

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>
The World Book Encyclopedia : Ref AE5 .W55 1996
The Columbia Encyclopedia: Ref AG5 .C725 2000

Special

Encyclopedia of Business: Ref HF1001 .E466
Encyclopedia of Business Information Sources: Ref HF5353 .E9
Encyclopedia of Business and Finance: Ref HF1001 .I53 1996

2. Dictionaries

General

Random House Webster's Dictionary: Ref PE1628 .R294 2001

Specialized

Routledge Critical Dictionary of Global Economics : Ref HB61.R68 1999
New Palgrave Dictionary of Economics and the Law : Ref K487.E3 N48 1998
Elsevier's Economics Dictionary : a English, French, Spanish, Italian, Portuguese, & German : Ref HB61 .L83 2001

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

Business and Economics Books, 1876-1983: Ref HF5351 ,B927 1983

Materials & Methods for Business Research: Ref H62 .P4645