

## FUTURES STUDIES

### 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](mailto: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 that source information from 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. 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

- Define your information need.** What are you going to research?
- 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)
- Combine some of those keywords in a logical way** in order to direct (limit) and refine your search.
- 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 finding information please consult our subject guide: Find, access and use information effectively: <http://libguides.sun.ac.za/StepbyStep>

### 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; SUN-Scholar – Stellenbosch University theses and article repository; South African National ETD – South African theses mostly in e-format; SA Media, Statistics SA

#### 3.2 Business and management related e-databases

Academic One; Bloomberg (on campus only); Business Monitor Online; Ebscohost; Eighty20, Emerald; IMD World Competitiveness Online; King Report; Marketline Advantage; ProQuest; Sage Research Methodology; Scopus; ScienceDirect; SpringerNature; Taylor & Francis; Google Scholar

### 4. E-Journals

An issue of a journal contains individual articles.



## 4.1 South African e-journals

BER : Manufacturing Survey, Trends, Wholesale | Bulletin of Statistics | Business Week | Finweek | Management Dynamics | Management Today | South African Journal of Human Resource | Management | Financial Mail | South African Journal of Business Management | Investment Analysts Journal | South African Journal of Labour Relations | Studies in Economics and Econometrics (BER) | South African Journal of Economic and Management Sciences

## 4.2 Futures Studies e-journals

Foresight | Country Industry Forecast | Country Economic Forecast | Global Industry Forecast | Journal of Forecasting | Political Risk Yearbook | Future Studies Research Journal | Futures | World Futures

## 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 shelves) or APA website <http://www.apastyle.org/>

### 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. Find the complete list of library guides: <http://libguides.sun.ac.za/>

## 6.1 Subject specific library guides

Accounting | Business administration/management Development Finance | Dispute Settlement | Economics | Entrepreneurship | Future Studies | Industrial | Psychology | Leadership | Logistics | Management Coaching | Project Management

## 6.2 Research library guides

- Find, access 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](mailto:judyw@sun.ac.za)

Nombulelo Magwebu-Mrali:  
021 918 4272 | [nombulelom@sun.ac.za](mailto:nombulelom@sun.ac.za)

### Interlibrary loans & Document delivery

Alna Marais  
021 918 4273 | [am7@sun.ac.za](mailto:am7@sun.ac.za)

### Circulation & Library assistance

Lizanne Botha  
021 918 4274 | [lmb2@sun.ac.za](mailto:lmb2@sun.ac.za)

### Deputy Director and USBI Manager

Henriëtte Swart  
021 918 4270 | [hs7@sun.ac.za](mailto:hs7@sun.ac.za)

## Hours

### During Term:

Mondays to Friday 8:00 to 18:00  
Saturdays 9:00 to 14:00

### Vacation Hours:

Mondays to Fridays 8:00 - 16:30  
Saturdays: closed (Jun/Jul & Dec/Jan)