ENBUS 102 Library Instruction

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September 2016

Agnes Zientarska-Kayko

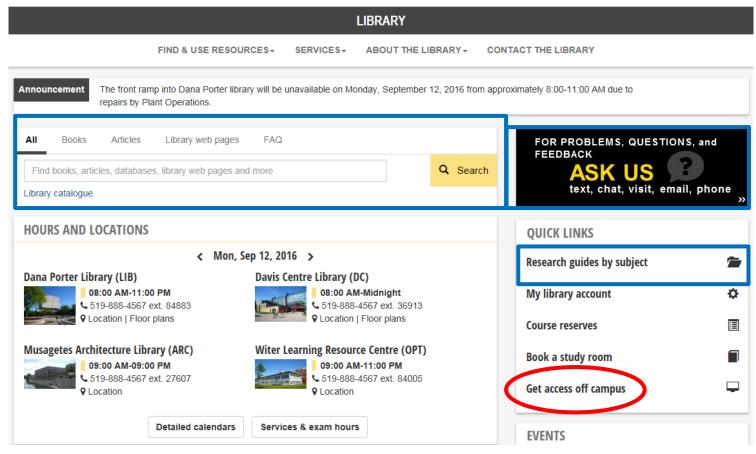
Overview

- What we'll cover today...
 - The Library homepage
 - Basic searching techniques
 - Using Research Databases to find journal articles
 - APA citation style
 - Finding company information
 - Get help



Library Homepage

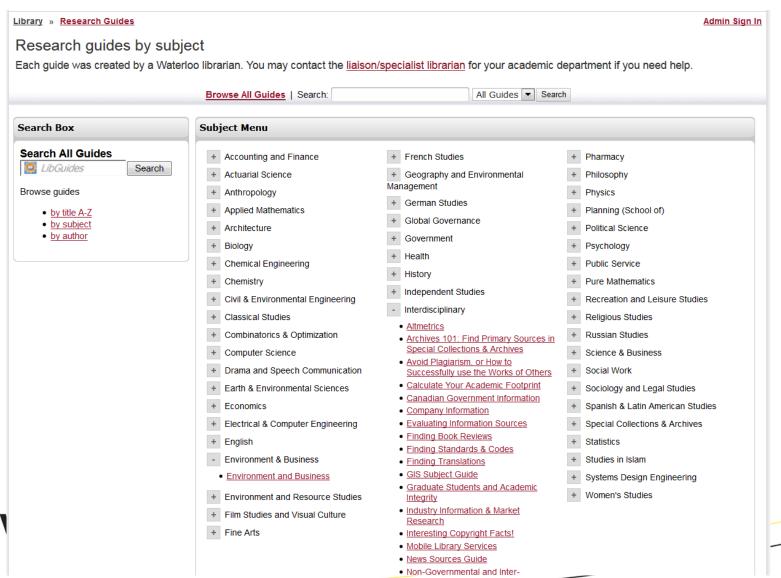




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Research Guides by Subject



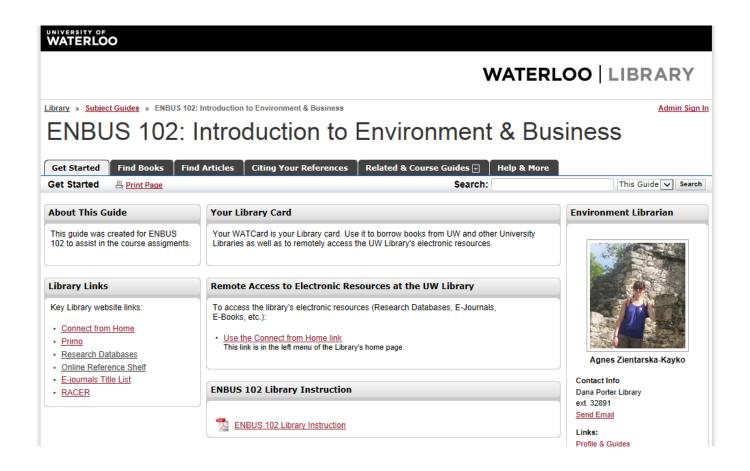
Research Guides by Subject

- + Chemistry
- + Civil & Environmental Engineering
- + Classical Studies
- + Combinatorics & Optimization
- + Computer Science
- + Drama and Speech Communication
- + Earth & Environmental Sciences
- + Economics
- + Electrical & Computer Engineering
- + English
 - Environment & Business
 - · Environment and Business
- + Environment and Resource Studies
- + Film Studies and Visual Culture
- + Fine Arts

- + HISTOTY
- + Independent Studies
- Interdisciplinary
 - Altmetrics
 - Archives 101: Find Primary Sources in Special Collections & Archives
 - Avoid Plagiarism, or How to Successfully use the Works of Others
- Calculate Your Academic Footprint
- Canadian Government Information
- Company Information
- Evaluating Information Sources
- . Finding Book Reviews
- . Finding Standards & Codes
- Finding Translations
- · GIS Subject Guide
- Graduate Students and Academic Integrity
- Industry Information & Market Research
- Interesting Copyright Facts!
- . Mobile Library Services
- News Sources Guide
- Non-Governmental and Inter-Governmental Organizations
- Open Access
- Patent Searching
- Dublic Opinion: Doll and Currow

- Pure Mathematics
- + Recreation and Leisure
- + Religious Studies
- Russian Studies
- + Science & Business
- + Social Work
- + Sociology and Legal Stu
- + Spanish & Latin America
- + Special Collections & An
- + Statistics
- + Studies in Islam
- + Systems Design Engine
- Women's Studies

http://subjectguides.uwaterloo.ca/enbus102





Our topic today...

"Corporations and their Social Responsibility Programs"



Identify concepts

- Business
- Corporations
- Company

- Corporate Social responsibility
- Environmental responsibility
- Moral and ethical aspects
- Business ethics
- Social responsibility of business



- Boolean Operators
 - AND, OR, NOT
- Phrase Searching
 - Force 2 or more words together, usually quotation marks (e.g., "corporate social responsibility")
- Truncation Use of a truncation symbol, generally an * or ?, will retrieve all words with the root (e.g., corrupt* will retrieve corrupt, corruption, corrupting, etc.)

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Boolean Operators	Examples	Retrieves	
not	• caribbean not cuba	Excludes records containing the second term.	
and	rodgers and hammersteinchildren and poverty	Retrieves records containing both terms.	
or	sixties or 60s or 1960slabor or labour	Retrieves records containing either one, some, or all terms.	



Concept 1



Business

OR

Corporations

OR

Company

Concept 2



Corporate social responsibility

OR

Moral and ethical aspects

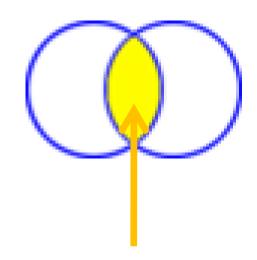
OR

Environmental responsibility

OR

Business ethics





("Corporate social responsibility" **OR** "Moral and ethical aspects" **OR** "Environmental responsibility")

AND

(Business **OR** Corporat* **OR** Company)

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Your Turn

"Sustainability Trends in High Tech Industry"

Identify concepts/keywords



USING RESEARCH DATABASES

Finding Journal and Newspaper Articles

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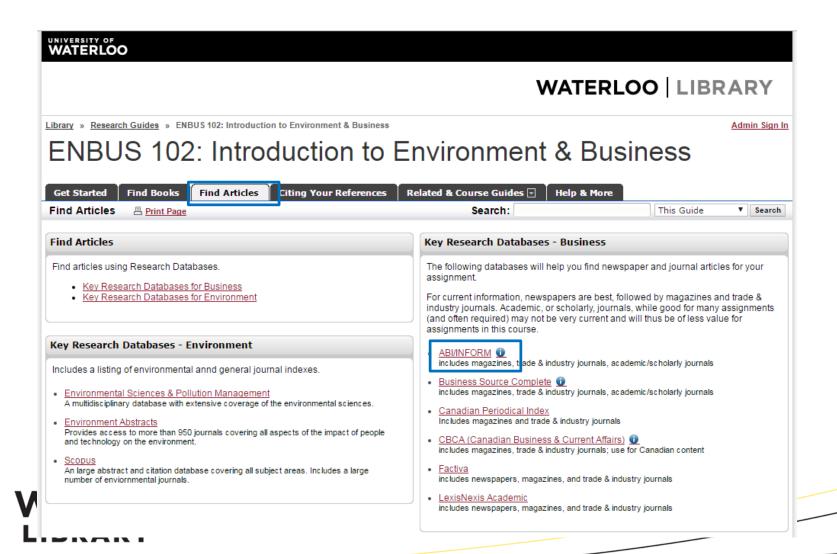
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Journal and Newspaper Articles

- Get a (presumably) unbiased opinion
- Major and local newspapers, trade journals, etc.
- Suggested Databases/Journal Indexes
 - ABI/INFORM
 - CBCA (Canadian Business & Current Affairs)
 - Factiva
 - LexisNexis Academic
- Always start at the Library's homepage
- From off-campus, connect via the Proxy Service (Get access off campus)

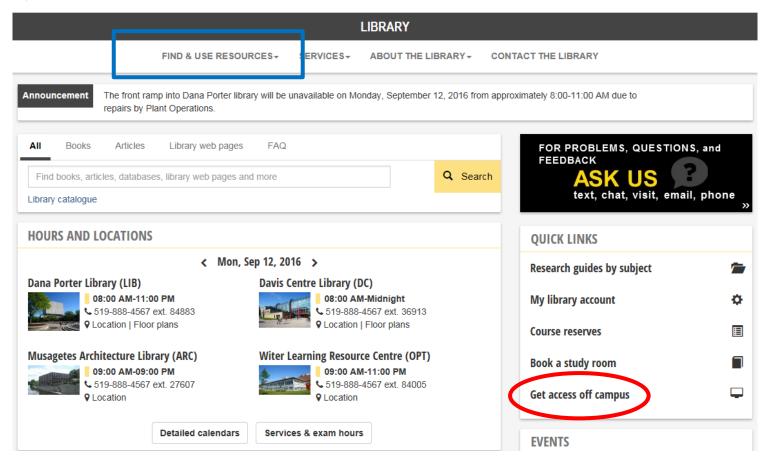


Subject Guide



Library Homepage





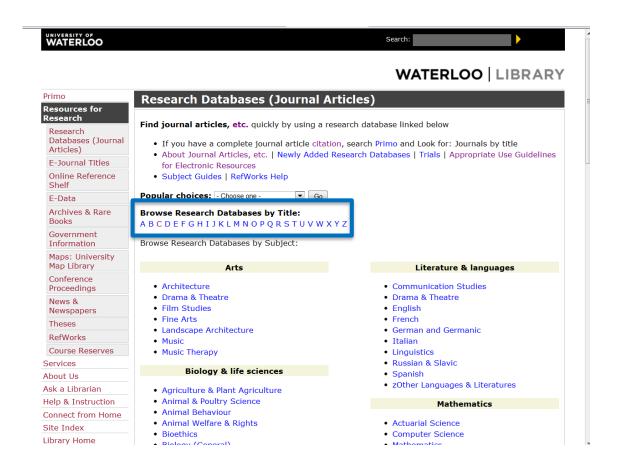
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LIBRARY

Find resources	Learn to find & use resources	Access resources
Research & journal databases	Articles	Course reserves
Journal lines	Books	Help desks
Library catalogue (books & articles)	Conference proceedings	Interlibrary loan
Research guides by subject	Maps & geospatial data	Library floor plans
Maps & geospatial data	Special & archival collections	Login to Refworks
Government information	Theses & dissertations	
Statistics & numerical data	Standards & codes	Not sure where to start? Get assignment & research help
Special & archival collections	Citing sources	
Dictionaries, encyclopedias & more	Copyright	
Theses & dissertations	Academic integrity	



Research Databases





Scholarly or Peer Reviewed Journal

What Does "Peer Reviewed" Mean?

- Peer Review is a process that journals use to ensure the articles they publish represent the best scholarship currently available.
- Peer review is a well-accepted indicator of quality scholarship.

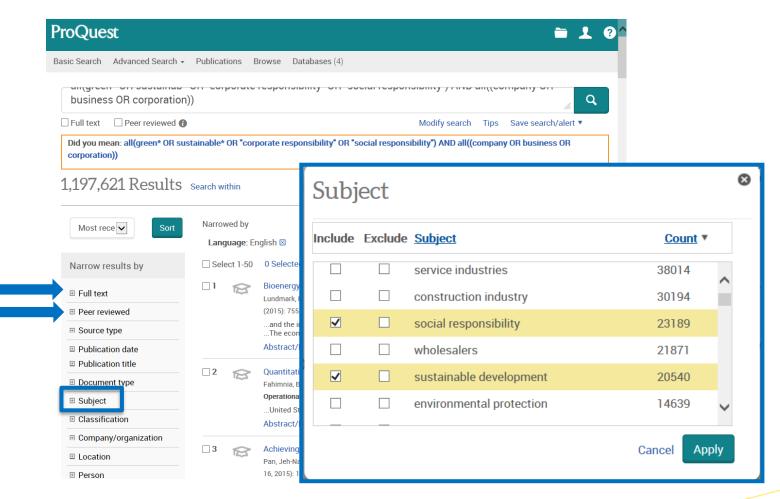


- Magazines
- Academic/Scholarly, Peer-reviewed Journals
- About 75% full-text in the database
 - ...and many more available in print or electronically elsewhere in the Library system!

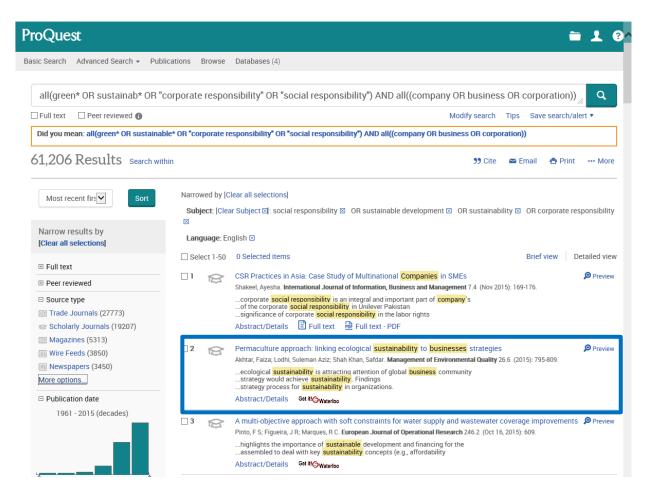


ProQuest	= 1 0
Basic Search Advanced Search → Publications Browse Databases (4)	
Advanced Search Thesaurus Field codes Search tips	University of Waterloo Library
green* OR sustainab* OR "corporate responsibility" OR "social responsibility"	in Anywhere except full text — ALL 🔽
AND Company OR business OR corporation	in Anywhere except full text — ALL 🔽
• Add a row	
Limit to: ☐ Full text ☐ Peer reviewed ()	
Publication date: All dates	
	Search Clear form
More search options	
Show less A	
Person:	Look up People
NAICS code:	Look up NAICS codes
Location:	Look up Locations
Classification code:	Look up Classification codes
Product name:	

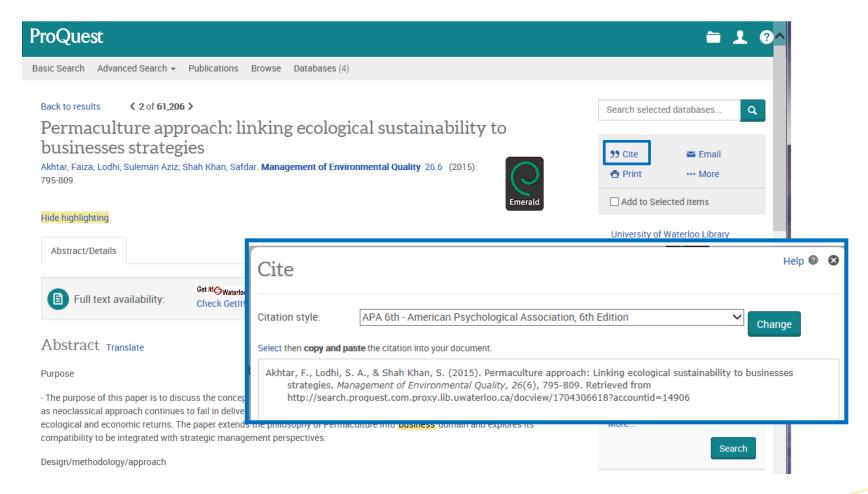
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Retrieving the full text



CSR Practices in Asia: Case Study of Multinational Companies in SMEs



Shakeel, Ayesha. International Journal of Information, Business and Management 7.4 (Nov 2015): 169-176.

- ...corporate social responsibility is an integral and important part of company's
- ...of the corporate social responsibility in Unilever Pakistan
- ...significance of corporate social responsibility in the labor rights

Abstract/Details







Retrieving the full text

2



Permaculture approach: linking ecological sustainability to businesses strategies



Akhtar, Faiza; Lodhi, Suleman Aziz; Shah Khan, Safdar. Management of Environmental Quality 26.6 (2015): 795-809.

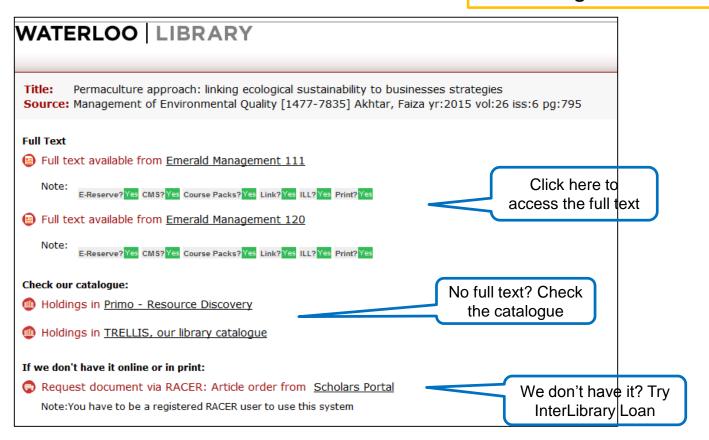
- ...ecological sustainability is attracting attention of global business community
- ...strategy would achieve sustainability. Findings
- ...strategy process for sustainability in organizations.

Abstract/Details





Retrieving the full text





Your Turn

 Using the keywords you identified search for peer reviewed journal articles

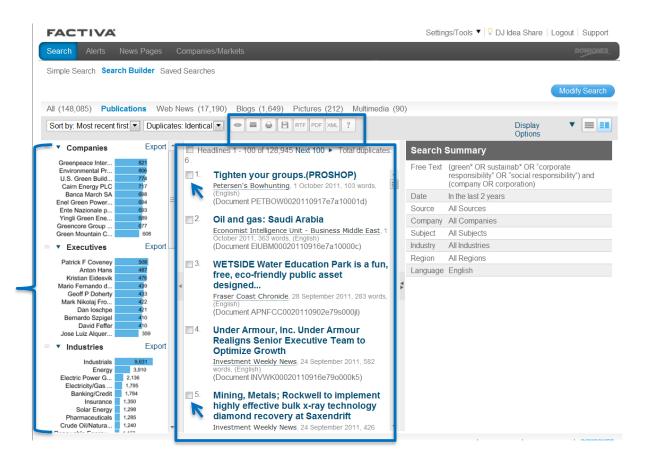


- Newspapers and magazines
- Rarely Academic/Scholarly
- Use for current stories and information
- Virtually all articles are full-text in the database

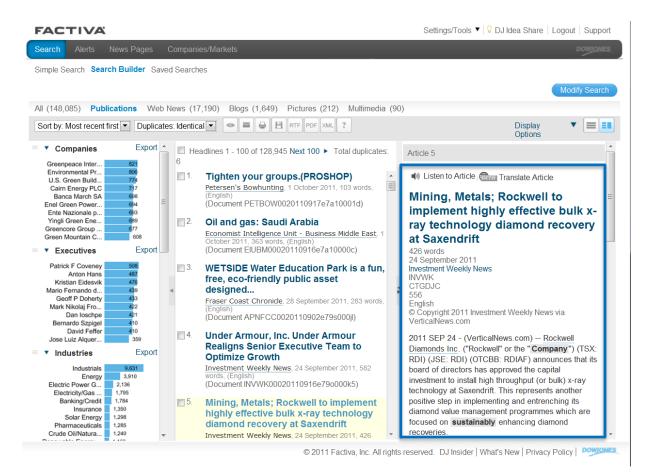


FACTIVA			Settings/Tools ▼ PDJ Idea Share Logout Support		
Search Alerts	News Pages Companies/Markets		DOWNONIES		
Simple Search Sear	ch Builder Saved Searches				
Free Text Search	(green* OR sustainab* OR	"corporate responsibility" OR "socia	al responsibility") and (company OR corporation)		
Search Form					
Examples	Date In the last 2 years Upu	licates Identical ▼	Search		
Source	► All Sources				
Company	All Companies				
Subject	All Subjects	▶ All Subjects			
Industry	All Industries	▶ All Industries			
Region	► All Regions	▶ All Regions			
Look up	>				
Language	English				
More Options	*				
	Search for free-text terms in:	Headline and Lead Paragraph	GET YOUR NEWS		
	Exclude:	Republished news Recurring pricing and market data Obituaries, sports, calendars	ON THE GO with Factiva for iPad		
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News Sources Guide

Library » Subject Guides » News Sources Guide azientar@uwaterloo.ca « Guide Admin « Dashboard « Sign Out News Sources Guide Identify sources for current or older stories; old newspapers on microfilm; and stories from alternative presses. Canada 🔻 Europe ▼ Latin America United States ▼ Read All About It! Worldwide Dana Porter Library's Reading Area Help & More Read All About It! Print Page Search: This Guide 🗸 About this Guide Comprehensive News Sources "Well, all I know is what I read in the papers." - Will Rogers, 1923 Use these databases to search for topics in multiple newspapers at the same Looking for stories current or historical? This guide is for you. Accesses over 3.700 news sources world-wide. Sources include newspapers. Browse news sources, as well as individual newspapers, by trade publications, corporate profile databases, news wires, selected blogs. geographic area. Choose a section: Factiva Werldwide digital archive of newspapers as well as magazines. Both current Canada and retrospective Europe Latin America Lexis Nexis Academic Worldwide digital archive of newspapers, magazines, wire services, blogs and · United States more from around the world. Both current and retrospective. Worldwide Paper of Record Visit the Dana Porter Library Reading Area, 1st floor. Digital archive of selected community newspapers from around the world. Public domain image from Varies by newspaper but most titles date from the early 1800s to mid 1900s. Wikimedia Commons. Provides 60-day access, complete with images, to over 500 newspapers, from 70 countries, in 37 languages. Some articles can be read aloud, some have rough translations into English. **Newspapers & News Media Directories** Note: only 5 simultaneous users. Please log out as soon as you are finished searching PressDisplay. A directory of online news sources from around the world, organized by geographical locations. Includes also links to other sites with news content such as broadcast stations, internet services, magazines, and press agencies. Current News Sources Canada's Other Voices: National Ethnic Press and Media Council of Canada Links to information about ethnic press in Canada. Try these news sources for current news and information: DMOZ News Links to numerous news directories.

PressDisplay

Provides 60-day access, complete with images, to over 500 newspapers.

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News Sources Guide

Tags: news, news databases, news sources, newspapers

Identify sources for current or older stories; old newspapers on microfilm; and stories from alternative presses.

* News Online

· OurOntario Newspaper Indexes

Canada A Print Page Search: This Guide				
About this Page	Canadian Electronic News Sources			
This page provides links to the following news sources for finding Canadian newspapers: • Electronic news sources • Print indexes • Ontario English Newspapers on microfilm: Dana Porter Library • Circulation data To search Canadian newspapers by title, go to the following subpages: • Newspapers by Title A-I • Newspapers by Title J-Z	The following is a list of news sources for searching Canadian newspapers both historical and current: • CBCA Complete Covers over 1600 Canadian journals, magazines on all topics. • Factiva Current and archival coverage of over 9000 sources from 118 countries in 22 languages, including more than 120 continuously up atted newswires and television and radio transcripts. Selected Canadian titles are: Globe and Mail, Waterloo Region Record, National Post, Toronto Star, and the Winnipeg Free Press. • Globe and Mail - Canada's Heritage from 1844 (excluding the last 4 years) A digital archive from its beginnings as The Globe in June 1844. Search by date or by keyword for a span of five years. • Indexes to Canadian Newspapers Comprises indexes to Canadian newspaper titles received by Library and Archives Canada. The coverage of these indexes span from the 18th century to the present date. The site also provides online and Internet sources for indexes to Canadian newspapers. • Lexis Nexis Academic			
Canadian Newspaper Circulation Sources	Current and archival coverage of news and legal sources from all over Canada and the world. Mercury from Sept 15, 1999; Hamilton Spectator from December 1, 2001; Kitchener-Waterloo I Free Press from April 25, 1995; Toronto Star from September 3, 1985.			
Daily Newspaper Circulation Data via Newspapers Canada List of newspapers in Canada by circulation via Wikipedia.	Newspapers at Library and Archives Canada Use the left side-bar to link to LAC's * Microform Holdings Indexes to Canadian Newspapers * Canadian Newspapers Currently Received * Aboriginal Newspapers * Canadian Ethnic Newspapers Currently Received * Student Newspapers Currently Received * International Newspapers Currently Received			

Features: Halton Newspaper Index (Burlington, Halton Hills, Milton and Oakville); Peel News (Peel Region); Cobourg Newspaper Index; Woodstock Newspaper Indexes; Grey Highlands Newspaper Index; Oshawa News; Essex Free Press; Nastawgan.

Library » Research Guides » News Sources Guide

News Sources Guide

Tags: news, news databases

Identify sources for current or older stories; old newspapers on microfilm; and stori

Read All About It!	Canada 🔻	Europe 🔻	Latin America	United State
Help & More				
Newspapers by Title (A-I)		Print Page		

Canadian Newspapers by Title (A-I)

- · L'Actualité (Montreal, QC)
- Berliner Journal (Berlin, Canada West)
- · Blacklock's Reporter
- · Calgary Herald (Calgary, AB)
- . Chronicle Herald (Halifax, NS)
- Deutsche Canadier (Kitchener, ON; known as Berlin, ON at time of publication)
- . Deutsche Zeitung (Kitchener, ON; known as Berlin, ON at time of publication)
- Le Devoir (Montreal, QC)
- Le Droit (Ottawa, ON)
- Edmonton Journal (Edmonton, AB)
- Freie Press (Kitchener, ON; known as Berlin, ON at time of publication)
- The Gazette (Montreal, QC)
- Cazette (Waterloo, ON; University of Waterloo)
- Globe & Mail (Toronto, ON)
- Hamilton Spectator (Hamilton, ON)

UW Porter, Controlled Access, 1st Floor Circulation Desk

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Imprint (Waterloo, ON: University of Waterloo)

Globe & Mail (Toronto, ON) Available electronically: PressDisplay (latest 60 days; see Titles by Country) Factiva (Nov. 14, 1977-present) Globe & Mail, Canada's Heritage from 1844 (1844 to 4 years ago) via ProQuest. Tip: from the ProQuest main menu, look on the right hand nav bar to find the Globe & Mail link. LexisNexis Academic (Jan. 1, 2000-present) NOTE: Off campus access is restricted to UW faculty, students, and staff. Available in microfilm: MIC S19 (1936-present) Available in print:

Library » Research Guides » News Sources Guide News Sources Guide Identify sources for current or older stories; old newspapers on r Read All About It! Canada 🔻 Europe 🔻 Latin America Help & More Newspapers by Title (J-Z) Print Page Canadian Newspapers by Title L-Z London Free Press (London, ON) Montreal Star (Montreal, QC) National Post (absorbed Financial Post) Ontario Glocke (Walkerton, ON) Ottawa Citizen (Ottawa, ON) La Presse (Montreal, QC) Quebec Mercury (Quebec City, QC) The Telegram (St. Johns, NL) Times - Transcript (Moncton, NB) Toronto Star (Toronto, ON; title varies pre-1920) Vancouver Sun (Vancouver, BC) Waterloo Chronicle (Waterloo, ON) Waterloo Region Record (Kitchener, ON) Winnipeg Free Press (Winnipeg, MB)

Your Turn

Search Factiva for the news article



CITING YOUR ARTICLES

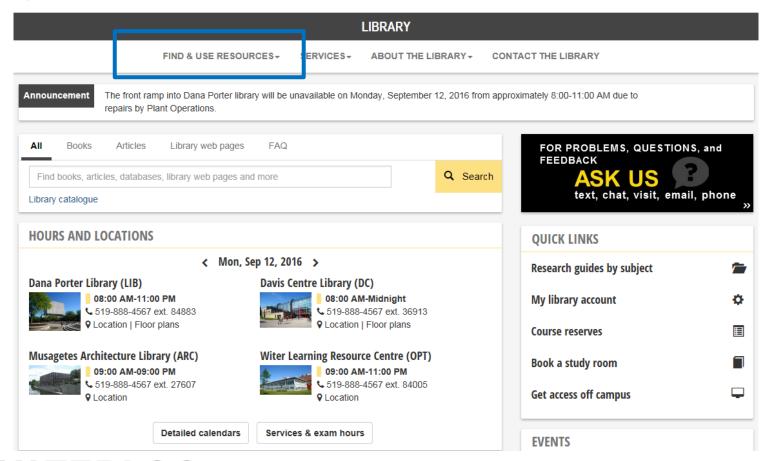
APA CITATION STYLE

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Journal titles	Books	Help desks
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Research guides by subject	Maps & geospatial data	Library floor plans
Maps & geospatial data	Special & archival collections	Login to Refworks
Government information	Theses & dissertations	
Statistics & numerical data	Standards & codes	Not sure where to start? Get assignment & research help
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Dictionaries, encyclopedias & more	Copyright	
Theses & dissertations	Academic integrity	



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You're viewing the newest version of the Library's website. Please send us your feedback!

Library » Find and use resources »

Citing sources

What is a citation?

A citation is a way of briefly acknowledging the work and ideas of another in your writing. A citation contains specific bibliographic details about a source, such as its title, author and date of publication.

Why citing is important

Properly acknowledging sources is an essential part of academic integrity. Crediting other people's work through citations enables your readers to see where your ideas originated, and gives them the necessary bibliographic information to locate the sources themselves.

Citation styles

The way you format your citations is typically determined by your discipline. Fields such as psychology, English, history, science and math require you to follow styles used by those disciplines. Confirm with your professor which citation style to use.

The Library's list of citation style guides includes common used citation styles such as the American Chemical Society (ACS), the American Psychological Association (APA), Chicago Style, Medical Style, Modern Language Association (MLA), Turabian Style and others.

Manage your citations



Information for

- Undergraduate students
- Graduate students
- Faculty and instructors
- Postdoctoral and visiting scholars
- Alumni and community members
- Waterloo staff

APA Citation Style

- Reasons to cite books and articles
 - Academic integrity: other people's thoughts and ideas
 - Refinding the information
- Many different citation styles available
 - ENBUS wants you to use APA



APA Citation Style

- The Bibliography (called References in APA)
 - Lists all of the books, journal articles, webpages,
 etc. that you use in your paper
 - At the end of your paper
- In-text Citations
 - Placed directly after the thought, idea, or quotation
 - Usually consists of the author's last name and the year of publication and sometimes, page numbers



APA Citation Style

The bibliography

References

- Bhat, V. N. (1996). Green corporation: The next competitive advantage. Westport, CT: Quorum.
- de Bettignies, H., & Lépineux, F. (2009). Can multinational corporations afford to ignore the global common good? Business and Society Review, 114(2), 153-177.
- Green biz: 50 green, profitable companies reveal their strategies and successes (2008). New York:

 American Benchmark Press.
- Lamb, J. P. (2009). Greening of IT: How companies can make a difference for the environment. Upper Saddle River, NJ: IBM Press/Pearson.
- McCollum, T. (2009). Go green, save green. The Internal Auditor, 66(4), 16-18.
- Robbins, P.T. (2001). Greening the corporation: Management strategy and the environmental challenge. London; Sterling, VA: Earthscan.
- Schaefer, A. (2009). Corporate greening and changing regulatory regimes: The UK water industry. Business Strategy and the Environment, 18(5), 320-331.



APA Citation Style – a Book Citation

Author, last name first, and then initials of first name(s)

Date (year of publication)

Heschl, A. (2001). The intelligent genome: On the origin of the human mind by mutation and selection. New York, MY: Springer-Verlag.

Title, in italics

Place of publication and Publisher



Journal Article: Online With DOI

Date (year of publication)

Author, last name first and then initials of first name(s)

Article title

Rierre, M., Jemelin, C., & Louvet, N. (2011). Driving an electric vehicle. A sociological analysis on pioneer users.

Energy Efficiency, 4(4), 511-522.

doi:10.1007/s12053-011-9123-9

Journal title, in italics

Page numbers

DOI – digital object identifier

in brackets

Issue number,

WATERLOO LIBRARY Volume number, in italics

Questions??



OTHER RESOURCES

Annual Reports, Company Websites

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lib.uwaterloo.ca

Annual Reports

- Canadian Companies
 - SEDAR
 - Company Website
- U.S. Companies
 - SEC/Edgar
 - Mergent Online
 - Company Website
- International Companies
 - Mergent Online
 - Company Website



SEDAR

- All documents filed with the OSC from 1997 to present
- Canadian companies only
- http://www.sedar.com





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The Canadian Securities Administrators (CSA) and CDS INC, a subsidiary of The Canadian Depository for Securities Limited, have operated this web site since 1997 to make Canadian public securities filings easily accessible to all. Use it to find and retrieve company/mutual fund profiles, SEDAR public securities filings, and the latest news about SEDAR. To access a layout of the entire site, please see the Site Map.

SEDAR

The System for Electronic Document Analysis and Retrieval (SEDAR) was developed in Canada for the Canadian Securities Administrators (CSA) to:

 facilitate the electronic filing of securities information as required by the securities regulatory ananciae in Canada

WATERLOO LIBRARY



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NEW FILINGS SEARCH DATABASE COMPANY PROFILES

WEB LINKS ABOUT SEDAR SITE

S E D A R RELEASE 8.0

Use of this site is subject to, and your continued use constitutes your express agreement to be bound by, the Terms of Use and Privacy Statement.

Any unauthorized use of this site is strictly prohibited.

Link to IMPORTANT NOTICE OF CHANGES dated May 26, 2007

XBRL Voluntary Filing Program

Visit the CSA's XBRL website for information about XBRL and the voluntary program. Click here for information about XBRL software and viewing XBRL financial statements.

PUBLIC COMPANIES



- · C1 Energy Ltd.
- · C2C Gold Corporation Inc.
- · C88 Capital Corporation
- . C.A. Bancorp Canadian Realty Finance Corporation
- · C.A. Bancorp Inc.
- · Cable Satisfaction International Inc.
- CABLESERVINC.
- · Cabletel Communications Corp.
- Cabo Drilling Corp.
- · Cabot Creek Mineral Corporation
- C.A.B. Realty Finance L.P.

WATERLOO

Canfor Corporation

ROFILE

Mailing Address: 100-1700 West 75th

Head Office Address: 100-1700 West 75th Avenue Vancouver, British Columbia

Vancouver, British

V6P 6G2

Columbia V6P 6G2

Avenue

Contact Name: D.M. Calabrigo

Principal Regulator: British Columbia

Business e-mail info@canfor.ca

Short Form Prospectus Yes Issuer:

Telephone Number: 🙌 - 604 661-5241 🔇

Reporting Jurisdictions: British Columbia, Alberta, Saskatchewan, Manitoba, Ontario, Quebec, New Brunswick, Nova

Scotia, Prince Edward Island, Newfoundland

Fax Number: 604 661-5435

Stock Exchange: TSX Stock Symbol: CFP

Date of Formation: May 17 1966 Jurisdiction Where British Columbia

Auditor: PricewaterhouseCoopers LLP

Formed:

address:

Industry Classification: paper and forest products

General Partner:

CUSIP Number: 137576

Transfer Agent: CIBC Mellon Trust Company

Financial Year-End: Dec 31 Size of Issuer (Assets): Over \$1,000,000,000

VIEW THIS PUBLIC COMPANY'S DOCUMENTS

WATERLOO LIBRARY

Company Name	Date of Filing	Document Type	File Format	File Size
Canfor Corporation				
Camer Corporation	Jul 30 2008	News release - English	PDF	29 K
	Jul 30 2008	Form 52-109F2 - Certification of Interim Filings - CEO	PDF	16 K
	Jul 30 2008	Form 52-109F2 - Certification of Interim Filings - CFO	PDF	16 K
	Jul 30 2008	Interim financial statements - English	PDF	96 K
	Jul 30 2008	MD&A - English	PDF	180 K
	Jul 30 2008	News release - English	PDF	128 K
	Jul 7 2008	News release - English	PDF	29 K
	Jun 10 2008	News release - English	PDF	29 K
	Jun 10 2008	Alternative monthly report	PDF	12 K
	May 27 2008	News release - English	PDF	10 K
	May 5 2008	Report of voting results	PDF	14 K

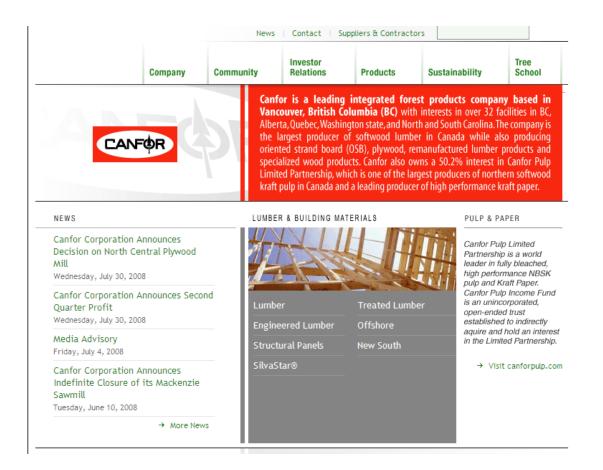


Company Website

- Often is a motherlode of information
- Caution: you will get the company's view of itself – which may be biased!!
- Look for Investor Relations, Investor Information, Press Releases, Sustainable Development, etc.



Company Website (cont'd)



Search

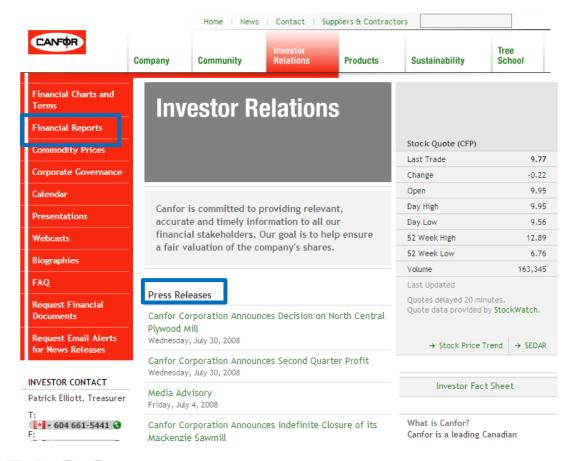


Company Website (cont'd)





Company Website (cont'd)





Questions??



For further assistance, contact

Agnes Zientarska-Kayko

Environment & Business Librarian

x32891

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