Guidelines for Business Research Notebook

Using Davis Library’s Business LibGuide: http://libguides.rio.edu/ students will submit a Research Notebook documenting research activities regarding some topic and/or company dealing with business. The Notebook should be neatly organized, well labeled, and appropriately highlighted for easy checking.

1. As listed in Davis Library’s Business LibGuide under the Page “Reference Materials” and the Box “Online Statistical Databases” include the first page (only) printout from any of the databases listed and relevant to the topic.

2. As listed in Davis Library’s Business LibGuide under the Page “Reference Materials” and the Box “Online Products and Business Information” include the first page (only) printout from any of the databases listed and relevant to the topic.

3. As listed in the Business LibGuide under the Page “Books” and the Box “RioCat”, include the printouts of two full citations describing books found in Davis Library relevant to the topic by using the RioCat Database.

4. As listed in the Business LibGuide under the Page “Books” and the Box “OhioLINK Library Catalog”, include the printouts of two full citations describing books found in other Ohio Libraries relevant to the topic by using OhioLINK’s Library Catalog Database.

5. As listed in the Business LibGuide under the Page “Articles in Periodicals and Journals” and the Box “Business Source Complete (BSC)”, include the printouts of two full citations relevant to the topic describing articles in periodicals found by using the Business Source Complete Database, and include printouts of the first page of the actual articles found online and full text from BSC.

6. As listed in the Business LibGuide under the Page “Articles in Periodicals and Journals” and the Box “Other OhioLINK Business Related Periodical Databases”, include the printouts of one full citation relevant to the topic from any other five databases besides the above BSC Database.

7. As listed in the Business LibGuide under the Page “Articles in Periodicals and Journals” and the Box “Business Related Periodicals in OhioLINK’s EJournal Finder”, include the description and citation (APA style format) of one article (student’s choice) found while browsing through these online business journals.