II. Gather Background Information

Having background information on your topic will enable you to focus on a theme and an outline more effectively. As you peruse the background information, make note of relevant issues within your topic, differing issues and definitions of key concepts. Appropriate sources for locating background information include encyclopedias, almanacs and yearbooks, handbooks and bibliographies. In order to find information on the electronic banking, you need to look for background resources in economics and finance. You may locate these sources by:

1. Searching the Library’s online catalog under the subject heading Encyclopedias and Dictionaries for the relevant ones.

2. Noting the appropriate classification numbers for specific resources or subject areas resources and locate them in the appropriate reference section.

3. Advancing your search by performing a keyword search and combining terms in general areas such as business, economics, finance, commerce, and social sciences with such words as encyclopedia, dictionary, etc. Resources that provide background information include:

1. Encyclopedias

   General
   * Britannica Online: [http://www.tnstate.edu/library/database/htm#B](http://www.tnstate.edu/library/database/htm#B)

   Special
   * Encyclopedia of Business: Ref HF1001 .E466
   * Encyclopedia of Business Information Sources: Ref HF5353 .E9

2. Dictionaries

   General

   Specialized
3. Almanacs and Yearbooks

   *Information Please Almanac, Atlas and Yearbook*: Ref AY64 .I55
   *Farmer’s Almanac*: Ref. AY81 .F3062
   *Great Ideas Today*: Ref. AY59 .G7

4. Handbooks and Bibliographies