MANAGEMENT COACHING

1. Remote Access to Library Databases
Registered students and staff have access to the electronic databases, journals, theses, and books via the library website http://library.sun.ac.za When prompted to login on the library website, use your student/staff number for login and password as provided. Access to the library is linked to your registration. Contact IT if you have password trouble: bpcict@belpark.sun.ac.za or 021 918 4247.

2. How to find books and articles
Our library search engine is called SUNSearch. It is a federated search engine which searches all the library’s resources (print and e-books, e-articles, e-databases, e-theses etc.) simultaneously. Post-graduates are allowed to borrow 15 print books for 1 month plus 2 renewals. E-books are available via library website. The library guide for e-books is: http://libguides.sun.ac.za/ebooks

Search strategy – it is important to have a search strategy to find books and articles
a) Define your information need. What are you going to research?
b) Generate some keywords. You may need to find and skim an article or two to help you think of the best keywords. (Which keywords will help you to find the best resources)
c) Combine some of those keywords in a logical way in order to direct (limit) and refine your search.
d) You have the option of doing a Basic Search or an Advanced Search depending on the complexity of your search. Basic Search would be finding sources on “project management” in general. Advanced Search would be “project management” and “project failure” and leadership.

For more help in finding information please consult the library guide: How do I find, access and use information effectively: http://libguides.sun.ac.za/how_do_I_do_my_assignment

3. E-databases
A database is an electronic index to journals, articles, and books containing most often in full text or links to the full text. Databases A-Z: http://library.sun.ac.za/English/search/Pages/e-databases.aspx

3.1 Shortlist of South African e-databases
SACat – reflects the book collections of libraries in Southern Africa; SA e-Publications – gives you full text access to journals published in Southern Africa; SUNScholar – Stellenbosch University theses and article repository; South African National ETD – South African theses mostly in fulltext

3.2 Business and management related e-databases
Academic One | Business Monitor Online | Ebschost | Emerald | IMD World | Competitiveness | SA Media | Sage Research Methodology | Scopus | ScienceDirect | SpringerNature | Taylor & Francis

4. E-Journals
An issue of a journal contains individual articles. E-Journals A-Z:
4.1 South African e-journals
- Business Week
- Finweek
- Management Dynamics
- Management Today
- Financial Mail
- South African Journal of Business Management
- South African Journal of Labour Relations
- South African Journal of Economic and Management Sciences

4.2 Coaching e-journals
- Academy of Management Review
- Academy of Management Journal
- Adult Learning
- Australian Journal of Adult Learning
- Coaching: An International Journal of Theory, Research and Practice
- E-Journal of Organizational Learning and Leadership
- International Journal of Evidence Based Coaching & Mentoring
- International Journal of Leadership Studies
- Mentoring and Tutoring

4.3 International e-journals
- California Management Review
- Fortune
- Harvard Business Review
- Journal of Business Economics and Management
- Journal of Small Business Management
- Leadership
- MIT Sloan Management Review

5 Referencing
As the reference style of the USB has changed to APA, please use the guidelines in the APA 6th edition (on Short loan shelve) or APA website http://www.apastyle.org

Make sense of referencing: The Harvard, APA and Vancouver methods and the footnote system. Published by the Stellenbosch University Language Centre. This e-book is available on library webpage. Do a basic search on the title. Our library guide on Referencing: http://libguides.sun.ac.za/content.php?pid=698324

Reference management software
Mendeley – is a free reference manager and academic social network. Make your own fully searchable library in seconds, cite as you write and read and annotate your PDFs on any device. Our library guide on Mendeley: http://libguides.sun.ac.za/mendeley

6 Library guides
Library guides will provide students, researchers and staff with access to subject and information resources

6.2 Subject specific library guides
- Accounting
- Business administration/management
- Development Finance
- Dispute Settlement
- Economics
- Entrepreneurship
- Industrial Psychology
- Leadership
- Management Coaching
- Project Management

6.3 Research library guides
- How do I access, find and use information effectively
- Improving your literature search strategy
- Google & Google Scholar
- Research Process
- User guide for postgraduates and researchers
- Where to publish articles
- Mendeley
- Create alerts

7 Contact details
Research assistance & training
Judy Williams: 021 918 4271 | judyw@sun.ac.za
Nombulelo Magwebu-Mrali: 021 918 4272 | nombulelom@sun.ac.za

Interlibrary loans & Document delivery
Alna Marais: 021 918 4273 | am7@sun.ac.za

Circulation & Library assistance
Lizanne Botha: 021 918 4274 | lmb2@sun.ac.za

Deputy Director and USBI Manager
Henriëtte Swart: 021 918 4270 | hs7@sun.ac.za

Hours
<table>
<thead>
<tr>
<th>During Term:</th>
<th>Vacation Hours:</th>
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<tbody>
<tr>
<td>Mondays to Friday</td>
<td>Mondays to Fridays</td>
</tr>
<tr>
<td>8:00 to 18:00</td>
<td>8:00 - 16:30</td>
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<tr>
<td>Saturdays</td>
<td>Saturdays:</td>
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<tr>
<td>9:00 to 14:00</td>
<td>closed (Jun/Jul &amp; Dec/Jan)</td>
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