



Business

This guide provides an introduction to basic sources for research on topics related to accounting, economics, finance, management, marketing and general business. **Ref** and **RRef** in the call number refer to items in the Reference collection in the short ranges on the first floor, and Ready Reference in the tall ranges next to the Public Services Librarian's office. Items with no reference prefix are shelved on the second floor in the main collection. **Current journals** related to business are located in the Hemphill Business Reading Room on the Richardson Library's third floor. **Business databases** available at HSU are listed on the back page of this guide. Consult a librarian for further assistance.

Your university ID is your **library card** and can be used at the libraries of the **Abilene Library Consortium (ALC)** which include HSU, Abilene Christian University (ACU), McMurry University (McM), Howard Payne University (HPU), and the Abilene Public Library (APL).

The library's voice mail **phone index** is 670-1236. However, if the library is open, library **circulation staff will always answer 670-1578; for reference assistance call 671-2151**. The library liaison for business is Alice Specht, Dean of University Libraries.

Information Guides

Basic Business Library: Core Resources	Ref. Z675. B8 B37 2002
Best Websites for Financial Professionals, Business Appraisers and Accountants	E- Book On Line Resource
Business and Economic Resources Online	E- Book On Line Resource
Business Information: Finding and Using Data in the Digital Age	HD30.2 .Z337 2003
International Business Information on the web	HF5415.2 .B555 2001
Internet Public Library	http://www.ipl.org/ref/RR/
Search Smart and Get Ahead [computer file]:	E- Book On Line Resource
Strauss's Handbook of Business Information: A Guide for Librarians, Students, and Researchers	HF1010 .S772 2004
Successful Business Research: Straight to the Numbers You Need—Fast!	HD30.4 .A25 2006
The Basic Business Library: Core Resources	Z675.B8 B37 2002
The Extreme Searcher's Internet handbook [Electronic Resource] : A Guide for the Serious Searcher	E- Book On Line Resource

Accounting Guides

Accounting Ethics	HF5625.15 .D87 2003
Accounting Reference Desktop	HF5657.4 .B7195 2002
Annual Reports 101: [What the Numbers and the Fine Print can Reveal About the True Health of a Company]	HG4028 .B2 T47 2007
The CPA's Guide to Professional Ethics	E-Book On Line Resource
Dictionary of Accounting [Electronic Resource]	E-Book On Line Resource
Financial Accounting Standards Board GAAP Guide	http://www.fasb.org/
2008International Dictionary of Accounting Acronyms	Ref. HF5616 .U5 G33
Miller GAAS Guide	Ref. HF5621 .M67 1998
	Ref. HF5667 .M514 2008

Directories

FaxUSA 2002: A Directory of Facsimile Numbers	R Ref. HE7771 .F39 2002
Headquarters USA: A Directory of Contact Information for Headquarters	R. Ref. E144.5 .H43 2003 V1-2
Hoover's Handbook of Emerging Companies	HG4057 .A28618 2002
Industry Classification System	
International Directory of Business Biographies	Ref. HC29 .I57 2005 V. 1-4
NAICS Desk Reference: The North American	Ref. HF1041.5 .N35 2000
Naked in Cyberspace: How to Find Personal Information Online	Ref. JK2445 .P82 L36 2002
Plunkett's Companion to the Almanac of American Employers	E-Book On Line Resource
Standard & Poor's Register of Corporations, Directors and Executives	Ref. HG4057 .A4 2005 V. 1-2
Standard & Poor's 500 Guide	E-Book On Line Resource
Standard & Poor's Small Cap 600 Guide	E-Book On Line Resource

Handbooks

Accountant's Handbook. Vol. 1, Financial Accounting and General Topics	E-book On Line Resource
Barron's Finance & Investment Handbook	E-book On Line Resource
Best Websites for Financial Professionals, Business Appraisers, and Accountants	E-book On Line Resource
Blackwell Handbook of Strategic Management	HD30.28 .B592 2001
Borderless Business: Managing the Far-Flung Enterprise	HD62.4 .B67 2006
Business Ethics: A Reference Handbook	HF5387 .D54 1998
Business: The Key Concepts	HF 1001 .V47 2002
Corporate Truth: The Limits to Transparency	HD62.4 .B67 2006
The Fast Forward MBA in Finance	E-book On Line Resource
Handbook of Public Relations	HD59 .H267 2001
The International Handbook of Corporate Finance	E-book On Line Resource
Irwin Guide to Using the Wall Street Journal	E-book On Line Resource
Marketing to American Latinos: A Guide to the In-Culture Approach	HC110.C6 V348 2000 book
Nations of the World: A Political, Economic & Business Handbook	HC110.C6 V348 2000 software
Small Business Handbook	Ref. HF1010 .N37 2002
	E-book On Line Resource

Encyclopedias and Dictionaries

Business and Industry (encyclopedia)	HF1001 .B796 2003 V 1-11
Capstone Encyclopaedia of Business: The Most Up-to-Date and Accessible Guide to Business Ever!	E-Book On Line Resource
Dictionary of Accounting [Electronic Resource]	E-Book On Line Resource
Dictionary of Banking Terms [Electronic Resource]	E-Book On Line Resource
A Dictionary of Business	Ref. HF1001 .C63 2002
Dictionary of Business	Ref. HF1001 .C626 2001
Dictionary of Business Terms (2000)	E-Book On Line Resource
Dictionary of Finance and Investment Terms (2003)	E-Book On Line Resource
Dictionary of International Business Terms (2000)	E-Book On Line Resource
Dictionary of Marketing Terms (2000)	E-Book On Line Resource
Encyclopedia of American Women in Business: From Colonial Times to the Present	Ref. HD6054.4 .U6 K753 2004 V1-2
Encyclopedia of Business and Finance	Ref. HF 1001 .E466 2001 V. 1-2
Encyclopedia of Emerging Industries	Ref. HD2324 .E528 2007
The New Palgrave Dictionary of Economics	Ref. HB61 .N49 2008 V1 – 8
New Palgrave Dictionary of Money & Finance	Ref. HG151 .N48 1992 V. 1-3
Understanding American Business Jargon	Ref. HF1001 .F65 2005

Data & Statistical Sources

American FactFinder	http://factfinder.census.gov
By the Numbers: Using Facts and Figures to Get Your Projects and Plans Approved.	E-Book On Line Resource
Characteristics United States. Bureau of Census	3rd floor Non-Circulating Documents
County and City Data Book	E-Book On Line Resource
United States. Bureau of Census	C 3.134/2:C 83/2/2000
Demographic Yearbook. Historical Supplement	HA17 .D452, CD, Reserve Desk
Plunkett's Retail Industry Almanac, 2004 [electronic resource]	E-Book On Line Resource
Plunkett's Advertising & Branding Industry Almanac: the only comprehensive Guide to Advertising Companies and Trends	E-Book On Line Resource
Plunkett's Energy Industry Almanac, 2004: the Only Comprehensive Guide to the Energy & Utilities Industry	E-Book On Line Resource
Plunkett's Financial Services Industry Almanac, 2004	E-Book On Line Resource
Plunkett's Retail Industry Almanac, 2004	E-Book On Line Resource
Statistical Abstracts of the United States	R Ref. HA 202 .S825 Annual
U.S. Census	www.census.gov
United States Summary, 2000. Summary Social, Economic, and Housing	3rd floor Documents Reference

Investment Resources

Almanac of Business and Industrial Financial Ratios	Ref. HF5681.R25 T861 2008
Barron's (weekly)	1st floor newspaper area
Federal Reserve System: Board of Governors	http://federalreserve.gov
Finance: Essentials for the Successful Professional	HG4027.3 .B47 2002
Financial Valuation Workbook: Step-by-Step Exercises to Help You Master Financial Valuation.	E-Book On Line Resource The
Institutional Investor (Journal)	3rd floor Hemphill Business Reading Room
International Investing: Get the Facts: How You Can Learn More About Foreign Companies and Markets	SE 1.2:IN 8/25 Non-Circulating Documents
Internet Resources and Services for Inter- national Finance and Investment	Ref. HG64 .J5 2001
Investopedia.com	Online Resource
Investor	http://www.investorhome.com
Standard & Poor's (website)	http://fc.standardandpoors.com/calculators
Standard & Poor's Industry Surveys	Ref. HC106.6 .S74 Quarterly
The Stock Market	HG4551 .H23 2007
Value Line Investment Survey	Online Database

International Business

American Business Centers in Russia and The New Independent States	C 61.2: B 96/3/998 Ref. Documents
Art of Crossing Cultures	GN517 .S76 2001
CultureGrams	R. Ref. GT150 .C855 2004 Vol. 1-4
Doing business in the New China: A Handbook and Guide	HG5784 .Z56 2004
International Business Etiquette. Latin America: What You Need	E-Book On Line Resource
International Business and Society to Know to Conduct Business Abroad with Charm and Savvy	HD2755.5 .W376 1998
Internet Resources and Services for International Finance and Investment	Ref. HG64 .J5 2001
Kiss, Bow, or Shake Hands: How to do Business in Sixty Countries	HF5389 .M67 2006
Mind Your Manners: Managing Business Cultures in the New Global Europe	E-Book On Line Resource
Nations of the World: A Political, Economic & Business Handbook	Ref. HF1010 .N37 2002
Transcultural Realities: Interdisciplinary Perspectives on Cross-Cultural Relations	HM1211 .T73 2001

Employment & Careers

Advancing Women's Careers: Research and Practice	HF5382.6 .A38 2002 E-Book On Line Resource
America's Top 300 Jobs: A Complete Career Handbook	E-Book On Line Resource
Best Career and Education Web Sites: A Quick Guide to Online Job Search	E-Book On Line Resource
Best Resumes and CVs for International Jobs: Your Passport to the Global Job Market	HF5383 .K65 2002
Career Guide to America's Top Industries: Essential Data on Job Opportunities in 42 Industries (2004)	E-Book On Line Resource
Career Information and Resources for the United States of America	E-Book On Line Resource
Career Overview	www.careeroverview.com
Careers in Computer Sales	E-Book On Line Resource
Careers in Project Management	E-Book On Line Resource
The Dallas-Fort Worth Jobbank	E-Book On Line Resource
Encyclopedia of Careers and Vocational Guidance	E-Book On Line Resource
eResumes: Everything You Need to Know About Using Electronic Resumes to Tap Into Today's Job Market	HF5283 .W453 2001
From College to Career: Entry-level Resumes for Any Major from Accounting to Zoology	HF5383 .A836 1999
Gallery of Best Resumes for People Without a Four-year Degree: A Special Collection of Quality Resumes by Professional Resume Writers	HF5383 .N622 2000
Killer Cover Letter and Resumes!	E-Book On Line Resource
Plunkett's Employer's Internet Sites with Careers Information, 2002-2003: the Only Guide to America's Hottest Corporate Resumes that Get Jobs	E-Book On Line Resource
Internet Sites for Job Seekers	HF5383 .R4 2002
The Riley Guide; Job Banks and Recruiters	www.rileyguide.com/jobs.html
Texas Workforce	www.WorkinTexas.com
The WetFeet Insider Guide to Industries and Careers for Undergrads	E-Book On Line Resource
The WetFeet Insider Guide to Industries and Careers for MBAs	E-Book On Line Resource
Vault Guide to the Top Energy & Oil/Gas Employers	E-Book On Line Resource

Career Sources in On Line Catalog

Look for materials in the ALC Online Catalog under headings:

Occupations

Vocational Guidance

Professions

Vocation

See the library **web page** from the university's home page: www.hsutx.edu. **Remote login** to the subscription databases is through a proxy server. Your library barcode number is used for access; it has 13-digits and is on the back of your university ID. Some features in the ALC catalog require your ID number and pin number, such as placing holds. The **pin number** for the library is the last four digits of your Social Security number.

Business Databases

EBSCO:

Business Source Complete – designed specifically for business schools and libraries, provides full text for more than 7,400 scholarly business journals and other sources, including full text for 1,200 peer-reviewed journals.

Computer Source – full-text of over 300 journals in high technology.

Legal Collection – full-text of 250 scholarly law journals.

Information Science & Technology Abstracts – indexes 450 of the most important journals in this field.

Regional Business News - Provides comprehensive full text coverage for regional business publications. It includes coverage of 75 business journals, newspapers, and newswires from metropolitan and rural areas with the U.S.

LEXISNEXIS:

Academic Universe - designed for academic use of legal and news resources. Entirely full text. Gives polling and reference services.

FIRST SEARCH:

WilsonBusiness - Leading business journals, with partial full text, are included covering all areas of business from over 2,400 leading English language journals.

EconLit - provides citations for dissertations and full-text articles in more than 620 collective volumes per year.

ABI/Inform – provides abstracts and full-text articles from international professional publications, academic journals, and trade magazines.

TexShare:

Info Trac Custom Newspapers - Full text from 1996 forward from the *Austin American Statesman*, *Dallas Morning News*, *Houston Chronicle*, *New York Times*, *Washington Post*, *Financial Times*, the *Times* (London).

ACCESS WORLD NEWS :

600 U.S. and 700 world newspapers full-text and updated daily. *Abilene Reporter-News*, *Dallas Morning News* (1885 -1977, and 1984 - current), *New York Times* (2000-current) and Hot Topics with special academic reports are accessed by search short-cuts. 35 Texas newspapers are searchable.

PROQUEST:

Complete *Wall Street Journal* from 1984 to the present and *New York Times* (1851 - 2005).

SPECIALIZED DATABASES:

Morningstar - Access to reports on more than 8,000 stocks and 12,000 mutual funds; analyst reports on 1,000 stocks and 2,000 mutual funds.

Value Line Investment Survey - Information and advice in 1,700 stocks, 90 industries and the economy. Sections include Ratings and Reports, as well as Sections and Opinions.

Global Road Warrior - For business travel giving culture tips, and information on telecommunications, dialing guide, regional maps, money and banking, and country facts.

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