

QUICK GUIDE

Business Source Premier

Business Source Premier provides information from scholarly business periodicals covering all areas of business such as management, economics, finance, accounting and international business. Other types of business information such as country economic reports and detailed company profiles for the world's 10,000 largest companies are also included in this database.

GETTING STARTED

Go to the CCBC Library website <http://library.cbcbcmd.edu> → Choose a campus library homepage (Catonsville, Dundalk, Essex) → Choose **Magazines, Journals, Newspapers** and then **Business** → Choose the underlined text link **Business Source Premier**

To connect to databases from off campus you must set up a password. See the handout "Getting Access" or use this link for directions www.cbcbcmd.edu/libraries/cat/gettingaccess.html.

SEARCHING

Type search term(s) into the **Find** box and click on **Search**.

EBSCO Research Databases

Basic Search | Advanced Search | Choose Databases

Sign In to My EBSCOhost

Keyword | Publications | Company Profiles | Thesaurus | Indexes

Cited References

New Search | View Folder | Preferences | Help | Exit

Business Source Premier for *manage** and *"work environment"* | Add this search to folder | Display link

Searched: [to this search](#)

[Database Help](#)

Find: Search Clear

Search by:

Subject Headings	Keywords	Phrase	Truncation symbol (*)
to find information about the subject	to find information with the specific words in the document	for an exact phrase put the words in quotations ("work environment")	to retrieve alternate endings. manage* will retrieve results manager,management,manages

For best results create a statement that combines separate terms or concepts using the connecting words **AND**, **OR**, and **NOT** which are known as **Boolean operators**.

AND	OR	NOT
Narrows a search by requiring that all terms be present. Both words must be present in the results.(education and technology)	Expands a search by allowing either term to be present. At least one of the words will be present in the results. (teenagers or adolescents)	Allows you to search for one term, but eliminates all citations with another term. (Ravens not Baltimore)

RESULTS

Results will appear in a list.

Choose the **HTML Full Text** link to access the full text.

Choose **PDF Full Text** to view the article as a PDF file (looks exactly the same as the published print version, including charts, photos and graphs).

To view the full record for an article (including the full text if available), choose the blue underlined title.

The screenshot shows the EBSCO search results interface. At the top, there are tabs for 'Refine Search' and 'Results'. A navigation bar shows '81 to 90 (of 5070)' and 'Pages: 6 7 8 9 10'. A 'Sort by: Date' dropdown is visible. Below the navigation, there are filters for 'All Results', 'Scholarly Journals', 'Magazines', 'Monographs', and 'Country Economic Data'. The main results list contains three entries:

- 81. [SUPERMICRO DEBUTS XEON EM64T WORKSTATION/SERVER SOLUTIONS](#). Computer Workstations, Aug2004, p4, 2p; (AN 13883153)
[HTML Full Text](#)
- 82. [Workplace Conflict Heats Up When Pressure Increases](#). By: Lloyd, Joan. *Receivables Report for America's Health Care Financial Managers*, Aug2004, Vol. 19 Issue 8, p10, 2p; (AN 14145859)
[PDF Full Text](#) (122K)
- 83. [Award highlights women's plight in management](#). By: Robinson, Karina. *Banker*, Aug2004, Vol. 154 Issue 942, p6, 1/2p; (AN 14254836)

SAMPLE CITATION

New Search

For a new search results

Advanced Search

To limit or expand your search in the same database

Results List

To return to the list of search results

Choose Databases

To switch to a different EBSCO database

The screenshot shows the detailed view of an article. At the top, there are navigation links: 'New Search', 'View Folder', 'Preferences', 'Help', and 'Exit'. Below these are buttons for 'Basic Search', 'Advanced Search', and 'Choose Databases'. A 'Sign In to My EBSCOhost' link is also present. The main content area shows the following details:

- 82 of 5070 | [Result List](#) | [Refine Search](#) | [Print](#) | [E-mail](#) | [Save](#) | [Add to folder](#) | [Folder is empty.](#)
- Formats: [Citation](#) | [PDF Full Text](#) (122K)
- Title: [Workplace Conflict Heats Up When Pressure Increases.](#)
- Authors: [Lloyd, Joan](#)
- Source: [Receivables Report for America's Health Care Financial Managers](#); Aug2004, Vol. 19 Issue 8, p10, 2p
- Document Type: Article
- Subject Terms: [*CONFLICT management](#), [*WORK environment](#), [*PERSONNEL management](#), [*JOB enrichment](#), [INTERPERSONAL conflict](#)
- NAICS/Industry Codes: [56111](#) Office Administrative Services
- Abstract: Focuses on the strategies in dealing with conflict in the *work environment*. Description of the scenarios wherein conflict arises: Importance of encouraging employees to take responsibility; Need to confront a chronic complainer. INSET: Tact Required When Handling Employee Conflicts.
- ISSN: 1060-0418
- Accession Number: 14145859
- Persistent link to this <http://search.annet.com/login.aspx?>

PRINTING

To print (there may be a charge for printing at a CCBC library) → choose the print icon, e-mail icon or save (to a floppy disk on the A: drive) icon at the top of the screen (not in the gray tool bar) → the Print Manager window will open → follow the directions provided

EXITING

On the gray tool bar choose **File** → choose **Close**