MIBS6001
GLOBAL BUSINESS ENVIRONMENT
Research guidebook
tinyurl.com/MIBS6001

University of Sydney Library
Emma Petherbridge - Academic Liaison Librarian
emma.petherbridge@sydney.edu.au
# Table of contents

Library databases .................................................................................................................. 2
  Library website ....................................................................................................................... 2
  MIBS6001 guide ..................................................................................................................... 2
  Business Source Ultimate ..................................................................................................... 3
  Passport - Euromonitor ......................................................................................................... 8
  Business Monitor International (BMI) Risk Reports .............................................................. 16
  The Economist (ProQuest Central database) .......................................................................... 20
  Oxford Analytica Daily Brief Service (ProQuest) ................................................................. 23
  Economist Intelligence Unit (via Factiva) ............................................................................... 26

Other sources .......................................................................................................................... 30

Reference list formatting ........................................................................................................ 30
Library databases

Library website

How to access

Go to library.sydney.edu.au

OR

Google sydney uni library

Key features

You can access many of the Library’s resources while you’re off campus.

MIBS6001 guide

tinyurl.com/mibs6001

The Library’s MIBS6001 guide directs you to the best resources for:

- Finding country reports, industry information, news, and journal articles
- Learning how to use the APA referencing style
Business Source Ultimate

Business Source Ultimate provides access to country reports by several research firms including:

- PRS Group - Political Risk Yearbook
- IHS Markit - Country Monitor
- MarketLine - Country Profile - in-depth PESTLE insights

Search example

Locate reports on your selected country.

1. Go to tinyurl.com/MIBS6001 and click on Business Source Ultimate.

2. From the Business Source Ultimate homepage:
   - Go to the Browse column via the right-hand menu.
   - Click on the Country Reports link.
You will then see the following screen:

**a)** Click on the **Country** tab

**b)** Enter the name of your country into the ‘Browse for’ box:
   - Poland
   - Turkey
   - United States

**c)** Press the **Enter key** or click on the **Browse** button

**d)** Click on the name of your country from the list of search results

You will then see a list of available reports.

Click on the name of a particular report series e.g. **Political Risk Yearbook**
Use the right-hand menu to access the current and previous editions of the report.

If you want to search across all previous editions of the report, click on the **Search within this publication** link.

**Country report tips**

- **Look at the following reports:**
  - **Political Risk Yearbook** (PRS Group)
    - [Political Risk Yearbook: Poland Country Report](#)
    - Bibliographic Records: 01/01/2009 to present
  - **Country Monitor** (IHS Markit)
    - [Poland Country Monitor](#)
    - Bibliographic Records: 10/01/1998 to Present
  - **Country Profile** - in-depth PESTLE insights (MarketLine)
    - [Poland Country Profile](#)
    - Bibliographic Records: 02/01/2004 To Present

- Once you open a report, review the table of contents. Use the headings to quickly find sections of the report that may contain relevant information.

- To search for any mentions of a word within the report:
  
  PC  →  Press Ctrl and F
  
  Mac  →  Press the ⌘ (command) key and F

- As you read the report, take note of any political risks/issues that may be relevant to your client. If you have a particular risk/issue in mind, it's easier to search for additional information (e.g. news and journal articles) about the topic.

- As you read through each report, you may come across information that is more relevant to part 2 of your assignment (economic environment and socio-cultural trends). To save time, keep a note of these references for later.
Always check the publication date of each report to ensure that you’re referring to current information. You may need to cross-check and supplement some of the information you find with more recent sources (e.g. news articles).

APA referencing tips - country reports

**PRS Group - political risk yearbook reports**

**Reference list - format**

Author/research organisation. (Year, Month). Title of report. Retrieved from <name of database> database.

**Reference list - example**


**In-text reference - examples**

According to PRS Group (2017) ...

… (PRS Group, 2017).

**Note:** Include a page number when using a direct quote “ … ” from the report e.g. (PRS Group, 2017, p. 26). Learn more via the APA Style Blog - *How to cite direct quotations*.

**IHS Markit - country monitor reports**

**Reference list - format**

Author/research organisation. (Year, Month DD). Title of report. Retrieved from <name of database> database.

**Reference list - example**


**In-text reference - examples**

According to IHS Markit (2018) ...

… (IHS Markit, 2018).

**Note:** Include a page number when using a direct quote “ … ” from the report e.g. (IHS Markit, 2018, p. 5). Learn more via the APA Style Blog - *How to cite direct quotations*. 
MarketLine - country profile: in-depth PESTLE insights

Reference list - format
Author/research organisation. (Year, Month). *Title of report*. Retrieved from *<name of database>* database.

Reference list - example

In-text reference - examples
According to MarketLine (2017) …

… (MarketLine, 2017).

Note: Include a page number when using a direct quote “ ” from the report e.g. (MarketLine, 2017, p. 10). Learn more via the APA Style Blog - How to cite direct quotations.
Passport - Euromonitor

Passport is a global market research database that provides business intelligence on industries, consumers, and countries.

Passport’s industry coverage = consumer goods and services.

How to access

You can access a direct link via:

tinyurl.com/MIBS6001

** Use Chrome as your web browser **

Key features

- Build a custom search
- Explore and analyse Passport’s data
- Access Passport’s key research collections
- Run a basic keyword search

- The Passport homepage can seem overwhelming! Use the step-by-step instructions provided in the following pages to access the information you need.

Find country information via Passport

The Economies tab at the top of the Passport homepage provides access to background information on individual countries e.g. ease of doing business, global competitiveness, government stability, foreign trade, GDP, productivity, and inflation.

The Cities module includes reports and related data on major cities worldwide.
Search activity

Find Passport’s *country profile* report on your selected country.

1. Go to tinyurl.com/MIBS6001 and click on **Passport**. Scroll to the bottom of the page and accept the site’s terms and conditions.

2.  
   a) Hover over the **Economies** tab at the top of the Passport homepage.
   
   b) Click on the **Economy, Finance and Trade** link.

3. Scroll down to the **COUNTRY REPORTS** box.

   a) **Select a category** → **Economy, Finance and Trade**
   
   b) **Select a geography** → Select your country from the A-Z menu
   
   c) Click on the **Go** button

4. You’ll then see a list of search results. Click on the **Country Profile** report.

**USA: Country Profile**

*COUNTRY REPORT | MAY 2018*

Economic growth will accelerate modestly in 2018. Moderate gains in private consumption, strong growth of exports and a pickup in business investment are the main drivers. Washington’s tax reforms will also boost the economy – but mainly in the ...
Click on the down arrow icon (at top left) to download the report into PDF.

Click on More Related Items via the left-hand menu to access and download other reports on your country e.g. Business Dynamics and Economy, Finance and Trade.
Find industry information via Passport

Passport provides access to reports, articles, and data on a broad range of consumer goods and services worldwide.

Each industry category is broken down into several smaller markets e.g. alcoholic drinks = beer, cider, wine, RTDs, and spirits.

Find information on the wine market in your selected country.

1. Go to tinyurl.com/MIBS6001 and click on Passport.
   Scroll to the bottom of the page and accept the site’s terms and conditions.

2. a) Hover over the Industries tab at the top of the Passport homepage.
   b) Click on the most relevant industry category i.e. Alcoholic Drinks

3. Scroll down to the COUNTRY REPORTS box.
   
   a) Select a category → Wine
   b) Select a geography → Select your country from the A-Z menu
   c) Click on the Go button
4 You’ll then be taken to the report on your country. Use the tabs across the top of the page to explore and download the report.

**Wine in Poland**

**HEADLINES**
- Wine records 3% total volume growth, reaching 250 million litres, and by 5% in current value terms to reach PLN4.9 billion in 2017.
- Demand for sparkling wine is rapidly growing.
- Average unit price increases by 2% to reach PLN27 per litre in 2017.
- Port records highest total volume growth of 12% in 2017.
- Jastrzebski SA Sp. remains leading player of wine with a 10% total volume share.
- Over the forecast period, wine is expected to record a 3% total volume CAGR, reaching 290 million litres in 2022.

**PROSPECTS**
Total wine sales register healthy growth in volume and in value.

**Note:** When downloading a report, you may need to enter your name and University of Sydney email address.

5 Click on the RELATED tab to access and download other relevant reports e.g. alcoholic drinks.

**Fine Wines/Champagne and Spirits in Turkey**

**COUNTRY REPORT | FEB 2018**

Fine wine/champagne and spirits registered strong growth in Turkey in 2017 compared with the review period CAGRs in current value and volume terms as decreasing consumer confidence as a result of political unrest, terrorist attacks and an attempted ...
General tips for using Passport

- Scan through the report to identify major headings that may contain relevant information. For example, Passport’s country profiles generally include a section on political stability and risks.

- When you’re looking at a country report in Passport, always check out the left-hand menu. The More Related Items section often includes other reports that may be of use.

- As you read each report, take note of any political risks/issues that may be relevant to your client. If you have a particular risk/issue in mind, it’s easier to search for additional information (e.g. news and journal articles) about the topic.

- Always check the publication date of each report to ensure that you’re referring to current information. You may need to cross-check some of the information you find with more recent sources (e.g. news articles).

- As you read through each country report, you may come across information that is more relevant to part 2 of your assignment (economic environment and socio-cultural trends). To save time, keep a note of these references for later.

- Not all of the information available on your country will be relevant. For example, information about foreign direct investment will most likely be irrelevant as you are not setting up a business/vineyard/production facility in your selected country.

- Before you move on to the next database, have you read through the following reports in Passport?
  - Country Profile
  - Business Dynamics
  - Economy, Finance and Trade
  - Wine in <your country>
  - Alcoholic drinks in <your country>
  - Fine Wines/Champagne and Spirits in <your country>

- Short-cut: If you already know the name of a report, enter the title into the search box at the top right of the screen.
APA referencing tips - Passport

Reference list - format
Author/research organisation. (Year, Month DD). Title of report/article. Retrieved from <name of database> database.

Reference list - examples


When you have multiple sources by the same author, they should be ordered by year of publication (earliest first).

In-text reference - examples
According to Euromonitor International (2018) ...

... (Euromonitor International, 2018).

Note: Include a page number when using a direct quote “ ” from the report e.g. (Euromonitor International, 2018, p. 6). Learn more via the APA Style Blog - How to cite direct quotations.
How to reference multiple Passport reports from the same year

Add a lowercase letter after the year (e.g. 2018a). Each source is assigned a unique letter, so that readers can identify the specific source mentioned in your in-text references.

Reference list - format

Author/research organisation. (Yeara, Month DD). Title of report/article. Retrieved from <name of database> database.

Author/research organisation. (Yearb, Month DD). Title of report/article. Retrieved from <name of database> database.

Author/research organisation. (Yearc, Month DD). Title of report/article. Retrieved from <name of database> database.

Author/research organisation. (Yerad, Month DD). Title of report/article. Retrieved from <name of database> database.

When the author and year are the same, but you also have unique publication dates (e.g. Month/Day), sort your references by date (earliest first).

Reference list - examples


In-text reference - examples

... (Euromonitor International, 2018a).

According to Euromonitor International (2018a)...

... (Euromonitor International, 2018b).

Euromonitor International (2018b) states that...

Learn more via the APA Style Blog - Reference twins: Or, how to cite articles with the same authors and same year.
Business Monitor International (BMI) Risk Reports

Business Monitor International (BMI) Risk Reports are available via the ProQuest Central database. Reports are published on a quarterly basis.

The following reports are available for most countries:

- Country Risk Report
- Crime and Security Risk Report
- Labour Market Risk Report
- Logistics Risk Report
- Operational Risk Report
- Trade and Investment Risk Report

* USA * → only a general country risk report is available.

In July 2018, BMI Research was renamed Fitch Solutions. Reports produced from Q4 2018 onwards refer to Fitch Solutions.

Search example

1. Go to tinyurl.com/MIBS6001 and click on BMI Risk Reports.

2. From the BMI Risk Reports page, click on the Advanced Search link directly below the search box.
You'll then be taken to the following search page:

You'll then see a list of reports.

**Note:** *BMI only produce a general risk report on the United States.*

**How to view the latest reports on your country**

You'll need to sort your search results by date:

a) Select **Most recent first** from the drop-down menu (on left side of screen).

b) Click on the green **Sort** button.
APA referencing tips - BMI Research (now Fitch Solutions)

Reports produced from Q4 2018 onwards refer to Fitch Solutions.

**Reference list - format**

Author/research organisation. (Year). *Title of report* (Quarter details e.g. Q4 2018). Retrieved from <name of database> database.

**Reference list - examples**


**In-text reference - examples**

According to BMI Research (2018) …

According to Fitch Solutions (2018) …

… (BMI Research, 2018).

… (Fitch Solutions, 2018).

**Note:** Include a page number when using a direct quote “ ” from the report e.g. (BMI Research, 2018, p. 7). Learn more via the APA Style Blog - How to cite direct quotations.
How to reference multiple reports from the same author and year

Add a lowercase letter after the year (e.g. 2018a). Each source is assigned a unique letter, so that readers can identify the specific source mentioned in your in-text references.

When the author and year are the same, order your references alphabetically (A-Z) by title.

Reference list - format

Author/research organisation. (Yeara). Title of report (Quarter details e.g. Q4 2018). Retrieved from <name of database> database.

Author/research organisation. (Yearb). Title of report (Quarter details e.g. Q4 2018). Retrieved from <name of database> database.

Author/research organisation. (Yearc). Title of report (Quarter details e.g. Q4 2018). Retrieved from <name of database> database.

Reference list - examples


In-text reference - examples

(BMI Research, 2018a).

(BMI Research, 2018b).

(BMI Research, 2018c).

Learn more via the APA Style Blog - Reference twins: Or, how to cite articles with the same authors and same year.
The Economist (ProQuest Central database)

*The Economist* is a weekly magazine and news site that offers “authoritative insight and opinion on international news, politics, business, finance, science and technology” (source: *The Economist* website). *The Economist* is a highly regarded publication in academia and the business world.

You can search across an archive of *The Economist* via the ProQuest Central database.

**Search example**

1. Go to tinyurl.com/MIBS6001 and click on *The Economist*.
2. From *The Economist* page, click on the *Advanced Search* link directly below the search box.
You'll then see this search page:

3

- a) The code for The Economist appears in the first row. Leave as is.
- b) On the second row, enter the following details for your country:
  - Poland OR Polish
  - Turkey OR Turkish
  - "United States" OR USA OR US OR America* OR Trump
- c) Select Abstract - AB from the Anywhere drop-down menu.
  This will limit your search to the abstract (summary) of each article.
- d) Click on the Search button.

4

You'll then see a list of articles.

How to view the latest articles on your country

You'll need to sort your search results by date:

- a) Select Most recent first from the drop-down menu (on left side of screen)
- b) Click on the green Sort button
APA referencing tips - The Economist

The Economist does not identify the journalists who write their articles. To learn why, refer to Why are The Economist's writers anonymous?

Note: If you're citing a news article with no author, include the title of the article at the start of the reference.

The following instructions apply to articles sourced from the ProQuest Central database and not from www.economist.com

Reference list - format


Reference list - examples


In-text reference - examples

As articles in The Economist don’t have an identifiable author, your in-text reference should include the first few words of the article title (or the full title if it's short) in double quotation marks, title case capitalisation, and the year.

What is title case capitalisation? Learn more via the APA Style Blog - Title case and sentence case capitalization in APA Style.

According to “Dancing With Wolves" (2018) …

“Breaking Point” (2018) contends that …


… (“Free Exchange," 2018). → Note: You should only include the first few words of the article title i.e. “Free Exchange” not “Free Exchange: Faction and Friction”.

Note: Include a page number when using a direct quote “ “ from the article e.g. (“Dancing with wolves,” 2018, p. 28). Learn more via the APA Style Blog - How to cite direct quotations.
Oxford Analytica Daily Brief Service (ProQuest)

According to its website, Oxford Analytica is a “global analysis and advisory firm drawing on a macro expert network to advise clients on strategy and performance in complex markets.” The Oxford Analytica Daily Brief Service is available via the ProQuest Central database.

Search example

1. Go to tinyurl.com/MIBS6001 and click on Oxford Analytica Daily Brief Service.

2. From the Oxford Analytica page, click on the Advanced Search link directly below the search box.
3 You’ll then see this search page:

Advanced Search

- [ ] Add a row
- [ ] Limit to: Full text  Peer reviewed
- [ ] Publication date: All dates

a) The code for Oxford Analytica appears in the first row. Leave as is.

b) On the second row, enter the following details for your country:

- Poland
- Turkey
- "United States"

c) Select Document title - TI from the Anywhere drop-down menu. This will limit your search to the title/headline of each article.

d) Click on the Search button.

4 You’ll then see a list of articles.

**How to view the latest articles on your country**

You’ll need to sort your search results by date:

a) Select Most recent first from the drop-down menu (on left side of screen)

b) Click on the green Sort button
APA referencing tips - Oxford Analytica

Oxford Analytica does not identify the analysts who write their articles.

**Note:** If you’re citing a newsletter article with no author, include the title of the article at the start of the reference.

**Reference list - format**

Article title. (Year, Month DD). Name of publication. Retrieved from <name of database> database.

**Reference list - examples**


**In-text reference - examples**

As articles published in the Oxford Analytica Daily Brief Service don’t have an identifiable author, your in-text reference should include the first few words of the article title (or the full title if it’s short) in double quotation marks, title case capitalisation, and the year.

**What is title case capitalisation?** Learn more via the APA Style Blog - Title case and sentence case capitalization in APA Style.

According to “Poland/EU: Warsaw” (2018) …

“Turkey: Revolution” (2018) contends that …


**Note:** If the title of the article is really long, you should only include the first few words e.g. “Turkey: Revolution” not “Turkey: Revolution in Government Promises a Bumpy Ride”.

**Economist Intelligence Unit (via Factiva)**

The Economist Intelligence Unit (EIU) is the “research and analysis division of The Economist Group”, which also publishes *The Economist* magazine (source: EIU website). You can access EIU articles via Factiva (a leading news database).

---

**Search example**

Locate articles by the *Economist Intelligence Unit* from the past year on your selected country.

1. Go to tinyurl.com/MIBS6001 and click on Economist Intelligence Unit (EIU) - access via Factiva.

2. a) Enter the name of your country into the free-text search box:
   - Poland
   - Turkey
   - "United States" OR US OR USA

   b) Click on the Date drop-down menu and select In the last 2 years.

3. a) Click on the Source field.

   b) Type *Economist Intelligence* into the blank search box.

   c) Select *Economist Intelligence Unit - All Sources* from the list of sources.
4  a) Scroll to the bottom of the page. Click on the More Options field.
  b) Select Headline from the drop-down menu provided.
     *This will limit your search to the title/headline of each article.*
  c) Click on the blue Search button.

5  You'll then see a list of search results.

Need to change your search criteria?
To return to the Factiva search page, click on the blue Modify Search button at the top right of the page.
Economist Intelligence Unit - relevant article types

Make a start by reading articles from the following series:

Country outlook

Turkey: Country outlook
Economist Intelligence Unit - ViewsWire, 1 December 2017, 1309 words, (English)
Turkey: Country Outlook FROM THE ECONOMIST INTELLIGENCE UNIT POLITICAL STABILITY: Among the most important political events in the 2018-22 forecast period will be the three crucial votes in 2019: municipal elections are due to be held in ...

Trade regulations

Poland: Trade regulations
Economist Intelligence Unit - ViewsWire, 26 February 2018, 1139 words, (English)
Trade policy: Overview The Economist Intelligence Unit estimates that merchandise exports (free on board-fob) from Poland will stand at US$230.4bn in 2017, up from US$196.5bn in 2016. Merchandise imports (fob) will amount to US$228.4bn in ...

Business environment at a glance

Poland: Business environment at a glance
Economist Intelligence Unit - ViewsWire, 15 May 2018, 474 words, (English)
Policy towards private enterprise and competition 2018-19: State-controlled institutions increase their presence in some industry sectors, including banking.

Risk overview

Turkey risk: Risk overview
Economist Intelligence Unit - Risk Briefing, 22 March 2018, 1920 words, (English)
RISK RATINGS Current Current Previous Previous Rating Score Rating Score Overall assessment C 47 C 47 Security risk...

Risk scenario watchlist

United States Of America risk: Alert - Risk scenario watchlist
Economist Intelligence Unit - Risk Briefing, 28 March 2018, 4548 words, (English)
Scenario Category Probability Impact Intensity The US is subject to further terrorist attacks...

Foreign trade & payments risk

Poland risk: Foreign trade & payments risk
Economist Intelligence Unit - Risk Briefing, 20 March 2018, 622 words, (English)
RISK RATINGS Current Current Previous Previous Rating Score Rating Score Overall assessment B 33 B 33 Foreign trade & payments risk...

Tip for students looking at the United States

If you retrieve too many results from the original search, enter the following search terms:

("United States" OR US OR USA) AND ("trade regulations" OR "country outlook" OR "business environment at a glance" OR risk)

Continue to limit your search to the headline of each article.
APA referencing tips - Economist Intelligence Unit

The Economist Intelligence Unit does not identify the analysts who write their articles.

**Note:** If you’re citing an article with no author, include the title of the article at the start of the reference.

**Reference list - format**

Article title. (Year, Month DD). Name of publication. Retrieved from <name of database> database.

**Reference list - examples**


**In-text reference - examples**

As articles published in the Economist Intelligence Unit don’t have an identifiable author, your in-text reference should include the first few words of the article title (or the full title if it’s short) in double quotation marks, title case capitalisation, and the year.

**What is title case capitalisation?** Learn more via the APA Style Blog - Title case and sentence case capitalization in APA Style.

According to “Poland Risk: Foreign Trade” (2018) …

“Turkey: Country Outlook” (2017) contends that …


**Note:** If the title of the article is really long, you should only include the first few words e.g. “Poland Risk: Foreign Trade” not “Poland Risk: Foreign Trade & Payments Risk”.

---

29
Other sources

Industry reports via ProQuest Central
Access the following resources via tinyurl.com/MIBS6001

BMI Country Industry Reports
Access the latest quarterly Food & Drink report on your country.
Refer to the SWOT analysis section
Search within the report for references to wine and alcohol.

First Research Industry Profiles (*USA only*)
Access the latest version of the following quarterly reports:
▪ Beer, Wine & Liquor Stores;
▪ Beer, Wine & Distilled Spirits Wholesalers;
▪ Bars & Nightclubs

Websites
Go to tinyurl.com/MIBS6001 to access a list of relevant and credible websites on your country and the wine industry (e.g. trade profiles, trade statistics, industry news, and industry associations).

Reference list formatting
The APA manual includes the following guidelines:
▪ Your reference list should appear at the end of your report on a new page.
▪ Type References at the top (centre) of the page.
▪ Your reference list should be sorted in alphabetical order (A-Z).
▪ When referencing a report, “capitalise only the first word of the title and of the subtitle, if any, and any proper nouns” (APA, 2010, p. 185). You should capitalise the first word after the colon [:] in a title e.g. Poland: In-depth PESTLE insights and Economy, finance and trade: USA.
▪ Your reference list should be double-spaced.
▪ Use a hanging indent - “the first line of each reference is set flush left and subsequent lines are indented” (APA, 2010, p. 37). See next page for instructions.
▪ The preferred typeface is Times New Roman, 12 pt.
How to format your reference list

1. Select/highlight your references:


2. Right click and select **Paragraph**.

3. From the paragraph dialog box:

   a) Change the **Indentation** to **Hanging**
   b) Change the **Line spacing** to **Double**
   c) Click on the **OK** button
Here's a sample reference list. You will need to include more sources in your report.

References


