Rhodes University Library – Commerce Faculty Services:
2019 MBA Academic Skills (introduction to the library resources)

Contact the librarians in your Faculty Liaison Services (Commerce):
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LIBRARY WEBPAGE  http://www.ru.ac.za/library/
REMEMBER: Make sure tablet is set to Full Screen, not on the Mobile option. Please use either Mozilla Firefox or Google Chrome as your browser.

Note the Search All discovery tool – options to search across the catalogue (OPAC); online; Rhodes Digital Commons or each one individually.  NB: The OPAC is shared across the SEALS consortium, so search results must be refined by Collection – Rhodes Libraries (see the facets on the left of the screen).

Quick links: Google Scholar; Subject Guides; My Library Account

NOTE: tabs across top of webpage, especially ***Research Support***

My Library Account: Setting up off-campus access; Requesting Items on Inter-Library Loan; Renew Books; Reserve books currently out on loan; see Reading History; Rate your books.
Login to set up a PIN for off-campus access:
Fill in the form as required (the barcode is your student number preceded by a 6 eg. 618A1234)
(Please refer to the Guide to Selected Library Services for MBAs available on RUConnected & the Business School Subject Guide)

BUSINESS SCHOOL SUBJECT GUIDE:  http://ru.za.libguides.com/RU_Business_School
MBA students’ one-stop-shop to all your study and research needs - navigate to Databases and other resources; RefWorks; Referencing guide and MORE!

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NB! Useful Online Reference Sources

There are some useful reference sources under the Searching: Starting your Search tab on the Business School Subject Guide:

In particular have a look under Online Reference:

- Oxford English Dictionary Online (the definitive record of the English language) & Oxford Reference Online (a collection of online dictionaries and handbooks) are particularly useful for definitions, spelling, etc.
- Also have a look at the International Encyclopedia of the Social and Behavioral Sciences, e.g. search for “supply chain activities” & limit to “Open Access”.

SEARCHING FOR INFORMATION

The Databases listed on the Business School Subject Guide have been specifically selected for Business School Researchers and allow you to find, view and obtain journal articles that are available electronically.

Articles of interest can be printed out, downloaded or e-mailed.

You may also find citations/abstracts of relevant articles which will have to be sourced elsewhere if they are not available electronically on the particular database that you are searching.
Search Techniques

How to Search:
1) Begin by **Brainstorming** the topic. This may sound like it’s a waste of time but you need to spend time to save time.
2) Try to break the topic down into keywords and concepts that you can use for searching. **Reference Sources** such as dictionaries and encyclopaedias which are available both on Level 3 of the library or on the **Starting your Search** page of the Subject Guides will be helpful.
3) Once you have **defined your topic** and **broken it down into search terms**, begin the search process by **linking** those terms using **connecting words**.

Connecting keywords & phrases:
i) **AND**: (e.g. supply AND demand) retrieves only results containing both terms.
ii) **Phrases**: should be in quotation marks (e.g. “small business” retrieves the phrase small business)
iii) **Combining Phrases**: (e.g. “corporate governance” AND “South Africa”) will retrieve articles which contain both phrases.
iv) **OR**: Searches for synonyms and related terms. **Note**: the keywords must be in brackets. E.g.: (“Small Business” OR SME) AND “South Africa”.

Use * to replace a letter or shorten a word to retrieve all versions of the word.
- Eg. Wom*n = woman and women
- Organi*ation = organisation and organization (SA/British or American spelling)
- Leader* = leader(s)/leadership/leading etc.

Read the HELP screens on each database to clarify how to best to construct your keyword search. Taking a few moments to read through the "how to search" instructions may save you hours of time and frustration.

MBA assignment topic

**Topic: Paradox Theory and the 4E model**
Using the 4E model and stakeholder theory as background, **identify and describe** a situation in a company of your choice, where at least two stakeholders who you have categorised in terms of their power and interest, have different/paradoxical expectations in relation to the **Equity dimension of the 4E model**. **Recommend** how these different/paradoxical stakeholder expectations could be managed by the company’s leadership.

**Example of possible keywords:**
Leader* AND theory AND paradox*
“stakeholder theory”
“stakeholder expectations” AND equity AND leader*

USING SEARCH ALL

NOTE that **Search All** searches for all resources in the RU Library. Select options as below:
- **OPAC** searches for printed books, E-Books, journal (print and e) and DVDs.
- **Online** searches for online material only.
- **Rhodes Digital Commons** searches for all Rhodes electronic theses and other academic and research output from the Rhodes University community.

Searching for “stakeholder theory” on **Search All** brings up the **Research Starter** definition, which may be useful.
Research databases

The Databases listed on the Business School Subject Guide have been specifically selected for Business School researchers and allow you to find, view and obtain journal articles that are available electronically. Articles can be printed, downloaded, e-mailed, or the citation exported to your personal RefWorks account. Citations/abstracts of relevant articles which are not available in full text on a database, will have to be sourced elsewhere – for example, via inter-library loans.

**USING THE RESEARCH DATABASES TO FIND JOURNAL ARTICLES AND INFORMATION BY TOPIC**

EBSCOhost is a database that consists of a collection of various subject databases.

1. **Select** those that are relevant to your search. In **EBSCOhost Research Databases**, **Academic Search Premier, Business Source Premier** and **PsycArticles** are usually quite useful. Once you have made your selection, proceed by clicking **Continue**.

Tick the databases that you wish to search then click on CONTINUE
2. Select **Advanced Search**. Enter your search terms. Example: Leader* AND theory AND paradox*

3. **Limit your Results** by selecting the relevant options. Click **SEARCH**.

4. Once you get **Results**, read through the information provided in the abstract and, if it is relevant, click on the + sign next to the article title. This places it in a **folder** for you. To see these items click on **folder view**.

1. Select article by clicking on the + sign, this will change to yellow folder icon.

2. Article will appear in Folder. To view selected articles, click on “Folder View”.

Limit results by ticking “Full text” and scholarly peer reviewed journals. Select a date range.
5. To access the results in your Folder, select the items again and then choose the option (either print, e-mail or export) that you require.

Further options:
- From the initial search page you may BROWSE (top of the page) various options, e.g. Company profiles (under More) e.g. SABMiller
- Using the Advanced Search option, before searching you may specify the publication types, e.g. “corporate social responsibility” AND sustainability (limit to case study or company report)
- You also may filter the results of a search as required, e.g. by full text or source types – “4E model” and Business Source Premier
- Create & Sign in to your personalized My EBSCOhost account in order to:
  - Save preferences
  - Organize your research with folders
  - Share your folders with others
  - View others' folders
  - Save and retrieve your search history
  - Create email alerts and/or RSS feeds (Alert/Save/Share option)
  - Gain access to your saved research remotely
NB: Register, and thereafter Login on Emerald to be able to save references in addition to setting up, reviewing and editing your alerts.

1. Login and select Advanced Search. Please note the Search Tips on the Right Hand side of the screen.
2. Enter search for leader* AND paradox*.
3. Include by selecting content access: Only content I have access to. Narrow by content type and date.

Include and Narrow as needed. Select a date range.
1. **Note options** under each article: Abstract; HTML; PDF; References; etc
2. **Note options** on right side of screen to narrow the results: Keyword; Publication Date; Publication.
3. **Select** the articles you require, then click on the dropdown menu “Please Select” and choose what you would like to do. You can **Email** the references, or **Add to a marked list**, which will save your references in a list.

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**For full text African electronic journals search on** [African Journals via Sabinet](http://www.africanjournals.com).

Register on MySabinet to be able to save searches and set up, review and edit your alerts.

Use the **Advanced Search option** and enter your **keywords**. You can search **All Fields** or by **Article Title, Author Name**...etc. Set your **date range**. You can filter Results by collection; Access Types & Accreditation.

**Note the Access Key** (Subscribed titles; Open Access Content; Titles not subscribed to; Free trial access)

Articles can be emailed and saved.

**NB **** Note the Help option which contains the African Journals (SAePublications) User Guide**
Google Scholar is an extremely useful academic meta-search engine. The RU Library has enabled seamless linking to many subscribed journals.

NY NB NB! YOU MUST LINK TO Google Scholar VIA THE RU LIBRARY WEBSITE – SEE UNDER QUICK LINKS.

Search for: leader* AND theory AND paradox*
Note: Rhodes Article available
Note options on left side of screen, to refine your results.

ScienceDirect is a leading full-text database offering journal articles and book chapters from more than 2,500 peer-reviewed journals and more than 11,000 books. The database also has an extensive coverage of the following areas: Business, Management and Accounting as well as Economics, Econometrics and Finance.

1) Select the Advanced Search Option
Searching techniques: phrases ("..."), truncation (*), wildcard (*), plural searching is automatic
2) Search using Abstract, Title, Keywords option. Eg. “supply chain" and roles and success
3) Refine your search by Article Type
4) From the list of results, you can refine your results by year/s; publication title or Access Type.
Note the options under each article: Download PDF; Abstract; Export.

Search for “paradox theory” AND leader* by Abstract, Title, Keywords. Select Subject area of Business, Management and Accounting and a date range, eg 2010 - 2018. Results can be further refined by using options in the facet bar on the left side of the screen.
Register on ScienceDirect to stay up-to-date with Search Alerts or keep track of your research with Saved Searches.
Highly recommended: Multidisciplinary journal articles.
Search by Article title Abstract Keywords. Narrow to Date Range, Subject Area; Document Type.

Search for: “Paradox theory” by Article title, Abstract, Keywords under Document Search
Narrow to Date Range (eg. 2012-present); Document Type (eg. article); Subject area (eg. Social Sciences and Humanities).
Search results can be saved to a list.

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**FINDING & USING E-BOOKS**

ProQuest E-book Central provides access to over 150 000 authoritative e-books.
Search for e-books using the ProQuest Ebook Central option on the Business School Subject Guide.

1) Enter your keyword and click search.

![ProQuest Ebook Central screenshot](image)

Enter Keywords and click on Search

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