

## ENCYCLOPEDIAS:

*Britannica Online*  
*Grolier Online Encyclopedia*

Use encyclopedias to find basic business information from marketing to operations planning to information systems.

<http://umhelena.edu>

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

*Resources . . . Encyclopedias*

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## BOOKS:

*658 Starting, Advertising and Managing a 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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## JOURNAL ARTICLES:

*Business Source Complete*  
*Business & Company Resource Center*  
*Regional Business News*  
*Emerald E-Journals*

Use these databases to locate articles on your business topic or type of business. **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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## WEBSITES:

**Helena Chamber of Commerce**

<http://www.helenachamber.com>

**Montana Business Assistance Connection**

<http://www.mbac.biz>

**Montana Department of Commerce**

<http://commerce.mt.gov>

**U.S. Small Business Administration**

<http://www.sba.gov>

**Reference USA Business (From Lewis & Clark Library)**

<http://lewisandclarklibrary.org/Onlinedatabase/Business>

Consult these Web sites for small business and demographic information.

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## BIBLIOGRAPHIC STYLE (APA):

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>"pet store"</i>	<b>OR</b>	<i>"pet industry"</i>	<b>OR</b>	<i>"pet supplies"</i>
<b>2<sup>nd</sup> CONCEPT</b>	<i>outlook</i>	<b>OR</b>	<i>"industry conditions"</i>	<b>OR</b>	<i>"market share"</i>
<b>3<sup>rd</sup> CONCEPT</b>		<b>OR</b>		<b>OR</b>	

	<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: "pet store"

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#### Use Boolean operators:

Not enough results?	Use OR	"pet store" OR "pet industry"	Includes ANY of the terms and brings back more results
Too many results?	Use AND	"pet store" AND "market share"	Includes ALL terms and focuses a search, brings back fewer results
Want to eliminate a term?	Use NOT	Montana NOT Oregon	Removes and results that have a specific term

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

in

#### Helpful Hints:

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