – see page 2



**Remember:
Always ask if you
need help finding
information on your
topic**

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/>

- **Business and Management Portal**

From the British Library, full text research reports, summaries, working papers and videos. Great starting point for research.

Website: <https://www.bl.uk/business-and-management>

- **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>

- **HBS Working Knowledge**

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

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

Books

Your teacher will recommend key books that you should read as part of your studies: most of these should be available in the Learning Centre. To find books you need to search using the **Library Catalogue**.

The catalogue is on 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 library 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**

Details on how to use in **Guide 4 Finding a Book in the Learning Centre**

Further Research

For more advanced research, use **Subject Gateways** that contain web resources that have been evaluated and quality checked by experts.

Try these:

Subject Gateways

- **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/>

- **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/>

- **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/>

**Manchester Central
Library has access to
many online journals,
via its *Access to
Research* system. Ask
the Learning Centre
staff about access to
the Central library**

