

## How to Begin Research

Compile a list of subject key words  
Synonyms  
Check the spelling  
Start Small

Find between 5-10 resources that match your subject. Analyze these sources for your paper before gathering additional information.

**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

**Books** - in depth overviews or historic background on a subject

**Database** - For scholarly research articles that give specific case data or recent developments in an area

**Internet** - for demographic statistics or current information that has not yet been published academically

*Call 406-275-4875 for off-campus database access.*

## BUSINESS WRITING HELP

The 12 Powers of a Marketing Leader  
HF 5415 .B35 2017

Business Forecasting  
HD 30.27 .B87 2015

Talk Like TED the 9 Public Speaking Secrets of the World's Top Minds  
HF 578.22 G353 2014

Business Analytics for Managers  
HD 38.7 .L39 2017

Financial Literacy for Millennials  
HG 179.S53 2016

**Ask a Librarian for assistance!**

## Research Assistance

Fred Noel - Library Director  
[fred\\_noel@skc.edu](mailto:fred_noel@skc.edu)

406-275-4873

Jani Costilla - Instruction & Outreach Librarian  
[jani\\_costilla@skc.edu](mailto:jani_costilla@skc.edu)

406-275-4874



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# Guide to Library Resources for Business

## 2017-2018

D'Arcy McNickle Library  
[library.skc.edu](http://library.skc.edu)  
58138 Hwy. 93  
P.O. Box 70

Pablo, MT 59855-0070  
Circulation Desk 406-275-4875  
FAX 406-275-4812

## Books

### 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 5549.16 Interviewing
- HF 5691 Business Math
- HF 5718-5825 Business Writing

### HG: Finance

### HJ: Public Finance



## Websites

### APA Citation Help

[blog.apastyle.org/apastyle](http://blog.apastyle.org/apastyle)

### Business USA

[BusinessUSA](http://BusinessUSA)

### U.S. Small Business Administration

[sba.gov](http://sba.gov)

### Minority Business Development Agency

[mbda.gov](http://mbda.gov)

### Internal Revenue Service

[irs.gov](http://irs.gov)

### Federal Trade Commission

[ftc.gov](http://ftc.gov)

### US Department of Commerce

[commerce.gov](http://commerce.gov)

### US Census Bureau-North

### American Industry

### Classification System (NAICS)

[census.gov](http://census.gov)

### Montana Census & Economic Information Ctr.

[ceic.mt.gov/dashboard](http://ceic.mt.gov/dashboard)

### Market Watch - The Wall Street Journal

[marketwatch.com](http://marketwatch.com)

### Bureau of Labor Statistics

[bls.gov](http://bls.gov)

## Databases

### EBSCOhost Web

- Academic Search Complete
- Regional Business News
- Business Source Complete
- Regional Business News Plus

### InfoTrac

- Academic OneFile
- Business Collection
- Business Economics and Theory
- InfoTrac Newsstand
- Small Business Collection
- Business Insights - Global

### Westlaw

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

## Business Magazines

### Consumer Reports

TX 355 .A1 C6

### Entrepreneur

HF 5001 .I6

### Kiplinger's Personal Finance

HC 101 .C47

### Montana Business Quarterly

HC 107 .M9 M586

*Newest issues are on display in the Library Commons*