MIBS6001
GLOBAL BUSINESS ENVIRONMENT
Research guidebook
tinyurl.com/MIBS6001

University of Sydney Library
Emma Gerts - Academic Liaison Librarian
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# Table of contents

Library resources and databases ................................................................. 2

Library website ........................................................................................ 2
MIBS6001 guide ......................................................................................... 2
Business Source Ultimate .......................................................................... 3
Passport - Euromonitor ............................................................................. 10
Business Monitor International (BMI) Risk Reports .................................. 18
The Economist (ProQuest Central database) ............................................. 22

Other sources .......................................................................................... 25
Reference list formatting ............................................................................ 25
Session recap ............................................................................................ 28
Library resources and 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.

- Book a desk or group study room
- Contact a Librarian for research advice
- Library Search - find articles, books, and eBooks
- Subject guides - access research and referencing guides
- Access more Advanced search options to find articles and books on your topic.
- Databases - find journal articles, news, industry reports, etc.
- When is the Library open?

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 reference items using APA.
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:
   - Chile
   - Malaysia
   - Netherlands
   - South Africa

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. **Country Risk Report**
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)
  - *Country Monitor* (IHS Markit)
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 (international cooperation and social/tech 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).
Referencing with APA

APA guides
You can find instructions on how to reference country and industry reports throughout this guide.

For all other materials (e.g. journal articles, books, news articles, web resources, etc.), refer to the Library’s APA guide.

The APA Style Blog is also a helpful resource. You can use it to find answers to frequently asked questions about APA. Just search for the type of resource you’re trying to reference e.g. website.

Your reference list
Each item in your reference list should contain 4 key elements:

- WHO created the source? (author)
- WHEN was it created? (date)
- WHAT is it called? (title)
- WHERE can it be accessed? (source) - URL, database (e.g. Passport database), etc.

Use the APA guides listed above to find out how to reference those elements for particular types of sources e.g. journal articles, websites, and industry reports.

Reference list format - refer to pages 31-33 of this guide for formatting tips (e.g. spacing, font, and how to create a hanging indent).
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 data and analysis on industries, consumers, and countries.

Passport’s industry coverage = consumer goods and services.

How to access

Go to tinyurl.com/MIBS6001 and click on Passport (Euromonitor).

Scroll to the bottom of the page and accept the site’s terms and conditions.

Key features

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.

**Chile: Country Profile**

*Country Report | JUN 2019*

Chile’s economy will see stronger growth in 2018. Supportive financing conditions, high copper prices, the planned tax and labour reforms and positive business sentiment will underpin investment. Low real interest rates and strong wage growth will ...
5. Click on the down arrow icon (at top left) to download the report into PDF.

6. 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.

OPTION #1
Type wine <your country name> into the search box at the top of the page.

OPTION #2
1. 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
2 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

3 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.

**Note:** When downloading a report, you may need to enter your name and University of Sydney email address.
Click on the RELATED tab to access and download other relevant reports e.g. alcoholic drinks.

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**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 (international cooperation and social/technological 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>

- **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

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. (Year\textsuperscript{a}, Month DD). Title of report/article. Retrieved from <name of database> database.

Author/research organisation. (Year\textsuperscript{b}, Month DD). Title of report/article. Retrieved from <name of database> database.

Author/research organisation. (Year\textsuperscript{c}, Month DD). Title of report/article. Retrieved from <name of database> database.

Author/research organisation. (Year\textsuperscript{d}, 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

* Netherlands* → 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 as the report’s author.

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:

**Advanced Search**

- **pubid(2044655)**
- **AND**
- **chile**
- **Add a row**
- **in**
- **Anywhere**
- **Publication date:**
  - **All dates**

**Search tips**
- **Document title – TI**
- **Publication title – PUB**

**Options:**
- **Full text**
- **Peer reviewed**

**a)** The code for BMI Risk Reports appears in the first row. Leave as is.

**b)** On the second row, enter the name of your selected country:
  - Chile → Malaysia → Netherlands → "South Africa"

**c)** Select **Document title - TI** from the Anywhere drop-down menu.

**d)** Click on the **Search** button.

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**4** You'll then see a list of reports.

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

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

Select **Most recent first** from the drop-down menu (on left side of screen).
APA referencing tips - BMI Research (now Fitch Solutions)

Reports produced before Q4 2018 refer to BMI Research. 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:

Advanced Search

- The code for *The Economist* appears in the first row. Leave as is.
- On the second row, enter the following details for your country:
  - Chile OR Chilean
  - Malaysia OR Malaysian
  - Netherlands OR Dutch
  - "South Africa" OR "South African"
- Select **Abstract - AB** from the Anywhere drop-down menu.
  - This will limit your search to the abstract (summary) of each article.
- Click on the **Search** button.

You'll then see a list of articles.

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

Select **Most recent first** from the drop-down menu (on left side of screen).
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](http://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](http://apa-style.org/). 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](http://apa-style.org/).
Other sources

Industry reports
You can access the following resources via tinurl.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 beer and alcohol.

MarketLine Beer & Cider industry profiles
Access a direct link to reports on your country.

Websites
Go to tinurl.com/MIBS6001 to access a list of relevant and credible websites on your country and 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
Sample reference list

Here’s a sample reference list. You will need to include more sources in your report.

References


Session recap

These resources provide useful background information for your assignment:

<table>
<thead>
<tr>
<th>Source</th>
<th>Saved a copy?</th>
<th>Read/taken notes?</th>
<th>Added to ref. list?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business Source Ultimate</strong></td>
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<td></td>
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<tr>
<td>PRS Group - Political Risk Yearbook</td>
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<tr>
<td>IHS Markit - Country Monitor</td>
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<tr>
<td><strong>Business Monitor International (via ProQuest)</strong></td>
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<td>BMI Risk Reports (now Fitch Solutions)</td>
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<tr>
<td><strong>Passport (Euromonitor International)</strong></td>
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<td>Country Profile</td>
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<td>Business Dynamics</td>
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<tr>
<td>Economy, Finance and Trade</td>
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<td>Wine in &lt;your country&gt;</td>
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<tr>
<td>Alcoholic drinks in &lt;your country&gt;</td>
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<tr>
<td><strong>The Economist (via ProQuest)</strong></td>
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<td>Relevant articles on your country.</td>
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<td><strong>Oxford Analytica Daily Brief Service (via ProQuest)</strong></td>
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<td>Relevant articles on your country.</td>
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<tr>
<td><strong>Economist Intelligence Unit (via Factiva)</strong></td>
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<tr>
<td>Relevant articles on your country.</td>
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<td></td>
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</tr>
</tbody>
</table>

**Any questions?** Contact Emma Gerts (Academic Liaison Librarian)
emma.gerts@sydney.edu.au