HOW TO BEGIN RESEARCH

- Compile a list of subject key words. You will use them when researching.
- Think of synonyms (words that mean the same thing).
- 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 Useful Links bar in the Catalog.

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

BUSINESS AND INFORMATION TECHNOLOGY WRITING HELP

Buying and Selling a Small Business
HD 1393.25 .H66 2007

How to Write it: a complete guide to everything you’ll ever write
HF 5720 .L36 1998

The Student Writer: editor and critic
PE 1408 .C537 2010

A Troubleshooting Guide for Writers: strategies and process
PE 1408 .C5378 2010

The McGraw Hill Handbook
PE 1408 .M3365 2010

Text and Thought: an integrated approach to college reading and writing
PE 1413 .R38 2000

Grant Writing for Dummies
REF HG 177.5 .U6 B76 2011

Research at:

Medicine Spring Library

by: Lisa Kellerman
Books
The following are Library of Congress Call Numbers for possible books on Business and Information Technology.

**Business**
- HD 30.28 Industries
  - HD 31 Business Management
  - HD 51.7 Business Planning
  - 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 5691 Business Math
  - HF 5718-5825 Business Writing
- HG Finance
- HJ Public Finance

**Information Technology**
- QA 75.5-76.93 Computer Science
- TK 5101 Telecommunications, Computer based
- TK 7800-8360 Computer Engineering

Databases
**EBSCO Host**
- Provides online access to several business and information technology research publications.
  - *Regional Business News*
  - *Business Source Elite*
  - *Academic Search Elite*
  - *Masterfile Premier*

**Credo Reference**
- Encyclopedic entries on Information Technology, Computers, and Business. A good place to start when you are beginning a new topic.

Print Journals
**Consumer Reports**
- TX 335 .A1 C6

**Journal of Applied Rehabilitation Counseling**
- HD 7255.5 .J6

**Office Pro**
- HF 5547 .A2 S395

**PC World**
- QA 76.8 .I2595 P3

**Time**
- AP 2 .T37

Websites
**Business Resources**
- Business USA
  - [http://business.usa.gov](http://business.usa.gov)
- U.S. Small Business Administration
  - [http://www.sba.gov](http://www.sba.gov)
- Minority Business Development Agency
- Internal Revenue Service
- Federal Trade Commission
  - [http://www.ftc.gov](http://www.ftc.gov)
- U.S. Department of Commerce
  - [http://www.commerce.gov](http://www.commerce.gov)
- Montana State Department of Business
  - [https://www.mt.gov/business/default.aspx](https://www.mt.gov/business/default.aspx)

**Market Statistics**
- US Census Bureau—North American Industry Classification (NAICS)
- Montana Center & Economic Information
- Bureau of Labor Statistics
  - [http://www.bls.gov](http://www.bls.gov)

**Information Technology**
- Occupational Outlook
- Science Daily—IT
- Forbes-Technology