

# Publishing

## A guide to finding information

The aim of this guide is to introduce you to the Library and the resources that will help you during your study of Publishing at Oxford Brookes.

### Getting started - Library homepage

<http://www.brookes.ac.uk/library/>

Here you will be able to search for items on your reading lists, check on your Library account, use Library chat, find out about Library services and resources for your course and much more besides.

## Finding books

### LibrarySearch

The key to finding what the Library holds is LibrarySearch. It includes details of all the material held in this Library, as well as in many other libraries worldwide, and where to find it. Material held at Brookes will be prioritised in the result rankings. You can access LibrarySearch from terminals in the Library, any of the pooled computer rooms or on your own device at:

<https://oxfordbrookes.on.worldcat.org/discovery>

Most stock of relevance to Publishing students will be found on Levels 2 and 3 of the Headington Library, though other useful materials will be found on the other floors and at our other sites. LibrarySearch includes details of books, journals (see below) and audio-visual material and will tell you if an item is out on loan and, if so, when it is due back. Items on reading lists may have been put in the **Short Loan Collection** on Level 1; LibrarySearch will give you this information.

You can log in to LibrarySearch and then select **My Account** to see what you have on loan and check whether your holds (reservations) are ready for you to collect.

### Using LibrarySearch

You can search for books on your reading list using the author and/or key words from the title, eg. *Phillips book publishing*. Search for journals and magazines by title, eg. *Bookseller*. Search by name for people or institutions to find material by or about them, eg. *Allen Lane* or *Booksellers Association*. When you have run a search the side menu gives you the opportunity to focus your search, for example to a particular format or year. Once you have found the item you need on LibrarySearch, check to see that it is on the shelves. If it is, note down the full call number, also known as a shelfmark, including the letters at the end, eg. 070.5023/CLA. If the item you need is on loan or at another site click the **Place Hold** button and make a reservation (hold).

## Reading Lists

You can search for an online version of your reading list by module name or number. There will also be a link to it on Moodle. Items on the reading list are linked to LibrarySearch so one click will tell you the call number and whether the book is on the shelves.

## Browsing

You may find it helpful, even inspirational, to go and look at the shelves to see the books, DVDs and videos that are relevant to your work. Use the call numbers below to direct your browsing.

## Useful call numbers for Publishing

005.369	InDesign
005.72	Web page design
006.7	Web usability
006.7869	Photoshop
028.5	Children's books
028.9	Readers and reading
070.4	Magazines, editing, and journalism - see also 070.5721
070.5	Publishing
070.50285	Desktop publishing
070.50688	Book marketing and promotion - see also 070.573
070.509	Publishers
070.52	Author/publisher relations
070.572	Journals publishing
070.5721	Magazine publishing
070.5797	Electronic publishing
098.1	Censorship - see also 363.31
346.0482	Copyright and intellectual property rights
658	Business
658.8	Marketing
686	Book production
686.2	Printing
686.209	History of books and printing
686.22	Typography
686.225	Copy-editing
741.6	Graphic design
741.64	Book design
801	Literary theory
808.02	Authorship and writing
820.9	History of literature

## Print reference works

### Dictionaries and encyclopaedias

These can be found on Levels 2 and 3 of the Library, most are for reference use only. They are useful for looking up unfamiliar terms or finding explanations of a subject. Dictionaries give helpful definitions, while encyclopaedias give a summary of a subject and can be a good starting point for any research.

Collin, P H. (2006) <i>Dictionary of Publishing and Printing</i> 3rd edition.	070.503DIC
Glaister, G A. (1996) <i>Encyclopedia of the Book</i> . 2nd edition.	686.03 GLA
Griffiths, D. (1992) <i>Encyclopedia of the British Press, 1422-1992</i> .	072 ENC
Hansen, B. (2005) <i>The Dictionary of Multimedia</i> 4 <sup>th</sup> edition.	006.703 HAN
Suarez, M.F. and S.J. and H.R. Woudhuysen (eds) (2010) <i>The Oxford Companion to the Book</i> , (2 vols).	002.09 OXF
Vollnhals, O. (1996) <i>Multilingual Dictionary of Electronic Publishing</i> .	070.5797 VOL

### Directories and yearbooks

Directories and yearbooks provide information on publishing companies, industry trends and the book trade in general. The following are a useful selection:

<i>Children's Writers' and Artists' Yearbook</i> Annual. Children's media contacts and practical advice and information.	808.068 CHI
<i>Writers' and Artists' Yearbook</i>	070.58 WRI

Annual. Directory providing detailed information on market, contracts, copyright, research, etc.

### Statistical information

Publishing statistics can be found with the publishing books. More general statistical data is held in the **Statistics Collection** in mobile shelving next to Zone B on Level 2. Many statistics are increasingly only available online. The following titles are important in the field of publishing:

<i>Book Sales Yearbook</i> (2000-2004)	070.573021BOO
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An analysis of retail book sales in the UK. Published by The Bookseller.

<i>PA Publishing Yearbook</i>	070.5021 UKB
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An annual publication produced by the Publishers Association. Previously known as the *PA Statistics Yearbook*.

<i>UK Travel Publishing Yearbook</i>	Online and 070.50941021 UKT
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An annual publication. Published by Nielsen BookScan.

### Company information, market research and industry surveys

The most up-to-date sources of market, industry and company information are now to be found online (see Databases below).

Publishing company websites are a good source of information. Company reports and share data for public listed companies can be found in the Investor Relations section of company websites. There are websites which act as gateways to the home pages of publishing companies worldwide. Most of the information relates to the publishing output of the companies, but there will be more general company information available as well.

Companies in the UK must register with Companies House and file their accounts and annual return. This can be a useful place to start your company research:

<https://www.gov.uk/government/organisations/companies-house>

## Company Reports

Company annual reports are now legally required to be published online. A number of downloaded annual reports of media and publishing companies are available at Headington and can be found in filing cabinets in Zone D on Level 2 of the Library.

## Finding journal articles

### Journals and newspapers

Journals, magazines and newspapers are useful sources of up-to-date information; articles may cover developments in the book trade, which have not yet reached the textbooks. It is a good idea to scan key journals in the subject area regularly to keep abreast of current developments. All our journals, print and online, can be found on LibrarySearch by searching under the title of the journal, use the **Journals** tab. To find individual journal articles on your topic - see Databases section below for guidance on tracing information in journals.

Newspapers, local, national and international, can be useful sources of information for a wide range of subjects, including business and company news, reviews of new books and feature articles on writers. As they are published frequently, they are often the best sources for current, up-to-date information. See below for online sources. More information on searching for news stories can be found on our *News Sources* page:

<http://www.brookes.ac.uk/library/collections/news-sources>

### Databases

The Library subscribes to electronic databases which contain details of journal articles (and sometimes book chapters, book reviews and conference proceedings) on particular subjects. You can search these databases using keywords to find details of relevant articles for your assignments and research.

There are three types of database. The first and most basic type is an indexing service only, providing sufficient bibliographic information (i.e. author and title of the article, the name of the journal, dates and pages) to locate the article. The second type also provides an abstract, which is a brief summary of each article's contents. The third type will provide the full text of the article.

Where full text articles are not available online the next step is to check LibrarySearch for the title of journals containing articles you wish to read. When you find the journal you are looking for it is important to check the holdings information to be sure that we have the issue you need. Sometimes we will have a journal in both print and electronic format but the holdings information is likely to be different, you need to choose the format that covers the date you are seeking.

Databases can be accessed on pooled room computers in the Library or in any pooled computer room as well as on your own device. Usually your Brookes login will be requested, details for those resources with a different login can be found via Library E-resources:

<https://sites.google.com/brookes.ac.uk/library-e-resources/home>

Details of databases recommended for publishing can be found at:

<http://www.brookes.ac.uk/library/course-resource-help/publishing>

The following databases are particularly useful for publishing:

*Academic Search Complete*

Multi-disciplinary database with access to academic publishing journals such as *Publishing Research Quarterly*.

*Business Source Complete*

Covers management, economics, finance, accounting and business. Provides access to over 2000 full text journals, including *The Bookseller* and *Publishers Weekly*, plus abstracts only from over 540 journals. This database is a good source of publishing company information. It provides access to very useful and up-to-date *Publishing Industry Profiles* and *Company Profiles*. Search for *Publishing Industry Profile* as a publication and select the country or region of interest. Select the More tab at the top of the homepage to find a link to Company Profiles and then you can search for your chosen company. The Marketline Reports contain a company overview and information about key products and services, subsidiaries and top competitors. Searching under the Company Information tab will give you a snapshot of the company and links to relevant articles in other sources such as academic journals, trade publications, newspapers and country reports.

*Communication and Mass Media Complete*

Coverage includes publishing, journalism and advertising.

*MLA international bibliography*

Literature database.

## **Other electronic resources**

### **Publishing and printing**

*ABC (Audit Bureau of Circulation)*

Provides circulation and distribution data for media such as newspapers and magazines, across the range of formats, in the UK and Ireland. Gives access to published ABC certificates for individual titles as well as a range of sector based reports. Our subscription also provides access to the Report Archive and historical data for individual titles, both go back to 2000.

*The Bookseller.com*

Access to latest news, features, blogs, rights news, bestseller charts and profiles. First-time users will need to register using their Brookes email address in order to set up an account. Once you have registered you will also receive separate login details for the latest issue of the Bookseller and the archive back to 11 January 2013. Online full text access to older issues of the Bookseller magazine is available via Business Source Complete from 2002 – 5 August 2011.

*Nielsen BookScan*

Sales statistics for the consumer print book market in the UK. Reports can be run for individual titles and specific markets or book categories, for example, genre, publisher or author. Passwords and training in the use of this resource will be provided during your course.

*Publishers Weekly Digital Archive*

Trade publication for the US publishing industry. Includes industry news and book reviews as well as coverage of the British book trade. Digitised content from 1872 to 2013.

## **Business and Management**

*Fame*

UK company accounts. Covers material from the last 10 years.

### *Mintel*

Market research reports on all sectors of the publishing industry, including retailing, online sales and magazines.

### *Orbis*

Accounts and financial details of over a million companies across the globe.

### *Passport*

UK and international market research reports plus information about international retailing. Coverage from 1997.

## **Newspapers, magazines and ephemera**

### *British periodicals*

Hundreds of full text periodicals from the late 17<sup>th</sup> century to the early 20<sup>th</sup> century. Covers a wide range of subjects and types of periodical.

### *Burney Collection*

17<sup>th</sup> and 18<sup>th</sup> century newspapers and news pamphlets from England, Ireland and Scotland, together with a selection of newspapers from the British colonies in the Americas and Asia.

### *Factiva*

International news database. Includes national and local newspapers and trade and professional journals from 152 countries in 22 languages. Also includes company and industry information.

### *John Johnson collection: an archive of printed ephemera*

An archive of materials which document everyday life in Britain in the 18th, 19th and early 20th centuries. Includes facsimile images of posters, handbills, pamphlets and broadsides. Coverage includes popular entertainment and the booktrade so useful for book history.

### *LexisLibrary*

The News tab of this legal database gives full text access to UK national and regional newspapers including the *Guardian*, *Independent*, *Times* and *Daily Telegraph*.

### *19<sup>th</sup> Century British Library Newspapers*

Full runs of 48 national and regional newspapers.

### *19<sup>th</sup> Century UK Periodicals (Series 1: New readerships)*

A collection of nearly 100 periodicals relating to women and children, sport and leisure and humour and satire. Includes a very informative Topic Guide.

### *Proquest Historical Newspapers: The Guardian and The Observer*

The complete digital edition of the *Guardian* (1821-2003) and the *The Observer* (1791-2003) including all articles, advertisements and illustrations.

### *Times Digital Archive*

1785 – 1985. Includes articles, advertisements and illustrations.

### *Vogue Archive*

Access to the complete run of US *Vogue* from 1892 to the most recent edition. Contains over 400,000 pages produced as high resolution full colour images.

## **Legal**

LexisLibrary UK - UK case law/statute law and relevant journal articles.

## **Images**

### *ARTstor*

More than a million images, covering a wide range of subjects. The images can be used in coursework and classroom presentations.

### *Bridgeman Education*

Provides art images that are available for educational purposes to Oxford Brookes students and staff. Can search or browse by subject as well as by artist or work.

## **General**

### *Box of Broadcasts (BoB)*

If you have missed a television or radio programme that would be perfect for your assignment search for it on *BoB*. This off-air recording and media service contains over 45,000 programmes.

### *Early English Books Online (Full text)*

Digital facsimile page images of virtually every work printed in England, Ireland, Scotland, Wales and British North America and works in English printed elsewhere from 1473-1700. This amounts to 97,905 works in their entirety with bibliographic records for a further 8,500.

### *Oxford Dictionary of National Biography (Full text)*

An illustrated collection of articles providing the life stories of over 50,000 people who have shaped the history of the British Isles and beyond, from the earliest times to those who died in recent years. Includes publishers, editors, writers, illustrators, critics and librarians.

## **Internet sites**

There are a large number of publishing resources available on the internet. A selected list of internet sources of use to Publishing students can be found via the Course Resource help page for Publishing at:

<http://www.brookes.ac.uk/library/course-resource-help/publishing>

## **Referencing**

Acknowledging your sources correctly is a very important part of any academic work you do, failure to do so can affect your marks and may leave you vulnerable to charges of plagiarism. The Library produces a guide to citing your references using the Harvard (author-date) system. The Publishing Department recommends the Harvard system, further guidance can be found in your course handbook. The Library guides can be found at the Library Help Zone or online at:

<http://www.brookes.ac.uk/library/how-to/reference-and-avoid-plagiarism>

For more detailed guidance you may wish to look at the following:

[Cite them right online](#)

Pears, R. and Shields, G. (2019) *Cite them right: The essential referencing guide*.  
11<sup>th</sup> edition.

808.02 PEA

If you are still unsure you can talk to your tutor, your Academic Liaison Librarian (contact details below) or staff at the Centre for Academic Development, which is the University study skills service, for contact details and information about the help it offers go to:

<http://www.brookes.ac.uk/students/centre-for-academic-development/>

## **Managing your references using EndNote**

EndNote enables you to collect, store and manage references in your own personal 'Library'. There is a desktop version available on the Oxford Brookes network, and a Web version freely available to all Brookes staff and students.

EndNote is recommended for anyone, including undergraduates, to improve efficiency when studying, doing research and creating bibliographies. You can enter references manually into your Endnote desktop/Web Library or transfer them directly from databases. References from your Library can then be inserted into your Word documents and used to create bibliographies in the style of your choice.

For more information, see our Library Web pages at

<http://www.brookes.ac.uk/library/how-to/use-endnote>

## Writing a dissertation/thesis

The Library has a variety of guides and textbooks covering the writing and presentation of dissertations/theses, many of them shelved at **808.066** or **378.1702812**. The following are useful introductory guides:

Allison, B. (2004) <i>The Student's Guide to Preparing Dissertations and Theses</i> . 2 <sup>nd</sup> edition. E-book and print.	808.066 ALL
Ball, S. (2012) <i>The Complete Guide to Writing your Dissertation: advice, techniques and insights to help you enhance your grades</i> . E-book and print.	808.066 BAL
Greetham, B. (2019) <i>How to Write your Undergraduate Dissertation</i> . 3 <sup>rd</sup> edition.	808.066 GRE
Ridley, D. (2012) <i>The Literature Review</i> . 2 <sup>nd</sup> edition.	808.066 RID
Wisker, G. (2007) <i>The Postgraduate Research Handbook: succeed with your MA, MPhil, EdD, and PhD</i> . 2 <sup>nd</sup> edition.	300.72 WIS
Wisker, G. (2019) <i>The Undergraduate Research Handbook</i> . 2 <sup>nd</sup> edition.	001.42 WIS

## Special Collections

The Library has a number of Special Collections of particular interest to publishing students. For further information on the following Collections, including access arrangements, see:

<http://www.brookes.ac.uk/collections/special-collections>

<i>Andre Deutsch Collection</i>	<i>Early Children's Book Collection</i>	<i>Publishing in Africa</i>
<i>Book Design Collections</i>	<i>Jane Doe Collection</i>	<i>Rainbird Archive</i>
<i>Booker Prize Archive</i>	<i>Literature of the Book</i>	<i>Steve Hare Penguin Collection</i>
<i>Books that shaped the Century</i>	<i>Peter Stockham Collection</i>	

## Access to material not held at Oxford Brookes

It is unlikely that our Library will be able to satisfy all your information needs. The **Interlibrary Loans service** will be able to supply you with most other items you need. You can make up to 25 requests per academic year, at no charge. For more information see:

<http://www.brookes.ac.uk/library/how-to/use-the-interlibrary-loan-service>



Final year undergraduates undertaking dissertations (or equivalent) and postgraduate and research students are entitled to apply to use the **Bodleian Library** at the University of Oxford. Further details and application forms for the Bodleian can be obtained from the Help Zone in the Library.

Details of the above, along with information about access schemes for other university libraries, can be found here:

<http://www.brookes.ac.uk/library/access-and-accessibility/access-to-other-libraries>

## **More information:**

If you need any more information or help please contact your Academic Liaison Librarian, **Chris Fowler** by email, telephone or at her office, JHB 1.12, Level 1 of the Headington Library.

Chris' full contact details are:

Chris Fowler  
Academic Liaison Librarian for the  
School of Arts  
Oxford Brookes University Library  
John Henry Brookes Building  
Headington  
OX3 OBP  
Tel: 01865 485075  
Email: cbfowler@brookes.ac.uk

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