

UNDERTAKING RESEARCH & USING THE LIBRARY

LIBRARY ORIENTATION SESSION FOR POLITICAL ECONOMY STUDENTS

Session 1: Planning your research, print resources, electronic databases and e-journals

Library home Page: <http://www.library.usyd.edu.au>

The Library's web site provides access to a wide range of services and resources. Through the web page you can access the online catalogue to check for books, journals and audio-visual materials held in the Library's collections. The web site can also provide access to a large number of electronic databases and electronic journals. There is also information on services such as Inter-Library Loans and reciprocal borrowing with other universities.

Subject Dictionaries and Encyclopedias

If your subject is new to you or if you need to find key words that describe your topic then consulting a subject dictionary or encyclopedia can be very useful. Below are listed some of the major subject encyclopedias held in the Fisher Library Reference Collection.

The New Palgrave: a dictionary of Economics. [4 volumes]

Edited by John Eatwell, Murray Milgate, Peter Newman.

London: Macmillan, 1998.

Fisher Reference 330.03 52

The new Palgrave: a dictionary of economics and the law. [3 volumes]

Edited by Peter Newman.

London: Macmillan Reference, 1998

Fisher Reference 330.03 50

Encyclopedia of Political Economy. [2 volumes]

Edited by Phillip Anthony O'Hara.

New York, London: Routledge, 1999.

Fisher Reference 330.03 51 (& in Fisher Reserve)

Routledge Encyclopedia of International Political Economy. [3 volumes]

Edited by R J Barry Jones.

London, New York: Routledge, 2001.

Fisher Research 337.03 4 May be transferred to Reference.

International encyclopedia of the social & behavioral sciences [26 volumes]

Editors-in-Chief Neil J. Smelser, Paul B. Baltes

Amsterdam; New York: Elsevier, 2001

Fisher Reference 300.3 18 plus an online version available at

(<http://0-www.sciencedirect.com.opac.library.usyd.edu.au/science/referenceworks/0080430767>)

Searching for references to journal articles and conference papers

The online catalogue will tell you what journals are held in the Library's collections, however it does not provide records to individual articles published in each issue of the journals. Nor does it index the

individual papers in a set of conference proceedings. So to research what articles or papers that have been written on your topic, you will need to use the electronic databases.

There is a full listing of all databases by subject available on the Library's web page at:
<http://www.library.usyd.edu.au/databases/>

Below is a selection of databases related to economics and business topics.

Print Indexes

International Political Science Abstracts 1951+
 International Political Science Association

Published bi-monthly, this index abstracts articles in the area of political science. The coverage is international and multilingual. The arrangement is chronological by abstract number and there is a subject index at the back of the volume.

Fisher Reference 320.106 2

International Bibliography of Economics 1952+
 London: Routledge (prepared by the British Library of Political and Economic Science)

Published for each year, this bibliography covers the major aspects of economics. It is international in its coverage and includes articles from both books and journals. The arrangement is by a classification scheme which is given at the beginning of each volume. The volume also has author, place names and subject indexes.

Fisher Reference 330.016 7

International Bibliography of Political Science 1953+
 London: Routledge (prepared by the British Library of Political and Economic Science)

Annual publication indexing both books and journals in each year relating to politics. International coverage and multilingual. Arrangement by classification scheme, outlined at the beginning of the volume. Also has author and subject indexes.

Fisher Reference 320.016 1

DATABASES

Economics and Politics	<p>ABI Inform Large international database - covering business, industry and management. Also covers a range of related subjects including economics, finance, banking and accounting, marketing, HRM and personnel, and management information systems. Partial Full text. 1985+</p>
	<p>AGIS Plus Text Use AGIS and AGIS Plus Text to find references on Australian topics with a legal content. Subject coverage includes all aspects of law including administrative law, banking, companies and securities, constitutional law, copyright law, criminal law, environmental law, family law, human rights, international law, legal aid, and trade practices. It is a bibliographic database and source documents include over 120 Australian, New Zealand and Pacific law journals, and selected articles from major law journals from the United States, Canada and the United Kingdom.</p>

	<p>APAIS (and APA-FT) Major Australian database indexing scholarly journals in the social sciences and humanities. Strong for major economic and political subjects. 1978+. Also available full text as APA-FT.</p>
<p>Capital Monitor Capital Monitor provides current and historical legal and political and regulatory information. Updated throughout the day, Capital Monitor contains Federal Bills Monitor, Acts Assented, Proclamations, Tax Rulings, High Court rulings, Budgets, 1998 and 2001 Elections, and the Canberra Newsletter. There is also a NSW Bills Monitor, Acts Assented, and NSW Newsletter. Newsletters contain Press Statements, Policy Changes, New Regulations, Orders, Bills etc. Similar information is available for other states. It also tracks information by selected Topics.</p>	
<p>CIAO: Columbia International Affairs Online This is a comprehensive source for theory and research in international affairs. It publishes a wide range of scholarship from 1991 onward that includes working papers from university research institutes, occasional papers series from NGOs, foundation-funded research projects, proceedings from conferences, books, journals and policy briefs. Updated monthly. Note: To view full text off-campus, click CIAO remote access button and register.</p>	
<p>Econlit International database that indexes major scholarly journals in most economic disciplines. Also includes references to papers within books, collected works, conference proceedings, book reviews and Ph.D theses. 1969+</p>	
<p>Expanded Academic ASAP Covers most academic disciplines - good coverage of economics, politics, business and current affairs. Partial full text.</p>	
<p>Historical Abstracts Besides covering mainstream historical topics, this database provides references to articles on economic, labour and political subjects from an historical perspective. Good for foreign relations, labour history and economic history.</p>	
<p>Factiva You can search for news, commentary, pictures, company information and stock quotes. The database contains more than 8,000 overseas and Australian newspaper and newswire publications and more than 9,000 web sites. For Australian news sources, the Fairfax publications archive is 13-22 years [SMH 1986+, AFR 1982+] and the News Limited archive is 8 years [Australian 1996+]. There is also a briefer archive on media transcripts for the ABC, SBS and Channel 9 (up to 1 year archive). Overseas media transcript archives are longer (up to 5 years). Pictures of major news events and reports also are available.</p>	
<p>PAIS International database with strong coverage of political and social subjects. Good for issues that combine both political and economic aspects. 1972+</p>	
<p>Web of Science Citation indexes for the social sciences, sciences and humanities. Useful for tracking the development of a theory or idea. Can also be searched by subject. 1985+</p>	

	<p>Worldwide Political Science Abstracts This database provides citations, abstracts, and indexing of the international Serials literature in political science and its complementary fields, including International relations, law and public administration / policy.</p>
	<p>World News Connection World News Connection (WNC) information is compiled from thousands of non-U.S. media sources obtained from full text and summaries of newspaper articles, conference proceedings, television and radio broadcasts, periodicals, and non-classified technical reports.</p>

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Remember to think laterally – if your subject is cross disciplinary then think to use the database subject listings to see what databases might be available in alternative subjects.

Newspaper indexes

The Library holds both Australian and overseas newspapers. The most recent issues are held in the Serials Department on level 3 in Fisher Undergraduate Library. Earlier issues are on microfilm in the Audio-Visual Department (level 3 of Fisher Undergraduate Library). Listed below are some of the indexes available.

Remember that *Factiva* gives access to a very wide range of major Australian and overseas newspapers, and you can search headlines and full text.

Sydney Morning Herald

Index 1900-1987 (imperfect) – 079.944 7; 079.9441 15; 079.9441 16 (held in Audio-Visual)
 State Library of NSW – Infoquick Index to the SMH 1988+
<http://www.slsw.gov.au/infoquick/>
 On microfilm – Fisher MIC 079.9441 (11 August 1842-)

New York Times

Index 1851+ - 071.471 8 (held in Audio-Visual)
 On microfilm – MIC 071.471 9 (1851-)

The Times

Index 1790+ - 072.1 2 (held in Audio-Visual)
 On microfilm – MIC 072.1 14 (1789-1900, 1960- [1900-1959 in Storage])

CONSTRUCTING A SEARCH

Before you even start to search the databases you need to look at your research project and work out what are all the possible keywords that describe your topic. Think of any synonymous words - these are alternative words that relate to the same subject.

Then when you search the databases you need to use Boolean operators to link your keywords together and tell the computer how you want them to be searched:

< AND Keywords linked together with AND retrieves records that contain ALL of your search terms. [Combines your terms together. Refines or narrows your search.]

Examples:

Transport and tariffs
 Unfair dismissal and policy and Australia

- < OR Keywords linked together with OR retrieves records that contain ANY of your search terms. This useful if there is variation in your subject terms or variations in the spelling of your words. [Expands your search, includes alternative terms].

Examples:

Globalisation or globalization
Cars or automobiles or vehicles
Laws or legislation or statutes

- < NOT Keywords linked together with NOT retrieves records that contain your first keyword(s) but remove any records that contain the keyword(s) after the NOT. [Excludes search terms].

Examples:

Power not electricity

- < Nesting Sometimes you need to use a combination of operators in your search strategy. To do this you use parentheses to group your concepts together. It is very similar to writing a maths equation.

Examples:

(e-commerce or e-business) and (globalization or globalisation)

- < Truncation Is used when searching for a variety of possible endings on the key term. By placing a symbol at the end of a word stem the computer will search for all variations for that word.

Examples:

Financ* - will find finance, finances, financially, financials...
Transport* - transport, transports, transportation...

In most databases the symbol is a * but may differ in some databases.
If you are not sure check the help screens of the database you are using.

ELECTRONIC JOURNALS

The Library subscribes to a wide range of its journals electronically. There are links to the electronic versions built into the catalogue records. However, with some of the big journal suppliers you can search their titles like a database or browse through the contents pages. The ones that are relevant to political economy, economics, business and government are:

JSTOR	Archive database of full text articles from a range of scholarly journals in the social sciences. Strong for economics, finance and political science. Many titles have full text to year of commencement.
Science Direct	Full text journals from economics, econometrics, finance, accounting and management.
Project Muse	Selected journal titles in economics and politics.
SourceOECD	Includes the full text of all OECD publications, such as <i>OECD Economic Outlook</i> , and <i>OECD Economic Surveys</i> . Covers 1998+

These services can be accessed through the Library's web page at <http://www.library.usyd.edu.au/ejournals/ejcollections.html>

These ejournal services should not be used as a substitute for database searches as their coverage of the literature is partial, and you could miss significant references. However services such as JSTOR have historical archives often going back to the early 20th century, and are very useful for locating historical materials.

INTERLIBRARY LOANS / DOCUMENT DELIVERY

Items not held in the University of Sydney Library system can be located using **SIAL: Serials in Australian Libraries** (for serials) or **Kinetica** (for books – ask at the Information Desk). They can also be provided for postgraduate students via the Interlibrary loans / document delivery service. Information about the service and links to the registration form and request forms are at:

<http://www.library.usyd.edu.au/borrowing/docdel/index.html>

A limited Document Delivery service is offered to final year honour students, who may obtain material from outside the Sydney metropolitan area.

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