What this workshop will cover

- Getting started on your research
- Searching library resources for information
- Evaluating what you find
- Documenting your research

Think about the PROCESS, not just the END–PRODUCT
Getting Started: Your Project

1. Choose a Macro O.B. Topic
2. Do a “Literature” Review
   - (at least 7 peer-reviewed articles)
3. Apply to a Real-World Organization

Sounds Easy, Right?
Management Subject Guide – Course Materials Tab
Getting Started, General Process:

- Do some introductory reading
- Begin to Focus your Topic
- Explore Your Topic (some more!), using library databases
- Continue to refine your topic and develop your project
- This process can be hard for Groups
What are ‘Peer-reviewed’ articles?

- Written by professors and other professionals
- Often report on research studies
- Review process before publication
- Analytical approach, and specific format
  - including formally documenting all research
- Written for a expert (scholarly) audience
  - Other researchers, experts, students
- For more information, see this tutorial:
  - [http://www.smu.ca/administration/library/scholarlyjournals.html](http://www.smu.ca/administration/library/scholarlyjournals.html)

Many contemporary studies of ‘work–life balance’ either ignore gender or take it for granted. We conducted semi-structured interviews with men and women in mid-life (aged 50 to 52 years) in order to compare their experiences of work–life balance. Our data suggest that gender remains embedded in the ways that respondents negotiate home and work life. The women discussed their current problems juggling a variety of roles (despite having no young children at home), while men confined their discussion of such conflicts to the past, when their children were young. However, diversity among men (some of whom ‘worked to live while others ‘lived to work’) and women (some of whom constructed themselves in relation to their families, while others positioned themselves as ‘independent women’) was apparent, as were some commonalities between men and women (both men and women constructed themselves as ‘pragmatic workers’). We suggest ways in which gender-neutral theories of work–life balance may be extended.
Get organized! (and save time)

Organize your ideas and develop a strategy

Strategies:

Start from a news/popular media example, then look for research on the management theory (your topic) it illustrates

Or

Research your topic, see what the current areas of interest are, and then find a real-world company example to illustrate
From topic to search statements

- **Generate Keywords**
  - Identify your key concepts
  - Synonyms, related terms?
  - Industry, company names?

- **Tips on constructing search statements:**
  - Combine terms with **AND**
    - E.g.: management style AND morale
  - Use Synonyms with **OR**
    - E.g.: employees OR workers
  - Use truncation for alternate endings
    - E.g.: leader* (finds leader, leaders, leadership, etc.)
  - Use quotations around phrases
    - E.g. “organizational behavior”
Example:

- **Topic**: The relationship between organizational culture and workplace bullying.
  - **Keywords**: organizational culture, bullying, workplace
  - **Related words**: corporate culture, office, environment, management, managers, staff, workers, employees, harassment, tolerance, training

- **Possible search statements**:
  - Bully* AND workplace AND culture
  - Corporate culture AND (employee* OR staff OR work*) AND bully*
Example: diversity in the workplace

- Pretty broad!
- What kind of diversity?
  - gender, race, age, language, something else?

- What are the issues of interest?
  - education/training, management, communication, work-life balance, accommodation, something else?

More Refined topic (example):

- The importance of work-life balance for female managers

Possible Search Statement:
“work-life balance” AND (women OR female) and (employees OR managers)
Example: start with a news item:

Now Focus Your Topic:

This is a story about …
Organizational Culture (very broad)

More Specifically …
- Use of Corporate Architecture to Signal Core Values;
- Poor communications between Managers & workers, leading to workplace injury, reduced morale and productivity;

Now, I’d like to find some research about:

The effect of **office design** on **employee morale**

Let’s try this search in **ABI/Inform database**
Database Search Demonstration

- **ABI/Inform**
  - Business and industry news, magazines and scholarly journals

- Advanced search has more options:
  - Searching in title/abstracts/subject keywords
  - Search for Companies
  - Limiting and sort by date
  - Limiting to peer-review and scholarly journals
  - Limit to Magazines, Trade Journals
  - Browse related subject headings
  - Browse named companies
  - “Special” Subject Headings: e.g. Research, “Case Studies”, Trends, Manycompanies, Surveys, Methodology
Locating the Full-text

- Search results *may or may not* link directly to article

- If there is no direct link to the article
  - Check for full-text:
  - If Check-for-full-text fails to find the item
    - Try the Document Delivery Link (we’ll get a copy from another library
    - OR Ask at the Research Help Desk – We’ll find it!
Databases for articles

Good databases for O.B. research:
- ABI/Inform
- EBSCO Business Source Premier
- PsycArticles (mostly peer-reviewed)
- Canadian Business and Current Affairs
- Wiley Online Library (Includes book chapters)
- Conference Board of Canada Research Library
- Eureka (News Media Database)

Access is via the library’s website
- (Also Linked in the Management Subject Guide here)

Off campus access
- Log on with your S number and password

Get help at the library (or call 420-5544).
Research Tips

- Do more than one search
  - Define, Refine, Synthesize, Repeat
- Changing search terms will change results
- Draw from a variety of information sources
  - Both Scholarly and General
- Evaluate what you find for quality and relevancy
- Use information that is reliable and trustworthy
Many resources on library website

- Library subject guides
  - [Getting Started in Management/Business Admin](#)

- Includes information on
  - Databases Recommended for management studies
  - Finding Books, Articles, Statistics, and more
  - Help guides
  - Brief online tutorials
  - Information on citing sources using APA style
  - Library hours, etc.
  - Course Materials Tab has recommended resources for this class
Evaluating Results

- Whatever you find, ask:
  - Is this what I need?
  - Is it good enough?

- Standard evaluation criteria for information:
  - Accuracy
  - Authority
  - Depth/Completeness
  - Currency
  - Viewpoint/Bias

- Especially important when using Google or other internet resources

- For more information, see the library’s guide on evaluating web sources
Document your research

- Cite using APA style
- Cite all material used from your sources
- Citation goes in the sentence where you used the information
- Follow the rules for citation
- Use a guide!
  - APA Style Guide to Electronic References (6th edition)
  - Writing Centre/Sobey School APA guide
  - SMU Library guides for APA
Combining work and nonwork (and especially family) responsibilities has been identified as a persistent challenge for female managers that can impede their career advancement (e.g., Lyness & Terrazas, 2006). According to Heilman’s (1983, 2001) lack of fit theory, there is perceived incongruence between stereotypic attributes of women, such as nurturance, and stereotypic masculine attributes, such as forcefulness and achievement orientation, believed to be required for success in management positions, particularly at senior organizational levels. Relatedly, Eagly and Karau’s (2002) role congruity theory argues that . . . .
Common techniques

- Citation at the end of a phrase or sentence:
  - ...(Lyness & Terrazas, 2006).

- Author in the sentence, year(s) in parentheses:
  - According to Heilman’s (1983, 2001)...

- Multiple citations in single sentence:
  - Moreover, it has been suggested that supervisors’ perceptions about managers’ involvement in nonwork activities, such as family responsibilities, might affect promotion decisions (e.g., Acker, 1990; Judiesch & Lyness, 1999).
Remember

- Every citation in your paper needs to match a complete reference to the source (article, book, document on the web, etc.) at the end of your paper
Getting help

- Library information and research desk
  - Drop-In, by phone (420–5544), or via email (research@smu.ca)

- Research-by-appointment
  - Hour-long appointment with librarian (book: 420–5544)

- Novanet live help
  - Chat reference service
  - Good for quick questions
Thank you!