
SUBJECT GUIDE: BUSINESS ADMINISTRATION

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Print Material

Search Terms

Materials (books, case studies, conference material) can be found using the **UNIC Library Catalogue**. Use the following subject headings, under the **Browse** search, to find specific information for your research:

- Business law (incl. cases)
- Business Communication
- Marketing Research – Methodology
- Social Marketing
- Relationship Marketing
- Consumer Behaviour
- Human Computer Interaction
- Macro-/Microeconomics
- Econometrics
- Research Methodology
- Management – Case studies
- Management or Managerial Accounting
- Financial Statements
- Risk Management
- Cost accounting
- Entrepreneurship
- Small Business, Management
- Management Information Systems
- Business Mathematics
- Management Statistics
- Personnel Management
- Business Ethics
- Employee Training
- Quality of Work Life
- Performance Management/ Measurement
- Corporate Governance
- Banks and banking
- Auditing
- Business Writing
- Business English
- Academic Writing

Location on the shelves (Print Books)

Below you can find the location of various books relevant to **Business** in the library according to the Dewey Decimal Classification system in the Main, Reserve and Reference Collections:

Computing		Ethics		Interaction		Law	
004.6	Interfacing and communications	174	Occupational Ethics	302.35	Social Interaction in Complex Groups	340	Law
004.65	Communications Network Architecture	174.4	Business Ethics	428.2	English language--grammar--prescriptive approach (International legal English)	341	International Law
004.678	Internet					344.01	Labour
005.276	Programming for distributed computing			651.7	Business Communication	346.02	Juristic acts, contracts, agency
006.33	Knowledge-based systems					346.07	Commercial Law
384	Communications					346.04	Property
658.4038	Information Management					346.048	Intangible property
658.514	Technological Innovation						
Management		Marketing		Strategy & Analysis		Economics	
303.34	Leadership	381	Commerce (Trade)	300.72	Research Methods in Business	330 -339	Economics
658	General Management	658.8	Management of Marketing	519.5	Statistical Maths	330.94	Economic Conditions - Europe
658.022	Small Enterprises	658.802	General Topics of Marketing Management	658.4012	Planning and Policy Making	332.45	Foreign Exchange
658.15	Financial Management	658.804	Marketing to specific kinds of buyers	658.406	Managing change	332	Financial Economics
658.155	Risk Management	658.81	Sales management	658.4032	Systems theory & analysis	332.4	Money & Banking
658.3	Personnel Management (Human Resource Management)	658.812	Customer relations	658.4033	Mathematical Techniques of decision making	332.6	Investment
658.311	Recruitment and Selection of Personnel	658.82	Sales promotion	658.4034	Operations Research	337	International Economics
658.3125	Performance rating (Evaluation)	658.827	Brands & trademarks	658.40352	Simulation	338.9	Economic Development & Growth
658.315	Employee relations	658.83	Market research	658.40355	Forecasting	350	Public Administration
658.42	Corporate governance	658.8342	Consumer behaviour	658.5	Management of Production		
658.421	Entrepreneurship	658.84	E-Commerce	658.562	Quality control		
658.408	Social Responsibility of Executive Management	658.848	Global marketing	658.575	New Product development		
658.4063	Innovation Management	658.85	Personal selling				
658.45	Communication in Management	658.87	Marketing channels				
		658.872	Marketing of E-Commerce (Telemarketing)				
		659.1-2	Advertising & Public Relations				

Electronic Resources

The library subscribes to a number of databases which give access to millions of journal articles for your research. These can be accessed on-campus and off-campus (see “Off-campus access” instructions: www.library.unic.ac.cy or contact our library staff). To access relevant databases for **Business Administration**, go to UNIC library webpage, click on **eCollections (A-Z)**, then sort by subject and select “**Business (Accounting, Management, Hospital & Tourism)**”:

ProQuest Databases

- ABI/INFORM Complete
- Accounting, Tax & Banking Collection
- Asian & European Business
- Australia & New Zealand
- Continental Europe Database
- Canadian Business & Current Affairs – CBCA
- East and South Asia
- East Europe, Central Europe
- Latin America & Iberia
- Middle East & Africa
- UK & Ireland
- Business Market Research Collection
- Research Library (Business)

EBSCO Databases

- Business Source Ultimate
- Political Science Complete
- Regional Business News
- Food Science Source
- MasterFile Premier

Other Databases

- AIS Electronic Library (AISeL)
- WestLaw International
- RAPID (EU)
- EuroStat (EU)
- JSTOR
- SCOPUS
- SAGE Research Methods Video
- SAGE Business Skills
- Nexis Uni
- Refinitiv (password required)

Also, search under **eCollections (A-Z)** link to find:

E-Journals

- Emerald Management 200
- SAGE
- Springer Link eBooks and eBook Series
- ScienceDirect Freedom Collection (Elsevier)
- Wiley
- Cambridge University Press
- Oxford University Press
- PressReader
- Directory of Open Access Journals (DOAJ)
- Hospitality & Society

E-Books

- Emerald
- EBSCO
- ProQuest eBook Central
- Elsevier
- Springer
- Wiley
- Oxford Online (OUP)
- Cambridge University Press

European Resources

For resources relating to the EU go to: <https://op.europa.eu/en/web/general-publications/publications>

For EU information on:

- Policy, legal texts, historical records, the latest EU-wide surveys and opinion polls, statistics, etc go to the appropriate EU Department: http://ec.europa.eu/about/ds_en.htm
- Databases: <https://edc.library.unic.ac.cy/eu-databases>

European Documentation Centre UNIC (EDC-UNIC): <https://edc.library.unic.ac.cy/>

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- Copy word for word, someone else’s work
- Use a phrase or sentence from someone else without giving the reference
- Download material from the internet and present it as your own work
- Pay someone else to do the work for you
- Copy and photocopy the work or project of another student

Due to copyright regulations you must reference all material correctly!