



Economics, leisure and management: finding information for essays and dissertations

SGL20

Introduction

Most module coordinators issue lists of recommended books, journal articles and websites, so you know exactly what to read if you want to do well in a module. Increasingly, students are also being asked to research subjects independently, so you need to be able to find information for yourself. This is particularly important for postgraduate students preparing to write a dissertation. This guide covers a variety of search tools and web sites that will help you find the information you need.

Getting started

The Library has books that give advice on all aspects of writing an essay or dissertation. Examples are given below, but there are others.

Fisher, Colin (2004) *Researching and writing a dissertation for business students*

Greetham, B. (2001) *How to write better essays*

Hart, Chris (2005) *Doing your Masters dissertation: realising your potential as a social scientist*

You may also find it useful to look at the [information skills tutorials](#) produced by the library. They include information on plagiarism and how to avoid it, correct referencing of sources, and successful searching.

Effective searching – keywords

Most of the catalogues, databases and search engines referred to in this guide require you to use keyword searching effectively to get good results. Before you start searching, you should think about the words and phrases which best describe your research. You may need to think about alternative ways of describing the same concept, and identify broader or narrower terms if your searches produce too few or too many results.

You may find it helpful to check a specialist subject dictionary or encyclopedia to identify useful terminology. You'll find these in the reference section of the library. Alternatively there are links to virtual reference collections at <http://www.sheffield.ac.uk/library/useful/rewks.html>

Finding books

To find books on a particular subject, you'll need to search the library catalogue. The catalogue for the University of Sheffield is known as [Star](#), and it lists all the books, journals and other items in the library, including electronic journals, books and databases. Try a keyword search for your subject and note the shelf marks of the most relevant items.

Once you've found one or two useful items, you can search the catalogue for other things with the same shelf mark number, or browse the shelves to look for other items.

If your research is more specialised, you may need to search the library catalogues of other institutions. [COPAC](#) <http://www.copac.ac.uk/> is particularly useful. This is a union catalogue that incorporates the library catalogues of members of the Consortium of University Research Libraries (CURL) and the British Library.

Links to other [library catalogues](#) can be found at <http://www.sheffield.ac.uk/library/useful/libcats.html>

Journal articles and conference papers

These are a useful source for up to date research. Journals are increasingly available online and the University Library currently has access to over 20,000 e-journals, through Find it@Sheffield in the eJournals section of the Library tab in MUSE. All the journals that the University has access to, regardless of format, are catalogued on [Star](#), so this is where you should check if you want to locate a specific title. Remember that some titles are still available only in print format so it is important to remember to check Star and not just Find it.

Thousands of journal articles and conference papers are published every year, and it would be difficult to find articles if you had to search each journal separately. Fortunately, there are databases that you can use to search for articles and papers. These may be referred to as bibliographic or indexing databases. They usually provide abstracts (summaries) of the articles to help you judge their relevance, and increasingly, many provide links to the electronic full text of articles if the institution subscribes to the journal.

Databases to help you find journal articles

Most databases are available via MUSE, the University Portal. They usually include help screens that explain how to search effectively, and save or download your results. Locally produced [guides](#) to databases are available from <http://www.shef.ac.uk/library/libdocs/atof.html>

Some databases allow you to export data into [bibliographic software](#) such as EndNote - see <http://www.shef.ac.uk/library/refmant/refmant.html>

There is an information page for each database that provides a link to the database, and provides any additional information you need, including remote access away from the campus.

A complete [list of databases](#) is available from <http://www.shef.ac.uk/library/cdlists> The following are particularly relevant for economics, management and leisure management.

[EconLit](#)

Economics literature from 1969 at <http://www.shef.ac.uk/library/cdfiles/econlit.html>

[Emerald management reviews](#)

Index of academic and professional journals from 1989. Includes links to journal articles available in the [Emerald Full Text](#) service.

<http://www.shef.ac.uk/library/cdfiles/emer.html>

[IBSS](#)

International Bibliography of the Social Sciences. Covers books and journal articles, and includes links to full text for journals in stock.

<http://www.shef.ac.uk/library/cdfiles/ibssebsco.html>

[Leisure, recreation and tourism abstracts](#)

<http://www.shef.ac.uk/library/cdfiles/leistour.html>

[Scopus](#)

Multidisciplinary database with abstracts from over 15,000 journals.

<http://www.shef.ac.uk/library/cdfiles/scopus.html>

[Sport discuss](#)

Sports literature from 1975 to date.

<http://www.shef.ac.uk/library/cdfiles/sportd.html>

[Web of Knowledge](#)

Multidisciplinary database which incorporates the Social Science Citation Index and Arts & Humanities Citation Index. Includes links to full text for journals in stock.

<http://www.shef.ac.uk/library/cdfiles/wos.html>

Obtaining journal articles not in stock at the University Library

Once you have a list of articles, check [Star](#) at <http://library.shef.ac.uk/> to see if the journals are in stock, either in print or electronically. Remember to search using the title of the journal or conference proceedings, not the author or title of the article. Keyword searching on *Star* is likely to provide the most reliable results, particularly for conference proceedings. If the journal you need is not taken at the University Library, you may be able to obtain articles by using the [Document Supply Service](#) - see <http://www.shef.ac.uk/library/services/ill2.html>

Current awareness

If you are undertaking a piece of research over an extended period of time you may want to keep up to date with newly published articles. Some publishers will email you the contents pages of journals as they are published.

A list of [current awareness services](#) can be found at <http://www.shef.ac.uk/library/electjnl/ejxcas.html> One of the most comprehensive is [ZETOC](#) <http://www.shef.ac.uk/library/aware/zetoc.html> which provides access to the British Library Electronic Table of Contents, covering 20,000 current journals. Once you've selected the journals you're interested in and set up an alert, tables of contents will be emailed to you as they are published.

Using dissertations and theses

You might find it helpful to look at dissertations or theses written by other students. They may contain information valuable for your research and you'll also be able to see how other students have approached their research. The University Library keeps PhD theses written by students at Sheffield, and some Masters dissertations. These are available for consultation in the library only and cannot be borrowed. Theses held in the Library are all listed on [Star](#), and it is possible to limit your search to the theses catalogue only.

You can search for theses and dissertations produced at other institutions using the following databases:

[Index to theses](#)

Index of U.K. theses at <http://www.shef.ac.uk/library/cdfiles/intheses.html>

[Dissertation abstracts](#)

Mainly North American but also covers over 500 universities worldwide at <http://www.shef.ac.uk/library/cdfiles/dissabs.html>

It may be possible to obtain theses and dissertations from other institutions from [the Document Supply Service](#) <http://www.shef.ac.uk/library/services/ill2.html>

Specialist information

The following sections give some suggested sources for specialised information. Some are freely available; others can be used only by members of the University of Sheffield. The listings are not comprehensive and other useful sources may be available. See also the section on internet resources.

Company, financial and market research data

[FAME](#) (Financial Analysis Made Easy)

Subscription database of company profiles and financial information for larger UK companies at <http://www.shef.ac.uk/library/cdfiles/fame.html>

[Mintel](#)

Subscription database of full text market research reports at <http://www.shef.ac.uk/library/cdfiles/mintel.html>

[Company information links](#)

Library web page of links to freely available internet sites <http://www.shef.ac.uk/library/useful/company.html>

[Business Information on the Internet](#)

Comprehensive freely available site maintained by Karen Blakeman
<http://www.rba.co.uk/sources/index.htm>

Newspapers and news services

[Newsbank](#)

Subscription database containing the full-text of the main U.K. newspapers plus the Economist, in most cases from 1998. <http://www.shef.ac.uk/library/cdfiles/newsbank.html>

[Newspapers](#)

Library web page of links to subscription and freely available newspapers.
<http://www.shef.ac.uk/library/useful/newspape.html>

[BBC news](#)

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

[CNN news](#)

<http://www.cnn.com/>

Statistics

[Census Data](#)

Census data from CasWeb for 1981, 1991 and 2001, available to registered network users only.
<http://www.shef.ac.uk/library/cdfiles/census.html>

[Economic and Social Data Service](#)

Provides access to and support in using a range of national and international qualitative and quantitative data at <http://www.esds.ac.uk/>

[Electronic Statistics textbook](#)

Covers a range of statistical techniques useful in the social sciences at
<http://www.statsoft.com/textbook/stathome.html>

[Social trends](#)

Archive of U.K. statistics from 1970-1995, available to registered network users only.
<http://www.shef.ac.uk/library/cdfiles/sotrends.html>

[Statistics links](#)

Library web page of links to statistical sources. <http://www.sheffield.ac.uk/library/useful/stats.html>

[UK Data Archive](#)

Collection of digital data funded by Economic and Social Research Council and Joint Information Systems Committee <http://www.data-archive.ac.uk/>

[U.K. National Statistics](#)

Wide range of U.K. statistics freely available at <http://www.statistics.gov.uk/>

[U.S. Bureau of Economic Analysis](#)

<http://www.bea.gov/>

[U.S. Census Bureau](#)

<http://www.census.gov/>

Government Sites

[Direct.gov](#)

Comprehensive U.K. government portal <http://www.direct.gov.uk/Homepage/fs/en>

[Europa](#)

The portal for the European Union at http://europa.eu/index_en.htm

<http://www.shef.ac.uk/library/libdocs/sgl20.pdf>

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[USA.gov](http://www.usa.gov/)

The U.S. government's official web portal <http://www.usa.gov/>

Internet resources

There's a lot of good quality information on the internet, and even more rubbish! The key is to evaluate any sites that you use for academic work to assess their currency, quality and credibility.

To find out more about searching the internet and evaluating resources, try the tutorials in the [Virtual Training Suite](http://www.vts.intute.ac.uk) at <http://www.vts.intute.ac.uk> or use the [information skills tutorials](#) produced by the library. Books about successful internet searching are available in the library at shelf mark O25.04. Alternatively, use one of the services listed below to find sites that have been selected and evaluated already.

[Biz/ED](http://bized.co.uk/)

Business and economics service for higher education <http://bized.co.uk/>

[Business information on the Internet](http://www.rba.co.uk/sources/index.htm)

From Karen Blakeman at RBA Information services at <http://www.rba.co.uk/sources/index.htm>

[Library subject guides](http://www.shef.ac.uk/library/subjects/subjects.html)

Guides produced by University Library staff. Subjects include economics, leisure management and management <http://www.shef.ac.uk/library/subjects/subjects.html>

[Intute: Social sciences](http://www.intute.ac.uk/socialsciences/)

Gateway to evaluated internet links. Subjects include business & management, economics, sport & leisure, statistics & data, travel & tourism. <http://www.intute.ac.uk/socialsciences/>

[Resources for Economists on the Internet](http://rfe.org/)

Sponsored by the American Economic Association <http://rfe.org/>

Further information

Contact Maria Mawson (m.b.mawson@sheffield.ac.uk) who is the Academic Liaison Librarian for these subjects.