

Go to **CED Research Guide** at: <http://libguides.cbu.ca/MBA> , access it from the Library's home page at www.cbu.ca/library. Before using anything, take some time to look under each tab to see all resources available and how you get access. For further instruction, contact me at laura_syms@cbu.ca or (902)563-1994.

You'll have to log into those resources to which CBU Library subscribes, and, in doing so, you will have to verify you are a CBU student. You do this by entering either:

Username: CBU Webmail login

Example: **cbu11xyz**

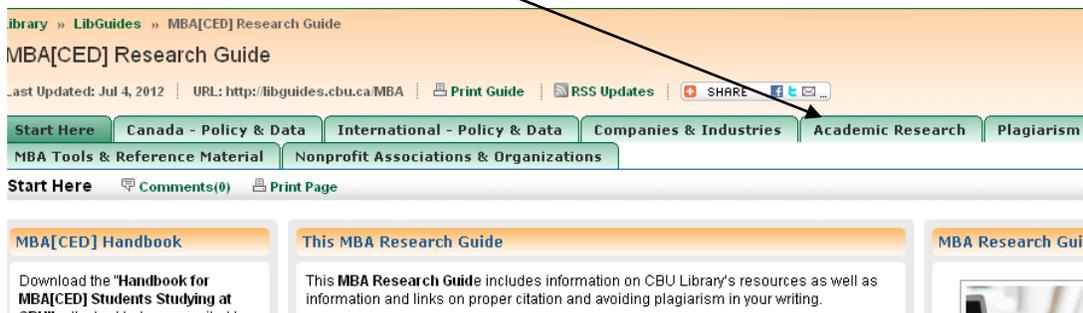
Password: Birth date, entered as yymmdd

Example: **920502**

Note: if your student card or CBU MBA(CED) Library card is registered and updated at the Library, you can also login using the 14 digit barcode number on the card, and the last 4 digits of your phone number

I. Articles:

At this point, you may be interested in finding research articles, you may want to concentrate on resources listed under the "**Academic Research**" tab, specifically the "**Find Journal Articles**" section which is the middle column of the "**Academic Research**" page.



For your first courses, **Business Source Premier** and **Google Scholar** will do fine. Do a search for information with each resource, concentrating less on what information comes up, rather read the whole screen and learn what is offered; see how to "narrow your search using "search options". Notice the hyperlinked subject headings in the detailed record of each result. Notice the "**Try @ CBU**" icon. If the article is not full text on the database this icon will take you to another piece of software that will link you to the full text of the article, if we hold it. If we don't have it, you can order it through **Interlibrary Loan**. (See "**Interlibrary Loan**", section IV, below"

II. Electronic Books:

Under the "**Academic Research**" tab you will note there is also a section for electronic books. These are especially valuable to MBA students working from a distance. If you have difficulty downloading et.al., the "**Help**" section on the site is useful.

III. Plagiarism & Citation:

When writing an academic paper it is crucial to give credit to others' ideas, words, and facts found exclusively in one source whether these ideas, words, or facts are quoted directly or paraphrased. If you don't properly cite your source, you are plagiarizing which is a form of academic dishonesty. At CBU, if you are found to have plagiarized work, you can forfeit the assignment mark, and, on the second offence, you will receive zero for the course.

APA citation is the typical citation style in Business and the accepted style in CBU's Shannon School of Business. In the "**Plagiarism & Citation**" page of the **CED Research Guide**, there are links to resources that will help you with APA citation and writing generally. Go to the "**APA Formatting and Style Guide**" under the **Citation Styles** column in the "**Plagiarism & Citation**" page of the **CED Research Guide**: There are examples of APA referencing and citation given there.

There are a number of citation management products available that can help you manage and save the references you find. CBU Library now offers instruction in using Zotero and, as of April 30/14, no longer supports RefWorks

IV. Interlibrary Loan

Use **Interlibrary Loan** to request materials that CBU Library does not own. If you are on CBU campus, you can readily request articles or books through **Interlibrary Loan**. For practical purposes, we cannot deliver books from other libraries to other areas of Canada. For that reason, you should make sure you have your CBU id and a CURBA card so you can borrow books from a university library in your area.

Using the barcode from the CBU student id or non-photo CBU library card and the last four digits of your phone number, you log into the Interlibrary Loan [ILL] form online so you can have articles that CBU Library does not have delivered to you by email. If the article you want is not on the database you are using, click the  icon. If CBU does not have the full text of the article on another resource, you will see an **Inter-Library Loan link** on the right side of the screen. Click this link to generate CBU's ILL form.