HOW TO BEGIN RESEARCH

• Compile a list of subject key words. You will use them when researching.
  o Think of synonyms (words that mean the same thing)
  o Check the spelling! Searching in the library catalog or databases won't correct your spelling.
• Start small. Find between 5-10 resources that match your subject. Analyze these sources for your paper before gathering more.
• Create a rough outline. Based on the information you have already collected, write down a summary of what you want to cover in your paper.

WHERE TO LOOK FOR INFORMATION

When should I use books?
• For in-depth overviews or historical background on a subject.
• Look for books using the Catalog on the Library website.

When should I use a database?
• For scholarly research articles that give specific case data or recent developments in an area
• Access databases from the Find Items tab on the Library website.

When should I use the Web?
• For demographic statistics or VERY current information that has not yet been published academically

D’Arcy McNickle Library
http://library.skc.edu/

Salish Kootenai College
58138 US Hwy 93
P.O. Box 70
Pablo, MT 59855-0070
Phone 406-275-4875
Fax: 406-275-4812

Updated 9/11/15
Books

The following are Library of Congress call numbers for possible research topics.

**HD**: Industries
- HD 30.28  Business Planning
- HD 31  Business Management
- HD 57.7  Leadership
- HD 62.5  Business Plans / Strategic Planning
- HD 66  Team Building

**HF**: Commerce
- HF 5383  Resumes / Cover Letters
- HF 5415  Marketing
- HF 5549.5  Human Resources
- HF 5549.5 .I6  Interviewing
- HF 5691  Business Math
- HF 5718-5825  Business Writing

**HG**: Finance

**HJ**: Public Finance

**Databases**

**EbscoHost Web – Business Source Complete**
- **Recommended** source to begin business research
- Covers all disciplines of business, including marketing, management, accounting, finance and economics
- Provides company information, company profiles and SWOT analyses
- Optional Business Search Interface includes industry profiles, as well as market research reports

**EbscoHost Web – Business Search Elite**
- Full text business database

**EbscoHost Web – Academic Search Complete**
- A comprehensive academic full-text database

**EbscoHost Web – Regional Business News**
- Includes more than 80 regional business publications covering all metropolitan and rural areas within the United States. Includes searchable full-text of *Montana Business Quarterly*

**Westlaw**
- Includes weekly updated Hoover's Company Profiles, and EDGAR – US Security and Exchange Commission filing submissions

**Websites**

**APA Citation Help**
- APA Style Blog
  [http://blog.apastyle.org/apastyle/](http://blog.apastyle.org/apastyle/)

**Federal Business Resources**
- BusinessUSA
- U.S. Small Business Administration
- Minority Business Development Agency
- Internal Revenue Service
- Federal Trade Commission
- U.S. Department of Commerce

**Market Statistics**
- US Census Bureau – North American Industry Classification System (NAICS)
- Montana Census & Economic Information Center
- Market Watch – The Wall Street Journal
- Bureau of Labor Statistics

**Off-Campus Database Access 2015-2016 Academic Year**
Username: skc15
Password: bison16