



Accounting, Banking & Financial Systems

A Guide to Resources

2005

Accounting, Banking & Financial Systems

This guide is intended to introduce you to the various sources of information available when you embark upon your course. The sources you will need to consult will vary according to the subject area you have decided to research, but you will need to cover most of the different kinds of sources listed overleaf.

The guide is not intended to be exhaustive, merely an introduction to our resources. There are many other materials available in this and in other libraries. Effective information handling skills are essential for both your studies here at London Metropolitan University and for your future employment. We hope that you will make full use of our resources and learning opportunities whilst you are here. Please ask for any further information.

Carolyn Smith – Your Subject Librarian
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Moorgate Library
London Metropolitan University
3rd floor, 84 Moorgate
London, EC2M 6SQ.
Tel: 020 7320 1563

Renewals: 020 7133 2371

Catalogue: <http://catalogue.londonmet.ac.uk>
homepage: <http://www.londonmet.ac.uk/libraries>

Opening Hours Term-Time	
Monday, Wednesday, Thursday	09:00 to 21:00
Tuesday	10:15 to 21:00
Friday	09:00 to 17:00
Saturday	11:00 to 16:00

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1. BOOKS

The starting point for all searches to find material held in the library is the **online catalogue**. A keyword search of the Library Catalogue will reveal any books or other materials on your particular subject area held in the Libraries. For example, if your subject is accounting and finance management then try a *keyword* search and type in:

accounting finance management

The catalogue will then come up with a list of those items that cover this term. If you have an exact reference for the item that you are after then make use of the *author/title* search.

As a general guide, the following subject areas can be found at these numbers:

Accountancy	657	Information Systems	651
Accounting Standards	657	Financial Accounting	657.48
Accounting Theory	657	Financial Management	658.15
Auditing	657.45	Insurance	368.941
Banks and Banking	332.1	International Accounting	657.95
Bond Markets	332.644	Investments	332.6
Capital Markets	332	Money	332.4
Commodities Trading	332.644	Management	658
Company Accounts	657.950941	Management Accounting	658.1511
Comparative International Accounting	657.48	Management Information Systems	658.4038076
Computing	004	Marketing	658.8
Cost Accounting	657.48	Mathematics	510
Credit	332.7	Personnel Administration	658.3
Credit Management	658.88	Public Finance	336
Currency Markets	332.45	Public Sector Accounting	657.8350094
Derivatives	332.645	Taxes and Taxation	336.2
Economics	330	VAT	336.27140941
Finance	332		
Financial Reporting	657.9		

2. DATABASES

The Library subscribes to a broad range of electronic databases that are essential for locating relevant, up to date research and information for your essays, projects or dissertation. See below for *some* of the databases that may be useful for your studies. A full list can be found online at <http://www.londonmet.ac.uk/libraries>. You can search the catalogue for the name of the database you want, in the same way you would search for a book.

COMPUTER DATABASE

Mainstream computing and IT journals with a bias towards news and industry coverage. Most articles are full text and coverage is from 1997 to the present.

EMERALD FULLTEXT

An easy-to-search library of over 35,000 full text academic journal articles. Includes titles such as; Managerial Auditing Journal, Journal of Property Investment and Finance, Accounting, Auditing & Accountability Journal.

FAME (Financial Analysis Made Easy)

Contains financial accounts, financial ratios and company information for up to the last five years, includes all companies registered in the UK and Northern Ireland.

INGENTA

Extensive Indexing and abstracts are available. Many full-text journals available.

KEYNOTE REPORTS / MINTEL REPORTS

Market research in full text including Finance, Leisure, Market and Retail Intelligence reports.

LEXIS-NEXIS EXECUTIVE

An extensive global range of all major and many regional newspapers, trade magazines, journals and reports. It is particularly useful for current affairs, business, legal and company information, with a twenty-year archive.

PROQUEST

Over 1000 periodicals from January 1985. References, abstracts and full text of articles in business and is excellent for Accounting articles.

SCIENCE DIRECT

Full text access to over 90 business, management and accounting journals includes;

3. JOURNALS

Academic journals contain the most detailed, up-to-date information and cutting edge research in all subject areas, therefore you will need to regularly consult journal articles to support your academic work.

The following is a small selection of print journals held at Moorgate Library in your subject area. A search of the Library Catalogue under journals will provide hundreds of others that are useful for your research. In addition many thousands of full text journal articles are also available electronically.

ABA banking journal
Accountancy Age
Accounting, auditing and accountability journal
Accounting, business and financial history
Accounting Organisations and Society
Auditing a Journal of Practice and Theory
CIMA insider
IASB insight the newsletter of the International Accounting Standards Board
Journal of Accounting and Economics
Journal of Accounting and Public Policy
Journal of banking and finance
Journal of Business Finance and Accounting
Management accounting quarterly

4. REFERENCE RESOURCES

Reference material in Moorgate Library is held in five sequences:

Quick Reference (QR)	=	Book sequence near Enquiry Desk
Statistics (STATS)	=	Silent Study Area 3 rd Floor
Abstracts	=	Fourth Floor with Journals
Market Research Collection (MRC)	=	Enquiry Area / Online
Databases	=	Enquiry Area PC terminals

DIRECTORY OF BRITISH ASSOCIATIONS

Alphabetical list of associations, societies, institutions, etc. giving details of their activities, publications and any information services available. With subject index.
068.41 QR

ENCYCLOPAEDIC DICTIONARY OF MANAGEMENT INFORMATION SYSTEMS

Detailed and authoritative information of this field, useful for both expert and newcomer **658.4038011 QR**

INTERNATIONAL BUSINESS INFORMATION

How to find international information and how to use it **338.0025PAG QR**

DICTIONARIES OF FINANCE AND BANKING

Reference books covering both theory and practice of the domestic and international aspects of money, banking and finance. **332.03 QR**

5. USEFUL WEB SITES

Below are listed some of the web sites that our students have found useful for their research.

SUBJECT INFORMATION ON THE WEB

Biz/ed <http://bized.ac.uk> High quality information service for students, teachers and lecturers. Particularly useful tutorial section under *learning materials* which support your learning in accounting, business studies, economics and MBA.

BUBL Link Accounting <http://www.bubl.ac.uk/link/> Selected Internet resources chosen by subject specialists covering Accountancy companies, Accountants, Accounting Education, Accounting Links, Accounting News, Accounting Research and Banking.

FIND <http://www.find.co.uk> Gateway to UK financial web sites

SOSIG http://www.sosig.ac.uk/business/accounting_profession/ Selected Accounting, Finance and management resources on the Internet chosen by subject specialists

Stirling University <http://www.stir.ac.uk/Departments/Management/Accountancy/links.htm>
Accounting and Finance links.

TRAINING SITES

Virtual Training Suite <http://www.vts.rdn.ac.uk/> The Virtual Training Suite aims to help students in UK higher and further education to develop their Internet information literacy and ICT skills. Learn how to find and evaluate quality information by following a set of FREE "teach yourself" tutorials, delivered over the Web.

GENERAL BUSINESS INFORMATION

ACCA <http://www.acca.co.uk/> Association of Chartered Certified accountants. Down load full text research reports and exams

Accounting Web <http://www.accountingweb.co.uk/> A good starting point for UK accountancy resources. Particularly useful is a search engine designed only to search Internet sites of relevance to UK accountancy professionals.

CAROL <http://www.carol.co.uk> Full text of current annual reports, register online

Global Edge <http://globaledge.msu.edu/ibrd/ibrd.asp> Outlines the business, social and political climate of over 190 countries

IBM <http://www-1.ibm.com/industries/financialservices/> Lots of useful information, especially for technology-related issues such as electronic commerce and Internet banks

ICAEW <http://www.icaew.co.uk/> The Institute of Chartered Accountants in England and Wales is the largest professional accountancy body in Europe, with over 124,000 members. This is an excellent site with many full text reports available. Recommended by ABFS academics.

LIFFE <http://www.liffe.com/> The London International Financial Futures and Options Exchange. Free information available includes press releases, details of the exchange and the technology it uses, and a list of publications, many of which are available in full-text.

Market Resource Locator <http://www.irnxxx.co.uk/database.html>
Statistics and market data, including trade associations and other industry sources

Standard & Poors <http://www.stockinfo.standardpoor.com/idxinfo.htm>
Lists the S&P 100, S&P500.

Trade Partners UK <http://www.tradepartners.gov.uk/> Export information and articles, searchable by country

NEWS SITES

BBC News <http://news.bbc.co.uk>

Business Wire <http://www.businesswire.com/> Company and industry news

Forbes.com <http://www.forbes.com/> Articles and news on business, technology, markets etc. The worlds richest people and the Forbes 500 top companies

Fortune.com <http://www.fortune.com/> List of "the world's biggest industrial and service corporations" that can be ranked by revenue, profits, assets, equity or number of employees.

PR Newswire <http://www.prnewswire.com/> Breaking news from companies all over the world

6. SOURCES OF FURTHER INFORMATION

Business information not held at Moorgate Library may be obtained elsewhere from other libraries or directly from trade associations, professional bodies and other organisations. Some guides to these are listed below:

ASLIB DIRECTORY OF INFORMATION SOURCES IN THE UK 025.0002541 QR
DEPARTMENT OF TRADE AND INDUSTRY (DTI)
<http://www.dti.gov.uk/>

DIRECTORY OF BRITISH ASSOCIATIONS AND ASSOCIATIONS IN IRELAND
Alphabetical list of associations, societies, institutions, etc. giving details of their activities, publications and any information services available. Includes a subject index. **068.41 QR**

IFSIS INSTITUTE OF FINANCIAL SERVICES

Extensive list of online links in the subject areas of, Accountancy, Banking, Budget and Treasury, Careers, Government Agencies, Insurance, Ratings Agencies, Stock Exchanges. <http://www.ifslearning.com/>

KEY NOTE REPORTS

One of the last sections of each report contains a list of further sources for each sector covered by the Key Note Reports. Other sources listed include Associations, Periodicals Directories, General Sources, and Government publications.

SHELVED ABOVE QR and ONLINE

UK LIBRARIES PLUS

UK Libraries Plus is a co-operative venture between higher education libraries. It enables part-time, distance, and placement students to borrow material from other libraries. In addition, full-time students can use other libraries on a reference only basis. For membership please ask at the enquiry desk. www.uklibrariesplus.ac.uk

7. GUIDE TO STATISTICS

Moorgate Statistics are in the silent study area on the 3rd floor.
Guides to statistics include:

CSO GUIDE TO OFFICIAL STATISTICS

Classified listing of UK government statistics in major reports or series. Arranged in chapters by subject heading, giving regular and occasional sources, with a detailed subject index. **016.3141 STAT**

EUROSTATISTICS

A monthly publication providing the latest statistical data on the European Community as a whole, each member state, the United States and Japan.
Statistics

GUIDE TO FINANCIAL TIMES STATISTICS

Guide to statistics useful to business published by Government Departments and similar bodies. List of series and their publishers at the end. **0163141 STAT**

SOURCES OF UNOFFICIAL UK STATISTICS

Alphabetical list of 1000+ organisations producing "unofficial" statistics (includes professional bodies, local authorities, trade unions, firms, etc.), plus subject index.
314.107 STAT

ONLINE RESOURCES FOR STATISTICS

CIA WORLD FACTBOOK

Extensive Background Information on a large number of countries
<http://www.cia.gov/cia/publications/factbook/>

BBC Business <http://www.bbc.co.uk/yourmoney/> **Personal finance**, FTSE, Market data, careers advice

NATIONAL STATISTICS

UK Government statistics site, view and download comprehensive economic and social data <http://www.statistics.gov.uk/>

US CENSUS BUREAU

Online links to government statistics agencies around the world

http://www.census.gov/main/www/stat_int.html

10. ADDRESSES OF USEFUL LIBRARIES

Below are the addresses of libraries with important business collections that are open to the public. London Met University students have access to over 100 university libraries throughout the UK including more than 30 within London. For more information please see <http://www.uklibrariesplus.ac.uk> and ask at the enquiry desk for membership details.

BRITISH LIBRARY

96, Euston Road,
London, N.W.1. Telephone: 020 7412 7332
www.bl.uk

CHARTERED INSTITUTE OF MANAGEMENT ACCOUNTANTS (CIMA)

26 Chapter Street
London SW1P 4NP Telephone: 020 8849 2251
Specialist collection covering cost and management accountancy, financial accounting, corporate planning, quantitative techniques, financial management, company law and taxation. Reference facilities available by appointment.
<http://www.cima.org.uk>

CHARTERED INSTITUTE OF PUBLIC FINANCE AND ACCOUNTANCY (CIPFA)

3 Robert Street
London WC2N 6BH Telephone: 020 7543 5600
Finance and management of the public services, statistical databases, accountancy, financial management and financial reporting in central and local government, higher and further education, and a complete collection of CIPFA's own publications. Reference facilities available to all CIPFA members and to students by appointment.
<http://www.cipfa.org.uk>

CITY BUSINESS LIBRARY

1, Brewers Hall Gardens,
London, EC2V 5BX. Telephone: 020 7638 8215
This is a public library and is therefore open to all students.
<http://www.cityoflondon.gov.uk/index.htm>

COMPANIES HOUSE

55-71, City Road,
London, EC1Y 1BB. Telephone: 0207-253 9393
Companies House holds information on over a million companies registered in England, Wales and Scotland
<http://www.companies-house.gov.uk/>

WESTMINSTER REFERENCE LIBRARY

35 St. Martin St.,
London, WC2H 7HP. Telephone: 020 7795 2034
Specialist public reference library. Holdings include key business, Official UK publications and European Union subject resources.
<http://www.westminster.gov.uk/libraries/libraries/westref/index.cfm>