

Business dissertations

Research Guide 18

A guide to finding Business dissertations in the Library

All Business theses and dissertations held in the Library at Wheatley are listed on the online Catalogue. The dissertations themselves are in store and must be requested at the Library Counter. To locate dissertations produced by Business School students and kept at Wheatley you need to search on the Catalogue.

If you are outside the Library or working off campus go to:

<http://www.brookes.ac.uk/library>

Select **Catalogue** from the options on the left-hand side of the Library Home Page.

Basic search

1. At the Catalogue select **Basic Search** from the search options at the top of the screen.
2. In the **Author box** enter **Business School**.
3. Enter your search terms in the **Keyword** field.
4. Select **Dissertations/Theses Catalogue** from the list in the **Collection** box.
5. Click on **Search**.
 - You will see a list of dissertation titles that match your search.
6. The Library staff will need the **shelfmark** of each dissertation you want to read.
 - Click the **Show shelfmark and copy** link at the bottom right of the entry for each title that interests you.
 - The list will now show a highlighted box containing the information you need to give the Library staff.
 - Make a note of the **shelfmark** - the number beginning with a B, eg B1234. You may request 4 dissertations at the Library Counter.
 - Please give the Library staff the shelfmarks of the dissertations you want to see. Dissertations are issued for 4 hours and cannot be removed from the Library.

Hints on using keywords for searching

To search for theses on a particular subject enter a keyword or words that describe the subject in the **Keyword** box. For example: **change NHS** to locate theses about change in the NHS.

- Undergraduate projects submitted after a placement year can be located using the keywords **project** and the **module number**. For example **project M07097**
- DMS projects can be located using the keywords **DMS management consultancy report**. DHRM and DPM can be located using the keywords **management report** and either **DHRM** or **DPM**

- To search for Postgraduate theses enter the course name in the **Keyword** box, eg **MSc** or **M.Sc.** (either will work), **MBA**.
- Use **Modular** for undergraduate dissertations (but see below for a way of locating additional undergraduate dissertations by module number).
- To search for more than one term, for example MBA and Human Resource Management, enter these words in the **Keyword** box, separated by spaces, eg **MBA human resource management**. You can use as many keywords as you want, separated by a space.

Other ways to search

By Author

If you know the name of the author of the dissertation type the name into the **Author** box. You can enter the name as you would normally use it eg **Winston Churchill**, or surname first. If you are using the surname to search enter the name in the **Author** box in the form **surname, [comma] first name or initial**_(eg **Churchill,W**). Click on **Search**

By Supervisor

If you want to look for dissertations supervised by a particular member of staff type their name into the **Author** box. Click on **Search**

By Module Number

To find undergraduate dissertations you can search by module number. Enter the module number in the **Keyword** box eg: **M07097**. You must include the M or U at the beginning of the module number.

- You will be taken to a of list titles with the module number you have selected amongst their keywords. Remember business school module numbers changed between 2004 and 2005

By Date

You can also look for theses by date, eg to look for the year in which they were submitted.

Basic Search will allow you to sort the items in your list by date.

- Select **date** in the **Sort by** box at the top of the list. Clicking on the Z-A button puts the most recent at the top of the list

Or

Select **Advanced Search** from the menu at the top of the screen. Enter your search criteria in sections 1 and 2 and **Dissertations/Theses Catalogue** in section 3. Then add **Limit search by year** from the other options in section 3.

- You can then limit your search to a particular year or range of years by typing them in the **Specific Year** box.

Don't forget to make a note of the shelfmark (eg **B1234**) of the items you would like to see and request them at the Library counter. You may request four items at a time, and dissertations are issued for a period of 4 hours only. No dissertations may be taken out of the Library