Getting Ready
1. Please sign in to a library workstation with your Brock computer account login and password.
2. Open up a browser (Google Chrome or Internet Explorer). If you are not on the Library Home Page, go to: http://www.brocku.ca/library

Part 1: Finding books on a topic
Activity 1: Finding books on companies or people or concepts
Pretend that you have decided to write your term paper on the leadership style of Howard Schultz, the CEO of Starbucks. For these activities, we need to search the Library Catalogue.

From the Library Home Page, choose Research -> Catalogue

1. Finding books about a company.
   a. Use the Subject search to find books about Starbucks.
   b. How many books did you find using this method? ________________.
   c. Now try using the Keyword search to find books about Starbucks.
   d. Did you find more books, or fewer books, using the Keyword search method? ____

2. Finding books about a person.
   a. Use the Subject search to find a book about Howard Schultz.
   b. How many books did you find? __________.

3. What type of search would you used to find books written by Howard Schultz?
   a. Subject
   b. Author
   c. Title
   d. Keyword

4. Finding books about a concept.
   a. Use the Subject search to find books Leadership.
   b. How many books are there? __________.

5. As you can see, this is a very broad topic. You should narrow your search to make it more specific. Scroll through the list of Leadership Subjects and see if there is a more specific Subject heading to use instead.
   a. What is the more specific Subject heading? _________________________________
   b. How many books are there about this new subject? ___________________________
Part 2: Finding articles on a topic

Activity 2: Create a search strategy statement.
You are interested in finding articles from academic journals on your specific term paper topic. Before you do any database searching, you should create a search strategy statement using these steps.

1. Write down your topic statement.

__________________________________________________________________________

2. Identify the main concepts (keywords) from your topic statement and write them down.

__________________________________________________________________________

3. Brainstorm for synonyms for each of the main concepts.
Concept 1:______________________________________________________________
Concept 2: _____________________________________________________________

4. Connect your keywords together using Boolean connectors and write down your strategy.
AND finds both terms          OR finds either term
____________________________________________________________________   ____________________________________________________________________
____________________________________________________________________
Activity 3: Basic database searching using connectors (AND, OR) and limiters
1. From the Library Home Page, choose Research -> Databases -> Business
2. Click on Business Source Complete. This database includes articles from different types of sources such as magazines, newspapers, and academic journals.
3. On the Advanced Search screen, please enter your own search strategy (see image below for an example to follow).
   a. You may Select a Field (for example, subject) for your search terms. If you do not choose one, the Business Source Complete database will search for your terms in the title, subject terms, and abstract.
   b. Make sure that the Boolean/Phrase search mode is selected.
   c. Make sure that you Limit your results to Scholarly (Peer Reviewed) Journals.
4. The **Refine Search** tool lets you filter your results by various options (Publication Date, Source Types, Subject, Publication, Company, Geography, or NAICS/industry). Spend a few minutes looking at the different filters, and try them out.

5. **Browsing Subject Terms in the Business Thesaurus.** If you want to learn more about a subject term, you can look it up in the Thesaurus. Look for the Thesaurus link in the menu bar at the top of the Results list screen.

Here is the entry for **Leaders**. You can read a scope note (a description of how the term is used) and see narrower terms (more specific subject term) and related terms.
Activity 4: Generating APA Style Reference List Citations in Business Source Complete

1. From the Search results page, select the items to be saved by adding them to your folder. This folder is temporary. If you wish to save the items in your folder to retrieve them later, you must Sign In to My Business Source.

![Sign In to My Business Source](image)

2. Go to Folder View.
   a. Option 1. Click on an article’s title to view the Detailed Record. Click on Cite (under Tools on the right side of the screen).
      i. Scroll through the Citation Formats until you see APA.
      ii. Copy the APA Reference List entry into a Word document. Compare the format to the APA Style instructions and edit if necessary.
b. Option 2. Email some or all of the articles with an APA formatted reference list citation. Simply enter your email address where indicated and click Send.