

SCHOOL OF PUBLIC LEADERSHIP

1. Remote Access to Library Databases

Registered students and staff have access the electronic databases, journals, theses and books via the library website <http://library.sun.ac.za> When prompted to login onto the library website, use your student number/staff login and password. Contact USB 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

- 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/en-za/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 | SA Media – newspaper articles | Statistics SA

3.2 Business and management related e-databases

Academic One | Ebschost | Emerald | IMD World | Competitiveness | King Report | ProQuest | Sage Research Methodology | Scopus | ScienceDirect | SpringerNature | Taylor & Francis

4. E-Journals

An issue of a journal contains individual articles. E-Journals A-Z: <http://web.a.ebscohost.com.ez.sun.ac.za/pfi/search/basic?sid=cbe7eeee-e5c4-40e3-bec3-14bd55305bc8%40sessionmgr4009&vid=0&sdb=edpub&tid=3000EP>



4.1 Public Leadership e-journals

Global Governance | Governance in Africa | Global Environmental Change | International Journal of Public Sector Management | International Public Management Journal | Journal of African Policy Studies | Journal of Public Administration Research and Theory | Public Administration Review | Public Finance & Management | Public Performance & Management Review | Journal of Public Policy

4.2 South African e-journals

Bulletin of Statistics | Management Dynamics | South African Journal of Human Resource Management | South African Journal of Labour Relations | South African Journal of Economic and Management Sciences

4.3 International e-journals

Academy of Management Journal | Academy of Management Review | Contemporary Labour Law | Entrepreneurship: Theory and Practice | Harvard Business | Journal of Economic Development | Journal of Small Business Management | Leadership | Management Review | Strategic Management Journal

5 Referencing

Make sense of referencing: <http://library.sun.ac.za.ez.sun.ac.za/SiteCollectionDocuments/howdoi/Make%20sense%20of%20referencing%202012.pdf>

Harvard (Stellenbosch) A-Z: <http://libguides.sun.ac.za/c.php?g=742962&p=5316902>

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 <http://libguides.sun.ac.za/c.php?g=742962&p=5316902>

6.2 Subject specific library guides

Business administration/management | Development Finance | Dispute Settlement | Economics | Entrepreneurship | Industrial Psychology | Leadership | Management Coaching | Project Management | School of Public Leadership

6.3 Research library guides

- Find, access and use information effectively
- Improving your literature search strategy
- Google & Google Scholar
- Research Process
- 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

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)