The Experts

Expert Number One: JSOM Business Communication Center
JSOM 12.106
Email: jsom.bizcom@gmail.com
Make an Appointment at the SOM Writing Lab!
som-writing.genbook.com

Expert Number Two: RefWorks:
http://www.utdallas.edu/library/services/refworks/index.html
Email: Jay McAllister: James.McAllister@utdallas.edu

How To Use the EBSCOHOST Databases for Citations

From the Library’s webpage: www.utdallas.edu/library click on the Databases tab in the left screen.

Next, screen click on the letter B then scroll down to click on the database Business Source Complete. If you are off campus you will be prompted to enter your NetID and password. If you encounter any problems, please go to the Library’s troubleshooting FAQ webpage at: www.utdallas.edu/library/services/loginfaq.html.
In the database’s search screen there are three boxes in which to enter your keywords. In this example, the key words are dress code and workplace. In the first box begin typing dress code. Notice that the database suggests keyword combinations to you. Click once on **Dress code and workplace** and the phrase will be populated in the search box.

Next, click the green **SEARCH** button.

(The results list shows the number of results, additional keywords or phrases, dates to limit by, and how to choose from peer-reviewed and scholarly versus popular and trade. If needed, click on “Help” in the toolbar for tutorials on these topics.)
In the result list click on the title of an article of interest. On the next screen in the far right column there are several **Tools** icons:

**Click on the Cite icon.**

A new window will open which will show the citation for the article in several of the most popular citation styles. Cut and paste your choice into your Work Cited page or Reference List. **Pay attention to the database’s Note about formatting guidelines.**

**Don’t forget** Get help from an expert! The [JSOM Business Communication Center](http://www.utdallas.edu/library/services/JSOM.html) or [RefWorks](http://www.utdallas.edu/library/Services/RefWorks.html) will help you create accurate citations.

*Important* Always verify the citation example you have chosen with an actual citation style manual or citation website. Style manuals are available in the library. The library also provides links to many citation style websites:

[http://www.utdallas.edu/library/resources/hot.html#citations](http://www.utdallas.edu/library/resources/hot.html#citations)