

What do you want to know?

Try to specify the subject or question. If the subject is too wide you will get too many hits. A too narrow search on the other hand, will give you a few or no hits. Useful dictionaries and encyclopedias are found on the home page of the library under Dictionaries.

How much time do you have?

Is the information needed immediately or do you have time to wait for interlibrary loans to arrive?

To what purpose do you need the information?

Are you supposed to answer a specific question or are you going to write a review of the subject?

Before you start

In the databases you can choose between basic or advanced search. In **the basic search** the search is done in one given search field (e.g. author, title, subject) while **the advanced search** gives you the opportunity to combine different search options.

Several search options are combined with **Boolean operators**.

AND means that *both* search terms must be found in the reference.

OR means that *at least one* of the search terms must be found and **NOT** is used in order to *exclude* a search term. OR is a good alternative when you want to use synonyms in your search.

How to search?

When you do a **phrase search** you tell the database that the hits should contain the words exactly in the same order and form as you enter them. Most commonly citation marks are used to mark a phrase (e.g. "human resource management").

It is also possible to **limit** your search in different ways. In the fulltext databases for example, it is possible to perform the search only in scholarly / academic journals.

All references in a database are indexed, i.e. what the book or article is about is expressed with a few **subject terms**.

These subject terms are included in a thesaurus in which it is possible to browse or search for suitable terms. By searching with subject terms, you make sure that the right spelling and meaning of the word is used.

Example: In the thesaurus of the database Business Search Premier you are recommended to use the subject term *International Business Enterprises* when you search for references about multinational companies.

Because every database has its own search interface, it is worth spending some time on reading the instructions in order to get some tips on how to make the search more efficient.

Different sources of information

Both formal and informal sources of information are used in research, but the formal information makes the base in the scholarly communication. Meetings, discussion forums, e-mail lists etc. are examples of **informal sources**. These are the fastest way to get information about new research results, but the right contacts are needed. When the research results are published as for example research reports, dissertations, theses, conference proceedings and journal articles, they become **formal sources**.

Most important in the academic world are the scholarly/academic journals, because the most current results and information of immediate interest are published in them. Before an article is published in a scholarly journal, it is evaluated by one or more experts in the field (peer review).

To search for...

...books

In order to get a picture of the subject a good idea is to look through core books in the field.

- A. In **HANNA/TRIA** you can search for books in the Hanken library/Tritonia. The holdings information tells you where to find the book and if it's available.
- B. **LINDA** is the union catalogue of all academic libraries in Finland, including Helsinki School of Economics and the University of Helsinki. The patron is supposed to visit the libraries in the Helsinki Region himself in order to borrow books. From other libraries it is possible to make interlibrary loans.
- C. The fulltext database **ebrary** contains searchable e-books in different disciplines.

...facts

On the library's home page there are also links to databases with **factual material**, such as laws and statutes, company information, stock exchange rates, statistical data, etc.

...articles in journals

To search for articles in journals use the databases available on the library's home page under *Databases*. These databases are:

- A. **reference databases**, where the result of the search is a reference to pages in a specific number of a journal. The content of the article is summarized in an abstract. Helecon MIX and EconLit are examples of reference databases. In order to read the article, you must find the present number of the journal in electronic or print format.
 - The electronic journals available at Hanken are listed in *Electronic journals via Nelli-portal* under *Journals* on the library's home page.
 - Print journals are searchable in **HANNA/TRIA** and **LINDA**.
 - Print journals at Helsinki School of Economics are searchable in the database **Journals**
- B. **Fulltext databases**, where it is possible read the whole article immediately on the screen. Via the library's home page, a number of fulltext databases are reached, the largest are Ebsco's *Business Source Elite* and ProQuest Direct's *Abi/Inform*.

...web pages

If you want to get a general review of a subject, a **subject gateway** is a good place to start. Here you find quality rated links, which can be browsed by subject, e.g. SOSIG. The links are evaluated by a experts.

Another way to search for web pages is to use a **search engine**, e.g. Google. Unlike subject gateways the search engines use search robots which crawls the web. It is recommended to use several search engines, because they collect information in different ways.

Need help?

InfoBITen in Helsinki every day 10 a.m. – 3. p.m.
phone: 09 – 431 33 360, e-mail: infobiten@hanken.fi
The Info Desk for economics and business, 3rd floor, Tritonia
phone: 06 - 324 8666 e-mail: bus@tritonia.fi

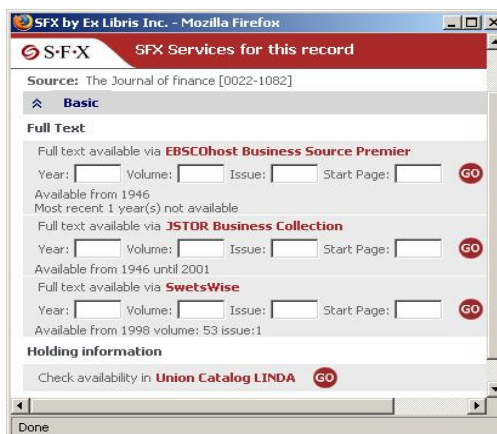
In the list of electronic journals and other databases, you can see an SFX icon. This helps you to reach the article or book in question. The links in the SFX menu takes you straight to the electronic version (fulltext) or to the holdings in HANNA, TRIA or LINDA.



The SFX icon in databases like Ebsco or ProQuest



The SFX icon in the list of electronic journals



Books are generally checked by the publisher and scholarly journals are peer reviewed (i.e. evaluated by experts) before they are published.

Main criterias to keep in mind when reeding a printed text are:

Reliability – can you rely upon what is written in the text?

Authority – who has written the text? Is it a well known expert?

Objectivity – does the text try to influence the reader anyhow?

Currency – when was the text written? Has it became antiquated?

Coverage- does the text cover the subject?

Target audience – who is the target audience?

Remember to be critical!

When it comes to information found on the Internet, it is even more important to be critical! Few texts on the web are reviewed before publishing and the aim of publishing is not always clear.

Everyone can make a text available on the web, which means that the quality varies a lot.

Remember to check:

WHO has made the information available / **WHO** has written the text

WHAT does the web page contains

WHY are the information made available

WHEN is the text written / **WHEN** was the page last updated

WHO is the web page written for

Direct links to homepages and databases mentioned in the text:

Use the links on the pages Databases and Journals in order to reach the databases and journals via the proxy server if you are situated elsewhere than on Hanken.

- **The Hanken Library:** <http://www.hanken.fi/hanken/eng/page1058.php>
- **The Tritonia Academic Library:** <http://www.tritonia.fi>
- **Databases:** http://www.hanken.fi/hanken/eng/page1262.php?_hbb=4
- **Dictionaries:** http://www.hanken.fi/hanken/eng/page1575.php?_hbb=6
- **Journals:** http://www.hanken.fi/hanken/eng/page1588.php?_hbb=5
- **List of electronic journals available at Hanken:**
[http://proxy.shh.fi/login?url=http://www.nelliportaali.fi/V?func=find-ej-1:](http://proxy.shh.fi/login?url=http://www.nelliportaali.fi/V?func=find-ej-1)
- **List of print journals available at HSE (Journals):**
<http://helecon3.hkkk.fi/journals/>
- **HANNA** <https://hanna.linneanet.fi>
- **TRIA** <http://vger.tritonia.fi>
- **LINDA** <https://linda.linneanet.fi>
- **Ebrary** <http://site.ebrary.com/lib/hanken>