

Research Resources in Public Administration

A Companion Guide to the
Public Administration Gateway

Edited by:

Marc Holzer
Janice Flug
Seth J. Meyer
Chengxin Xu
Leanne McAuliffe



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A Companion Guide to The PA Gateway

The PA Gateway, an initiative of the Institute for Public Service at Suffolk University and the American Society for Public Administration (ASPA), has been launched as a comprehensive and accessible portal to the core resources in the field. Many of these resources can be accessed at no charge. They should enable public managers to deliver services to citizens as promised; allow students to find and build successful careers; and empower academics to utilize expanded sets of quantitative and qualitative data in their research. Citations in this volume correspond to the website for The PA Gateway that has been developed and maintained by the Institute for Public Service at Suffolk University—Boston. The PA Gateway is a free, open-access, resource portal that contains more than 2,000 sources in the field of public administration, public policy, and public affairs.

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Introduction to A Companion Guide to The PA Gateway

Marc Holzer and Chengxin Xu

The field of public administration in America, and beyond, is complex, dynamic, and evolving. From the time of a call for a science of public administration by Woodrow Wilson in 1887, the discussion of the scope and essence of this area has never stopped. Since the development of the field, scholars of public administration have established a large variety of perspectives to define this discipline.

In Wilson's book, *The Study of Administration*, he proposed scientific research on public administration, which should be separated from the proper scope of politics. A group of theories were developed based on this dichotomy between politics and administration. These theories established the orthodoxy of public administration in the early Twentieth Century.

As stated in the first textbook of public administration by Leonard D. White, the study of public administration is built on four important assumptions that decide the nature of this subject. In White's text, administration is assumed to be a "single process," and it assumes that "the study of administration should start from the base of management rather than the foundation of law" (Storing, 1965). In addition, White suggested that there is a "significant tendency" to transform the artistry nature of public administration into science. Lastly, White presents the idea that the issue of public administration will become "the heart of the problem of modern government" (Storing, 1965).

White's perspective stands as an example of the orthodox definition of public administration, from which a group of management theories were developed. Scholars started to incorporate Max Weber's bureaucracy-based theory, as well as Frederick Taylor's scientific management theory, into the study of public administration. Luther Gulick's principles of administration, rules of work specialization, and role of the executive have largely defined the scope of public administrative research. The ultimate focus of classic public administration theory was effectiveness and efficiency.

An opposing group suggested that administration and politics can never be separated and, therefore, the science of public administration is not simply research on executive process and management. For this group of researchers, the value of public administration is not only effectiveness and efficiency, but also social equity. Such a standpoint does not diminish the existence of classic theory in public administration, but adds more depth to the field.

In "Public Administrative Theory and the Separation of Powers," David Rosenbloom presents three approaches to public administration: the managerial approach, the political approach, and the legal approach. According to Rosenbloom, each of these approaches have separate origins and different organizational structure and views of the individual, which reflects the constitutional separation of powers. All of these approaches are valuable both for academic studies and the practice of public administration, and "seeking to unify theory by allowing one approach to drive out the others would promote public bureaucracy in the most invidious sense of the term" (Rosenbloom, 1983). Figure 1 summarizes three approaches to public administration as proposed by Rosenbloom.

Holzer and Gabrielian identified "five great ideas" in American public administration during its evolution (Holzer and Gabrielian, 1998). By reviewing previous taxonomies of public administration theories, the authors concluded that "it is important to discuss theories and ideals of public administration... from the viewpoint of their impact on the development of the field, the rhetoric that justified their embrace by the public, and the factors that shaped them" (Holzer and Gabrielian, 1998). The "five great ideas"

summarized by the article are: 1) Honest, nonpartisan, and businesslike government, which act as the fundamental concepts for the establishment of the field; 2) Classic management models, which focus on the efficiency of the organization with a minimum of wasted energy, including Weber's model of bureaucracy and Taylor's scientific management; 3) Politics and policy-making, which sits in opposition to businesslike government and its politics-administration dichotomy assumption, emphasizing the insight that "bureaucrats are necessarily policy makers as much as any other participants in the process"; 4) Human behavior, which is another important school of organizational management theory, focusing on the importance of human relations and personal goals; 5) Program effectiveness, which identifies the field of public administration as a synthesis, "one that has to balance competing, often contradicting, values and which is open to continuous adaptation and improvement in pursuit of productive performance" (Holzer and Gabrilian, 1998).

Table 1. Approaches to Public Administration and Separation of Powers

	Separation of Powers		
	Executive Branch	Legislative Branch	Judiciary Branch
Approaches	Managerial Approach	Political Approach	Legal Approach
Origin	Wilson: "Businesslike" government Taylor: Scientific Management Gulick: Principles of Public Administration	Wallace Sayre: public administration as a problem in political theory Paul Appleby: public administration as devoid of politics	Frank Goodnow: administrative law, "Judicialization" of public administration, Constitutional rights
Value	Effectiveness, Economy, Efficiency	Representativeness. Political responsiveness, Accountability	Due process, Individual substantive rights, Equity
Organizational Structure	Max Weber's ideal-type bureaucracy	Emphasis on the extent and advantages of political pluralism	Full-fledged judicial trail with flexibility
View of the Individual	Impersonal	Aggregate groups	A unique person in a unique set of circumstances

Rosenbloom, D. H. (1983). Public Administrative Theory and the Separation of Powers. *Public Administration Review*, 43(3), pp.219–227.

Burke applied stratified systems theory to "clarify and make appropriate distinctions regarding major themes in public administration" (Burke, 1989). In that article, Burke points out that the development of American public administration is characterized "by a tendency for each generation to dismiss work of prior generations without full consideration of how earlier work might be valid within a particular situation or context" (Burke, 1989). The application of stratified system theory, as stated by Burke, is able to solve such conflicts between theories from generation to generation. Burke's framework explores themes of public administration, such as politics and administration, employment, bureaucracy, the public interest, and the definition of public administration. That article holds the view that public administrative theories from different generation are not conflicting with each other, but are happening on different strata of the government. However, Burke does not provide readers a clear definition of public administration, because "public administration may have to be redefined by each generation depending on current definitions of what is to be considered private and what public" (Burke, 1989).

George Frederickson and Kevin Smith divide the field of public administration into seven blocks of theories. These include theories of political control of bureaucracy, theories of bureaucratic politics, public institutional theory, theories of public management, postmodern theory, decision theory, rational choice theory, and theories of governance (Frederickson and Smith, 2003).

Table 2. The Public Administration Theory Primer

Theories	Content	Examples
Theories of political control of bureaucracy	Politics-administration dichotomy, Separation of powers, Bureaucratic accountability and responsiveness, Bureaucratic discretion	Wilson (1887) Goodnow (1900) Lipsky (1980)
Theories of bureaucratic politics	Policymaking role of administration and bureaucracy	Dwight Waldo: <i>The Administrative State</i> , Allison's model of bureaucratic politics, theories of representative bureaucracy
Public institutional theory	The organization and management of contained and bounded public institutions, Interinstitutional relationships	Rainey (1997), Powell and DiMaggio (1991)
Theories of public management	Scientific management theory, POSDCORB, Leadership, Human resource management, Contract management	Principles of scientific management, Gulick (1937); The Hawthorne Studies, McGregor's Theory X and Theory Y (1960)
Postmodern theory	Organizational humanism and post-positivism	Particularism, Feminist perspective in public administration
Decision theory	Organizational decision-making logic	Simon: <i>Administrative Behavior</i> (1947), bounded rationality, Garbage cans model
Rational choice theory	Neoclassical economic theory applied to the public sector, Rational, Self-Maximizing Bureaucrat	Gordon Tullock: <i>The Politics of Bureaucracy</i> (1965), Anthony Downs: <i>Inside Bureaucracy</i> (1967), William Niskanen: <i>Bureaucracy and Representative Government</i> (1971), Tiebout's model
Theories of governance	Expanded notion of public administration, not limited to bureaucracy, Governance and implementation framework, Network theory	Governance framework (Hill and Lynn, 2004), New Public Management

Frederickson, H. G., & Smith, K. B. (2003). *The Public Administration Theory Primer*. Colorado: Westview Press.

In a popular textbook on public administration by Nicolas Henry, the author divides the development of this field into six periods: (1) the politics-administration dichotomy, 1900-1926, represented by Woodrow Wilson, Frank Goodnow, and Leonard White; (2) principles of public administration, 1927-37 and challenges, 1938-50, represented by Luther Gulick, Herbert Simon, and Dwight Waldo; (3) public administration as political science, 1950-70; (4) public administration as management, 1950-70, and the forces of separation, 1965-70; (5) public administration as public administration, 1970-present; (6) governance, 1990-present (Holzer and Zhang, 2009). Similarly, the book, *Classics of Public Administration*, by Shafritz and Hyde, classifies the history of public administration into four periods: (1) early voices and the first quarter century, 1880s to the 1920s; (2) the New Deal to mid-century, 1930s to the 1950s; (3) from John F. Kennedy to civil service reform, 1960s and 1970s; and (4) from Ronald Reagan to post-reinvention, 1980s to the 2000s (Holzer and Zhang, 2009).

Holzer and Zhang also outline the history of public administration (Holzer and Zhang, 2009). Early scholars of public administration, such as Woodrow Wilson and Frank Goodnow, suggested the separation of politics and administration, which emphasized the independence of public administration as a scientific subject. Following this pattern, scholars started to apply management theories such as scientific management, to the field of public administration, with a focus on the core values of public bureaucracy. These values include efficiency, effectiveness, economy, and productivity. Later on, the Hawthorne experiment triggered the focus on human relations in the organization, and organizational theories began to evolve. During the 1960s, with the rise of the civil rights movement, public administration scholars established the New Public Administration, emphasizing the values of society equity rather than merely efficiency and economy. Beginning in the 1990s, a series of federal acts were conducted to "reinvent the government" of the United States. A focus on efficiency led to government action such as downsizing the government, contracting-out, privatization, and customer-centered or market-driven services (Holzer and Zhang, 2009).

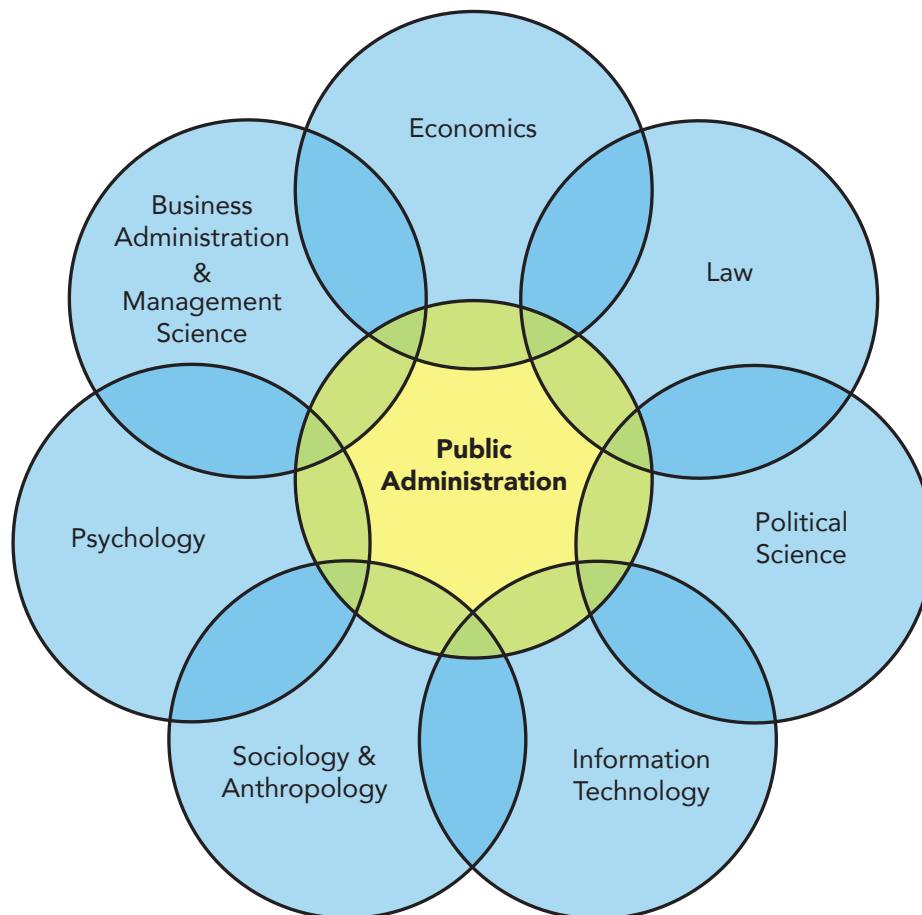
Different theoretical schools hold specific perspectives as to the notion of public administration. One important school of public administrative theory is the constitutional school, represented by John Rohr, David Rosenbloom, and Stephanie Newbold. For the constitutional school, "the constitutional tradition and rule of law serve as the foundations of public administration scholarship in the United States" (Newbold, 2008). Scholars of the constitutional school suggest that the values of public administration were established in *The Federalist*, No 71. publications.

Norma Riccucci defines the field of public administration based on the philosophy of knowledge (Riccucci, 2010). Due to the fluctuating values and paradigms, some scholars claim that there is an intellectual crisis of public administration (Kaufman, 1956; Ostrom, 2008). However, Riccucci considers such a “crisis” as a form of postmodern discipline, which involves multiple research methods based on different philosophies of knowledge (Riccucci, 2010). Her work claims that there is “no best way” for the research of public administration to be performed. In order to develop the field, and more importantly, to improve the practice of public administration, Riccucci suggests selecting research methods which best fit the research question (Riccucci, 2010). Table 3 summarizes current methods and their epistemic bases.

Finally, public administration can also be defined as interdisciplinary (Holzer, 1977). Management theories in public administration, such as scientific management, are mostly borrowed from business administration. Psychology is applied in the study of human relations and employee motivation in the organization. Terry Moe suggests applying neoclassic economy theories in research on public organization (Moe, 1984). Figure 1 summarizes various disciplines related to the study of public administration.

This *Companion Guide*, as well as The PA Gateway, serves as an extensive bibliography to the vast library of public administration literature. The resources cited are to assist those practicing the art of public administration, as well as those researching, teaching and studying various aspects of the field. Resources cited include journals, indexing and abstracting services, handbooks, case studies, government documents, bibliographies, data sets and archives. In addition, that Guide also contributes to the training and teaching of public administration by including teaching resources, writing aides, and efficient website searching strategies for teachers, students and practitioners. All of the citations are annotated. Each resource may be static, unless a newer edition is published, or dynamic, such as journals which publish new issues on a regular basis, or a website which may or may not be constantly updated and revised.

Figure 1. Public Administration as Interdisciplinary



As with most published guides to subject literature, there are limitations as to how comprehensive it is and how current it can remain. For public administration, the dynamic resource is The PA Gateway, which is continually updated. The Gateway is a free online resource portal for public administration and affairs resources, managed by Suffolk University's Institute for Public Service, and the American Society for Public Administration. Virtually all of the resources cited in the *Companion Guide* can be found at The PA Gateway site (www.aspanet.org/PAGateway).

Researchers and practitioners will continually discover new resources. Those resources cited in the *Companion Guide* and the Gateway have been carefully analyzed using standard accepted criteria for evaluating literature, including print or Internet information resources, as well as scholarly or popular literature. A resource should be evaluated for authority, accuracy, objectivity, currency and coverage before relying on the information. Important questions to ask are if the author is identified and is the covered topic comprehensive. Noting the date viewed is essential in the case of websites, since information can easily be modified.

Table 3. Summary and Examples of Epistemic Approaches to the Study of Public Administration

	Interpretivism (Anti-positivism)	Rationalism	Empiricism	Positivism	Post-positivism	Post modernism/ Critical Theory
Philosophy of knowledge	Knowledge is derived from interpretations via the mind	Knowledge is acquired through reason	Knowledge is acquired through the senses	Knowledge is acquired through empirical testing and verification of hypotheses	Knowledge is acquired through conjecture and subject to falsification	Knowledge is acquired through social construction
Examples	Interpretation of texts (e.g. government documents, statutory law) to determine meaning behind written word	Normative discourse on, for example, the role of constitutional law in public administration	Descriptive studies of concentration of women in government	Experimental studies testing effects of managerial practices on street-level bureaucratic behavior	The use of Q-methods to determine the degree to which public values are reflected in public policies	Critical analysis and deconstruction of mainstream concepts, e.g., democratic accountability
	Content analysis of recorded transcripts of government officials	Conceptual analysis of the moral responsibilities of public administrators	Use of storytelling to derive insights on behaviors of frontline bureaucrats	Regression analysis explaining potential differences between public and private management information systems	Use of mixed methods to determine whether use of contracts affects organizational performance	Critical analysis of nature of politics and its implications for a scientific approach to governance
	Use of ethnography to examine internal workings of a public organization	Meta-ethical analysis of the moral responsibilities of public administrators	Best practices of government officials or organizations	Structural equation modeling testing if gender helps explain pay in government jobs	Use of mixed methods to examine public management reforms globally	Feminist discourse on gender roles in public administration
Recording technique	Qualitative	Qualitative	Qualitative and quantitative	Quantitative	Qualitative and quantitative	Qualitative
Methods	Ethnography; action research; descriptive case studies; content and narrative analysis	Conceptual analyses; normative discourse; meta-ethical inquiry	Case studies; field studies; storytelling; narratives; best practices	Field studies; experimental research; opinion research	Ethnography; narratives; storytelling; case studies of Participatory Policy Analysis; Q methodology	Literary criticism; historical essays; dialectical analysis; field research; discourse analysis; case studies

Table 3. Summary and Examples of Epistemic Approaches to the Study of Public Administration *continued*

	Interpretivism (Anti-positivism)	Rationalism	Empiricism	Positivism	Post-positivism	Post modernism/ Critical Theory
Contemporary philosophers and thinkers	Agranoff, Carroll, Phillip Cooper, Durant, O'Leary, Radin, Rohr, Stillman, West, Rice	Adams, Balfour, deLeon, Dubnick, Frederickson, Krislov, Lynn, Rosenbloom, Menzel	Behn, Brudney, Terry Cooper, Condrey, Denhardt, Holzer, Kearney, Lipsky, Maynard- Moody, Milward, Provan, Naff, Rainey	Boyne, Bozeman, Bretschneider, Brewer, Heinrich, Keiser, Kellough, Meier, O'Toole, Selden, Pandey	Bouckaert, Durning, Goodsell, Guy, Ingraham, Riccucci, Romzek, Sandfort, Thomas	Box, Fischer, Fox, Hummel, Hutchinson, McSwite, Miller, Raadschelders, Spicer, Stivers, Wamsley, White, Yanow

Riccucci, N. M. (2010). *Public Administration: Traditions of Inquiry and Philosophies of Knowledge*.

Finally, in addition to the teaching resources cited in the *Companion Guide*, the current edition of the *Teaching Resources Guide for Public Affairs and Administration* provides companion resources, which are available via The PA Gateway. The *Guide* is developed in conjunction with NASPAA. It provides information on textbooks, electronic resources for classes, and case studies.

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Journals

Janice Flug, Eileen Burnash, and Seth J. Meyer

The collection of journals in this section complements the contents under the category “Journals” in The PA Gateway.

Introduction

Public administration is a multi-disciplinary field. Academics and practitioners of public administration use journal articles found in a wide-array of disciplines. Beyond the standard public administration journals, relevant journals in political science, economics, business, urban affairs, and social sciences are noted in this chapter. Some journals can be claimed by multiple disciplines because of the breadth of the content and the complex field.

Each entry provides basic information about the particular journal. Due to the changing publisher world that information may change, current publication information is provided. Other information included are: formats, if the journal is refereed or not, ISSN, and former or parallel titles. Most journals are indexed or abstracted in one or more of the standard indexing or abstracting services. Several of the journals, particularly foreign titles, are not indexed currently. In most cases only a selective list of indexes or abstracts are provided. Again, that information can change. Some indexing services cease to include a particular journal while others do not consistently index or abstract a journal. In order to know where a journal is indexed or abstracted, *Ulrich's Periodicals Directory* can be consulted or checked for the listing of the index or abstract service to determine if a particular journal is included and for what years.

The website or URL is provided for the journal or the publisher, if one could be identified. Often tables of content and submission guidelines are noted on the website. If the publisher changes, the URL may also change. A brief description for most of the journals is also included.

Also, noted below is if the journal was ranked high on the *ISI Journal Citation Reports* rankings. The *ISI Journal Citation Reports* is an annual report providing a tool for evaluation and comparison based upon citation data. The report indicates a journal impact factor. The impact factor is a measurement of the frequency that an “average article” within a journal has been cited. One can evaluate the relative importance by comparing a particular journal to others in a field. If a journal changes title or coverage, the impact factor may not be measured for that year. Other factors, such as increase or decrease in the number of articles, can also change the impact factor.

A related database is the *Social Science Citation Index* (SSCI). The SSCI provides access to current and retrospective bibliographic information. Researchers can search by an author, article or journal title to determine how many times the person or article has been cited, by whom and where published. Author abstracts are also available in the database. Both *ISI Journal Citation Reports* and *Social Science Citation Index* are available in annual print editions as well as online.

The majority of the journals included in this chapter are available in print and online. To lower publisher costs, there is a trend to offer journal titles only online. One may have access to journal articles without subscribing to the particular journal through use of an aggregator database. *InfoTrac*, *EBSCOhost*, *ProQuest*, *Thomson Gale*, *JSTOR*, and *Lexis-Nexis* are just a few examples of aggregator databases. A large portion of the journals are available through multiple aggregator databases; however, some have exclusive rights to a particular journal. In some cases, not all of the journal articles will be available through a particular database.

The aggregator databases provide the researcher with a list of journals indexed, indicates full-text, and often provides a link to website for table of contents information.

Open access is a relatively recent way in which scholars are providing access to journals and other research material. Open access provides free, full-text access to any user to research articles. In early 2008, at least seven public administration journals can be identified as open access journals. Of the seven, four are peer-reviewed journals. Usually, the journals are deposited in an institutional repository or a central repository. Increasingly, universities are developing institutional repositories and encouraging academics to archive their research in the repository. Discovery of these journals and articles is provided the same as print and publisher provided online journals, through indexes and abstracts.

Formats and forms of access continue to change. However, journals provide timely access to information, ideas, concepts, theories and applications for both the scholar and the practitioner.

Public Administration

Administration & Society. Thousand Oaks, CA: Sage Publications, Inc. 1969- . Eight times a year. ISSN: 0095-3997. Print and online – full text. Refereed. Indexes and Abstracts (selective): ABI-INFORM, Worldwide Political Science Abstracts, EBSCOhost, ProQuest, PAIS International, Sage Public Administration Abstracts. Formerly *Journal of Comparative Administration* (United States) prior to 1974. Website: <http://journals.sagepub.com/home/aas>.

The journal publishes research on the administrative processes of public and human service organizations, as well as the effect on society. Journal includes reports and theoretical analysis of administrative issues at the federal, state, and local levels. Journal Impact Factor of .891 from *Journal Citation Report* (2015).

Administrative Science Quarterly. Ithaca, NY: Johnston Graduate School of Management, Cornell University. 1956- . Quarterly. ISSN: 0001-8392. Print and online – full text. Refereed. Indexes and Abstracts (selective): ABI/INFORM, Worldwide Political Science Abstracts, PAIS International, Social Sciences Citation Index, Psychological Abstracts, Sociological Abstracts, EBSCOhost, ProQuest. Website: <http://www.johnson.cornell.edu/Administrative-Science-Quarterly>.

The journal states its purpose as “dedicated to advancing the understanding of administration through empirical investigation and theoretical analysis.” The emphasis is on ideas that challenge assumptions made by practicing administrators and scholars. Articles cover a wide span of organizations, including government, health, military, business and educational organizations. The journal includes numerous book reviews in each issue. Journal Impact Factor of 5.316 from *Journal Citation Report* (2015).

Administrative Theory and Praxis. Taylor & Francis. 1993- . Quarterly. ISSN: 1084-1806. Print and Online – full text. Refereed. Indexes and Abstracts: ABI –INFORM, EBSCO host, Academic Search. Website: <http://www.tandfonline.com/loi/madt20>.

The Public Administration Theory Network publishes the journal. Articles are to stimulate new thought in public administration and to advance knowledge. Research from related perspectives that contribute to public administration theory are included.

American Review of Public Administration. Sage Publications, Inc. 1967- . Quarterly. ISSN: 0275-0740. Print and Online – full text. Refereed. Indexes and Abstracts (selective): Political Science Abstracts, PAIS International, ABI/INFORM, International Political Science Abstracts, Social Science Citation Index. Formerly *Midwest Review of Public Administration* until 1981. Website: <http://journals.sagepub.com/home/arp>.

Articles include theory-based empirical research; commentaries on emerging issues in public affairs and public administration; syntheses and reviews of research; and theoretical discussion on the boundaries of traditional public administration. Topics cover issues of governmental efficiency, e-government, ethics, role of citizens in government, experiments in administration and book reviews. The School of Public Administration and Urban Studies at Georgia State University, as well as the University of Missouri at Columbia and St. Louis, are sponsors of the journal. Journal Impact Factor of 1.260 from *Journal Citation Report* (2015).

Analyses of Social Issues and Public Policy. Malden, MA: Wiley-Blackwell Publishing, Inc. 1987- . Annual. ISSN: 1529-7489. Print and Online – full text. Refereed. Indexes and Abstracts (selective): EBSCOhost, Worldwide Political Science Abstracts, PAIS International, Sociological Abstracts. Website: [http://onlinelibrary.wiley.com/journal/10.1111/\(ISSN\)1530-2415](http://onlinelibrary.wiley.com/journal/10.1111/(ISSN)1530-2415). Abbreviated title: A S A P.

The journal publishes innovative social science scholarship with implications for social action and policy. The journal is sponsored by the Society for the Psychological Study of Social Issues. Journal Impact Factor of 0.980 from *Journal Citation Report* (2015).

Asian Pacific Journal of Public Administration. Published by Taylor & Francis. 1979- . Semi-annually. ISSN: 0259-8272. Print. Not refereed. Indexes and Abstracts (selective): CSA Worldwide Political Science Abstracts, International Political Science Abstracts; PAIS International. Starting with the March 2014 Issue, Routledge (Taylor and Francis) has become responsible for the publication of the Asia Pacific Journal of Public Administration in partnership with the Department which remains its owner and editorial home. Website: <http://www.tandfonline.com/loi/rapa20>.

Research focuses on public policy and administration in Asia and in other regions. Some issues are symposia covering one subject. The journal does contain book reviews. Limited circulation. Text is in English.

Australian Journal of Public Administration. Published by Wiley Publishing Asia on behalf of the Institute of Public Administration, Australia. 1938- . Quarterly. ISSN: 0313-6647. Print and online – full text. Refereed. Index and Abstracts (selective): ABI-INFORM, EBSCOhost, Australian Public Affairs Information Service, Social Science Citation Index, Worldwide Political Science Abstracts. Formerly *Public Administration (Australia)*. Website: [http://onlinelibrary.wiley.com/journal/10.1111/\(ISSN\)1467-8500](http://onlinelibrary.wiley.com/journal/10.1111/(ISSN)1467-8500).

The journal focuses on Australian public administration, public management and policy-making. Covers federal, state, local and inter-governmental research and practice. Issues include articles relating to international developments with relevance to Australian experience. Includes book reviews. Journal Impact Factor of 0.667 from *Journal Citation Report (2015)*.

California Journal of Politics and Policy. Website: <http://escholarship.org/uc/cjpp>. The *California Journal of Politics and Policy* (CJPP) is an online journal of original scholarship, cutting edge research, and informed commentary regarding all aspects of national, state, and local government, electoral politics, and public policy formation and implementation. Published by the Institute of Governmental Studies at the University of California-Berkeley, the Journal provides timely insights and historical and comparative perspective on issues ranging from legislative and electoral concerns to tax and social welfare policy, the courts, campaign finance, and the changing role and character of political media.

Canadian Public Administration. Parallel language title: *Administration Publique du Canada*. Toronto, ON, Canada: Institute of Public Administration of Canada (Institute administration Publique du Canada). 1958- . Quarterly. Text in English and French. ISSN: 0008-4840. Print and Online-full text. Refereed. Indexes and Abstracts (selective): CSA Political Science and Government, Worldwide Political Science Abstracts, Canadian Business and Current Affairs Reference, Historical Abstracts, PAIS International, Social Science Citation Index. Website: [http://onlinelibrary.wiley.com/journal/10.1111/\(ISSN\)1754-7121](http://onlinelibrary.wiley.com/journal/10.1111/(ISSN)1754-7121)

The content is predominately in English. However, the abstracts for the articles are in both languages. Articles on all aspects of Canadian public administration are written by public administration practitioners and by academics. The articles are aimed primarily at the Canadian bureaucracy. Each issue does contain book reviews. Journal Impact Factor of 0.33 from *Journal Citation Report (2015)*.

Canadian Public Policy. Parallel language title: *Analyse de Politiques*. Toronto, ON, Canada: University of Toronto Press. 1975- . Quarterly. Text in English and French. ISSN: 0317-0861. Print and Online – full text. Refereed. Indexes and Abstracts (selective): ABT-INFORM. Worldwide Political Science Abstracts, PAIS International, Social Sciences Citation Index. Website: <http://economics.ca/cpp>.

The articles strive to “stimulate research and discussion of public policy problems in Canada.” Articles cover a broad range of subjects including, economics, political science, law, sociology, anthropology, social work, administrative and public sciences, and business. The journal contains editorials and book reviews. Journal Impact Factor of 0.457 from *Journal Citation Report (2015)*.

Chinese Public Administration Review. Boston, MA: Suffolk University. 2002- . Quarterly. ISSN: 1539-6754. Print. Refereed. No index information available. Website: <http://cpar.net/index.php/cpar>. Abbreviated title: CPAR.

The journal focuses on the issues of Chinese public administration, including administrative reform, public policy, administrative law, public productivity improvement, performance measurement, and civil service. The journal is sponsored by the American Society for Public Administration, Section of Chinese Public Administration. The journal is in English.

C P E R. Berkeley, CA: Berkeley Electronic Press. Alternative title: *California Public Employee Relations*. 1969- . Bi-monthly. ISSN: 0194-3073. Print. Not refereed. Indexes and Abstracts: PAIS International. Website: <http://cper.berkeley.edu/>.

The focus of the journal is to provide information on public sector employment relations for all levels of California government. The journal also contains book reviews.

E I P A Scope. Maastricht, Netherlands: European Institute of Public Administration (Institut European d'administration Publique). 1992- . Three times a year. ISSN: 1025-6253. Print and Online – full text. Not refereed. Indexes and Abstracts: PAIS International. Website: <http://www.eipa.nl>. Text in English and French.

The Articles discuss applied and theoretical topics in public administration. The journal is free.

Electronic Government. Olney, Bucks, United Kingdom: Inderscience Publishers. 2004- . Quarterly. ISSN: 1740-7494. Print and Online – full text. Refereed. Indexes and Abstracts (selective): CSA Mechanical & Transportation Engineering Abstracts, LISA: Library & Information Science Abstracts, SCOPUS. Website: <http://www.inderscience.com/eg>.

The journal covers the design, development, management, implementation, technology and application issues in e-government. It is international in scope. The targeted audience is practitioners, academics, and policy makers. Research and best practices are shared by the contributors from government, institutions, and universities.

Environment and Planning C: Government and Policy. Sage Publishing. 1983- . Bi-monthly. ISSN: 0263-774X. Print and Online – full text. Refereed. Indexes and Abstracts (selective): Criminal Justice Abstracts, Environment Issues and Policy Index, International Bibliography of the Social Sciences, PAIS International, Social Science Citation Index. Website: <http://journals.sagepub.com/home/epc>.

The articles are interdisciplinary research on government and policy issues with an international perspective. The papers are often theoretical and provide an empirical assessment. The subjects covered are broad and not limited to government and public policy. Some issues are devoted to one theme. Book reviews are included in the journal. Journal Impact Factor of 1.664 from *Journal Citation Report* (2015).

European Union Politics. London, UK: Sage Publications, Ltd. 2000- . Quarterly. ISSN: 1465-1165. Print and Online – full text. Refereed. Indexes and Abstracts (selective): Worldwide Political Science Abstracts, International Political Science Abstracts, Social Science Citation Index. Website: <http://journals.sagepub.com/home/eup>.

The journal is international in scope. The research focuses on the processes of government, politics and policy in the European Union. Journal Impact Factor of 1.754 from *Journal Citation Report* (2015).

Governance: An International Journal of Policy and Administration. Malden, MA: Wiley-Blackwell Publishing, Inc. 1987- . Quarterly. ISSN: 0952-1895. Print and Online – full text. Refereed. Indexes and Abstracts (selective): EBSCOhost, ABI-INFORM, Worldwide Political Science Abstracts, International Political Science Abstracts, PAIS International, Social Science Citation Index. Website: [http://onlinelibrary.wiley.com/journal/10.1111/\(ISSN\)1468-0491](http://onlinelibrary.wiley.com/journal/10.1111/(ISSN)1468-0491).

The articles focus on international or comparative approach to public policy and administration. The journal provides a forum for the theoretical and practical discussion of executive politics, public policy, administration, and the organization of the state. The journal is sponsored by the International Political Science Association's Research Committee on the Structure & Organization of Government (SOG). Journal Impact Factor of 3.424 from *Journal Citation Report* (2015).

Mitchell Hamline Law Journal of Public Policy and Practice. St. Paul, MN: Hamline University, School of Law. 1980- . Semi-annually. ISSN: not available. Print and Online – full text. Not refereed. Indexes: Current Law Index, Family Index, Index to Legal Periodicals & Books, LegalTrac. Formerly: *Hamline Journal of Public Law*, until 1985; *Journal of Minnesota Public Law*, until 1981. Website: <http://mitchellhamline.edu/journal-of-public-law-and-policy/>.

The primary audience is the legal community. The articles are timely and provocative, focusing on policy and other issues that may change the law.

Crimson & Black: A Journal for Black Policy. Cambridge, Mass.: John F. Kennedy School of Government, Harvard University. 1989- . Twice a year. ISSN: 1081-0463. Print. Refereed. Indexes and Abstracts: EBSCOhost, PAIS International. Website: <http://hjaap.org/>.

The journal provides a comprehensive and interdisciplinary examination of the interaction between public policy and the African American experience. Graduate students at John F. Kennedy School of Government publish the journal.

Indian Journal of Public Administration. New Delhi, India: Indian Institute of Public Administration. 1955- . Quarterly. ISSN: 0019-5561. Print. Refereed. Indexes and Abstracts (selective): International Bibliography of the Social Sciences. Website: http://www.iipa.org.in/ijpa_iipa.html.

The journal covers all aspects of Indian public administration and related fields.

International Journal of Electronic Government Research. Hershey, PA: Idea Group Publishing. 2005- . Quarterly. ISSN: 1548-3886. Print and Online – full text. Refereed. Indexes and Abstracts (selective): ABI-INFORM, CSA Mechanical & Transportation Engineering Abstracts, International Bibliography of the Social Sciences. Website: <http://www.igi-global.com/journal/international-journal-electronic-government-research/1091>.

The research articles focus on electronic government. Contributors include both scholars and practitioners.

International Journal of Public Administration. Philadelphia, PA: Taylor & Francis, Inc. 1978- . Fourteen times a year. ISSN: 0190-0692. Print and Online – full text. Refereed. Indexes and Abstracts (selective): ABI-INFORM, EBSCOhost, CSA Worldwide Political Science Abstracts, International Political Science Abstracts, PAIS International. Website: <http://www.tandfonline.com/loi/lpad20>.

Academics and practitioners of management and administration contribute articles on the theoretical issues as well as applications of concepts and theories. The primary focus is on United States theory and practice, with some comparative and developmental administration addressed.

International Review of Administrative Sciences: An International Journal of Comparative Public Administration. London, UK: Sage Publications Ltd. 1986- . Quarterly. ISSN: 0020-8523. Print and Online – full text. Refereed. Indexes and Abstracts (selective): EBSCOhost, ABI-INFORM, CSA Political Science and Government, Worldwide Political Science Abstracts, International Political Science Abstracts, PAIS International, Social Science Citation Index.

Website: <http://journals.sagepub.com/home/ras>. Language edition: *Revue Internationale des Sciences*. Text in French. 1928- . *Revista Internacional de Ciencias*. Text in Spanish.

The journal publishes comparative studies and national monographs on international administration, national civil services, controls on central government, administrative reform, public finance, regionalization and the history of administration. Issues contain bibliographies and book reviews. The journal is sponsored by the International Institute of Administrative Sciences. Journal Impact Factor of 0.716 from *Journal Citation Report* (2015).

Journal of European Public Policy. Oxon, UK: Routledge. 1994- . Eight times a year. ISSN: 1350-1763. Print and Online – full text. Refereed. Indexes and Abstracts (selective): EBSCOhost, Worldwide Political Science Abstracts, International Political Science Abstracts, Social Sciences Citation Index. Website: <http://www.tandfonline.com/toc/rjpp20/current>.

The journal aims to provide analytical, theoretical and methodological articles in the field of European public policy. The authors provide qualitative and quantitative analysis of European public policy, defined broadly. Comparative studies of public policy and the European Union are also included. Each issue contains a research agenda section which discusses recent publications on a particular area of public policy. Journal Impact Factor of 1.964 from *Journal Citation Report* (2015).

Journal of Information Technology & Politics. Binghamton, NY: Haworth Press, Inc. 2004- . Quarterly. ISSN: 1933-1681. Print and Online – full text. Not refereed. Indexes and Abstracts (selective): CSA Worldwide Political Science Abstracts, International Bibliography of the Social Sciences, Library, Information Science & Technology Abstracts, SCOPUS. Formerly *Journal of E-government* (or *Journal of Electronic Government*) until 2007. Website: <http://www.tandfonline.com/toc/witp20/current>.

The articles focus on the application and practice of enhancing the delivery of public services and information through the use of information technology.

Journal of Policy Analysis and Management. Hoboken, NJ: John Wiley & Sons, Inc. 1981- . Quarterly. ISSN: 0276-8739. Print and Online – full text. Refereed. Indexes and Abstracts (selective): EBSCOhost, ProQuest, ABI-INFORM, CSA Political Science and Government, Worldwide Political Science Abstracts, International Political Science Abstracts, PAIS International, Social Science Citation Index. Website: [http://onlinelibrary.wiley.com/journal/10.1002/\(ISSN\)1520-6688/\(ISSN\)1520-6688](http://onlinelibrary.wiley.com/journal/10.1002/(ISSN)1520-6688/(ISSN)1520-6688). Title formed by the merger of *Public Policy* (Cambridge) 1929-1981 and *Policy Analysis* 1953-1981.

The articles discuss issues and practices in policy analysis and public management. The journal audience includes practitioners, researchers, economists, operations researchers and consultants. Lengthy book reviews are included in the journal. A section in each journal is devoted to discussing ideas and issues of importance to practitioners, researchers, and academics. Journal Impact Factor of 2.788 from *Journal Citation Report* (2015).

Journal of Public Administration Research and Theory. Oxford, UK: Oxford University Press. 1991- . Quarterly. ISSN: 1053-1858. Print and Online- full text. Refereed. Indexes and Abstracts (selective): EBSCOhost, ProQuest, ABI-INFORM, Worldwide Political Science Abstracts, PAIS International, Social Science Citation Index. Website: <http://jpart.oxfordjournals.org>.

The journal serves as a bridge between public administration scholarship and public policy studies. Articles provide an in-depth analysis, including critical perspectives, of organizational, administrative, and policy sciences as they apply to government and governance. Book reviews are included. This is the official journal of the Public Management Research Association. Journal Impact Factor of 3.893 from *Journal Citation Report* (2015).

Journal of Public Budgeting, Accounting & Financial Management. Boca Raton, FL: PrAcadmenics Press. 1989-. Quarterly. ISSN: 1096-3367. Print and Online – full text. Refereed. Indexes and Abstracts (selective): ABI-INFORM, EBSCOhost, PAIS International, ProQuest, Formerly: *Public Budgeting and Financial Management*, until 1997. Website: <http://pracademics.com/index.php/jpbafm>.

The articles focus on bridging theories and practices in public budgeting, governmental accounting and financial management. The journal is published under the sponsorship of Florida Atlantic University. Some issues cover a symposium in public budgeting. Issues contain book reviews, abstracts, bibliographies, charts and illustrations.

Journal of Public Affairs Education. Washington, DC: National Association of Schools of Public Affairs and Administration. 1995-. Quarterly. ISSN: 1523-6803. Print. Refereed. Indexes and Abstracts (selective): CSA Worldwide Political Science Abstracts, Education Index, Education Research Index, PAIS International. Formerly: *Journal of Public Administration Education*, until 1997. Website: <http://www.naspaa.org/initiatives/jpae/jpae.asp>.

The journal examines the pedagogical and curricula issues in public affairs education. The American Society of Public Administration Section of Public Administration Education sponsors the journal. Issues contain book reviews. The journal is also referred to as J – PAE.

Journal of Public Policy. Cambridge, UK: Cambridge University Press. 1981-. Three times a year. ISSN: 0143-814X. Print and Online – full text. Refereed. Indexes and Abstracts (selective): CSA Worldwide Political Science and Government, Worldwide Political Science Abstracts, PAIS International. Website: <http://journals.cambridge.org/action/displayJournal?jid=PUP>.

The articles written by scholars and policymakers analyze the social, economic and political issues that contemporary governments are facing. Book reviews are included in the journal. Journal Impact Factor of 1.000 from *Journal Citation Report* (2015).

Journal of Social Policy. Cambridge, UK: Cambridge University Press. 1972-. ISSN: 0047-2794. Quarterly. Print and Online – full text. Refereed. Indexes and Abstracts (selective): EBSCOhost, CSA Political Science and Government, CSA Worldwide Political Science Abstracts, International Political Science Abstracts, Social Science Citation Index. Website: <http://journals.cambridge.org/action/displayJournal?jid=JSP>.

The articles focus on the theoretical and historical analysis of social policy worldwide. Authors also investigate the processes and obstacles to enacting social policy at local and national levels. Particular emphasis is placed on debates of the future direction of social policy, presentation of new empirical data and analysis of making and implementing social policy. The journal does provide book reviews. This is the journal of the Social Policy Association. Journal Impact Factor of 1.151 from *Journal Citation Report* (2015).

Local Government Studies. Oxon, UK: Routledge. 1971-. Five times a year. ISSN: 0300-3930. Print and Online – full text. Refereed. Indexes and Abstracts (selective): CSA Worldwide Political Science Abstracts, EBSCOhost, International Political Science Abstracts, SCOPUS. Website: <http://www.tandf.co.uk/journals/titles/03003930.asp>.

The articles focus on the study of politics and management at the local level of government. Journal Impact Factor of 0.804 from *Journal Citation Report* (2015).

Municipal Finance Journal. Kingston, NJ: Civic Research Institute. 1980-. Quarterly. ISSN: 0199-6134. Print and Online – full text. Not refereed. Indexes and Abstracts (selective): ABI-INFORM, EBSCOhost, ProQuest, PAIS International. Website: <http://www.civicresearchinstitute.com/tax7.html>.

The journal articles cover tax and legal trends that affect large and small municipalities.

New England Journal of Public Policy. Boston, MA: John W. McCormack Institute of Public Affairs, University of Massachusetts at Boston. 1985-. Semi-annually. ISSN: 0749-016X. Print and Online – full text. Not refereed. Indexes and Abstracts (selective): ABI-INFORM, EBSCOhost. Website: <http://scholarworks.umb.edu/nejpp/>.

The journal is international in focus. Authors include analysts, academics and the press. Problems are presented and defined, along with possible solutions or approaches to solving them.

Philosophy and Public Affairs. Malden, MA: Wiley-Blackwell Publishing, Inc. 1971- . Quarterly. ISSN: 0048-3915. Print and Online- full text. Refereed. Indexes and Abstracts (selective): EBSCOhost, ProQuest, CSA Political Science and Government, Worldwide Political Science Abstracts, Social Science Citation Index. Website: [http://onlinelibrary.wiley.com/journal/10.1111/\(ISSN\)1088-4963](http://onlinelibrary.wiley.com/journal/10.1111/(ISSN)1088-4963).

The articles provide a critical examination of contemporary ethical, political, social, legal, and public-policy issues. The journal is published “in the belief that a philosophical examination these issues can contribute to their clarification and to their resolution” according to the publisher. Some of the discussions are more abstract, while others focus on the substantive problems. The moral and intellectual history of some issues are also explored.

Philosophy and Public Policy Quarterly. College Park, MD: Institute for Philosophy and Public Policy, University of Maryland. 1981- . Quarterly. Online – full text. Free; open access. Not refereed. Indexes and Abstracts: Philosopher’s Index, Readers’ Guide to Periodical Literature, Readers’ Guide Abstracts – Full Text. Formerly *Qq* (1981-1989) and *Institute for Philosophy and Public Policy Report* (1989-2001). Website: <http://journals.gmu.edu/PPPQ/index>.

The articles focus on the philosophy of the current public policy sources.

Policy and Politics: An International Journal. Bristol, UK: The Policy Press (University of Bristol). 1972- . Quarterly. ISSN: 0305-5736. Print and Online – full text. Refereed. Indexes and Abstracts (selective): EBSCOhost, CSA Political Science and Government, Worldwide Political Science Abstracts, PAIS International, International Political Science Abstracts, Social Sciences Citation Index. Website: [http://onlinelibrary.wiley.com/journal/10.1111/\(ISSN\)1747-1346](http://onlinelibrary.wiley.com/journal/10.1111/(ISSN)1747-1346).

The focus of the journal is on cross-cutting themes across a wide range of policy areas. Topics include evaluation, theorizing the policy process, accountability and regulation, human rights and discrimination, and globalization and internationalization. The journal explores the match between theory and empirical applications and links macro-scale political economy debates with micro-scale policy studies. Book reviews are included.

Policy Sciences: an international journal devoted to the improvement of policy-making. New York, NY: Springer New York LLC. 1970- . Quarterly. ISSN: 0032-2687. Print and Online- full text. Refereed. Indexes and Abstracts (selective): EBSCOhost, ProQuest, ABI-INFORM, CSA Political Science and Government, Worldwide Political Science Abstracts, PAIS International, and Social Science Citation Index. Website: <http://www.springer.com/political+science/journal/11077>. Text is in Dutch.

National and international policy issues are examined from an interdisciplinary perspective. The editors encourage different perspectives, including opposing viewpoints, and welcome conceptual and empirical innovation. Articles often examine the normative aspects of policy sciences. Special issues of the journal analyze specific topics in more depth. Book reviews are included. Journal Impact Factor of 1.651 from *Journal Citation Report* (2015).

Policy Studies Journal. Malden, MA: Wiley-Blackwell Publishing, Inc. 1972- . Quarterly. ISSN: 0190-292X. Print and Online – full text. Refereed. Indexes and Abstracts (selective): EBSCOhost, ProQuest, CSA Political Science and Government, Worldwide Political Science Abstracts, PAIS International, Social Science Citation Index. Website: [http://onlinelibrary.wiley.com/journal/10.1111/\(ISSN\)1541-0072](http://onlinelibrary.wiley.com/journal/10.1111/(ISSN)1541-0072).

As indicated by the title, the focus of the journal is public policy. All levels of government public policy are addressed, as well as comparative approach to an issue. Issues contain review essays and a “Symposium” section which focuses on a single topic. Only about nine percent of the manuscripts are accepted. The journal is published on behalf of the Policy Studies Organization. Journal Impact Factor of 1.765 from *Journal Citation Report* (2015).

Public Administration: An International Quarterly: Covering Public Administration Throughout the World. Oxford, UK: Wiley-Blackwell Publishing, Ltd. 1923- . Quarterly. ISSN: 0033-3298. Print and Online – full text. Refereed. Indexes and Abstracts (selective): ABI-INFORM, EBSCOhost, CSA Political Science and Government, CSA Worldwide Political Science Abstracts, International Political Science Abstracts, ProQuest, SCOPUS, Social Science Citation Index. Website: [http://onlinelibrary.wiley.com/journal/10.1111/\(ISSN\)1467-9299](http://onlinelibrary.wiley.com/journal/10.1111/(ISSN)1467-9299).

The articles focus on public administration, public policy and public management internationally and comparatively with primary emphasis on the United Kingdom and Europe. Every issue includes articles analyzing issues that pertain to the European Union. The journal often has a section with book reviews. Journal Impact Factor of 1.922 from *Journal Citation Report* (2015).

Public Administration and Development: The International Journal of Management Research and Practice. Sussex, UK: John Wiley & Sons, Ltd. 1981-. Five times a year. ISSN: 0271-2075. Print and Online – full text. Refereed. Indexes and Abstracts (selective): ABI-INFORM, CSA Political Science & Government, CSA Worldwide Political Science Abstracts, EBSCOhost, ProQuest, PAIS International, SCOPUS, Social Science Citation Index. Formerly: *Journal of Administration Overseas*. Website: <http://www.wiley.com/WileyCDA/WileyTitle/productCd-PAD.html>.

The articles cover administrative practice at the local, regional and national levels of government. The journal also contains book reviews. Journal Impact Factor of 0.821 from *Journal Citation Report* (2015).

Public Administration and Management: An Interactive Journal. Harrisburg, PA: Public Administration and Management. 1996-. Semi-annually. ISSN: 1087-0091. Online – full text. Free – open access. Refereed. Indexes and Abstracts: ABI – INFORM, SCOPUS. Website: <http://spaef.org/pam.php>.

Since 2007, the journal is available free online. Articles are written by both scholars and public service managers. An issue may be focused on a single-topic or multiple topics. Recent topics covered include Middle East administrative issues, public schools and underground economics. The journal does contain book reviews.

Public Administration and Policy: a Hong Kong and Asia-Pacific journal. Hong Kong: City University of Hong Kong, Department of Public and Social Administration. 1992-. Semi-annually. Print. Not refereed. Abstracts: International Political Science Abstracts. Formerly: *Hong Kong Public Administration* until 1998. Website: <http://journal.hkpaa.org.hk/>.

The journal is in English. The articles integrate theories with practice of public administration and management. The principle focus is on Hong Kong, China and Asia-Pacific region.

Public Administration Quarterly. Harrisburg, PA: Southern Public Administration Education Foundation, Inc. 1977-. Quarterly. ISSN: 0734-9149. Print and Online – full text. Refereed. Indexes and Abstracts (selective): ABI-INFORM, EBSCOhost, CSA Worldwide Political Science Abstracts, PAIS International, ProQuest. Formerly: *Southern Review of Public Administration*. Website: <http://paq.spaef.org/index>.

This is a general journal publishing articles and symposia on all aspects of public administration. The journal does contain book reviews.

Public Administration Review: The Premier Journal of Public Administration. Published by Wiley-Blackwell Publishing, Inc. on behalf of the American Society for Public Administration. 1940-. Bi-monthly. ISSN: 0033-3352. Print and online – full text. Refereed. Indexes and Abstracts (selective): ABI-INFORM, EBSCOhost, CSA Political Science and Government, CSA Worldwide Political Science Abstracts, International Political Science Abstracts, ProQuest, SCOPUS, Social Science Citation Index. Website: [http://onlinelibrary.wiley.com/journal/10.1111/\(ISSN\)1540-6210](http://onlinelibrary.wiley.com/journal/10.1111/(ISSN)1540-6210).

This is considered the premier journal in the field of public administration research, theory, and practice. The audience includes both the public sector academic and practitioner. The current trends are identified and analyzed; providing a factual basis for decision making and discussion. Each issue contains expert book reviews. The journal is often referred to as *PAR*. Journal Impact Factor of 2.636 from *Journal Citation Report* (2015).

Public Budgeting and Finance. Malden, MA: Wiley Publishing, Inc. 1981-. Quarterly. ISSN: 0275-1100. Print and online – full text. Refereed. Indexes and Abstracts (selective): ABI-INFORM, EBSCOhost, CSA Political Science and Government, PAIS International. Website: [http://onlinelibrary.wiley.com/journal/10.1111/\(ISSN\)1540-5850](http://onlinelibrary.wiley.com/journal/10.1111/(ISSN)1540-5850).

The journal is published on behalf of the Public Financial Publications, Inc. It is also the journal for the American Association for Budget and Program Analysis and the American Society of Public Administration, Association of Budgeting and Financial Management. The articles focus on the theory and practice of financial management and budgeting at all levels of United States government and other countries. Contributors include researchers and practitioners from the public, government and nonprofit sectors. Issues include book reviews.

Public Finance Review. Thousand Oaks, CA: Sage Publications, Inc. 1973-. Bi-monthly. ISSN: 1091-1421. Print and Online – full text. Refereed. Indexes and Abstracts (selective): ABI-INFORM, EBSCOhost, CSA Worldwide Political Science Abstracts, PAIS International, ProQuest. Formerly: *Public Finance Quarterly*, until 1997. Website: <http://pfr.sagepub.com/>.

The journal's focus is US policy-oriented economic research and theory. Articles provide analysis of public economic policies and their impact on all levels of government, with particular attention to theory, policy, and institutions relation to allocation, distribution and stabilization. The journal does contain book reviews, abstracts, charts, and illustrations.

Public Integrity. Armonk, NY: Routledge. 1996-. Six times a year. ISSN: 1099-9922. Print and Online – full text. Not refereed. Indexes and Abstracts (selective): EBSCOhost, CSA Worldwide Political Science Abstracts, International Political Science Abstracts. Formerly: *Public Integrity Annual*, until 1997. Website: <https://www.aspanet.org/ASPA/Publications/Public-Integrity.aspx>.

The journal is owned by the American Society for Public Administration. Authors focus on the questions of integrity in American democracy. In particular, the ethical behavior of public officials is studied and discussed. Articles are of interest to researchers and practitioners. Journal issues contain book reviews.

Public Money and Management: Policy Journal of the Public Sector. Oxford, U.K.: Wiley-Blackwell Publishing, Ltd. 1981-. Five times a year. ISSN: 0954-0962. Print and online – full text. Refereed. Indexes and Abstracts (selective): ABI/INFORM, Worldwide Political Science Abstracts, PAIS International, Social Sciences Citation Index. Formerly *Chartered Institute of Public Finance and Accountancy. Public Money*. Website: <http://www.cipfa.org/policy-and-guidance/public-money-and-management>.

The journal is sponsored by the Public Finance Foundation. The articles are directed to both the academics and practitioners of public services. Journal Impact Factor of 0.718 from *Journal Citation Report (2015)*.

Public Performance and Management Review. New York, NY: Routledge. 1975-. Quarterly. ISSN: 1530-9576. Print and Online – full text. Refereed. Indexes and Abstracts (selective): ABI-INFORM, EBSCOhost, CSA Worldwide Political Science Abstracts, PAIS International. Formerly: *Public Productivity and Management Review*, until 2000; *Public Productivity Review*, until 1990. Website: <http://www.tandfonline.com/toc/mpmr20/current>.

The articles address the factors influencing the performance of public and nonprofit organizations and agencies. The journal facilitates development of innovative techniques, research and critical thinking on public and private management theories. Continuing themes include managing for productivity, measuring and evaluating performance, improving budget strategies, managing human resources, building partnerships, and applying new technologies. Issues contain book reviews. Journal Impact Factor of 0.909 from *Journal Citation Report (2015)*.

Public Sector. Wellington, New Zealand: New Zealand Institute of Public Administration. 1978-. Quarterly. ISSN: 0110-5191. Print. Not refereed. Indexes and Abstracts: International Political Science Abstracts. Formerly: *New Zealand Journal of Public Administration*, 1949-1977; *Organ of the New Zealand Institute of Public Administration*, 1938-1949. Website: <https://www.ipanz.org.nz/>.

A cumulative index is available for the journal. Issues contain charts and book reviews.

Public Voices. Newark, New Jersey: National Center for Public Performance (NCPP) at the school of Public Affairs and Administration (SPAA). ISSN: 1072-5660. Print. Website: <http://publicvoices.us/index.php/pv/index>.

The journal provides a venue for creative commentary and observations by public servants about public services, by examining the commitments and sacrifices of public servants.

Public Works Management and Policy. Thousand Oaks, CA: Sage Publications, Inc. 1996-. Quarterly. ISSN: 1087-724X. Print and Online – full text. Refereed. Indexes and Abstracts (selective): EBSCOhost, CSA Mechanical & Transportation Engineering, CSA Worldwide Political Science Abstracts, PAIS International. Website: <http://pwm.sagepub.com/>.

The journal is sponsored by the American Public Works Association. Articles provide analysis, research and opinions that help to shape the diverse public works profession. The targeted audience is both the practitioner and the scholars. The journal publishes the latest advances in the broad public works field and related areas of research, such as urban affairs. Reviews of government reports, policy institutes research and book reviews are included.

Publius: The Journal of Federalism. Oxford, UK: Oxford University Press. 1971-. Quarterly. ISSN: 0048-5950. Print and Online – full text. Refereed. Indexes and Abstracts (selective): EBSCOhost, CSA Political Science and Government, CSA Worldwide Political Science Abstracts, International Bibliography of the Social Sciences, International Political Science Abstracts, PAIS International, ProQuest, SCOPUS, Social Science Citation Index. Website: <http://publius.oxfordjournals.org>.

The focus of the journal is federalism. The scholarly articles cover a wide-variety of disciplines and discuss the latest developments, trends, empirical and theoretical work on federalism and intergovernmental relations. Issues contain bibliographies, charts, statistics, and book reviews. The journal is sponsored by the American Political Science Association Section on Federalism and Intergovernmental Relations. Journal Impact Factor of 1.050 from *Journal Citation Report (2015)*.

Review of Policy Research. Malden, MA: Wiley-Blackwell Publishing, Inc. 1981- . Bi-monthly. ISSN: 1541-132X. Print and Online – full text. Refereed. Indexes and Abstracts (selective): ABI-INFORM, EBSCOhost, CSA Political Science and Government, CSA Worldwide Political Science Abstracts, PAIS International. Formerly: *Policy Studies Review*, until 2002. Website: [http://onlinelibrary.wiley.com/journal/10.1111/\(ISSN\)1541-1338](http://onlinelibrary.wiley.com/journal/10.1111/(ISSN)1541-1338).

The journal is published on behalf of the Policy Studies Organization. Each issue contains approximately four substantial articles focusing on a policy topic. Authors analyze the application of political and social science to public policy issues. Some issues are symposium addressing one topic. Journal Impact Factor of 1.167 from *Journal Citation Report* (2015).

Review of Public Personnel Administration. Thousand Oaks, CA: Sage Publications, Inc. 1980- . Quarterly. ISSN: 0734-371X. Print and Online – full text. Not refereed. Indexes and Abstracts (selective): ABI-INFORM, EBSCOhost, CSA Political Science and Government, CSA Worldwide Political Science Abstracts, International Abstracts of Human Resources, PAIS International. Website: <http://rop.sagepub.com/>.

The journal is sponsored by the Section on Personnel Administration and Labor Relations of the American Society for Public Administration. Articles focus on the study and practice of personnel management in public organizations. Authors analyze the effects of human resource procedures or programs on broad areas of public policy and administration. The target audience is both the practitioner and the scholar. Journal Impact Factor of 1.222 from *Journal Citation Report* (2015).

Science and Public Policy. Surrey, UK: Beech Tree Publishing. 1973- . Ten times a year. ISSN: 0302-3427. Print and Online – full text. Refereed. Indexes and Abstracts (selective): EBSCOhost, CSA Worldwide Political Science Abstracts, International Bibliography of the Social Sciences, SCOPUS. Formerly: *Science Policy* and *Science Policy News*. Website: <http://spp.oxfordjournals.org/>.

The articles focus on how science and technology affect public policy. Issues contain bibliographies, abstracts, charts and book reviews. Journal Impact Factor of 1.222 from *Journal Citation Report* (2015).

State and Local Government Review: A Journal of Research and Viewpoints on State and Local Government Issues. Athens, GA: University of Georgia, Carl Vinson Institute of Government. 1968- . Three times a year. ISSN: 0160-323X. Print and Online – full text. Refereed. Indexes and Abstracts (selective): EBSCOhost, CSA Political Science and Government, CSA Worldwide Political Science Abstracts, International Political Science Abstracts, PAIS International. Supersedes: *Georgia Government Review*. Website: <http://journals.sagepub.com/home/slrg>.

The journal is jointly sponsored by the American Society for Public Administration, Section on Intergovernmental Administration and Management. The journal offers practical advice for government officials on issues affecting local government. Issues contain book reviews. An index to the journal is available.

Teaching Public Administration. Sheffield, UK: Sheffield Hallam University, Policy Research Centre. 1979- . Two times a year. ISSN: 0144-7394. Print. Refereed. Indexes and Abstracts: British Education Quarterly. Formerly: *Public Administration Teacher*. Website: <http://journals.sagepub.com/home/tpa>.

The articles focus on the practices and approaches in public administration teaching and education. Issues contain book reviews.

Turkish Public Administration Annual. Ankara, Turkey: Institute of Public Administration for Turkey and the Middle East. 1974- . Annual. ISSN: 0251-2955. Print. Not refereed. Indexes and Abstracts: PAIS International. Website: http://www.todaie.edu.tr/yayinlar/dergi_listele.php?dergi=4. Text is in English.

Women's Policy Journal of Harvard. Cambridge, MA: Harvard University, John F. Kennedy School of Government. 2001- . Annual. ISSN: 1534-0473. Print. Refereed. Indexes and Abstracts: PAIS International. Website: <https://www.questia.com/library/p439657/women-s-policy-journal-of-harvard>.

Contributors include academics and practitioners. Each issue is focused on one public policy theme or issue that affects women. Articles discuss the social, political and economic issues affecting women in an effort to improve public policy decision-making.

Zhongguo Xingzheng Guanli. Beijing, China: Zhongguo Xingzheng Guanli Zazhishe. 1985- . Monthly. Text in Chinese. ISSN: 1006-0863. Print and Online – full text. Not refereed. Parallel language title: *Chinese Public Administration*. Website: <http://www.cpaj.com.cn/>.

Political Science

American Journal of Political Science. Malden, MA: Wiley Publishing, Inc. 1950- . Quarterly. ISSN: 0090-5853. Print and Online – full text. Refereed. Indexes and Abstracts (selective): EBSCOhost, CSA Political Science and Government, CSA Worldwide Political Science Abstracts, International Bibliography of the Social Sciences, International Political Science Abstracts, PAIS International, ProQuest, SCOPUS, Social Science Citation Index. Formerly: *Midwest Journal of Political Science*. Website: [http://onlinelibrary.wiley.com/journal/10.1111/\(ISSN\)1540-5907](http://onlinelibrary.wiley.com/journal/10.1111/(ISSN)1540-5907).

Alternate title for journal is A J P S. The journal is the official publication of the Midwest Political Science Association. Articles cover a wide-range of topics, including American politics, public policy, political theory, political methodology, international politics and comparative politics. Journal Impact Factor of 4.515 from *Journal Citation Report (2015)*.

American Political Science Review. Cambridge, UK: Cambridge University Press. 1906- . Quarterly. ISSN: 0003-0554. Print and Online – full text. Refereed. Indexes and Abstracts (selective): EBSCOhost, CSA Political Science and Government, CSA Worldwide Political Science Abstracts, International Political Science Abstracts, PAIS International, ProQuest, SCOPUS, Social Science Citation Index. Formerly: *American Political Science Association. Proceedings*, 1904-1914. Website: <http://www.apsanet.org/apsr>.

Published on behalf of the American Political Science Association. The journal is political science's premier scholarly research journal. Articles cover the broad field of political science, including political theory, American politics, public policy, public administration, comparative politics, and international relations. Subscriptions include *Perspectives on Politics* and *P S: Political Science & Politics*. Journal Impact Factor of 3.444 from *Journal Citation Report (2015)*.

Business and Politics. Berkeley, CA: Berkeley Electronic Press. 1999- . Three times a year. ISSN: 1469-3569. Online – full text. (Print edition ceased) Not refereed. Indexes and Abstracts (selective): CSA Worldwide Political Science Abstracts, International Bibliography of the Social Sciences, PAIS International. Website: <https://basc.berkeley.edu/bap/>.

The articles focus on the interaction between persons in business and politics. Articles discuss the efforts of policy makers to influence business behavior through regulatory, legal, financial and other government tools.

European Journal of Political Research. Oxford, UK: Wiley Publishing, Inc. 1973- . Eight times a year. ISSN: 0304-4130. Print and Online – full text. Refereed. Indexes and Abstracts (selective): EBSCOhost, CSA Political Science and Government, CSA Worldwide Political Science Abstracts, International Bibliography of the Social Sciences, International Political Science Abstracts, PAIS International, ProQuest, SCOPUS, Social Science Citation Index. Website: [http://onlinelibrary.wiley.com/journal/10.1111/\(ISSN\)1475-6765](http://onlinelibrary.wiley.com/journal/10.1111/(ISSN)1475-6765).

The journal is a publication of the European Consortium for Political Research. It also includes the *Political Data Yearbook*. Articles focus on the theoretical and comparative approaches in political science. Some issues include English-language translation of major articles that have appeared elsewhere in other languages. Journal Impact Factor of 2.525 from *Journal Citation Report (2015)*.

European Union Politics. London, UK: Sage Publications, Ltd. 2000- . Quarterly. ISSN: 1465-1165. Print and Online – full text. Refereed. Indexes and Abstracts (selective): Worldwide Political Science Abstracts, International Political Science Abstracts, Sage Political Science Abstracts, Social Science Citation Index. Website: <http://eup.sagepub.com/>.

The journal is international in focus. The research articles discuss all aspects of the processes of government, politics and policy in the European Union. Book reviews are included in the journal. Journal Impact Factor of 1.754 from *Journal Citation Report (2015)*.

Political Psychology. Malden, MA: Wiley-Blackwell Publishing, 1979- . Bi-monthly. ISSN: 0162-895X. Print and Online – full text. Refereed. Indexes and Abstracts (selective): ABI-INFORM, EBSCOhost, CSA Worldwide Political Science Abstracts, International Political Science Abstracts, ProQuest, PsycINFO, SCOPUS, Social Science Citation Index. Website: [http://onlinelibrary.wiley.com/journal/10.1111/\(ISSN\)1467-9221](http://onlinelibrary.wiley.com/journal/10.1111/(ISSN)1467-9221).

This is the journal of the International Society of Political Psychology. Articles provide an analysis of the interrelationships between psychological and political processes, including empirical research, theoretical and case studies. The journal is international in scope and contributors use sources in psychology, economics, sociology, political theory, history, and political science. Book reviews are included in journal issues. Journal Impact Factor of 2.089 from *Journal Citation Report (2015)*.

Political Science Quarterly: The Journal of Public and International Affairs. New York: Academy of Political Science. 1886- . Quarterly. ISSN: 0032-3195. Print and Online – full text. Refereed. Indexes and Abstracts (selective): EBSCOhost, CSA Political Science and Government, CSA Worldwide Political Science Abstracts, International Political Science Abstracts, PAIS International, ProQuest, SCOPUS, Social Science Citation Index. Website: <http://www.psqonline.org/>.

The journal is nonpartisan and covers government, politics and policy. The audience includes scholars and general readers interested in politics. Each issue contains five or six articles discussing political discourse, emerging trends and challenging established assumptions. Each issue also contains a book review section that covers often thirty-five reviews, a list of reference books and other publications; this section is of particular interest to librarians selecting for political science. Journal Impact Factor of 0.366 from *Journal Citation Report* (2015).

Politics & Policy. Malden, MA: Wiley-Blackwell Publishing, Inc. 1973- . Quarterly. ISSN: 1555-5623. Print and Online – full text. Refereed. Indexes and Abstracts (selective): EBSCOhost, CSA Worldwide Political Science Abstracts, International Political Science Abstracts, PAIS International. Formerly: *Southeastern Political Review*, until 2001; *G P S A Journal*, until 1981.

Website: <http://www.blackwellpublishing.com/journal.asp?ref=1555-5623&site=1>.

The articles cover a wide-range of political science subfields, including policy studies, public policy and public administration. Issues contain book reviews. The journal is published on behalf of the Policy Studies Organization.

Business and Economics

Applied Economics. Abingdon, Oxford, United Kingdom: Routledge. 1969-. Twenty-four times a year. ISSN: 0003-6846. Print and Online – full text. Refereed. Indexes and Abstracts (selective): ABI-INFORM, Business Periodicals Index, EBSCOhost, Current Index to Statistics, ProQuest, SCOPUS, Social Sciences Citation Index. Website: <http://www.tandf.co.uk/journals/titles/00036846.asp>.

The articles encourage the application of economic analysis to specific problems in both the public and private sectors. It particularly fosters quantitative studies, the results of which are of use in the practical field, and thus helps to bring economic theory nearer to reality. Journal Impact Factor of 0.586 from *Journal Citation Report* (2015).

Cambridge Journal of Economics. Oxford, U.K.: Oxford University Press. 1977- . Bi-Monthly. ISSN 0309-166X. Print and Online – full text. Refereed. Indexes and Abstracts (selective): ABI-INFORM, EBSCOhost, CSA Worldwide Political Science Abstracts, International Bibliography of the Social Sciences, ProQuest, SCOPUS, Social Science Citation Index.

The *Cambridge Journal of Economics* provides a forum for theoretical, applied, policy and methodological research into social and economic issues. Its focus includes: the organization of social production and the distribution of its product; the causes and consequences of gender, ethnic, class and national inequities; inflation and unemployment; the changing forms and boundaries of markets and planning; uneven development and world market instability; globalization and international integration. The journal covers these issues in the traditions of Marx, Keynes, Kalecki, Joan Robinson, and Kaldor. Journal Impact Factor of 1.263 from *Journal Citation Report* (2015).

Economic Inquiry. Malden, MA: Wiley-Blackwell. 1962-. Quarterly. ISSN 0095-2583. Print and Online – full text. Refereed. Indexes and Abstracts (selective): ABI-INFORM, EBSCOhost, International Bibliography of the Social Sciences, ProQuest, SCOPUS, Social Science Citation Index. Formerly *Western Economic Journal* until 1974. Website: [http://onlinelibrary.wiley.com/journal/10.1111/\(ISSN\)1465-7295](http://onlinelibrary.wiley.com/journal/10.1111/(ISSN)1465-7295).

This is a journal of the Western Economic Association International. Besides containing research on all economics topic areas, a principal objective is to make each article understandable to economists who are not necessarily specialists in the article's topic area. Nine Nobel laureates are among *EI*'s long list of prestigious authors. Journal Impact Factor of 1.091 from *Journal Citation Report* (2015).

Financial Accountability and Management in Governments, Public Services and Charities. Oxford, U.K.: Wiley. 1985- . Quarterly. ISSN 0267-4424. Refereed. Indexes and Abstracts (selective): ABI- INFORM, Accounting and Tax Index, Banking Information Source, EBSCOhost, Environmental Sciences and Pollution Management, Risk Abstracts. Website: [http://onlinelibrary.wiley.com/journal/10.1111/\(ISSN\)1468-0408](http://onlinelibrary.wiley.com/journal/10.1111/(ISSN)1468-0408).

Financial Accountability & Management is a leading international academic journal, publishing new thinking and research in the financial accountability, accounting, and financial and resource management of all types of governmental and other non-profit organizations and services. Interdisciplinary in approach, the journal includes contributions from economics, political science, social and public administration, and management sciences, as well as accounting and finance.

Information Economics and Policy. Amsterdam, Netherlands: Elsevier BV. 1984-. Quarterly. ISSN: 0167-6245. Print and Online – full text. Refereed. Indexes and Abstracts (selective): ABI-INFORM, EBSCOhost, International Bibliography of the Social Sciences, SCOPUS, Social Science Citation Index. Website: <http://www.elsevier.com/locate/iep>.

The journal aims to publish policy-oriented research about the production, distribution and use of information, including these subjects: the economics of the telecommunications, mass media, and other information industries, the economics of innovation and intellectual property, the role of information in economic development, and the role of information and information technology in the functioning of markets. The journal contains book reviews. Journal Impact Factor of 0.826 from *Journal Citation Report* (2015).

International Journal of Nonprofit and Voluntary Sector Marketing. Chichester, West Sussex, U.K.: John Wiley & Sons Ltd. 1996-. Quarterly. ISSN 1465-4520. Print and Online - full text. Refereed. Indexes and Abstracts (selective): ABI-INFORM, EBSCOhost, PsycINFO. Formerly *Journal of Nonprofit and Voluntary Sector Market* until 1999. Website: [http://onlinelibrary.wiley.com/journal/10.1002/\(ISSN\)1479-103X](http://onlinelibrary.wiley.com/journal/10.1002/(ISSN)1479-103X).

The journal seeks to encourage communication and the sharing of expertise between all those concerned with nonprofit marketing, including those who are involved with fundraising and marketing; public relations; advertising and communications; information technology and database management; academics and consultants to the sector.

Journal of Accounting and Public Policy. New York: Elsevier. 1982-. Bi-monthly. ISSN 0278-4254. Refereed. Indexes and Abstracts (selective): ABI-INFORM, EBSCOhost, SCOPUS. Website: <http://www.elsevier.com/locate/jaccpubpol>.

Subjects treated in this journal include the interface of accounting with economics, political science, sociology, or law. The journal includes a section entitled Accounting Letters. The objective of this section is to facilitate the rapid dissemination of important accounting research. Accordingly, articles submitted to this section are reviewed within four weeks of receipt, revisions are limited to one, and publication occurs within four months of acceptance. Journal Impact Factor of 1.317 from *Journal Citation Report* (2015).

Journal of Economic Perspectives. Nashville, TN: American Economic Association. 1987-. Quarterly. ISSN: 0895-3309. Print and Online – full text. Indexes and Abstracts (selective): ABI- INFORM, EBSCOhost, International Bibliography of the Social Sciences, ProQuest, SCOPUS, Social Science Citation Index. Website: <http://www.aeaweb.org/jep/>.

The journal's goals are: to synthesize and integrate lessons learned from active lines of economic research; to provide economic analysis of public policy issues; to encourage cross-fertilization of ideas among the fields of thinking; to offer readers an accessible source for state-of-the-art economic thinking; to suggest directions for future research; to provide insights and readings for classroom use; and to address issues relating to the economics profession. Journal Impact Factor of 5.012 from *Journal Citation Report* (2015).

Journal of Management Studies. Oxford, U.K.: Wiley-Blackwell Publishing, Inc. 1964-. Eight issues a year. ISSN: 0022-2380. Print and Online – full text. Refereed. Indexes and Abstracts (selective): ABI-inform, Asian-Pacific Economic Literature, Business Periodicals Index, Current Contents, Emerald Management Reviews, SCOPUS, Social Science Citation Index. Website: [http://onlinelibrary.wiley.com/journal/10.1111/\(ISSN\)1467-6486](http://onlinelibrary.wiley.com/journal/10.1111/(ISSN)1467-6486).

The journal provides in-depth coverage of organizational problems and organization theory; reports on the latest developments in strategic management and planning; cross-cultural comparisons of organizational effectiveness; and concise reviews of the latest publications in management studies as well as lively debate in topical and important issues on management. Many of the articles are on theoretical or highly applied topics in business management. Journal Impact Factor of 4.131 from *Journal Citation Report* (2015).

Journal of Nonprofit and Public Sector Marketing. New York, NY: Routledge. 1986-. Semi-annually. ISSN: 1049-5142. Print and Online – full text. Refereed. Indexes and Abstracts (selective): ABI-INFORM, EBSCOhost, CSA Worldwide Political Science Abstracts, PsycINFO, SCOPUS. Formerly *Journal of Marketing for Mental Health and Psychotherapy Marketing and Practice Development Reports* until 1991. Website: <http://www.tandfonline.com/toc/wnon20/current>.

The Journal of Nonprofit & Public Sector Marketing provides a vehicle for the development of marketing thought and dissemination of marketing knowledge in the nonprofit and public sectors of the economy. Authors adapt the traditional marketing principles for use by nonprofit organizations. Journals issues contain book reviews.

National Tax Journal. Washington, DC: National Tax Association. 1916- . Quarterly. ISSN: 0028-0283. Print and Online - full text. Refereed. Indexes and Abstracts: Journal of Economic Literature; Social Science Citation Index; Current Contents; Index to Legal Periodicals; Public Affairs Information Service; Business Periodical Index; Banking Literature Index; Business Index; Current Law Index; Legal Resource Index; Key to Economic Science; Trade and Industry Index; The Accountants' Index; and Current Index to Journals in Education. Formerly *National Tax Association. Bulletin* until 1947. Website: <http://ntanet.org/publications/national-tax-journal.html>.

This journal seeks to encourage research in government finance by all interested persons and the dissemination of the resultant knowledge. Articles cover taxation and public finance in the United States and foreign countries. Journal Impact Factor of 0.525 from *Journal Citation Report* (2015).

Nonprofit Management and Leadership. Hoboken, NJ: Jossey-Bass, Inc. (an imprint of John Wiley & Sons). 1990. Quarterly. ISSN: 1048-6682. Print and Online - full text. Refereed. Indexes and Abstracts: ABI-INFORM, EBSCOhost, International Bibliography of the Social Sciences, PsycINFO, Sociological Abstracts. Websites: [http://onlinelibrary.wiley.com/journal/10.1002/\(ISSN\)1542-7854](http://onlinelibrary.wiley.com/journal/10.1002/(ISSN)1542-7854).

The journal is sponsored by Mandel Center for Nonprofit Organizations of Case Western Reserve University; London School of Economics Centre for Voluntary Organisation. The journal brings together the best thinking and most advanced knowledge about the challenges and opportunities of nonprofit organizations, and addresses the common concerns of nonprofit leaders in all settings, including social services, the arts, education, foundations, community development, advocacy work, religion, professional associations, and others. Journal issues contain research articles, as well as interviews, case studies, and book reviews so it provides information for the academic and the practitioner. Journal Impact Factor of 0.653 from *Journal Citation Report* (2015).

Voluntas: International Journal of voluntary and Nonprofit Organizations. New York: Springer New York, LLC. 1990. Quarterly. ISSN: 0957-8765. Print and Online - full text. Refereed. Indexes and Abstracts (selective): ABI- INFORM, EBSCO host, CSA Worldwide Political Science Abstracts, International Bibliography of the Social Sciences, ProQuest, SCOPUS, Sociological Abstracts. Website: <http://www.springerlink.com/content/0957-8765>.

The official journal of the International Society for Third-Sector Research, *Voluntas* is an interdisciplinary international journal that provides a forum for research on voluntarism and nonprofit organizations. Articles are published in English but abstracts in French, German, and Spanish are included, and submissions in these languages are welcomed. The journal combines full-length articles with shorter research notes that provide the latest developments in the field, as well as book reviews. Since the journal is interdisciplinary the audience includes economists, lawyers, political scientists, psychologists, sociologists, and social and public policy analysts. Journal Impact Factor of 1.097 from *Journal Citation Report* (2015).

Urban Affairs

Community Development Journal. Oxford, U.K.: Oxford University Press. 1966- . Quarterly. ISSN: 0010-3802. Print and Online - full text. Refereed. Indexes and Abstracts (selective): ASSIA, International Bibliography of Periodical Literature, Peace Research Abstracts, Sociological Abstracts, EBSCOhost, CSA Worldwide Political Science Abstracts, International Political Science Abstracts, ProQuest, SCOPUS. Website: <http://cdj.oxfordjournals.org/>.

The *Community Development Journal* provides an international forum for political, economic and social programs, which link the activities of people with institutions and government with particular emphasis on Great Britain and the former British Commonwealth. Dealing with the theory and practice of the policies, programs and methods employed, the *CDJ* covers a wide range of topics including community action, village, town, and regional planning, community studies and rural development. Journal Impact Factor of 1.145 from *Journal Citation Report* (2015).

Housing Studies. Abingdon, Oxford, U.K.: Routledge. 1986- . Bi-monthly. ISSN: 0267-3037. Print and Online - full text. Refereed. Indexes and Abstracts (selective): ASSIA, EBSCOhost, CSA Worldwide Political Science Abstracts, ProQuest, Social Sciences Citation Index; Sociological Abstracts. Website: <http://www.tandf.co.uk/journals/titles/02673037.asp>.

Housing Studies has explored a range of academic and policy concerns including the following: linkages between housing and other areas of social and economic policy; the role of housing in everyday life and in gender, class and age relationships; the economics of housing expenditure and housing finance; international comparisons and developments; issues of sustainability and housing

development; demographic and social trends and the changing role of housing tenures; theoretical and conceptual frameworks for housing studies. Journal Impact Factor of 1.309 from *Journal Citation Report* (2015).

International Journal of Urban and Regional Research. Oxford, U.K.: Wiley-Blackwell Publishing Inc. 1976- . Quarterly. ISSN 0309-1317. Print and Online – full text. Refereed. Indexes and Abstracts (selective): EBSCOhost, CSA Political Science and Government, CSA Worldwide Political Science Abstracts, International Political Science Abstracts, SCOPUS, Social Science Citation Index. Website: [http://onlinelibrary.wiley.com/journal/10.1111/\(ISSN\)1468-2427](http://onlinelibrary.wiley.com/journal/10.1111/(ISSN)1468-2427).

With a cutting-edge approach to linking theoretical development and empirical research, and a consistent demand for quality, *IJURR* encompasses key material from an unparalleled range of critical, comparative and geographic perspectives. Many issues contain a symposium focusing on one theme. The journal also has review essays and shorter book reviews. Journal Impact Factor of 1.868 from *Journal Citation Report* (2015).

Journal of Urban Affairs. Oxford, U.K.: Wiley-Blackwell Publishing, Inc. 1976- . Five times a year. ISSN 0735-2166. Print and Online (Full-text). Indexes and Abstracts (selective): EBSCOhost, CSA Worldwide Political Science Abstracts, International Political Science Abstracts, Sage Urban Studies Abstracts, SCOPUS, Social Sciences Citation Index; Urban Affairs Abstracts. Formed by the merger of *Urban Affairs Papers*, 1979-1982 and *Urban Interest Journal*, 1977-1982. Website: [http://onlinelibrary.wiley.com/journal/10.1111/\(ISSN\)1467-9906](http://onlinelibrary.wiley.com/journal/10.1111/(ISSN)1467-9906).

The journal is co-sponsored by St. Louis University and the Urban Affairs Association. Focusing on urban research and policy analysis, the *Journal of Urban Affairs* is a top ranked urban journal, one of the most widely cited journals in the field. Published for the Urban Affairs Association, the journal offers multidisciplinary perspectives and explores issues of relevance to both scholars and practitioners, including: empirical research that advances the understanding of society; strategies for social change in the urban milieu; and innovative urban policies and programs. Issues also contain book reviews. Journal Impact Factor of 0.889 from *Journal Citation Report* (2015).

Population and Development Review. Oxford, U.K.: Wiley-Blackwell Publishing, Inc. 1975- . Quarterly. ISSN 0098-7921. Print and Online (Full-text). Refereed. Indexes and Abstracts (selective): ASSIA (Applied Social Sciences Index and Abstracts), EBSCOhost, CSA Political Science and Government, CSA Worldwide Political Science Abstracts, Sage Urban Studies Abstracts, SCOPUS, Social Science Citation Index, Sociological Abstracts. Website: [http://onlinelibrary.wiley.com/journal/10.1111/\(ISSN\)1728-4457](http://onlinelibrary.wiley.com/journal/10.1111/(ISSN)1728-4457).

The journal is published on behalf of the Population Council. *Population and Development Review* is essential reading to keep abreast of population studies, research on the interrelationships between population and socioeconomic change, and related thinking on public policy. Its interests span both developed and developing countries, theoretical advances as well as empirical analyses and case studies, a broad range of disciplinary approaches, and concern with historical as well as present-day problems. The articles are in English and the abstracts are in English, Spanish, and French. Issues contain book reviews and often a section on data and perspectives which interprets recently published statistics. Journal Impact Factor of 1.926 from *Journal Citation Report* (2015).

Urban Affairs Review. Thousand Oaks, CA: Sage Publications, Inc. 1965- . Bi-monthly. ISSN 1078-0875. Print and Online – full text. Refereed. Indexes and Abstracts (selective): ASSIA (Applied Social Sciences Index and Abstracts), EBSCOhost, CSA Political Science and Government, CSA Worldwide Political Science Abstracts, Environment Abstracts, International Political Science Abstracts, Sage Urban Studies Abstracts, SCOPUS, Social Science Citation Index, Sociological Abstracts. Formerly *Urban Affairs Quarterly*, until 1995. Website: <http://uar.sagepub.com/>.

Urban Affairs Review covers: urban policy in the U.S.; urban economic development, including issues in private-sector business and public finance; residential and community development, including topics like neighborhood quality, gentrification, attitudes about community life, community change and residential choice; governance and service delivery by analyzing emerging governance arrangements, urban politics, and metropolitan and regional government, addresses issues in housing, transit, service industries and planning processes; comparative/international urban research; and social, spatial and cultural dynamics by analyzing the intricate dynamics of cities, including their people, places, neighborhoods and jobs. Issues contain book reviews. Journal Impact Factor of 0.933 from *Journal Citation Report* (2015).

Social Sciences

Evaluation Review: A Journal of Applied Social Research. Thousand Oaks, CA: Sage Publications, Inc. 1977- . Bi-monthly. ISSN: 0193-841X. Print and Online – full text. Refereed. Indexes and Abstracts (selective): EBSCOhost, International Bibliography of the Social Sciences, PAIS International, SCOPUS, Social Science Citation Index, Sociological Abstracts. Formerly: *Evaluation Quarterly*, until 1980. Website: <http://erx.sagepub.com/>.

The journal provides an interdisciplinary forum for researchers, planners, and policymakers to evaluate methods used in education, public administration, environmental studies, public health, criminal justice and other fields. Articles includes quantitative and qualitative methodological developments, as well as applied research. Issues contain research articles, essays, research briefs, reports on innovative applications and book reviews. Journal Impact Factor of 0.838 from *Journal Citation Report* (2015).

Human Relations: Towards the Integration of the Social Sciences. London, UK: Sage Publications, Ltd. 1947- . Monthly. ISSN: 0018-7267. Print and Online – full text. Refereed. Indexes and Abstracts (selective): ABI-INFORM, EBSCOhost, CSA Worldwide Political Science Abstracts, International Bibliography of the Social Sciences, PAIS International, ProQuest, SCOPUS, Social Science Citation Index, Sociological Abstracts. Website: <http://journals.sagepub.com/home/hum>.

The journal was founded by the Tavistock Institute and the Research Center for Group Dynamics at MIT. The purpose was to have social scientists work together to combine their disciplinary knowledge in an attempt to understand the character and complexity of human problems. The journal provides a forum for dialogue between the various disciplines. Articles focus on the analysis of work, organizations and management, linking theory and practice. The research can help to guide social action and creative policy-making. Issues contain book reviews, bibliographies, charts and illustrations. Journal Impact Factor of 2.619 from *Journal Citation Report* (2015).

Organization Studies: An International Multidisciplinary Journal Devoted to the Studies of Organizations, Organizing, and the Organized In and Between Societies. London, UK: Sage Publications, Ltd. 1980- . Monthly. ISSN: 0170-8406. Print and Online – full text. Refereed. Indexes and Abstracts (selective): ABI-INFORM, EBSCOhost, CSA Worldwide Political Science Abstracts, International Political Science Abstracts, PsycINFO, SCOPUS, Social Science Citation Index, Sociological Abstracts. Website: <http://oss.sagepub.com/>.

The journal is published in collaboration with the European Group of Organization Studies. It is interdisciplinary and global forum for social scientists to converse on organizations and the organized. Issues contain research articles, research notes with preliminary findings, a forum for debating theories and methods, book reviews and book notes. Journal Impact Factor of 2.798 from *Journal Citation Report* (2015).

Social Science Quarterly. Malden, MA: Wiley-Blackwell Publishing, Inc. 1920- . Quarterly. ISSN: 0038-4941. Print and Online – full text. Refereed. Indexes and Abstracts (selective): EBSCOhost, CSA Political Science and Government, CSA Worldwide Political Science Abstracts, International Political Science Abstracts, PAIS International, ProQuest, SCOPUS, Social Science Citation Index, Sociological Abstracts. Formerly: *Southwestern Social Science Quarterly*, until 1968. Website: [http://onlinelibrary.wiley.com/journal/10.1111/\(ISSN\)1540-6237](http://onlinelibrary.wiley.com/journal/10.1111/(ISSN)1540-6237).

The journal is published on behalf of the Southwestern Social Sciences Association. The research is international in scope, covering issues in political science, sociology, economics, international studies, history, and women's studies. Authors provide both theoretical approaches and quantitative research on social and public policy issues. Journal issues contain book reviews, abstracts, bibliographies, and illustrations. Journal Impact Factor of 0.752 from *Journal Citation Report* (2015).

Magazines and Newspapers: Print and Online

Stacey Marien, Ann Elguindi, Robert Labaree

The collection of printed and online magazines and newspapers in this section complements the contents under the category “History, Archives, and Special Collections” in The PA Gateway.

Introduction

This chapter identifies magazines, newspapers, and newsletters covering all aspects of public administration and political affairs. These types of materials are often considered less reliable sources of information in public affairs because they may promote a biased perspective on issues and lack references to source material. Because many publications are intended to reach as broad an audience as possible, they can also be criticized as being written for “the lowest common denominator.” However, considered collectively, this literature is important because its essays, opinion pieces, and articles represent the bridge between the often abstract and inaccessible policy research studies of peer-reviewed journals and the need to present key issues for mass consumption. In addition, many of these publications represent the primary voice of various organizations and special interest groups attempting to influence policymaking in government.

The newspapers, magazines, and newsletters in this chapter can be categorized in four broad segments, each representing a specific purpose and intended audience. One segment serves as the primary instrument for disseminating the opinions and agenda of specific political parties, special interest groups, or research centers. A second segment describes the activities of special interest groups trying to influence legislative and other governmental affairs. A third segment presents “watchdog” information to inform readers about legislators’ and other policymakers’ activities, their voting records on specific issues, and the bills they sponsor. The fourth segment targets general audiences. The purpose of these publications is not necessarily to promote a specific agenda or viewpoint, but to provide information about political issues and the general affairs of government in a manner that is accessible to readers.

Because these four broad segments exist across the subjects found in public affairs magazines and newspapers, the materials are listed by subject area or information type. Generally included is a brief description of the publication and any indexing or archiving available.

General Public Affairs

Access Reports: Freedom of Information. Lynchburg, VA: Access Reports, Inc., 1975-. Biweekly. ISSN: 03647625. Website: <http://www.accessreports.com>.

Access Reports focuses on privacy issues, freedom of information, and relevant court decisions and legislation. It discusses both the government and private sectors. Coverage includes the United States and Canada as well as some international reporting.

ADA News and Notes. Washington, DC: Americans for Democratic Action, 1989-. Weekly (when Congress is in session), and **ADA Today: A Newsletter for Liberal Activists.** Washington, DC: Americans for Democratic Action, 1947-. Quarterly. ISSN: 08963134. Website: <http://www.adaction.org>.

ADA News and Notes provides a weekly look at congressional activity and gives lobbying action suggestions from a liberal perspective. *ADA Today* includes political and governmental news and analysis from a liberal perspective as well as the yearly congressional voting record. *ADA News and Notes* and *ADA Today* indexed in *Medline*. *ADA News and Notes* has full text archives from 2005 onward at www.adaction.org.

Against the Current. Detroit, MI: Center for Changes, 1986-. Bimonthly. ISSN: 07394853. Website: <https://solidarityus.org>.

Against the Current includes social and political commentary from a socialist, feminist, and anti-racist viewpoint and is intended for activists, organizers, and scholars. It is indexed in *Alternative Press Index* and *Left Index*.

The American Prospect: A Journal for the Liberal Imagination. Boston, MA: The American Prospect, Inc., 1990-. Ten times a year. ISSN: 10497285. Website: <http://www.prospect.org>.

The American Prospect provides political and social analysis from a liberal viewpoint on such topics as foreign policy, alternative energy sources, and abortion. It is indexed in numerous sources, including the *Alternative Press Index*, *Left Index*, and *Social Sciences Index*. The website offers a full archive.

The American Spectator. Arlington, VA: The American Spectator, 1967-. Bimonthly. ISSN: 0148-8414. Website: <http://www.spectator.org>.

The American Spectator provides news and analysis from a conservative perspective on political, economic, cultural, and social issues such as party politics, technology trends, and foreign policy. Index sources include *PAIS International in Print* and the *Readers' Guide to Periodical Literature*.

America's Future. St. Louis, MO: America's Future, Inc., 1959-. Monthly. ISSN: 00031593. Website: <http://www.americasfuture.net>.

America's Future includes political, economic, and social commentary emphasizing individual freedom, constitutional government, and a free enterprise economy. Archives from 1995-2001 are included on the website.

Ballot Access News. San Francisco, CA: Coalition for Free and Open Elections, 1985-. Monthly. ISSN: 10436898. Website: <http://ballotaccess.org>.

Ballot Access News reports on legislation and regulations related to restrictive ballot access and the rights of voters to support minor political parties. The website includes archived issues from 1994 on.

Bulletin of the Atomic Scientists. Chicago, IL: Educational Foundation for Nuclear Science, 1945-. Bimonthly. ISSN: 00963402. Website: <http://www.thebulletin.org/>.

The *Bulletin* covers global security, the international weapons trade, global health and social concerns, and a wide range of issues related to nuclear weapons and nuclear technology. It is indexed in numerous sources, including *Alternative Press Index*, *Readers' Guide to Periodical Literature*, and *Social Sciences Citation Index*. The website has past issues from 1990 on.

Cato Policy Report. Washington, DC: Cato Institute, 1977-. Six times a year. ISSN: 0743605X. Website: http://www.cato.org/pubs/policy_report/pr-index.html.

The *Cato Policy Report* includes updates on and coverage of Cato books, conferences, studies, and events as well as original public policy commentary. It is indexed in *Environment Abstracts*, *International Political Science Abstracts*, and *PAIS International*. Although the website has selected articles from 1983 on, more complete coverage begins from 1994 forward.

Dissent. New York: Foundation for the Study of Independent Social Ideas, Inc., 1954-. Quarterly. ISSN: 00123846. Website: <http://www.dissentmagazine.org>.

Dissent presents U.S. and international politics and culture, including in-depth coverage of European affairs, from a liberal perspective. It is indexed in numerous sources, including *Alternative Press Index*, *Index Islamicus*, *Left Index*, and *Social Sciences Index*. The full text of back issues is available on the website from fall 2002 on.

Government Finance Review. Chicago, IL: Government Finance Officers Association, 1985-. Bimonthly. ISSN: 08837856. Website: <http://www.gfoa.org/services/gfr>.

The *Government Finance Review* reports on and discusses issues relevant to public finance, such as management and budgeting, especially at the state/provincial and local levels. It is indexed by *Accounting and Tax Index* (online edition) and *CSA Political Science & Government*, among other sources. The website has a selected full text archive from 2001 on.

The Guardian. Los Angeles, CA: Council on Governmental Ethics Laws, 1980-. Quarterly. ISSN: 10596224. Website: <http://www.cogel.org>.

The Guardian provides news and analysis of campaign finance, freedom of information, governmental lobbying, and election ethics.

In These Times. Chicago, IL: Institute for Public Affairs, 1976-. Biweekly. ISSN: 01605992. Website: <http://www.inthesetimes.com>.

In These Times provides news and analysis of national and international social, political, and cultural issues, such as corporate scandal, immigration, federal government action and policy, and minority and women's issues, from a liberal viewpoint. It is indexed in *Left Index* and *Alternative Press Index*, among other sources. Readers can search for and browse full-text issues back to 2001 on the website.

Inside Elections Washington, DC: Political Report, 1978-. Biweekly. ISSN: 1051-4287. Website: <http://insideelections.com/>.

Rothenberg reports on U.S. House, Senate and gubernatorial campaigns and elections, as well as political trends.

Money and Politics Report. Washington, DC: The Bureau of National Affairs, Inc., 1997-. Daily. ISSN: 1523-570X. Website: <http://www.bna.com/products/corplaw/mpln.htm>.

Money and Politics Report focuses on legislation, policy, and regulation related to campaign finance, lobbying, and governmental ethics at the federal, state, and local levels.

The National Interest. Washington, DC: The National Interest, Inc., 1985-. Quarterly. ISSN: 08849382. Website: <http://www.nationalinterest.org>.

The National Interest provides news and analysis on American foreign policy and international politics, including discussions within social, economic, cultural, and historical contexts. It is indexed in *America: History and Life* and *Social Sciences Index*, among many other sources. Although the website has full-text of issues dating to 1993, many articles are for subscriber access only.

National Journal: The Weekly on Politics and Government. Washington, DC: National Journal Group, Inc., 1969-. Weekly. ISSN: 0360-4217. Website: <http://nationaljournal.com/pubs/nj/index.htm>.

The *National Journal* contains nonpartisan news and analysis of national and international issues such as energy and the environment, economic affairs, and social security. It is indexed in *Environment Abstracts*, *PAIS International in Print*, and *Social Work Abstracts*, among other sources. The website includes full-text archives from 1977 on.

National Review: A Journal of Fact and Opinion. New York: National Review, Inc., 1955-. Biweekly. ISSN: 00280038. Website: <http://www.nationalreview.com/>.

The *National Review* discusses national and international concerns, including arts and culture, from a conservative perspective. It is indexed in the *Readers' Guide to Periodical Literature* and *Social Work Abstracts*, among other sources. The website has full-text archives for subscribers and abstracts and sample text for non-subscribers.

Nonprofit Quarterly. <http://www.nonprofitquarterly.org/>.

A print magazine that focuses on management themes for the nonprofit world, as well as topical issues. A useful website is provided.

Nonprofit Times. <http://www.nptimes.com/>.

The masthead of the *Nonprofit Times* says, "The Leading Business Publication for Nonprofit Management." This weekly magazine provides readers with news, helpful hints and proven ways to improve their organizations and covers all areas of nonprofit management including fundraising, financial, endowment, asset, board governance, operations, technology and legal issues.

The New American. Appleton, WI: American Opinion Publishing Inc., 1985-. Biweekly. ISSN: 08856540. Website: <http://www.thenewamerican.com>.

The New American contains news and analysis of political, social, and economic concerns, such as immigration, foreign trade, and family values, from a constitutionally conservative viewpoint. It is indexed in the *Guide to Social Science and Religion*. The website has full-text selections from issues dating to 1993.

P.A. Times. Washington, DC: American Society for Public Administration, 1978-. Four times a year. ISSN: 1041-6323. Website: <http://patimes.org/>.

P.A. Times covers the professional and academic field of public administration. Topics include the role, ethics, and workings of government, and internal organization news.

Polling Report. Washington, DC: Polling Report, Inc., 1985-. Fortnightly. ISSN: 0887171X. Website: <http://www.pollingreport.com/>.

Polling Report includes highlights from and analysis of national, state, and congressional district polls, covering public opinion on a wide range of policy and election issues.

The Progressive. Madison, WI: The Progressive, Inc., 1909-. Monthly. ISSN: 00330736. Website: <http://www.progressive.org>.

The Progressive includes investigative reporting and analysis on economic, social, cultural, and political issues, including civil rights, the environment, and economic justice, from a progressive perspective. It is indexed in *Alternative Press Index* and the *Reader's Guide to Periodical Literature*, among other sources. The website has selected full-text articles and tables of contents dating to 2003.

Reason: Free Minds and Free Markets. Los Angeles, CA: Reason Foundation, 1968-. Monthly. ISSN: 00486906. Website: <http://www.reason.com>.

Reason provides news and analysis on current political affairs and popular culture, emphasizing the principles of individual freedom and limited government. It is indexed in *PAIS International in Print* and *Reader's Guide to Periodical Literature*, among other sources. Full-text articles from 1993 on are available on the website.

This Week in Washington. Washington, DC: American Public Human Services Association, 1980-. Weekly. ISSN: 0743-2437. Website: <http://www.aphsa.org>.

This Week in Washington reports on governmental initiatives and legislation relevant to human services and public administration. Archives are available to subscribers through the website.

Vital Speeches of the Day. Mt. Pleasant, SC: City News Publishing Co. Inc., 1934-. Bimonthly. ISSN: 0042742X. Website: <https://www.vsotd.com/>.

Vital Speeches of the Day contains the full-text of recent speeches from recognized leaders in government, education, business, law, sociology, and more. It includes divergent perspectives within these fields. It is indexed in *ABI-INFORM* and the *Readers' Guide to Periodical Literature*, among other sources.

The Washington Monthly. Washington, DC: Washington Monthly LLC, 1969-. Ten times a year. ISSN: 00430633. Website: <http://www.washingtonmonthly.com>.

The Washington Monthly provides in-depth coverage of politics, putting current affairs in historical and cultural context, from a liberal perspective. It is indexed in *PAIS International in Print* and the *Readers' Guide to Periodical Literature*, among other sources. The website includes selected full-text articles and tables of contents from 1999 on.

The Weekly Standard. New York: News America Inc., 1995-. Forty-eight times a year. ISSN: 10833013. Website: <http://www.weeklystandard.com>.

The Weekly Standard covers current political affairs from a conservative perspective. It is indexed in *PAIS International in Print* and the *Readers' Guide to Periodical Literature*, among other sources. Selected full-text articles from the previous two years are available through the website, some limited to subscribers.

Business and Regulatory Affairs

Chief Executive Magazine. Montvale, NJ: Chief Executive Group, Inc., 1977-. Monthly. ISSN: 01604724. Website: <http://www.chiefexecutive.net>.

Chief Executive Magazine offers opinions written by and for CEOs in the U.S. and elsewhere. It covers management, financial and business strategy, marketing, the economy and public policy. It also includes advertising and book reviews and is available online.

Farm Bureau News. Washington, DC: American Farm Bureau Federation, 1921-. Twenty-two times a year. ISSN: 01975617. Website: <http://www.fb.org/>.

Farm Bureau News reports legislative and regulatory developments affecting farmers and ranchers. It is only available online and includes a six-month archive.

F.T.C. Watch. Basye, VA: Washington Regulatory Reporting Associates, 1976-. Fortnightly. ISSN: 0196-0016. Website: <http://www.ftcwatch.com>.

F.T.C. Watch provides information on the policies, personnel and law enforcement programs of the U.S. Federal Trade Commission, the Antitrust Division of the U.S. Department of Justice, and the multi-state task force of the National Association of Attorneys General, including merger enforcement.

Drug Industry Daily. Arlington, VA: Washington Business Information, Inc., 2002-. Weekly. ISSN: 1541-6607. Website: <http://www.fdanews.com>.

Drug Industry Daily incorporates the previous publication Regulatory Watchdog Service (1975-2003). It reports on government documents available from Congress, the FDA, and other federal agencies, with a focus on pharmaceuticals. It is only available online and includes archives from 2002 to the present.

Environmental Affairs

The Ecologist. London: Ecosystems Ltd., 1970-. Ten times a year. ISSN: 02613131. Website: <http://www.theecologist.org/>.

The Ecologist covers current health, technology, cultural, commercial, and political trends with an emphasis on the effect of these issues on the environment and natural resources. Topics include waste disposal, commercial whaling, and pharmaceuticals. It is indexed in *Alternative Press Index* and *Left Index*, among other sources. The website contains selected full-text articles from 2000 on.

Environment. Washington, DC: Heldref Publications, 1958-. Monthly (except Jan.Feb., July/Aug. combined). ISSN: 00139157. Website: <http://www.environmentmagazine.org/>.

Environment provides news and analysis on current issues in environmental studies and development, including climate change, energy, and sustainable development. It covers both scientific and policymaking perspectives. It is indexed in the *Readers' Guide to Periodical Literature* and *Environment Abstracts*, among other sources. The website has abstracts of articles dating to 1994 with full text available for a fee.

Global Environmental Politics. Cambridge, MA: M. I. T. Press, 2000-. Quarterly. ISSN: 15263800. Website: <http://mitpress.mit.edu/gep>.

Global Environmental Politics discusses the relationship between global politics and environmental change. It contains contributions from these fields and perspectives from others, including international relations, environmental ethics, law, economics, and environmental science. It is indexed in *Environmental Sciences and Pollution Management* and *PAIS International in Print*, among other sources. The website has full-text articles from Volume 1, Issue 1.

Natural Hazards Observer. Boulder, CO: University of Colorado, Natural Hazards Center, 1976-. Bimonthly. ISSN: 0193-8355. Website: <http://www.colorado.edu/hazards>.

Natural Hazards Observer reports on current international, national, and local disasters and disaster management; hazards research and policy; and mitigation. It is indexed in *Environment Abstracts* and *GeoRef*, among other sources. The website has full-text issues from 1996 on.

OnEarth. New York: Natural Resources Defense Council, Inc., 1979-. Quarterly. ISSN: 15374246. Website: <http://www.nrdc.org/onearth/>.

OnEarth reports on national and international environmental news and explores the relationships between politics, health, technology, and the environment. It is indexed in *PAIS International in Print* and *Environment Abstracts*, among other sources. The website has selected full-text issues and full tables of contents from 2001 on.

Health Care

AIDS Policy and Law: Biweekly Newsletter on Legislation, Regulation and Litigation. Horsham, PA: L. R. P. Publications, 1986-. Twenty-two times a year. ISSN: 08871493. Website: <http://www.shoplrp.com/product/p-5048.AIDS.html>.

AIDS Policy and Law covers legal, regulatory, and policy issues related to AIDS and HIV, including the latest changes in federal and state laws, court decisions, developments in treatment, fair employment practices, and case studies. It is indexed in the *Cumulative Index to Nursing & Allied Health Literature* and *Scopus*.

Frontiers of Health Services Management. Chicago, IL: Health Administration Press, 1984-. Quarterly. ISSN: 07488157. Website: <http://www.ache.org/pubs/frontiers.cfm>.

Frontiers of Health Services Management includes analysis of current issues in health services management and policy with each magazine issue covering one topic in great depth. Topics include workforce shortages, alternative medicine, and disaster preparedness. It is indexed in *Medline* and *Scopus*, among other sources.

Healthcare Financial Management. Westchester, IL: Healthcare Financial Management Association, 1946-. Monthly. ISSN: 07350732. Website: <http://www.hfma.org/hfm/>

Healthcare Financial Management contains news and analysis of health services management, finance, and policy. Topics include healthcare regulations, mergers and acquisitions, and business development. It is indexed in the *Cumulative Index to Nursing & Allied Health Literature* and *Medline*, among other sources. The website provides full-text articles from the current issue for free, as well as an archive of back issues from 2003 on for members.

Hospital and Health Networks. Chicago, IL: Health Forum, Inc., 1936-. Monthly. ISSN: 10688838. Website: <http://www.hhnmag.com/>.

Hospital and Health Networks reports on trends and issues relevant to healthcare organizations and their leadership, such as market share, the needs and support of healthcare workers, and patient- and family-centered care. It is indexed in the *Cumulative Index to Nursing & Allied Health Literature* and *Medline*, among other sources. The full text of the current issue is available on the website.

International Affairs

Africa Confidential. London, United Kingdom: Asempa Limited., 1960-. Fortnightly (25/yr.). ISSN: 00446483. Website: <http://www.africa-confidential.com/>.

Dealing with critical contemporary issues, *Africa Confidential* provides political and economic analysis of African countries. It is indexed in *PAIS*. Archives from 1999 to the present are available on the website.

American Foreign Policy Interests. Philadelphia, PA: Taylor and Francis Inc., 1977-. Bimonthly. ISSN: 10803920. Website: <http://www.tandfonline.com/toc/uafp20/current>.

American Foreign Policy Interests publishes American foreign policy initiatives from a nonpartisan perspective. It is indexed in *PAIS* and *CSA Worldwide Political Science Abstracts*, among other sources. Archives from 2001 to the present are available on the website.

AQ: Australian Quarterly. Balmain, New South Wales: Australian Institute of Political Science, 1929-. Bimonthly. ISSN: 14433605. Website: <http://www.aips.net.au>.

AQ publishes original manuscripts dealing with economic, political, social, philosophical, historical and scientific matters which have a bearing on the contemporary Australian scene. It is indexed in *CSA Worldwide Political Abstracts* and *International Political Science Abstracts*, among other sources. Archives from 2002 to present are available on the website.

Defense and Foreign Affairs Strategic Policy. Alexandria, VA: The International Strategic Studies Association, 1972-. Monthly. ISSN: 02774933. Website: <http://www.strategicstudies.org/>.

Defense and Foreign Affairs Strategic Policy contains reports of U.S. and Soviet policies, arms transfer and price tables, in-depth strategic analysis, and power tables.

The Economist. London: Economist Newspaper Ltd, 1843-. Weekly. ISSN: 00130613. Website: <http://www.economist.com>.

The Economist offers reporting, commentary, and analysis on world politics, finance, and business trends. It also covers science, technology, literature and the arts. It is indexed in *PAIS*, among many other sources. Archives from 2000 to present are available on the website.

European Affairs. Washington, DC: European Institute, 2000-. Quarterly. ISSN: 15278158. Website: <http://www.europeaninstitute.org>.

European Affairs reflects the discussions that take place between the U.S. and Europe in Washington, DC. Its goal is to facilitate the transatlantic dialogue and to disseminate information on issues affecting the U.S. and European Union's relationship. The journal is indexed in *PAIS*. Archives from 2000 to the present are available on the website.

Fabian Review. London: Fabian Society, 1891-. Bimonthly. ISSN: 13561812. Website: <http://www.fabians.org.uk/fabian-review/>

Fabian Review discusses public policy from a progressive viewpoint, with particular emphasis on issues relevant to Britain's Labour Party. It is indexed in the *Russian Academy of Sciences Bibliographies*.

Foreign Policy. Washington, DC: Carnegie Endowment for International Peace, 1970-. Bimonthly. ISSN: 00157228. Website: <https://foreignpolicy.com/>.

Foreign Policy is a journal of political science and international relations. It is indexed in *CSA Worldwide Political Science Abstracts* and *PAIS*, among other sources.

Foreign Policy in Focus. Silver City, NM: International Relations Center, 1996-. Weekly. ISSN: 15241939. Website: <http://www.fpif.org/>.

Foreign Policy in Focus covers a variety of foreign policy issues for government officials, media activists and scholars and encourages a more responsible U.S. global affairs agenda. It is indexed in *Alternative Press Index* and *PAIS*.

Foreign Service Journal. Washington, DC: American Foreign Service Association, 1919-. Monthly. ISSN: 01463543. Website: <http://www.afsa.org/fsj/>.

Foreign Service Journal is directed toward current and former U.S. foreign service officers worldwide. It is indexed in *PAIS*. Archives from 2000 to the present are available on the website.

Harvard Asia Pacific Review. Cambridge, MA: Harvard University, Department of East Asian. Website: <http://www.hcs.harvard.edu/~hapr>.

Languages and Civilizations, 1996-. Semi-annual. ISSN: 15221113.

Harvard Asia Pacific Review is a semi-annual academic journal devoted to capturing the vital pulse of the Asia Pacific Region. Full-text selections from 1997 to the present are available on the website.

Harvard International Review. Cambridge, MA: Harvard International Relations Council, 1979-. Quarterly. ISSN: 07391854. Website: <http://www.hir.harvard.edu>.

Harvard International Review offers penetrating analyses of pressing issues in international affairs by today's most influential and insightful world leaders, scholars and professionals. It is indexed in *PAIS* and *World Banking Abstracts*. Full-text selections from 2000 to the present are available on the website.

Hemisphere: A Magazine of Latin American and Caribbean Affairs. Miami, FL: Latin American and Caribbean Center, 1988-. Three times a year. ISSN: 08983038. Website: <https://lacc.fiu.edu/hemisphere/>.

Hemisphere is dedicated to provoking debate on the problems, initiatives and achievements of Latin America and the Caribbean. Indexed in *RILM* and *Reader's Guide to Periodical Literature*.

Human Rights Watch. New York: Human Rights Watch, 1982-. Quarterly. ISSN: 10419179. Website: <http://www.hrw.org>.

Human Rights Watch covers international human rights issues and news and includes a country-by-country summary of recent organizational activities. Archives from 1997 to the present are available on the website.

Middle East Report. Washington, DC: Middle East Research & Information Project, 1971-. Quarterly. ISSN: 08992851. Website: <http://www.merip.org/mer/mer.html>.

Middle East Report focuses on politics and society in the contemporary Middle East, examining key events and controversial issues in the region. It is indexed in *CSA Worldwide Political Science Abstracts* and *PAIS*, among other sources. Archives from 1996 to present are available on the website.

NACLA Report on the Americas. New York: North American Congress on Latin America, Inc., 1967. Bimonthly. ISSN: 10714839. Website: <http://www.nacla.org>.

NACLA Report provides critical analysis of political, social and economic trends in Latin America and the Caribbean. It includes analysis of U.S. and Latin American relations, human rights developments, and historical and cultural issues. It is indexed in *Alternative Press Index* and *PAIS*, among other sources. Archives from 1967 to the present are available on the website.

New Internationalist. Oxford, United Kingdom: New Internationalist Publications Ltd., 1970-. Eleven times a year. ISSN: 03059529. Website: <http://www.newint.org>.

New Internationalist explores world issues and the relationships between the world's rich and poor. It is indexed in *Alternative Press Index* and *World Bank Abstracts*, among other sources. Archives from 1973 to the present are available on the website.

Policy Options. Montreal, Canada: Institute for Research on Public Policy, 1979-. Ten times a year. ISSN: 0226-5893. Website: <http://www.irpp.org>.

Policy Options is a forum for views on Canadian public policy. Archives from 1997 to the present are available on the website. It is indexed in *PAIS*.

Socialist Standard. London: Socialist Party of Great Britain, 1904-. Monthly. ISSN: 00378259. Website: <http://www.worldsocialism.org/spgb>.

Socialist Standard presents the case for a world society based on common ownership and democratic control of productive resources. Archives from 1904 to the present are available on the website.

US- China Review. St. Paul, MN: U. S. China Peoples Friendship Association, 1975-. Quarterly. ISSN: 01643886. Website: <http://www.uscpfa.org/uscr.html>.

U.S.-China Review features articles on Chinese politics, economics, social trends and culture, as well as US-China relations.

The Washington Monthly. Washington, DC: Washington Monthly LLC, 1969-. Ten times a year. ISSN: 00430633. Website: <http://www.washingtonmonthly.com>.

The Washington Monthly covers politics and government for journalists, government workers, business people, and educators with articles about the White House, Congress, and current affairs. It is indexed in *PAIS*, *Peace Research Abstracts* and *Reader's Guide to Periodical Literature*. Archives from 1999 to the present are available on the website.

Washington Report on Middle East Affairs. Washington, DC: American Educational Trust, 1982-. Eight times a year. ISSN: 87554917. Website: <http://www.wrmea.com>.

Washington Report on Middle East Affairs provides nonpartisan coverage of all aspects of the Middle Eastern, including political, social, religious, cultural and economic issues, analysis of UN debate and policy, and relevant events in other regions affecting the Middle East and the Islamic world, all while emphasizing viewpoints not readily available in the mainstream U.S. media. It is indexed in *Index to Jewish Periodicals* and *PAIS*. Archives from 1982 to the present are available on the website.

The Wilson Quarterly. Washington, DC: Woodrow Wilson International Center for Scholars, 1976-. Quarterly. ISSN: 03633276. Website: <http://www.wilsonquarterly.com>.

The Wilson Quarterly presents essays in the spirit of public debate rather than to further particular opinions. It is indexed in *PAIS*, *Peace Research Abstracts* and *Reader's Guide to Periodical Literature*. Archives from 1997 to the present are available on the website.

World Affairs. Washington, DC: Heldref Publications, 1843-. Quarterly. ISSN: 00438200. Website: <http://www.worldaffairsjournal.org/>.

World Affairs provides multiple perspectives on contemporary issues in international relations. It is indexed in *CSA Worldwide Political Abstracts* and *PAIS*, among other sources. Archives from 1994 to the present are available on the website.

World Today. London: The Royal Institute of International Affairs, 1945-. Eleven times a year. ISSN: 0043-9143. Website: <http://www.chathamhouse.org.uk/index.php?id=37>.

World Today is an international relations journal that also includes articles that deal with strategic concerns, current issues analysis, and comparative politics. It is indexed in *CSA Worldwide Political Abstracts* and *PAIS*, among other sources. Archives from 1998 to the present are available on the website.

Labor

Federal Employee. Washington, DC: National Federation of Federal Employees, 1917-. Monthly. ISSN: 0014-9071. Website: <http://www.federaltimes.com/>.

Federal Employee provides news and information services for federal government managers.

New Labor Forum. New York: Taylor and Francis Inc., 1997-. Three times a year. ISSN: 10957960. Website: <http://newlaborforum.cuny.edu/>.

Filled with discussions of culture, politics, economics, and sociology related to working people and their interests, and aimed at an academic and labor movement audience, the *New Labor Forum* contains ideas, analysis and debate about the labor movement in the United States and abroad. It is indexed in *CSA Worldwide Political Abstracts* and *PAIS*. Archives from 2003 to present are available on the website.

Legislative Affairs

C I O Governments' Review. Scarborough, Canada: I T World Canada, Inc. 1999-. Eight times a year. ISSN: 1703-0072. Print and Online – full text. Not refereed. Indexes and Abstracts: Canadian Business and Current Affairs Business, Canadian Business and Current Affairs Reference, Micromedia ProQuest. Formerly: *Lac Carling Governments' Review (Canada)* until 2001. Website: <http://www.itworldcanada.com/cio>.

The journal covers e-government issues for various levels of government.

CQ Today (Formerly Congressional Monitor). Washington, DC: CQ Press, Inc., 1965-. Daily. ISSN: 1931-4108. Website: <https://www.cq.com/>

CQ Today includes forward-looking articles on all the important activities scheduled for each day's Congressional sessions and a comprehensive wrap-up of all the previous day's news.

Election Administration Reports. Washington, DC: Election Administration Reports, 1971-. Semi-monthly. ISSN: 01458124. Website: <http://electionadminreports.com/>

Election Administration Reports covers all developments in election law and administration, voter registration, voting machines and devices, and judicial decisions affecting elections.

The Hill. Washington, DC: Capitol Hill Publishing Corp., 1993-. Weekly. ISSN: 1521-1568. Website: <http://thehill.com>.

The Hill discusses legislation up for consideration, as well as the policymakers, aides, lobbyists, and other dealmakers involved, all in a nonpartisan and non-ideological manner. The six previous issues are available on the website.

House Magazine. London: Parliamentary Communications Ltd., 1976-. Weekly. ISSN: 0309-0426. Website: <http://www.epolitix.com/EN/>.

Archives from 2000 to the present are available on the website.

The Legislative Gazette. Albany, NY: Research Foundation of State University of New York, 1978-. Weekly (except July/Aug.). ISSN: 1064-203X. Website: <http://www.legislativegazette.com/>.

The Legislative Gazette covers New York state legislative and related government activity. Archives from 2005 to the present are available on the website.

Parliamentarian. London: Commonwealth Parliamentary Association, 1920-. Quarterly. ISSN: 00312282. Website: <http://www.cpahq.org/>.

This highly specialized quarterly is intended for parliament members in British Commonwealth nations. It includes news articles and items, especially about the members of the Commonwealth Parliamentary Association; panel discussions; reports from the annual Commonwealth Parliamentary Conference; and a roundup of parliamentary affairs, country by country.

It is indexed in *CSA Political Science & Government* and *PAIS*.

Roll Call: The Newspaper of Capitol Hill. Washington, DC: Roll Call, Inc., 1955-. Semiweekly. ISSN: 0035788X. Website: <http://www.rollcall.com>.

Roll Call provides readers with up-to-the-minute news of the legislative and political maneuvers that happen every day on Capitol Hill. Archives from 2003 to the present are available on the website.

State Legislatures. Denver, CO: National Conference of State Legislatures, 1974-. Ten times a year. ISSN: 0147-0641. Website: <http://www.ncsl.org/>.

State Legislatures presents articles on state tax reform, education, child welfare, criminal justice, healthcare and other public policy issues. It is indexed in *PAIS*. Archives from 1999 to the present are available on the website.

The World of Parliaments: A Quarterly Review of the InterParliamentary Union. Geneva, Switzerland, InterParliamentary Union, 1921-. Semiannual. Website: <http://www.ipu.org>.

The World of Parliaments constitutes an official organ of the Inter-Parliamentary Union (IPU). It contains detailed information on all IPU conferences, meetings, events, and articles on the work of the organization's various programs. It is indexed in *Russian Academy of Sciences Bibliographies*. Archives from 1999 to the present are available on the website.

Science and Technology

Issues in Science and Technology. Richardson, TX: University of Texas at Dallas, Cecil and Ida Green Center for the Study of Science and Society, 1984-. Quarterly. ISSN: 0748-5492. Website: <http://www.issues.org/>.

Issues in Science and Technology discusses public policy in science, technology, engineering, and medicine with contributions from researchers, business leaders, and policymakers. It is indexed in *PAIS International in Print* and the *Readers' Guide to Periodical Literature*, among other sources. The website has full text back issues from 1996 on.

State, Local, and Municipal Affairs

American City and County. Overland Park, KS: Primedia Business Magazines and Media, Inc., 1909-. Monthly. ISSN: 0149337X. Website: <http://www.americancityandcounty.com/>.

American City and County covers the issues, concepts and trends of local government and public works, including the activities and concerns of engineers and administrators of municipal, township, county and special district governments; consulting and sanitary engineers; and private firms performing public services. It is indexed in *PAIS* and *Social Sciences Index*. The website contains archives from 1995 to the present.

County News. Washington, DC: National Association of Counties, 1970-. Biweekly. ISSN: 0744-9798. Website: <http://www.naco.org>.

Published by the National Association of Counties (NACo), *County News* evaluates issues and policies of interest to county officials nationwide. The website contains archives from 1996 to the present.

Indexing and Abstracting Services

Kirsten Allen and Geraldine Foudy

The collection of indexes and abstracts in this section complements contents under the category “Indicies & Abstracts” in The PA Gateway.

Introduction

Indexing and abstracting services have radically changed in recent years. With the advent of the Internet, what once was found only in print, is today also found electronically. The creation of electronic databases for library use has created new efforts for libraries and researchers. At one time researchers were satisfied with print resources, but with the proliferation of full text electronic databases, many users have become accustomed to the speed, currency, and improved search capabilities available in the online environment. Many researchers have started to expect older materials to be available electronically and in full text. The continual problem of locating older articles and citations electronically has not yet been resolved, but some publishers and vendors, such as the Scholarly Journal Archive (JSTOR), are working to make available older copies of periodicals in an online format.

However, the fact that these scholarly and research materials are available online, does not mean that they are free. The vast majority of scholarly journals are still available only through subscriptions that are paid for by libraries. Therefore, in order for researchers to access reliable, scholarly journal articles, they must access them through an affiliation with a university or other research institution's library. When a researcher finds an article in a free indexing service such as Google Scholar, he or she is only able to access the content of the article through a library subscription to the journal. Further, subscription databases offer value-added content not available through the free internet, including the ability to perform refined searches using controlled vocabulary such as related subject headings, author names, institutional affiliations, dates of publication, journal titles, etc. Many databases now offer the ability to search not only in the title or abstract of an article, but also in the entire full-text. Several databases are starting to give users links to citations within the article for easy citation searches.

The subscription prices of indexing and abstracting resources have increased in recent years due to several factors. A number of large database companies have purchased smaller companies and products, repackaged those products, and then offered the new products for a higher price. Many journal publishers are now charging the large database companies to index, abstract, and provide full-text access to their content. These costs have been passed on to the consumer. With increased demand for immediate information in the digital format, many publishers are required to charge more for access to their electronic publications to supplement the loss of profit caused by declining subscriptions for their print equivalents. This increase in cost for databases has necessitated that many universities form or join a consortium of other academic institutions to help balance the cost of the database subscription. When library budgets are cut and certain resources are no longer affordable, a consortium can help universities retain the databases they have while spreading the cost out over many different schools instead of one school paying the unaffordable amount.

The aggregation of many indexing and abstracting services under a few major database vendors, such as EBSCO, have given researchers the added benefit of being able to cross-search across many different databases published by the same vendor. For example, if a library subscribes to both the Worldwide Political Science Abstracts and Sociological Abstracts through database vendor ProQuest, a researcher could search both of these databases at the same time.

The ability to search across many databases at once can be a great time saver. A cross-search will at least indicate to the researcher which database(s) has the most information on his or her topic. In an effort to provide more streamlined information services to their users, many databases are starting to include the ability to connect databases to individual libraries' online catalogs. In most libraries, when an article is not available in full text online, a link is provided that searches the online catalog to find out if the user can locate the document elsewhere at their school or perhaps in another library. Some libraries are starting to subscribe to "discovery services", which offer one search portal that searches many article databases, the library's catalog, and local digital content, at the same time. The future trend for libraries is to offer such "one-stop" searching convenience for their users.

The advent of databases has also stimulated conversation about the use of the Internet for research purposes and the need to teach students the proper way to cite resources so as to avoid being accused of plagiarism by their professor. The proper citing of items found in a database is necessary if professors decide to recreate the path the student followed to find the items. Often times the documents contained in a database are dynamic and are not going to be found when either the student or the professor return to find the item. Properly citing references found in databases help to resolve the problems that may arise from this situation. Some databases themselves are starting to incorporate such value-added features for researchers such as the ability to download citations into citation software packages such as RefWorks, EndNote or ProCite, or allowing students to see how the citation would be formatted in all of the major styles, for example, Chicago, or APA format.

As technology continues to evolve so will indexing and abstracting services as more journals choose to publish in the electronic format to meet the demand of their users. We will look at some of the major indexing, abstracting and full-text databases available for researchers in the field of public administration. Because of the dynamic nature of the publication and distribution of these databases, as well as the often rapidly changing content and interface of the databases themselves, by the time this book is published some of this information may be out of date. We recommend that you follow up on any databases of interest to you by going directly to the publishers' or vendors' websites listed at the end of the chapter. Most publishers and vendors are very happy to give free trial access to any institution that may be interested in subscribing to one of their databases.

The plethora of searching options and available databases may become overwhelming to most researchers. In this regard, your local librarian can become your best friend. Librarians offer expertise in the best search methods and are familiar with the content of the databases to which their institutions subscribe. Most college and university libraries have librarians who are specialists in the information sources in specific academic disciplines. Many of these librarians develop online guides or tutorials to the information sources available at their specific institutions. When beginning a search, it would be wise to turn to your local librarian for advice on which databases would best suit your needs, and to get some tips on how to best search and navigate the databases' interfaces.

Core Journal Literature Indexes and Databases:

The databases contained in this section are considered the core databases for the specific subject areas of interest for those studying in the public affairs. The subject area of the database is focused to provide researchers with a database that is considered the authoritative database for the subject it is covering. The publication types in the databases vary but the publications included in the database will be authoritative and considered important for accessing current articles and research. Many of these databases can be found at colleges or universities with strong political science and public administration programs, public research libraries, or governmental agency libraries.

International Political Science Abstracts (IPSA)

This resource indexes and abstracts 900 scholarly journals and yearbooks in the political science field, while selective coverage is given to less important journals or journals from other disciplines. When articles are published in other languages, the abstracts are translated into French and non-English journal titles are translated in to English and sometimes French.

JSTOR

JSTOR is known for indexing, abstracting and providing full text access to the older volumes of core journals. A majority of the journals generally have a moving wall of 3 to 5 years. Journals selected for inclusion within JSTOR have been chosen based on several factors, first the number of subscribers the given journal has, second is citation analysis, third is recommendations from experts in the field, and fourth is the number of years the journal has been published.

Policy File

Policy File covers the publications from public policy think tanks, university research programs, research centers, and publishers. The American Enterprise Institute, World Bank, Cato Institute, Brookings Institute, IMF, and the Heritage Foundation are just an example of who is included. When available, a full text link is provided to the document of the institution who published it.

Political Science Complete

International in scope, *Political Science Complete* provides access to over 480 full-text journals and indexing and abstracting for almost 2100. The database also contains the full text of 300 reference books and monographs and more than 36,000 conference papers. The database provides an option to search for cited references and includes a thesaurus.

Public Administration Abstracts

Online version of the print *Public Administration Abstracts*, this database is an index to over 88,000 records on all areas relating to public administration. Dates covered are 1981 to the present, and results can be limited to articles with linked full text or scholarly (peer reviewed) journals.

Public Affairs Index

The *Public Affairs Index* offers indexing and abstracting of scholarly journals, conference papers, trade publications, and government documents covering a range of national and international public policy issues. Dates of coverage are 1977 to the present, and results can be limited to articles with linked full text or scholarly (peer reviewed) journals.

Public Affairs International Service (PAIS) and PAIS Archive

This database is a compilation of the print sources *PAIS Bulletin* (1915-1990), the *PAIS Foreign Language Index* (1968-1990) and *PAIS International in Print* (1991-present). The databases indexes and abstracts more than 1100 journals and 8000 books each year. The database contains journal articles, book chapters, government documents, and pamphlets and reports from private and public organizations. The database indexes several foreign language journals and publications.

Sage Public Administration Abstracts

This print and electronic publication indexes scholarly journal articles, books, government documents, legislative research, pamphlets and significant speeches. Updated quarterly the publication provides access to more than a 1000 abstracts a year on items in public administration.

Worldwide Political Science Abstracts

This database is composed of the merged back files of *Political Science Abstracts* (1975-2000) and *ABC POL SCI* (1984-2000). The database indexes journal articles from approximately 1450 international journals in political science and its complementary fields.

Multi-Disciplinary Indexes and Databases

The introduction of the Internet has meant that organized access to information is not restricted by the number of pages in a bound volume. Instead of a multitude of separate subject-specific printed indexes and abstracts, many online information vendors have aggregated these traditional sources into large, multidisciplinary, online databases. These databases usually provide a great deal of access to full text articles.

Academic Search Premier/Academic Search Elite

Academic Search Premier and *Academic Search Elite* databases are identical except in that *Elite* has far fewer records and sources than *Premier* (less than 4000 journals are indexed in *Elite* as compared to more than 8000 in *Premier*). Both are extremely popular databases because of their interdisciplinary content, number of full-text resources, and ease of navigability.

Alternative Press Watch

Covering more than 130 publications from alternative and independent presses, this full-text database has a wealth of sources providing different perspectives from the often less cited news sources. The publications offer perspectives on critical issues in diverse areas, i.e. grassroots organizations, the environment, indigenous people, public policy, labor, international relations, education and many more.

ArticleFirst

ArticleFirst indexes and abstracts more than 20,000 individual publications, ranging from scholarly journals, magazines, books, book chapters, conference proceedings and papers, to newsletters. Some full text is provided for certain titles. Foreign language periodicals and international periodicals are also included.

Ingenta

Ingenta is unique in that many scholarly journal publishers, such as Taylor & Francis and MIT Press, make their content available online to library subscribers through this database. While other databases may index or abstract the journal's content, the only full-text may be available through *Ingenta*. *Ingenta* also offers contents alerts and document delivery services for its users. (Formerly called *Carl Uncover/Reveal*.)

IBSS: International Bibliography of the Social Sciences

IBSS is more international in scope and has more retrospective coverage than most online databases. Its content is drawn from over 100 countries and languages. It regularly indexes over 2,700 journals and around 7,000 books per year. More recent entries may include abstracts or full-text linking. Established in 1951 by the International Committee for Social Science Information and Documentation, a nongovernmental organization with the mission "to promote the free flow of scholarly social science information around the world," *IBSS* moved to the London School of Economics and Political Science in 1989. *IBSS* online is available for free to United Kingdom higher and further education institutions.

Left Index

A database that continually reviews and adds new sources, *Left Index* is the ideal source for literature from the political left. The database indexes scholarly journals, radical periodicals, theses & dissertations, books, book reviews, book chapters, newsletters, and includes reviews for 250 internet resources. 270 core journals from the left are reviewed while another 1600 are referenced. When full text is available via the web, nearly 10,500 are, or another database a link is provided to the document. The database also contains historically significant documents from greats such as Lenin, Trotsky, and Engel.

Google Scholar

A free database that is part of the Google search engine, Google Scholar confines its searches to academic sources only, including theses, books, abstracts, and articles. If the full-text of the resource is available for free, anyone can access it. Subscription resources are available only if the researcher can access it through an affiliation with a library that subscribes to the resource. Google Scholar is particularly useful for cited reference searching. Available free online: <http://scholar.google.com/>

Periodical Contents Index (PCI) and Periodicals Contents Index Full Text

Unlike the majority of online multidisciplinary databases that concentrate their coverage on access to current sources of information, *PCI*'s strength lies in its indexing of (and in some cases, full-text access to) back volumes of periodicals, both popular and academic. Dates covered: 1770 to 1995.

(Wilson) Social Sciences Abstracts/Index/Full Text

Published by the well-known indexing firm, H.W. Wilson Company. *Social Sciences Index* is the most basic tool – it covers the same titles but without abstracts. *Social Sciences Abstracts* has the addition of abstracts for the records, and *Social Sciences Full Text* database has links to full text articles.

SSCI: Social Sciences Citation Index

SSCI is unique because it allows researchers to conduct cited reference searching. It is relied on heavily by faculty to evaluate scholarly publishing in the promotion and tenure processes.

Wilson OmniFile Full Text, Mega Edition.

This database aggregates the content of six H.W. Wilson databases: *Education Full Text*, *General Science Full Text*, *Humanities Full Text*, *Readers' Guide Full Text*, *Social Sciences Full Text*, and *Wilson Business Full Text*. In addition, it also indexes and abstracts to titles in the following databases to which Wilson has full-text rights.

American Government

Although more federal government information is available freely on the Internet every day, it is not always very easy to locate and much of it is only more recent publications. Also, like many sources of information on the Internet, URL addresses change, or the publication itself is removed from government web sites. It is for these reasons that it is still necessary to use privately published indexes, abstracts, and databases, for the added value of organization and consistency of information.

Lexis-Nexis Congressional Database

This database is the online successor to the Congressional Information Service (CIS) printed indexes (such as the *CIS Annual Index to Congressional Publications and Legislative Histories*) and the *CIS Masterfile* CD-ROM. The *Lexis-Nexis Congressional* database is an indispensable tool for anyone researching legislative histories. It has indexing and some full-text for Congressional legislation, publications, testimony, and bills from 1970 to the present. There is also an option to subscribe to specific subsets of the database that provide historical indexing back to 1789, including indexes to unpublished hearings. Most large research libraries will have the indexed CIS publications available in micro-format. Lexis-Nexis now offers the *Lexis-Nexis Congressional Research Digital Collection* (full-text Congressional Research Service reports from 1916 to present and Committee Prints from 1830 to present) and the *Lexis-Nexis U.S. Serial Set Digital Collection* (Serial Set volumes 1 through 12,880 and American State Papers volumes 1 through 38) as additional databases that may be purchased and integrated into the main *Lexis-Nexis Congressional* interface.

GPO (Government Printing Office) Monthly Catalog

This is the main index to print and electronic documents created by Congress and federal agencies and made available to the public through the Government Printing Office's Federal Depository Library System. Most academic libraries have at least a selective government documents collection, and more federal publications are being made available in an online format.

MarciveWeb DOCS

MarciveWeb is a bibliographic services company that provides customized MARC cataloging records to libraries. One customized service has been providing cataloging records for U.S. federal government documents. Libraries that subscribe to the Government Document cataloging service have the option of subscribing to the *MarciveWeb DOCS* database, which lets library users access this information, including shipping records, which are not accessible through general library catalogs.

Lexis-Nexis State Capital

Lexis-Nexis State Capital is a powerful database for researching recent state legislative histories. Individual states differ in the amount of published legal and legislative information they have available, especially on their web sites. In addition, many state government web sites are difficult to search, and most only have recent information. While state codes are available in the Lexis-Nexis Academic database, it does not include bills or regulations. *State Capital* also allows researchers to search across all fifty states, to choose a combination of states, or individual states.

CQ Electronic Library

Congressional Quarterly (CQ) has been a major publisher of reference materials on American politics and government for over eighty years. CQ recently has been developing web-based products as well. Some of these online products are electronic versions of publications, such as *CQ Researcher* and *CQ Weekly*, while other databases combine information from several of their publications and add new content. All of their products are marketed under the umbrella of *CQ Electronic Library*, which is comprised of eight specific modules. All *CQ Electronic Library* databases to which a library subscribes can be cross-searched. Vendor and publisher: Congressional Quarterly, Inc.

CQ Researcher and CQ Researcher en español

Full text, searchable version of the print publication. Each weekly issue features a current "hot topic" in American politics and society, for example: dietary supplements; media bias; gun control; cloning debate; future of marriage; democracy in the Arab world. Each issue is covered in depth, with historical overviews and context, pros and cons, statistics, key players, and lengthy bibliographies. *CQ Researcher* is a tool used often by reference librarians, especially with students writing debate or argument papers.

CQ Congress Collection

Historical information and analysis of Congressional representatives, legislation, and issues. The Public Policy section is broken into broad subject categories and includes legislative chronologies, overviews, and CQ key votes. The Members of Congress section has biographical and contact information, interest group ratings, key votes, and political analysis. Members can also be searched by demographic information (party, state, religion, previous occupation, age, military service, and sex). The CQ Key Votes section allows for advanced analysis of how members voted on major issues. In this section researchers can perform a member-to-member comparison or analyze voting behavior by demographic characteristics. The Legislative Branch section has documents and encyclopedia entries on the history, powers, and structure of Congress.

CQ Public Affairs Collection

Organized into 24 major public policy issue areas, *CQ Public Affairs* is a full-text database that features in-depth reporting on vital issues, statistical and historical analyses, historic documents and primary source materials, as well as a directory of key government, nonprofit, and private organizations in each of the major policy areas. Types of information included are US Supreme Court case summaries, encyclopedic entries, statistics, legislative information, and historical documents. It is a good place to start research on a new topic, or for students to use to spark ideas for their research papers.

CQ Voting and Elections

Full-text database of statistics, analyses, definitions, and historical material on the American voter, major and minor political parties, campaigns and elections, and historical and modern races for Congress, the presidency, and governorships. Information includes statistics, legislative overviews, election analyses and results, Supreme Court case summaries, biographies, encyclopedic entries, and primary historical documents. Users can customize data on candidate and office histories, seat status and competition, party control, split districts, and third parties, and party switches and special elections. The database is comprised of six major sections: Presidential Elections; Congressional Elections; Gubernatorial Elections; Campaigns and Elections; Political Parties; and Voters and Demographics.

CQ Weekly

Weekly legislative news and analysis on all of the major policy issues confronting the U.S. Congress: defense, economy & taxes, the environment, foreign policy, health, education, and welfare, crime, etc. Used to be called *CQ Weekly Report*.

CQ Encyclopedia of American Government

Comprehensive reference source on the three branches of American government plus elections. Encyclopedic entries include historical backgrounds and primary documents. Information comes from the new editions of the CQ Press *American Government A to Z* series and *CQ's Guide to the U.S. Constitution*.

Lexis-Nexis Government Periodicals Index

Unique database that indexes and provides the full text of 170 magazines and newsletters published by the various agencies and departments of the U.S. government.

National Journal's Policy Central database

Comprehensive collection of resources on U.S. politics and policy, including the full-text of the publications: *National Journal*, *The Hotline*, *CongressDaily*, *Technology Daily*, and the *Almanac of American Politics*. Other features: markup reports and bill status, streaming audio and video of political ads, and public opinion surveys. All components may be searched at once.

Digital National Security Archive

The National Security Archive at George Washington University uses the Freedom of Information Act (FOIA) to previously classified documents related to foreign affairs and national security since 1945. In 1998, Chadwyck-Healy (now Proquest) started scanning these documents for online use. Researchers now have a way to access primary documents which previously would only have been available to them if they visited the National Archives or Presidential libraries. The National Security Archive collects documents relating to specific events and topics in US foreign relations. All of the documents are available in PDF format. The database also includes bibliographies, a chronology, and glossary.

Declassified Documents Reference System

The producers of the Declassified Documents Reference System (DDRS) have taken advantage of the Freedom of Information Act to obtain declassified documents produced since 1945, from such US government agencies and departments as the CIA, the FBI, the NSA, the State Department, the Justice Department plus the White House, and NATO to provide information on post-World War II domestic policy and international affairs.

Index to Current Urban Documents

The Index to Current Urban Documents (ICUD) is a comprehensive source for information on reports and research from local government agencies, non-profit and academic and research organizations, public libraries, and metropolitan and regional planning agencies. The full-text of documents is available in PDF format, and there are links to the web pages of source institutions. A yearly paper index and CD-ROM are included in the subscription for archival purposes.

International Relations

As the world becomes smaller with the advent of the Internet, Public Affairs has become infused with new information from the international world. No longer are U.S. scholars focusing on public affairs in just the United States, but the world as whole. This section highlights those databases considered the most important and authoritative for accessing international scholarly periodicals and material from varying perspectives.

AccessUN

This database is the official indexing tool for locating United Nation documents from the six main bodies of the organization – General Assembly, Security Council, Economic and Social Council, Trusteeship Council, Secretariat and International Court of Justice. Official documents, masthead documents, indexed periodical articles, draft resolutions, and UN Treaties are included in the database. Links to more than 10,000 full text documents are provided.

Columbia International Affairs Online (CIAO)

This database does an excellent job of providing a wide range of publications from many different sources. All of the resources selected for inclusion are chosen by the CIAO advisory board which is staffed by professors from a diverse group of academic institutions. The full text working papers and conference proceedings are from various think tanks and institutions from around the world. The database indexes and gives access to the table of contents of 55 foreign policy journals. The book section is divided by publisher with specific titles related in international relations included under each publisher's name, with some Columbia UP titles having full text. Policy briefs and economic indicator research is made available for 6 months and is produced by some of the same think tanks from the working paper section. The case studies included in the database have been written by scholars in the field and cover a wide range of topics affecting countries around the world.

Ethnic Newswatch

Ethnic Newswatch's purpose is to provide full text access to articles printed in minority, ethnic, and native newspapers in the United States. The database covering 1960 – 1989 is built upon the print format and continues in electronic format to the present.

International Political Science Abstracts (IPSA)

This resource indexes and abstracts all major publications in the political science field, while less important journals or journals from other disciplines are covered selectively. When articles are published in another language the abstracts are translated into French, and non-English journal titles are translated in to English and sometimes French.

Political Science – Sage Full-Text Collection

This full text databases offers access to 23 journals in the Political Science field published by Sage Publications. Some of the titles included are *American Politics Research*, *International Political Science Review*, and *Political Theory*. The database also contains some interdisciplinary journals such as *Journal of Conflict Resolution*, *Security Review*, and *Public Works Management and Policy*.

Public Affairs International Service (PAIS) and PAIS Archive

This database is a compilation of the print sources *PAIS bulletin* (1915-1990), the *PAIS Foreign Language Index* (1968-1990) and *PAIS International in Print* (1991-present). The databases indexes and abstracts more than 1100 journals and 8000 books each year. The database contains journal articles, book chapters, government documents, and pamphlets and reports from private and public organizations. The database indexes several foreign language journals and publications. The *PAIS Archive* database offers indexing coverage back to 1915.

World News Connection

This database is the most comprehensive source available for locating foreign news sources. The database is updated daily with English translations of newspapers and information broadcasts from around the world. The World News Connection contains news releases provided to the National Technical Information Service (NTIS) by the Foreign Broadcasting Information Service (FBIS).

Legal Databases

There are two major legal databases, Lexis-Nexis, and Westlaw. However, these two databases are generally only available in law school libraries and law firms, and most of them are not open to the general public, and even on college or university campuses, are closed to researchers not associated with law schools. The good news is that Lexis-Nexis and Westlaw have developed databases specifically for the academic market. Some other publishers also provide specialized legal information products that are affordable for many college and university libraries. The following databases contain information on case law, treaties, and the full-text of law reviews and journals. For legislative databases, see the Government Information section above.

Lexis-Nexis Academic

Lexis-Nexis Academic was the first comprehensive full-text legal database to be designed and priced for the academic market. Most college and university libraries subscribe to this database. The “Nexis” part refers to the database’s extensive newspaper collection. The database also includes business and medical publications. The “Lexis” part denotes the major legal collections of the database.

Westlaw Campus

A scaled-down version of one of the preeminent legal databases, *Westlaw*, *Westlaw Campus* is specifically geared toward undergraduate and graduate students and other researchers who are not lawyers. Even though it has fewer search options and materials than *Westlaw*, *Westlaw Campus* should serve most researcher’s needs.

CQ Supreme Court Collection

Summaries and analyses for over 4,000 major US Supreme Court decisions, as well as links to further relevant information. Users can access information by topic, justice, and case name. The database also includes a Supreme Court Encyclopedia, Documents of America, 100 national constitutions, a chronology, and citation information. Summaries are written in plain language that is easily comprehensible to undergraduates.

HeinOnline

Legal publisher William S. Hein & Co. specializes in preserving and making available out-of-print and historic legal documents. In 2000, it launched an online database, *HeinOnline*. Since then, it has been expanding the database to include more content organized into “library collections.” *HeinOnline* is unique because it displays the actual scanned images of journal pages and is very affordably priced for most libraries. Libraries may subscribe to the entire database, *HeinOnline Legal*, or to separate “library collections.”

Law Journal Library

Contains the page images of more than 1200 legal periodicals.

Treaties and Agreements Library

Contains the page images of all published treaties and agreements to which the US has been a party. Includes: *US Treaties and Other International Agreements (UST)*; *Treaties and Other International Acts Series (TIAS)*; *Treaties in Force (TIF)* and *Guide to Treaties in Force*; *International Legal Materials (ILM)*; *KAV Agreements*; *Bevans*; *Malloy*; and *Miller*. In addition, the database includes thousands of unpublished treaties and agreements, and treaties and agreements that are no longer in-force.

Federal Register Library

Scanned images of the *Federal Register*, the *Federal Register Index*, and the *Code of Federal Regulations* since their inception in 1938, plus the *United States Government Manual* (1937 -) and the *Weekly Compilation of Presidential Documents* (1965 -).

English Reports

Exact page-images of the original bound reprint edition (containing more than 100,000 cases), together with the Indexes and Book of Charts.

Legal Classic Library

Full scanned images of more than 1,000 historic and rare legal texts.

U.S. Attorney General Opinions

Official opinions of the U.S. Attorney General (both the *Official Opinions of the Attorneys General of the United States* and the *Opinions of the Office of Legal Counsel of the United States Department of Justice*), 1791 to the present.

U.S. Federal Legislative History Library

Database derived from the *Sources of Compiled Legislative Histories: A Bibliography of Government Documents, Periodical Articles, and Books* by Nancy P. Johnson, Law Librarian and Professor of Law Georgia State University College of Law and full-text legislative histories on important laws.

U.S. Presidential Library

Includes such titles as *Messages and Papers of the Presidents*, *Public Papers of the Presidents*, *CFR Title 3 (Presidents)*, *Weekly Compilation of Presidential Documents*, *Economic Reports of the Presidents*, and other documents related to U.S. presidents.

U.S. Statutes at Large

Scope and dates covered: Full scanned images of the *United States Statutes at Large* beginning with volume one (1789).

U.S. Supreme Court Library

Full scanned images of *U.S. Reports* (1754 -), *U.S. Reports Preliminary Prints* (past three years), *U.S. Reports Slip Opinions* (most recent years only) plus books about the Court.

Index to Legal Periodicals Full Text (ILP) and Index to Legal Periodicals and Books and Index to Legal Periodicals Retrospective: 1918-1981

Bibliographic database that has citations for scholarly law periodicals (especially US law journals) and law books. Full-text is available for selected journals and more if a library already has access to the full-text version of a journal through another source. The print version of the *ILP* also has tables of cases and tables of statutes.

LegalTrac

LegalTrac is mainly a bibliographic database with little full-text content, however, there is the possibility of linking to the full-text of titles available through a library's other database holdings. Material is selected for inclusion in the database based on criteria provided by a special advisory committee of the American Bar Association.

Related Disciplines

Because of the multi-disciplinary nature of political science and public administration research this section highlights relevant databases in other disciplines most often used in the study of public affairs. This section highlights some discipline specific databases most often connected with public affairs research.

Criminal Justice

Criminal Justice Abstracts

This database provides access to abstracted articles, books and book chapters from scholarly and commercial publishers, government reports, reports from public and private agencies from around the world and dissertations published worldwide. The database indexes 500 journals in several different languages. The print equivalent of this resource was first published in 1968 and still published today.

Criminal Justice Periodical Index

This database covers 190 journals from the national and international perspective. 50 of the most popular journals used by researchers are offered in full text starting in 1994. The other 140 journals are fully indexed and abstracted dating back to 1981. The publications included in the database are mixture of scholarly, popular and trade magazines. The publication of the print equivalent of this source began in 1975 and ceased publication in 1998, the publisher deciding to focus on adding content to the electronic database only.

Criminology – Sage Full Text Collection

This database provided full text access to 17 scholarly journals published by Sage Publications and participating societies.

Economics

EconLit and EconLit Full Text

Produced by the American Economic Association, *EconLit* is the essential resource for finding citations and abstracts to the economic literature. Some of the citations give links to full text if the library has subscriptions to other databases which have the full text of the journal in which the article appears.

SourceOECD

The Organization for Economic Co-operation and Development (OECD) makes its publication available full text online through its *SourceOECD* database. The subject areas covered are quite diverse, including information on education and science and technology, however, the majority of the information available relates directly to economic and development programs, policies, and data.

Environmental Studies

Columbia Earthscape

This online website is divided into four sections, Teacher, Researcher, Policy, Learning, allowing users to quickly access the information they would like. While the Teacher and Learning sections contain useful information, researchers will be likely to use the resources available in the Policy and Researcher sections of the website. These sections are excellent sources for locating research data, information from numerous research institutions, conference and seminar proceedings, as well as articles and book chapters from relevant journals and books. Users can also track current articles and reports on the environment published by major think tanks (i.e. Cato Institute) university research groups (i.e. Boston University Center for Energy and Environmental Studies), university presses (i.e. Princeton University Press) and international organizations (i.e. UNDP).

Environmental Sciences and Pollution Management Abstracts

This multi-disciplinary database contains records from more than 6,000 serial publications, including scientific journals, conference proceedings, reports, monographs, and government publications. The database compiles the abstract records from numerous subject specific databases.

LexisNexis Environmental

Users of this database can access selected full text documents in Environment Abstracts. Environment Abstracts indexes 650 English language journals from around the world. Beginning in 1994, the abstracts started indexing 75 key energy journals. The "News, Journals, & Commentary" section offers full text access to environmental news, environmental law reviews, the Environmental Law Reporter and Environmental Treaties. There is also full text access to federal and state code and federal agency regulations, case law and agency actions, and information on hazardous material and waste sites. This database will be found at large research universities, and law schools and campuses where an environmental science program exists, some government libraries, and private law firms who practice in environmental law.

History

America History and Life and American History and Life Full Text

This essential database, for historical research on America and Canada, provides annotated citations to scholarly journal articles, books, books chapters, media reviews, and dissertations. The database indexes approximately 1700 journals published worldwide, 10% of which are foreign language periodicals, providing users with an international perspective. 16,000 news abstracts are added annually to the database, with some articles having full-text linkage to other databases. This database will be found on most college and university campuses.

Historical Abstracts and Historical Abstracts Full Text

Historical Abstracts, the cousin database to *American History and Life*, covers the world's history from 1450 to present day. *Historical Abstracts* is considered one of the premier databases for historical research and indexes and annotates scholarly journal articles, books, book chapters, media items and dissertations from 1700 history and social science journals dating back to 1955. More than 40 foreign language journals are included in the database, with English abstracts provided. 22,000 entries are added to the database annually with some citations having full text linkage to other databases. This database will be found in most college and university libraries.

Military Science

Air University Library Index to Military Periodicals

A free online searchable database, this index offers access to English language articles, newspapers, and editorials from academic journals, trade magazines, and periodicals whose subject areas focus on the armed forces and aeronautics.

Available at <http://www.dtic.mil/dtic/aulimp/>.

Jane's Online

Founded in 1898, Jane's offers access to up-to-date analysis and intelligence of international and national defense, security, and risk developments, written by experts in the field. The information found at the website covers a variety of topics, including terrorism news and intelligence, police and law enforcement news and equipment, chemical warfare, military systems and equipment, and airport news and equipment. The security section of the website provides up to date information from sources from around the world as well as access to publications that assess the security issues around the world. The image library offers access to pictures and diagrams of military aircrafts and warships, land launched weapons, and land systems. A subscription to this website will be found at universities and colleges where security programs exist, large research universities and government agencies dealing with terrorism, security, and the military. Users should know that the information at Jane's is produced by Jane's. This website does not index or abstract publications from outside sources.

Military and Government Collection

This resource offers access to 400 full-text periodicals and academic journals, 245 pamphlets, and indexing and abstracting for over 500 titles covering topics and items of interest in each branch of the military. Journals included in the database cover a wide range of topics.

Performing Arts

International Bibliography of Theatre & Dance

The *International Bibliography of Theatre and Dance* provides access to over 170 full-text journals and over 300 full-text books and monographs. Researchers can search text or images.

International Index to Performing Arts (IIPA)

IIPA provides indexing and abstracting for more than 270 journals published in almost 20 countries. The full-text version provides access to more than 110 journals. Dates of coverage are from 1864 to the present.

Philosophy

Philosophers Index

A comprehensive database that indexes and abstracts 15 different areas of philosophical research in approximately 570 scholarly journals from 43 countries. The print version of this resource began publication in 1967 and continues today in a quarterly publication.

Psychology

PsycInfo

This database provides access to 1,900 journal titles from 50 countries, published in 24 languages and of which 98% are considered scholarly publications. There are also references from books, book chapters, dissertations, and technical reports.

PsycARTICLES

This database offers full text access to articles from more than 50 different scholarly psychological journals and book chapters from selected APA books. A bonus for subscribers is that the APA recently added the PsycARTICLES database to PsycInfo.

Sociology

Sociological Abstracts (Formerly known as SocioFile)

This database indexes and abstracts over 1650 national and international journals in the sociology field. The database includes abstracts to scholarly journals as well as citations to book reviews, book chapters, conference papers, and dissertations. The print publication of this resource began in 1953 and is still published today.

SocIndex

This database provides indexing back to 1895 for more than 1300 core journals, and has a total of more than 2.1 million records from over 2950 selective coverage journals. SocIndex also indexes books and conference papers, includes a thesaurus, and cited reference searching.

Handbooks, Encyclopedias, and Dictionaries

Byron Price, Lamar Bennett, and Seth J. Meyer

Handbooks, encyclopedias and dictionaries in this section complement the contents under the category “Books & Handbooks” and “Encyclopedias/Dictionaries” in The PA Gateway. While this section looks mostly at handbooks for research, the Teaching Resource Guide, available on The PA Gateway website under Teaching Resources, provides information on textbooks and other books and materials which are useful for public administration educators.

HANDBOOKS

Introduction

Handbooks supply comprehensive overviews of the major research perspectives and themes in specific disciplines and are utilized by academicians and students as important sources to understand the disciplines at large or to develop research topics or bibliographies. Listed below are primary published handbooks in public administration, public policy and related areas. The citations are divided into six functional areas of public administration and public affairs: accountability and performance, public management, public budgeting and finance, intellectual foundations of public affairs and administration, international perspectives, and research methods. This list is extensive but not exhaustive. Its purpose is to provide scholars, students and practitioners with a sample of useful handbooks in public administration and public affairs.

**All introductions to handbooks are quoted from publishers' websites.*

Accountability and Performance

Chen, Huey-Tsyh. *Theory-Driven Evaluations*. Thousand Oaks, CA: Sage Publications, 1994.

This work introduces a new, comprehensive framework for program evaluation designed to bridge the gap between the method- and theory-oriented perspectives. It provides an intensive discussion of the nature and functions of program theory and its vital importance for broadening the scope and enhancing the usefulness of program evaluation. It also discusses approaches to constructing program theories and ways to integrate program theory with evaluation processes. It outlines specific types of theory-driven evaluations and principles and identifies application guidelines developed for meeting different policy purposes. Concrete examples from a variety of evaluation studies in such fields as education, welfare, health, criminal justice, job training and family construction illustrate the application of systematic strategies. Program planners, decision makers, scholars and students will find this volume a useful guide to evaluation of a wide range of programs.

Christopher, William F., and Carl G. Thor, eds. *Handbook for Productivity Measurement and Improvement*. Cambridge, MA: Productivity Press Inc., 1993.

The handbook includes important literature written on the topics of productivity improvement, productivity measurement, and quality improvement. Some 100 articles discuss productivity and quality issues in manufacturing, service industries, profit centers, administration, nonprofit institutions, federal and local government, health care and education.

de Lancer Julnes, Patria and Marc Holzer, eds. *Performance Measurement: Building Theory, Improving Practice*. Armonk, NY: Routledge, 2008.

This volume in the ASPA Classics series is a compilation of articles that have been published in various journals affiliated with the American Society for Public Administration and are considered the most influential contributions to the theory and practice of performance measurement. Among its authors are David Ammons, Harry Hatry, Robert Kravchuk, Beryl Radin, Hindy Schachter, Allen Schick, Montgomery Van Wart, and Katherine Willoughby, to name a few. The material in the compilation covers performance measurement purposes, methods and techniques for developing effective performance measurement systems, performance monitoring, building performance-based management systems, comparative performance measurement, sustaining performance-based budgeting and the role of citizens in measuring and promoting performance. Intended for both students and practitioners, the book is the first-stop reference source for theory development and practice improvement in performance measurement.

Fischer, Frank, Gerald J. Miller, and Mara S. Sidney, eds. *Handbook of Public Policy Analysis: Theory, Politics, and Methods*. Boca Raton, FL: Taylor & Francis, 2006.

The handbook advocates a more normative approach to policy analysis as compared with the neo-positivist or empiricist orientation that historically has shaped the field. Its authors believe that, by bringing empirical and normative inquiry together, their approach would have the ability to produce the kinds of knowledge needed for policy-making – something that the traditional approach has been lacking.

The book offers a broad, comprehensive perspective on policy analysis. It covers the origins and evolution of the field, various theoretical traditions of political intervention, the stages of the policy-making-process, the role of political advocacy and expertise in the policy process, rationality in policy decision making, narratives, comparative, cultural and ethical aspects of policy analysis, quantitative and qualitative methods of policy research, and the tools to help refine policy choices. It also places policy analysis in the context of select countries—Great Britain, the Netherlands, Sweden, Germany, India, and Korea—to discuss the distinct ways of its emergence and development in each of them. The book is written by leading experts in the field: Peter deLeon, Helen Ingram, Hugh Miller, Jerald Miller, Anne Larason Schneider, Mara Sidney, and Diane Stone, to name a few.

E-text available in Google Books.

Holzer, Marc, and Ballard, Andrew, ed. *The Public Manager's Guide to Implementing a Performance Management System*. New York: Routledge, 2015. *Public Solutions Series, Editor in Chief: Holzer, Marc*.

Holzer, Marc, ed. *Public Service: Callings, Commitments, and Contributions*. Boulder, CO: Westview Press, 2000.

This volume attempts to address the on-going debate on public service in a systematic manner by presenting perspectives on the subject selected from six decades of major public administration journals. Structured around six broad themes, each part of the book poses a question that informs the debate in that particular section. These questions (in a sequential order) are: Who are the basic resources of government? Are we educating for public service? What motivates people to enter the public service? Are Public Servants Satisfied in Their Jobs? Are public servants staying or fleeing? What do we need to know, to do?

Although the main focus of the volume is on the federal service, many of the issues raised there are relevant and applicable to other levels of government and, increasingly, to the nonprofit and private sector contractors involved in the delivery of publicly funded services.

E-text available in Google Books.

Holzer, Marc and Seok-Hwan Lee, eds. *Public Productivity Handbook*. 2nd ed. New York: Marcel Dekker, 2004.

Addressing the demand to apply a more detailed and systematic approach to the principles of improving public sector productivity and performance, the *Handbook* opens with an argument that productivity and performance improvement must be systematically managed to achieve improvement. It offers a productivity and performance improvement model that incorporates the roles of leadership and public sector values, multidimensional aspects of employee commitment, relationships among employees and multiple employee-organization relationships, as well as citizen participation. It acknowledges the heightened interest in measuring outcomes and its implications for productivity improvement, underscores the importance of utilizing human resources for ensuring improvements in productivity and performance, discusses the changing nature of the workforce, nonmonetary approaches to productivity enhancement, and the challenges of training and development for

productivity. Lastly, it discusses theoretical models of organizational change, strategic management, TQM, e-government and information technology, and productivity improvement resources.

Among the handbook's contributors are such reputed public administration scholars as David Ammons, Willa Bruce, Kathe Callahan, Ali Farazmand, Mary Guy, Arie Halachmi, Richard Loverd, Meredith Newman, Dorothy Olshfsky, Jeffrey Raffel, Hindy Lauer Schachter, and Montgomery Van Wart, to name a few. Its intended audiences include academics, students and those "public administration professionals who are seeking insights into improving productivity and performance in the context of efficiency, effectiveness, quality, and outcomes."

E-text available in Google Books.

Kearney, Richard and C. Evan M. Berman, eds. *Public Sector Performance: Management, Motivation, and Measurement*. Boulder, CO: Westview Press, 1999.

This is a compilation of articles from ASPA-sponsored journals that have become the "classics" in the field of public sector performance—they were written by leading practitioners and scholars, hold an enduring value, have been often cited in the literature and are appropriate for classroom use. They create a comprehensive picture of principles, beliefs, knowledge, research and practices that collectively shaped public sector performance on the eve of the twenty-first century.

Defining performance as managing public organizations for outcomes, the volume examines it in all its dimensions: organizing work, managing employees, measuring performance, and overcoming resistance to performance-enhancing innovations. In the words of its editors, this book is "essential reading for any public manager who is interested in improving public organizations by getting the job done."

E-text available in Google Books.

Kemp, Roger L., ed. *Strategic Planning for Local Government: A Handbook for Officials and Citizens*. Jefferson, N.C.: McFarland & Company, 2008.

Articles comprising this volume discuss the usefulness of, and challenges associated with, applying private-sector strategic planning to the public sector as a way for local governments to overcome the constraints imposed by traditional, short-term government planning practices. Proven public sector strategic planning theories are examined on concrete examples of 16 successful governments. The final chapters assess the future of strategic management, analyze forces shaping local governments in the 1990s, and discuss arising management challenges.

Kemp, Roger L., ed. *Regional Government Innovations: A Handbook for Citizens and Public Officials*. Jefferson, N.C.: McFarland & Company, 2003.

The volume provides a comprehensive overview of the field of regional government, including the history of regional planning, the evolution and models of regional governance, regional reform, and the state of regional governance in the post-industrial economy. It also explores regional challenges posed by increased global competition and regional government renaissance. The 25 case studies examine outstanding examples of public and nonprofit innovations that promote regional government throughout the U.S.

E-text available in Google Books.

Nagel, Stuart S., ed. *Handbook of Public Policy Evaluation*. Thousand Oaks, CA: Sage Publications, 2002.

The *Handbook* provides an overview of public policy evaluation as it relates to economic, technological, social, political, international, and legal issues. It is organized around two major sections: Foundation Ideas and Policy Evaluation at the Cutting Edge. The first section leads off with the summary of win-win methods, lose-lose policies, public policy studies, policy professionalism, and policymaker perspectives. The second sections cover basic concepts in policy analysis, casual relations among policy fields, interactive policy analysis, recruiting people and obtaining funds, policy evaluation trends and substance, win-win game theory, as well as win-win mediation, allocation, and applications. The volume also features a third section comprised of 18 bibliographies organized by topic. It is intended for policymakers, administrators, analysts, practitioners, and scholars.

E-text available in Google Books.

Roberts, Nancy C., ed. *The Age of Direct Citizen Participation*. Armonk, NY: Routledge, 2007.

This is a compilation of articles on direct citizen participation previously published in ASPA-sponsored journals. It discusses challenges and dilemmas raised by direct citizen participation and how the latter relates to administrative theory. The articles also address participation mechanisms at different levels of involvement—individual, small group, large group, and electronic participation; examine theories on direct citizen participation and assess its significance for democratic theory and practice. The editor's introductory essay and section openers frame key issues, provide historical background, and fill in any gaps not directly addressed in the articles.

Overall, this anthology (with contributions by Robert Denhardt and Janet Vinzant Denhardt, George Frederickson, Hindy Lauer Schachter, among others) provides a unique and sound framework for understanding the ongoing debate over citizen involvement. As such, it is a useful resource for public administration courses in citizen involvement and performance management and for anyone interested in public participation.

Wholey, Joseph S., Kathryn E. Newcomer, and Harry P. Hatry, eds. *Handbook of Practical Program Evaluation*, 2nd ed. San Francisco, CA: Jossey-Bass, 2004.

The *Handbook* promotes more practical approaches to program evaluation that would enable public and nonprofit managers and policy makers to obtain useful and reliable information more frequently, even under tight resource constraints. In explaining how to create an evaluation design, it provides a comprehensive overview of evaluation methods, methods to collect and analyze data, and evaluation pitfalls and trends. It also gives suggestions on managing evaluation projects, writing for impact, and using organizational report cards.

E-text available in Google Books.

Public Management

Bromberg, Daniel, ed. *Government Partnerships*. New York: Routledge, 2015. *Public Solutions Series, Editor in Chief: Holzer, Marc*.

Burke, Gwendolyn, Ben Singh, and Louis Theodore. *Handbook of Environmental Management and Technology*, 2nd ed. Hoboken, NJ: John Wiley & Sons, 2004.

Utilizing a practical approach, this work provides an up-to-date overview of the scientific and technical literature on environmental control issues and offers a historical perspective on pollution problems and solutions to them. It is a useful resource for public managers working in environmental protection or encountering regulatory issues in their work, as well as for public administration students and researchers studying or performing research in this area.

Condrey, Stephen E., ed. *Handbook of Human Resources Management in Government*, 2nd ed. San Francisco, CA: Jossey-Bass, 2004.

The handbook, written to provide practical guidance and advise for practicing human resource managers, at the same time maintaining contextual relevance for those who study and teach human resource management (HRM), serves as a reference point from which to assess organizational needs and challenges in the current public HRM environment. The new edition reflects the most important changes that have occurred in the field since the publication of the first edition, in particular, the increased call for privatization of government services and the outsourcing of public HRM functions.

Contents wise, the book: provides an overview of the changing role of the human resource office, its organizational and political environment, and of the “radical” civil service reforms of the 1990s; discusses employee recruitment and selection and workforce diversity and aging; suggests practical strategies for increasing ethical behavior in the workplace, addresses employee training and development, organizational climate and culture; describes legal context in which public HR managers operate; reviews effective performance appraisal systems and job analysis and assessment methods; and covers different techniques human resource managers can use to become more involved in the overall management of their organizations, such as benchmarking performance, strategic planning, outsourcing, etc. Among the *Handbook's* contributors are such public administration scholars as Carolyn Ban, Jeffrey Brudney, David Carnevale, Joseph Cayer, Mary Guy, Arie Halachmi, Donald Klingner, Meredith Newman, Lloyd Nigro, Steven Ott, Norma Riccucci, and Montgomery Van Wart, to name a few.

E-text available in Google Books.

Also: <http://search2.barnesandnoble.com/BookViewer/?ean=9780787972585>. Accessed February 19, 2010.

Cooper, Phillip J. and Chester A. Newland, eds. *Handbook of Public Law and Administration*. San Francisco, CA: Jossey-Bass, 1997.

The book provides a comprehensive overview of public law and how it relates to public administration; specifically, how it affects the public manager's job and responsibilities. It leads with the discussion of how the autonomy of public administration is reconciled with the faithful execution of the law by public servants and offers a conceptual framework within which to analyze the relationship between public law and public management. Other topics covered in the book include: the law-politics dialogue; public law as a set of managerial tools; separation of powers with checks and balances; federalism and the changing nature of intergovernmental relations; the role of executive orders and negotiated rulemaking in public administration; the first amendment; labor relations and dispute resolution; public employees' privacy and integrity testing; equality and affirmative action; gender issues in the workplace; open government and freedom of information; the role of judicial review in ensuring government accountability; the role of government lawyers; legal impacts on budgets and finance; legal issues in contracting for public services; and alternative dispute resolution in public administration.

The book is written by judges, legal experts, public administration scholars, and public administrators for practicing public managers, academics and graduate public administration students taking Administrative Law or interested in any of its aspects.

Cooper, Terry. *Handbook of Administrative Ethics*, 2nd ed. Boca Raton, FL: Taylor & Francis, 2000.

This is a comprehensive reference source on administrative ethics in the public sector that draws on insights and research from other fields such as sociology, psychology, and philosophy. The discussion of administrative ethics as a field of study starts with a historical overview of its origins in the United States and the treatment of ethics in important pieces of public administration literature from the late nineteenth century to the present. It also includes an overview of research methods for generating knowledge in administrative ethics and an examination of ethics education in public administration and in in-service training. Next, the book deals with the philosophical perspectives in administrative ethics. It offers the field's taxonomy, synthesizes foundationalist teleological and deontological orientations and reviews the current challenges of antifoundationalist philosophy and its manifestations in the public administration ethics literature. Other topics discussed include the tradition of virtue ethics, public interest as a normative ethical concept and a controversial comparison of postmodernist approaches with American founding values. The review of administrative ethics contexts involves issues such as ethical dimensions of organizational culture and public ethics relevance to administration and policy. In addition, the volume explores external and internal controls of maintaining ethical conduct and reviews administrative ethics in other cultures. Among its contributors are Guy Adams, James Bowman, Kathryn Denhardt, George Frederickson, Charles Fox, David Hart, Donald Menzel, Jeremy Plant, John Rohr, Camilla Stivers, Montgomery Van Wart, and other authorities in public administration ethics.

E-text available in Google Books.

Farazmand, Ali, ed. *Strategic Public Personnel Administration: Building and Managing Human Capital for the 21st Century*, in two volumes. Westport, CT: Praeger Publishers, 2007.

This two-volume set provides a comprehensive analysis of the past development and current function of public personnel administration so as to give a clearly balanced picture of the field's theory and practice. It fills a major gap in the current literature between the longstanding practice of strategic public personnel administration and the lack of its systematic study and serves as a key work that addresses the history, knowledge, policy, management, process, and culture of public personnel administration from a strategic perspective.

The set is intended to help governments and public administration organizations meet and successfully manage the challenges of the 21st century, such as growth of the knowledge societies, technological know-hows, transworld and transborder migrations of capital and labor, cyber-employment and virtual workplaces, and relentless global pressures for results-oriented performance. The list of contributors to the set includes such names as James Bowman, Robert Golembiewski, Mary Guy, Marc Holzer, Carole Jurkiewicz, Donald Klingner, Robert Maranto, Steven Ott, Paul Van Riper, Gary Wamsley and others.

E-text available in Google Books.

Frederickson, H. George and Jocelyn M. Johnston, eds. *Public Management Reform and Innovation: Research, Theory and Application*. Tuscaloosa, AL: University of Alabama Press, 1999.

This book is a collection of selected papers delivered at the Third National Public Management Research Conference (1995) that present research and theoretical arguments dealing with change, reform and innovation in public management. In particular, the volume attempts to define the subject matter of reform in the public sector; formulate theory that explains how

public organizations change, adapt and innovate; and to present empirical research and theory that shows how public managers and policy makers presume to bring about organizational change.

Providing a perspective on public organizational change that is grounded in empirical research and theoretical developments, the book differs from other literature in the field that is based on anecdotal evidence or best practices. It is intended for three types of audiences: first and foremost, for those public administration students, scholars and theorists who have a serious interest in public management reform; second of all, for those practitioners of public administration who keep track of theoretical developments in the field; and, lastly, for those scholars and practitioners working in adjacent fields—education administration, business administration, healthcare administration, social services administration, etc.—that are also interested in organizational change.

E-text available in Google Books.

Frederickson, H. George, ed. *Ethics and Public Administration*. Armonk, NY: Routledge, 1993.

This is an empirical examination of issues related to contemporary government ethics. The book's underlying assumption is that contemporary government ethics, at least partially, derives from the problem of public corruption. In support of this assumption it reviews twenty-five years' worth of research on the citizens' attitudes toward public corruption and examines the importance of history and culture as principal indicators of political corruption, thus establishing links between politics, race, and the use of ethics for political advantage. In exploring control, oversight and whistleblowing as central aspects of the control perspective on government ethics it reviews the research and literature on whistleblowing in the US government and its effects on organizational performance; discusses the role of inspectors general in the federal government and its limitations; studies the effects of professionalism on ethics in public organizations and the capacity of ethics codes and ethics agencies to affect the behavior of government officials. The book also examines the effects of the ethics movement on organization values and performance as well as the impact of gender, race, education, age, religion, and organization purpose on patterns of moral reasoning among public administrators. The book concludes by developing a number of assertions about government ethics for future research.

The list of the book's contributors includes John Rohr, Kathryn Malec, Patric Dobel, Gregory Brunk, Carol Lewis, Sam Overman, Donald Menzel, James Perry, Kenneth Meier, Andrew Stark, Douglas Morgan and several others.

E-text available in Google Books.

Frederickson, H. George and Richard K. Ghere, eds. *Ethics in Public Management*. Armonk, NY: Routledge, 2005.

This is a follow-up volume to *Ethics and Public Administration* (1993). It summarizes the body of research on administrative ethics that has accumulated since the publication of the first book. Also, the volume's scope has been expanded to include the managerial and individual/moral dimensions of ethical behavior and a new section on administrative ethics and globalization. The book revisits the fundamental question first posed by Frederickson in 1993: Does the ethics movement have staying power? It offers a detailed assessment of the state of empirical research on ethics and integrity in governance and presents a general model of ethical decision making in conjunction with other theoretical frameworks. The volume also introduces the concept of "administrative evil" and calls for public ethics that incorporates values of deliberative democracy as a basis for administrative action. It analyzes market-oriented reforms of the New Public Management (NPM) movement to demonstrate how they undercut ethical conduct and accountability of government agencies. Finally, it addresses emerging questions about the global relevance of public sector ethics, discusses international efforts to establish ethics standards and suggests research agenda that incorporates the global perspective.

Among the volume's authors are Guy B. Adams, Danny L. Balfour, Gerald Caiden, Terry Cooper, Melvin Dubnick, Peter deLeon, Kathryn Denhardt, Stuart C. Gilman, Carole L. Jurkiewicz, and Donald C. Menzel. It will be of interest to everybody in government as well as in public administration academe. It is also appropriate for graduate courses in public sector ethics.

E-text available in Google Books.

Gargan, John J., ed. *Handbook of Local Government Administration*. New York: Marcel Dekker, 1996.

This reference provides a complete overview of local government theories and practices. It is structured around three sources of complexities affecting the context of local government administration, its management practices, and its structural arrangements, respectively. Thus, the first part of the book discusses the cultural, legal, and organizational contexts of local government. The second part reviews a number of administrative and management approaches—organizational, fiscal, and

personnel—available in the local public sector. Among the topics addressed are strategic management, budgeting, personnel administration, local court administration, total quality management, and performance measurement. The third part focuses on the variety of generic types of local government, such as town and township governments, small-community governments, council-manager cities, central city governments, counties, regional councils, and special and school districts. The book concludes with assessing local government governing capacity and the challenges it faces in the new century.

The handbook was written by public administration academics who either had prior working experience in the local public sector or who acted as consultants to local governments. Among them: Evan Berman, Robert Golembiewski, W. Bartley Hildreth, Timothy Mead, David Morgan, Theodore Poister, James Svava, and Jonathan West. As a comprehensive source of advanced materials on local government administration and management, the volume is intended both for local government practitioners and for public administration students, researchers, and faculty.

E-text available in Google Books.

Gargan, John J., ed. *Handbook of State Government Administration*. New York: Marcel Dekker, 1999.

The *Handbook* considers the role and place of the states within the American federal arrangement and provides both conceptual and applied perspectives to a range of administrative and management practices employed by state governments in the US.

Written by twenty-nine scholars with substantial expertise in state governance and a practitioner from US GAO, the book provides an overview of state government administration, describes the consequences of the 1960-1990 “modernization”, considers the effects of intergovernmental interdependency on state government, and analyzes political culture in which state administration takes place. It also discusses the range of administrative and management practices employed by state governments, from the role of governors and independent political executives to budgeting, HRM, strategic management, policy research and performance measurement. Finally, it focuses on the governing capacity of the states in ten policy areas, such as economic development, welfare, corrections, environment, etc. The book will be of value to students, scholars and practitioners of politics and public administration.

E-text available in Google Books.

Garson, G. David, ed. *Handbook of Public Information Systems*, 2nd ed. Boca Raton, FL: Taylor & Francis, 2005.

Reflecting the rapidly changing nature of technology, as well as organizational issues it creates for public managers, approximately two thirds of the contributions of the *Handbook's* second edition, are new, including an entire section on e-government. Two developments have prompted the reissue of the *Handbook* just five years after the publication of the first edition: first, the study of IT is assuming a central place in public administration curricula, and, secondly, and more important, the inadequacy of purely technocratic approaches to IT management in government is becoming increasingly apparent, as indicated by a more frequent rate of IT projects failure in comparison to other projects. Thus, the underlying assumption of the book is that technology is too important to be left to technocrats and that, if the values of democratic governance are to be preserved, managerial aspects of IT project implementations must be addressed. Written by some 60 public administration academics and practitioners, this comprehensive overview of IT in the public sector covers the historical, institutional, legal, organizational, functional, policy and theoretical backgrounds that make up the information and communication technology (ICT) literacy for the public servant.

E-text available in Google Books.

Greisler, David and Ronald J. Stupak, eds. *Handbook of Technology Management in Public Administration*. CRC Press, 2006.

The volume's main purpose is to address the disparity “between the deep penetration of advanced technology throughout the general population and the fundamental lack of understanding” the principles, applications, implications, and ramifications of technology that may have serious consequences for citizenries increasingly exposed to technological byproducts, both intended and unintended (*Handbook*, p. i), and that may reinforce or nullify the foundations of life and liberty in a constitutional democracy. The *Handbook* considers technology from two perspectives: macro (markets and the public sector) and micro (organizations, groups and individual consumers.” By focusing on the management, implementation, and integration of technology across a wide variety of disciplines, it highlights the lessons learned in order to help the reader solve contemporary problems. Arguing that technology is not deterministic but socially constructed, it overviews technological advances, including the ongoing Information Revolution, the budding Nanotechnology Revolution and the impending Biotechnology Revolution, their benefits and pitfalls, and the challenges associated with their effective integration and management. Also discussed in the book are public sector perspectives on technology in different contexts (international, federal state and local) and subject areas

(law, policy, politics, economics, and education); technological culture and whether technological norms are value-neutral; different forms of government-regulated technology transfers and the risks (especially for national security) associated with international transfers of technology; ethical, legal, moral, and social implications of technology—from electronic signatures to human embryonic stem cell research—and calls for the national, cross-national and international discussion of ethical ramifications of technology; leadership and discretionary decision-making in a technocratic organization; the effect of IT on organizational learning; technology's contribution to quality; national security issues; and technology and the professions.

The volume is intended for everybody—from a public manager or politician to a private citizen—who wants to be ICT-literate.

E-text available in Google Books.

Hamidullah, Madinah, ed. *Managing the Next Generation of Public Workers*. New York: Routledge, 2015. Public Solutions Series, Editor in Chief: Holzer, Marc.

Managing the Next Generation of Public Workers is a fresh and energetic look at the changing climate of diversity in the public and nonprofit workplace.

The workforce of the twenty-first century represents unparalleled complexity: Baby Boomers, Gen X, Gen Y, and Millennials. Although that diversity may be challenging and often overwhelming for public managers, Madinah Hamidullah emphasizes the potential strengths that can be drawn from complex multigenerational relationships.

This handbook offers public and nonprofit managers the tools necessary to address generational differences and questions such as:

- How do the newer generations in the workplace differ on such fundamentals as work ethic, family values, and retirement horizons?
- Are they recruited differently and do they expect a different mix of benefits—perhaps a better work-life balance as a tradeoff for a lower salary?
- How can diverse, generational perspectives in the workplace add value by questioning old, traditional assumptions?
- Will approaches to organizational decision making necessarily change as new generations take over?

The book is for public and nonprofit managers who recognize the challenges of managing a multigenerational workforce, and are therefore seeking helpful insights. This volume is a roadmap not only for human resource (HR) managers, but for all managers who must address the complexities of the human condition—complexities that are complicated by the most rapid succession of workforce generations that we have yet seen.

Hays, Steven W. and Cole Blease Graham, eds. *Handbook of Court Administration and Management*. Boca Raton, FL: CRC Press, 1992.

Combining the theoretical and applied perspectives, the *Handbook* offers comprehensive coverage of all major issues and developments in court management administration by providing an in-depth discussion of its traditions, theories and political realities, examining the normative models of court organization and management and addressing the politics of court reform and judicial administration in the federal courts. When focusing on the management environment, it examines the separation of powers doctrine, judicial impartiality and judicial independence as the primary goals of court management education, and the role of judicial leadership and responsibility in court management. The discussion of the court management profession includes both the traditional managers—judges and court clerks—and the modern court managers, while the overview of the courts' personnel management focuses on personnel system operations in judicial administration, the training of court managers, and various practices of judicial selection and removal. Turning to budgeting in the courts, the chapters examine the unified court budgeting, state financing of courts, and revenue generation by judicial systems. Case flow management fundamentals, jury management, court performance evaluation, and future directions in the practice of court management are also analyzed in the book.

Written by political science, public administration, and organizational behavior scholars as well as experienced court administrators, this exhaustive volume can be used as a classroom textbook or as a reference on the subject.

E-text available in Google Books.

Hays, Steven W., Richard Kearney, and Jerrell D. Cogburn. *Public Human Resource Management: Problems and Prospects*, 5th ed. Norwalk, CT: Longman, 2009.

In four broad sections this expanded edition provides a well-balanced overview of the entire field of modern public personnel administration, analyzes major issue areas, suggests remedies based on the most current research, and forecasts future trends and developments. Section one reviews competing perspectives on public personnel administration (civil service, patronage, and privatization), discusses HRM in the federal, state, and local government as well as the nonprofit sector, and highlights the importance of the Constitution for public personnel administration. Focusing on the developments in HRM techniques, section two covers strategic HRM, performance appraisal, employee benefits, problems of motivation, human resource metrics in government, measuring the impacts of HRM, workforce planning, and state government grievance practices. Section three discusses some of the most critical issues in public personnel administration, such as: affirmative action and diversity, gender, HR information technology systems in state government, ethics, public sector labor relations, and outsourcing HR. The concluding section summarizes the present state of the field and suggests directions of its future development. Among the book's distinguished contributors are: James S. Bowman, Gerald T. Gabris, Mary E. Guy, J. Edward Kellough, Donald E. Klingner, Joan E. Pynes, David H. Rosenbloom, James R. Thompson, and Jonathan P. West.

The book will be an aid to public administration students taking an HRM course and to human resource personnel working in the public and nonprofit settings.

Henderson, Alexander C., ed. *Municipal and Shared Services and Consolidation*. New York: Routledge, 2015. *Public Solutions Series*, Editor in Chief: Holzer, Marc.

Municipal Shared Services and Consolidation provides a comprehensive and clear review of the theories and practices of structuring and managing complex local government services. Intended for both students and practitioners, this volume in the Public Solutions Handbook Series addresses concepts and processes of shaping collaborative arrangements in public service with goals of effectiveness and efficiency in mind. The Handbook begins with a review of theories of shared services and consolidation, highlighting conceptual foundations, practical barriers, and cultural considerations related to these efforts. Specific, practical advice follows, highlighting the processes of creating, implementing, and managing shared services and consolidation agreements. *Municipal Shared Services and Consolidation* is exceptionally well written and is amplified by examples, cases, illustrations, and a comprehensive bibliography.

Herman, Robert D. and Associates. *Jossey-Bass Handbook of Nonprofit Leadership and Management*, 2nd ed. San Francisco, CA: Jossey-Bass, 2004.

With contributions from recognized authorities of nonprofit management, this volume addresses the need for a single comprehensive and in-depth reference source of effective leadership and management functions, processes, and strategies that can be applied in the nonprofit sector. The *Handbook* is written on the premise that the distinctive and varied character of nonprofit organizations affects their leadership and management practices. It describes present and future contexts, including institutional, within which nonprofit agencies operate and considers how historical times, social forces, legal and regulatory environment, political events, economic trends, and increasing globalization affect nonprofit leadership and management. It also elucidates key leadership issues in the nonprofit sector such as board-centered, external and political leadership skills of effective chief executives; highlights the importance of strategic planning, nonprofit lobbying, strategic alliances, and organizational culture; discusses nonprofit organizational operations and processes (running effective volunteer programs or outcome assessment), financial management, and HRM. The book also provides Herman's personal assessment of the current situation with the nonprofit sector and what it can do to preserve its unique character and legitimacy.

The *Handbook* is intended for a wide range of practitioners, especially those occupying managerial positions in the nonprofit sector, volunteer leaders, board members, students enrolled in non-profit management courses and faculty who teach them, and those who work with nonprofit organizations as consultants, regulators, funders and technical support providers.

E-text available in Google Books.

Holzer, Marc, and Grossman, Seth, ed. *Partnership Governance*. New York: Routledge, 2015. *Public Solutions Series*, Editor in Chief: Holzer, Marc.

Jablin, Fredric M. and Linda L. Putnam, eds. *New Handbook of Organizational Communication: Advances in Theory, Research, and Methods*. Thousand Oaks, CA: Sage Publications, 2001.

Continuing the multidisciplinary tradition of the first *Handbook of Organizational Communication* (Sage, 1987), this new volume summarizes the existing perspectives and up-to-date research in the field and highlights new theory and empirical work that can advance it in the future. In particular, it reviews theoretical and methodological issues pertaining to organizational theory, such as conceptual foundations, key constructs, discourse analysis in organizations, and quantitative and qualitative research methods. It also addresses internal and external organizational environments and their role in shaping communicative processes and how patterns of communication are produced and reproduced by an organizational structure. Finally, in analyzing the process of organizational communication, it takes up such topics as power and politics, participation and decision making, learning in organizations, organizational entry, assimilation, and exit, and communication competence.

E-text available in Google Books.

Julnes, Patria, and Gibson, Ed, ed. *Innovations in the Public and Nonprofit Sectors*. New York: Routledge, 2015. Public Solutions Series, Editor in Chief: Holzer, Marc.

In the organizational context, the word “innovation” is often associated with private sector organizations, which are often perceived as more agile, adaptable, and able to withstand change than government agencies and nonprofit organizations. But the reality is that, while they may struggle, public and nonprofit organizations do innovate. These organizations must find ways to use shrinking resources effectively, improve their performance, and achieve desirable societal outcomes. Innovation in the Public Sector provides alternative frameworks for defining, categorizing, and studying innovation in government and in the nonprofit sector.

Through a diverse collection of international case studies, this book broadens the discussion of innovation in public and nonprofit organizations, demonstrating the hurdles organizations face and examining the technological advances and managerial ingenuity innovators use to achieve their goals, both within and beyond the boundaries of the innovating organization. The chapters shed light on key issues including:

- how to conceptualize innovation;
- how organizations decide between competing good ideas;
- how to implement innovation;
- how to contend with challenges to innovation;
- how to judge success in innovation

This book provides current and future public managers with the understanding and skills required to manage change and innovation, and is essential reading for all those studying public management, public administration, and public policy.

Kemp, Roger L., ed. *Forms of Local Government: A Handbook on City, County and Regional Options*. Jefferson, NC: McFarland & Company, 2007.

This handbook provides a comprehensive overview of various forms of local government existing in the United States: the traditional commission, mayor-council, strong mayor, and council-manager models for counties, cities, townships and school districts. It also discusses local government entities that transcend the traditional boundaries of cities and counties, including such evolving forms as residential community associations and regional government structures. Additionally, it examines sub-metropolitan districts such as municipalities and boroughs. The work offers a framework for assessing the productivity and effectiveness of various forms of government, for discussing revenue, privatization, strategic planning, suburbanization, city-county consolidation, and other urban and rural topics, and for exploring the proper roles for elected and appointed officials in all models of government.

E-text available in Google Books.

Kemp, Roger L. *Managing America's Cities: A Handbook for Local Government Productivity*. Jefferson, NC: McFarland & Company, 2007.

Written by an experienced city manager, this work provides the most comprehensive codification of knowledge about the operations and productivity applications of municipal governments across the United States. The book reviews various forms of municipal structures and examines the authority and responsibilities of the city council, manager, and clerk as well as the functions, structure and productivity trends of different municipal departments, including legal, finance, fire, health and human

services, library, parks and recreation, planning and budgeting, police and public works. As an added bonus, it has Municipal Resource Directory.

It will be an aid to local-level public servants as well as public administration students and ordinary citizens interested in local government productivity.

E-text available in Google Books.

Kilpatrick, Anne Osborne and James A. Johnson, eds. *Handbook of Health Administration and Policy*. New York: Marcel Dekker, 1998.

This comprehensive reference book discusses three areas of the U.S. health care—its environment, administration and future—in three respective parts. Thus, part I focuses on policy and finance, the health care delivery system, social, legal and ethical issues, and health care assessment and evaluation. The discussion provided in part II touches upon managing: strategy and change, health care organizations, human and financial resources. Finally, regulation of health care, high-involvement organizations, values and policymaking, and managerial implications of health care in the new millennium are covered in part III. The book also provides an extensive glossary of terms. The *Handbook* can be used as a companion text in health care management courses. It will also be of help to health practitioners and administrators.

E-text available in Google Books.

Koehler, Jerry. W. and Joseph M. Pankowski. *Teams in Government: A Handbook for Team-Based Organization*. Del Ray Beach, Florida: St. Lucie Press, 1996.

This book, written by practitioners and recognized experts in the field of Total Quality Management, serves as a guide to successful team development in public agencies switching from the traditional management of objectives approach to TQM as a means to improving performance and meeting the citizens' demand for more responsive and efficient government. The book describes a twenty-six-phase process of team development, from leadership commitment, mission, values and goals statement and the selection of team members to acting on and documenting the change, presenting the results to the quality council and repeating the cycle with the selection of a new team. The book also covers topics on the principles of a team-based organization, types of teams, team characteristics and dynamics as well as team assessment and leadership.

E-text available in Google Books.

Lee, Mordecai, ed. *Government Public Relations: A Reader*. Boca Raton, FL: CRC Press, 2007.

The goal of this compellation of contemporary international writings is to show the importance and usefulness of government public relations to public administration. Discussing the field's theory, practice, and context, the volume argues for the inclusion of public relations in the public administrator's toolbox, alongside budgeting, human resources, strategic planning, and performance measurement. The *Reader* covers the following topics: overview of government public relations (including PR management in government and business, responsibilities of federal public information officers, and the Committee on Public Information campaign); media relations; public reporting; responsiveness to the public; outreach; crisis management as government PR; the external environment of government PR; public relations by nonprofit agencies; and trends in government PR, such as globalization and e-reporting.

This text is a good starting point for research, as it provides a bibliography of additional resources and historical sources for in-depth analysis.

Liou, Kuo-Tsai Tom, ed. *Handbook of Public Management Practice and Reform*. New York: Marcel Dekker, 2001.

Emphasizing the link between public management practice and reform ideas and experience, the *Handbook* provides comprehensive information on changes and issues related to public management reform, practice, education and professional development. Focusing on the environmental changes affecting public management, it summarizes the relationship between the "ecology" of public administration and the rise of administrative state and assesses the impact of globalization, societal values and technology on all aspects of public management, including public budgeting and financial management and public HRM. From this perspective, strategic planning, productivity improvement, performance measurement, and ethics are also discussed. Similarly, an overview of selected policy issues and their impact on management covers win-win public management, privatization policy, economic development policy, and decentralization and deregulation. Next, the book focuses on the lessons of reform, including from the reinvention, downsizing and citizen participation movements, as well as the new public

management. It then addresses new ideas and markets in public management: service contracting, the continuous improvement paradigm, and the new role of nonprofit and grassroots organizations. Finally, it examines changes and contribution of public administration education, research, and professional associations, such as ASPA and NASPAA, to the field of public management.

The list of contributors includes such public administration scholars as John Bartle, Kenneth Cox, Marc Holzer, Patricia Ingraham, Camilla Stivers, Montgomery Van Wart, as well as others.

E-text available in Google Books.

Manoharan, Aroon, ed. *E-Government and Websites*. New York: Routledge, 2015. Public Solutions Series, Editor in Chief: Holzer, Marc.

This book presents a citizen-centric perspective of the dual components of e-government and e-governance. E-government refers to the practice of online public reporting by government to citizens, and to service delivery via the Internet. E-governance represents the initiatives for citizens to participate and provide their opinion on government websites. This volume in the Public Solutions Handbook Series focuses on various e-government initiatives from the United States and abroad, and will help guide public service practitioners in their transformation to e-government. The book provides important recommendations and suggestions oriented towards practitioners, and makes a significant contribution to e-government by showcasing successful models and highlighting the lessons learned in the implementation processes. Chapter coverage includes:

- Online fiscal transparency
- Performance reporting
- Improving citizen participation
- Privacy issues in e-governance
- Internet voting
- E-government at the local level

Morcol, Goktug, ed. *Handbook of Decision Making*. Boca Raton, FL: CRC Press, 2006.

The *Handbook* stands out from other books on the subject in that it provides an overview of both the mainstream theories and methods of decision making—mainly those of the neoclassical economic/utilitarian school and their behavioral/organizational critiques and alternatives, such as public choice, incrementalism, bounded rationality, budgeting, and strategic planning—and the nonmainstream contemporary and ancient perspectives. Of the last two, the former, shaped by recent technological advances, are represented by contemporary evolutionary theories, network theories or complexity theories, while the latter epitomize the “collective wisdom of the long theological and philosophical traditions of human societies” (p. ix). In addition, the volume explores the notion of rationality and the emergence of the rational comprehensive model. It also reviews a variety decision making contexts (public management networks, metropolitan areas, drug trafficking, information and communication technology, e-government, etc.) as well as methods (from the mainstream methods—experimental methods, cost-benefit analysis, linear programming, and queuing—to alternative and emerging methods, such as geographic information systems, Q-methodology, narrative policy analysis, methods of creative thinking, and conflict management).

The book will be of value to public administration students and scholars, as well as to public decision makers.

Patti, Rino J., ed. *Handbook of Social Welfare Management*. Thousand Oaks, CA: Sage Publications, 2000.

This comprehensive reference book provides an overview of social welfare management in historical and institutional contexts, summarizes the latest theory and research on human service organizations, their design and operations, and critically examines social welfare management practices, including future demographic, policy and technology trends in the fields of mental health, health, family and children’s services, and services to the aged.

The book is intended for researchers and present and future administrators of the social welfare sector.

E-text available in Google Books.

Perry, James L., ed. *Handbook of Public Administration*, 2nd ed. San Francisco, CA: Jossey-Bass, 1996.

Written by experts from diverse areas of public administration—law, politics, personnel, and management—the book covers a variety of topics that reflect both the ever-evolving changes in public administration and the continuity of practice, including:

the national government in transition; the states as engines of change; adjusting to change at the local level; strengthening relationships with legislatures, elected and appointed officials, citizens; managing intergovernmental processes; performance, accountability, organizational culture, and program implementation; managing human resources; improving operations and services; effective budgeting and fiscal administration; negotiating for the public good; intrapersonal skills; and professional standards and ethics.

Pinkowski, Jack, ed. *Homeland Security Handbook*. Boca Raton, FL: CRC Press, 2008.

First of its kind, the *Handbook* is intended to serve as a single point of reference in theoretical and practical questions pertaining to all aspects of national security, including border and transportation security, emergency preparedness and response, science and technology, information analysis, infrastructure protection, etc., and in dealing with the worldwide challenge posed by the increasing threat of terrorism. Its primary focus is homeland security in the United States; however, it also addresses cross-border issues and provides foreign accounts, as they offer real-life examples and affect immigration, international travel, and the capacity for interdiction and prevention.

The book opens with the discussion of the *new normal*—a post-September 11th awareness in the national psyche of vulnerability to terrorism and a willingness to accept individual burdens for greater security. It discusses homeland security as an emerging discipline, outlining future research in the policy and management arenas and making arguments for a multidisciplinary approach. The volume also analyzes specific examples of threats to homeland security, impact of globalization on organized terrorism, and terrorist movements in the Middle East, Southeast Asia, and on the African continent. Similarly, ecoterrorism, pandemics, animal-borne infectious diseases, chemical and biological agents are discussed in the context of weapons of mass destruction. The interrelated issues of national preparedness, emergency response, disaster recovery, and threat mitigation in dealing with prevention and aftermath of attempted and successful attacks, reinforced with the case studies of local and foreign governmental responses to border control issues and security threats, are addressed as well.

E-text available in Google Books.

Rabin, Jack. *Handbook of Public Sector Labor Relations*. New York: Marcel Dekker, 1994.

Written by experts on the subject of public sector labor relations in the U.S. and other countries, this volume discusses the development of public labor relations, the environmental context of the field, the differences between public and private labor relations, the history of the labor union movement in the United States, the current status of public labor unions, the scope of collective bargaining, conflict resolution in collective bargaining, the policy, legal and institutional foundations of collective bargaining in the public and private sectors, and contemporary perspective and possible directions for the future of American unions.

Rabin, Jack, Gerald J. Miller, and W. Bartley Hildreth, eds. *Handbook of Strategic Management*, 2nd ed. Boca Raton, FL: Taylor & Francis, 2000.

Bringing together in one forum literature from the public and private sectors, the *Handbook* provides thirty-eight broad-based, bibliographic essays covering theory, concepts and practice of strategic management. The essays are grouped into four themes: context and major theories, major concepts and ideas, the organization and strategy, and the use of strategic management in the three sectors—private, public, and nonprofit.

The book specifically focuses on a unique public sector approach to strategic management, tracing its characteristic roots both to traditional political science and to the study of business organization. It develops the concept of strategy, identifying “exactly what it is, what other factors relate to its use, and where it has become uniquely applicable to public sector management, in both theory and practice” (p. xv). A combination of theoretical concepts and experience through widespread practice, the book will be of value to graduate and undergraduate students, professors, scholars, consultants, and managers looking for a guide in organization strategy.

E-text available in Google Books.

Rabin, Jack, Thomas Vocino, W. Bartley Hildreth, and Gerald J. Miller, eds. *Handbook of Public Personnel Administration*. Boca Raton, FL: CRC Press, 1995.

The *Handbook* consists of twenty-eight bibliographic essays offering in-depth analyses of each aspect of human resources process. Each chapter provides a basic overview of a particular human resource field and a list of in-depth citations for continued research or practice. Topics covered in the book include: American civil service history; great thinkers in

personnel management; assuring equal employment opportunity; public personnel administration and the law; a comparative examination of national civil service and personnel reforms; demographic changes and diversity in personnel; human resource planning, recruitment, and selection; staffing and classification; performance appraisal; compensation administration; personnel training and development; productivity and quality management; strategic HRM; and public personnel administration outside the United States.

Intended as an introductory text to graduate courses in human resources administration, fifteen years after its publication the book can still be used for supplementary reading or as a limited reference for practitioners and researchers.

E-text available in Google Books.

Reddick, Christopher G. and Jerrell D. Cogburn, eds. *Handbook of Employee Benefits and Administration*. Boca Raton, FL: Taylor & Francis, 2008.

Designed to address an important void in public administration literature, namely, a paucity of benefits-related research, this is one of the first attempts to comprehensively cover the administration of employee benefits in the public sector. Written by distinguished academics and leading practitioners in public HRM and financial management, the volume examines the contextual and contemporary issues in employee benefits, health and retirement benefits, and financial management of benefits. It stands out from other books in the field by covering both the social aspects of employee benefits and the financial elements.

The volume can be used as supplementary reading in a course on human resource management or as a stand-alone textbook in a master-level course of employee benefits in schools of public and business administration.

E-text available in Google Books.

Rosenbloom, David. H. and Richard D. Schwartz, eds. *Handbook of Regulation and Administrative Law*. New York: Marcel Dekker, 1994.

Covering all core subjects in the study of regulatory policy and administrative law, this interdisciplinary reference-text provides a broad overview of the political, administrative, legal and constitutional issues brought about by the rise of the administrative state in the United States. The volume outlines the evolution of the administrative state and the transformations of administrative law; explores trends in social regulation, state regulation, and environmental law and places economic regulation, deregulation, and re-regulation in a historical context; focuses on management of federal agency adjudication; covers the elements of rule-making and regulatory enforcement; discusses federal information policy, discretion, and administrative democracy; and wraps up with observations and reflections from field research.

The book will be an aid to students taking Administrative Law, academic researchers and public managers grappling with legal and regulatory issues.

Shark, Alan, ed. *CIO Leadership for Cities & Counties: Emerging Trends & Practices*. Public Technology Institute, 2009.

First of its kind, this book is a comprehensive guide, written by an “experienced group of practitioners within local government and the corporate community” (Shark) primarily for public sector leaders, on how to manage technology and on how technology management can be applied to better understand and face the challenges of modern-day governance.

Shea, Christopher M. and G. David Garson. *Handbook of Public Information Systems*. 3rd ed. Boca Raton, FL: CRC Press, 2010.

Reflecting rapid evolution of the field of public information systems and its central importance to public administration, the handbook’s primary purpose is to promote an understanding of the broad scope of public information systems issues, conceptual and theoretical challenges, and practical implications both for public agencies and their clients. Therefore, the volume is organized into five broad themes—policy environments and issues, policy research, organizational issues and management applications, organizational research, and performance reporting—each of which provides current case studies in the use of IT by government agencies, key issues involving stakeholder interests, leadership and management challenges, and models for further inquiry.

A “must-read” resource for public administration students, scholars, and practitioners.

E-text available in Google Books.

Sims, Barbara and Pamela Preston, eds. *Handbook of Juvenile Justice: Theory and Practice*. Boca Raton, FL: Taylor & Francis, 2006.

The *Handbook* is written in response to the inadequate coverage of juvenile law and justice and juvenile delinquency topics in the existing literature. Addressing in a comprehensive way the most pressing issues in juvenile justice through the combination of theoretical, research, policy, and legal approaches, the book provides a historical overview of the development of a separate justice system for juveniles; explores the extent, nature and gender-specific aspects of juvenile delinquency; looks at different juvenile crimes, such as “preppie” gangs, juvenile stalkers, and juvenile cybercrimes; and discusses prosecuting youthful offenders and juvenile intervention strategies. The rest of the book is divided into three sections focusing on special juvenile populations, juvenile corrections, and such other critical issues as school violence, race, drug abuse as well as the debate on abolishing the juvenile justice system.

This text is intended as a resource for public policy or criminal justice professionals.

Shick, Robert, ed. *Government Contracting*. New York: Routledge, 2015. Public Solutions Series, Editor in Chief: Holzer, Marc.

Government contracting is one of the most important issues facing federal, state, and local governments. As governments contend with lower tax revenues and a growing belief that smaller government is better government, contracting has become a fundamental means of providing goods and services to citizens. This volume, which is geared toward practitioners as well as students, addresses the broad range of issues that comprise government contracting - from the political, economic philosophy, and value of contracting - to the future of government contracting.

Throughout the volume academic theory provides a foundation to address practical subjects, including the contract process, monitoring and evaluating contracts, ethics, and both federal and state local government contracting. Contributors to this volume are both academicians and practitioners, who together offer their scholarly expertise and practical experience, encouraging readers to ask the very question “What is the role of government in American society?” Through this approach, students will acquire the knowledge needed to understand the various aspects of government contracting, and practitioners will enhance their public procurement skills. *Government Contracting* is ideally suited to MPA students, practitioners in the public sector, and elected officials looking to enhance their understanding of privatization and contracting in order to provide public services more effectively.

Stupak, Ronald J. and Peter M. Leitner, eds. *Handbook of Public Quality Management*. Boca Raton, FL: CRC Press, 2001.

Responding to calls for improved performance and productivity in the public sector, the handbook provides macro- and micro-perspectives on topics relevant to public quality management, such as strategic planning, systematic process analysis, leadership studies, group dynamics, and human motivation theories. Stressing “quality of relationships” as a guiding principle within public administration framework, this handbook, discusses quality improvement and total quality management’ (TQM) relationship to administrative theory and organizational behavior; the historical development of TQM; its theoretical structure; organizational culture; measurement of its effectiveness; customers; leadership and teams; practices, cases, and experiences in implementing TQM; its future; and critiques. The volume provides over 1000 literature references and appends the Government Reform Act of 1994, other relevant laws, a process to develop and use information technology performance measures, a review of agency annual performance plans, an account of Utah’s strategic planning efforts, and a list of online resources for quality management.

The book is written by distinguished academics and professionals who are recognized authorities in the field; among them—David Ammons, Evan Berman, Albert Hyde, Thomas Lynch, Beryl Radin, Janet Vinzant, and Jonathan West.

E-text available in Google Books.

Swan, Wallace, ed. *Handbook of Gay, Lesbian, Bisexual, and Transgender Administration and Policy*. New York: Marcel Dekker, 2004.

Representing groundbreaking advances made in the recognition of gay, lesbian, bisexual, and transgender (GLBT) rights in politics and policy, this landmark handbook provides the latest research in GLBT public administrative theory and practice, including state, national, and international policy; educational, health, and criminal justice administration; and specialized community issues. It covers: international developments in GLBT rights and the disparity between developed and developing nations in tolerance and protection of gay rights; advances in GLBT politics and policy in the U.S.; political party support of gay rights in the legislative and executive branches and policy outcomes; citizen influence in shaping gay rights at the state level; transgender and bisexual issues in public administration and policy; issues in gay, lesbian, bisexual, transgender aging; queer youth issues; health and healthcare issues impacting the GLBT community; GLBT issues in elementary and secondary schools

and in institutions of higher education; hate crimes and law enforcement handling of GLBT homicides, as well as other GLBT-related aspects of the criminal justice system.

The book will be of value to public administrators, public planners, public policy specialists, and undergraduate and graduate students in these and similar disciplines.

Tonry, Michael H., ed. *The Handbook of Crime and Punishment*. New York, NY: Oxford University Press, 2000.

This handbook is an attempt to present in a single volume the most reliable and comprehensive knowledge on subjects pertinent to contemporary crime and punishment.

The book's introduction frames the issues of crime and punishment as playing a central role in American partisan politics. It also reviews the current state of affairs and the institutions that make up the criminal justice system and discusses relations between crime patterns and punishment policies. The rest of the book: looks at how public opinion has shaped the debate on crime and punishment; examines the latest research on the demography of crime, such as race and gender; discusses crime by type—street gangs, white-collar crime, organized crime, family violence, and drug-related crime—and causes; examines restorative justice, deterrence and incapacitation, crime prevention and treatment of sex offenders; looks at policing, prosecution and jails; focuses on the juvenile court, sentencing, probation and parole, and prisons; and, finally, deals with penal theories, intermediate sanctions, correctional treatment, and capital punishment.

The book is intended for wide audiences: from students, scholars and researchers of criminal justice, criminology, public affairs and administration, political science and policy analysis to concerned citizens and politicians interested in the issue.

E-text available in Google Books.

Van Wart, Montgomery, N. Joseph Cayer and Steve Cook. *Handbook of Training and Development for the Public Sector: A Comprehensive Resource*. San Francisco, CA: Jossey-Bass, 1994.

This is a practical human resource development guide written for the public sector. It contains a comprehensive survey of training methods and instructional technology. Its recommendations on designing, conducting, and evaluating programs are illustrated with real-world examples drawn from all levels of government. The handbook is intended as a manual for trainers and program designers conducting training and development of public sector human resources and as a reference source for public sector managers responsible for human resource development in their agencies or just interested in the subject.

The volume covers the following topics: the scope and significance of human resource development in the public sector; the varieties of training and development; organizational systems for human resource development in government agencies; individual, group, and strategic approaches to training needs; gaining organizational support for training and development programs; key factors in designing training and development programs; developing effective curricula and lesson plans; research and theory on adult learning; lecture and discussion methods; feedback techniques; behavior-shaping and technology-based methods; conducting and evaluating training programs; and major trends in public sector training. In addition, the book includes a NASPAA report on the role of schools of public affairs and administration in midcareer and executive education; fifteen categories of training identified by training; important competencies of executives, managers, and supervisors as identified by the office of personnel management; and an overview of the federal executive institute program.

Weber, Jeffrey A. and Johan Eliasson, eds. *Handbook of Military Administration*. CRC Press, 2007.

One of the volume's purposes is to reintroduce the study of military administration—the largest governmental bureaucracy in the United States—back into public administration. The volume addresses the breadth of issues relevant to the U.S. military administration, its organization, procedures, processes, and reform efforts, and provides a comparative perspective on the implementation and reach of military administration reforms in other countries and regions of the world.

The *Handbook's* nineteen chapters cover a wide spectrum of subjects, including: a historical overview of military reforms in the U.S.; reshaping of the defense enterprise by the Department of Defense; strategic planning; budgeting; personnel; private military companies; weapon systems management; defense policy and doctrine development; military-civilian relationship, the military's new role in safeguarding homeland security, its implications and possible consequences; the application of the military for countering non-state terrorist and guerilla networks; military leadership and culture; professional education; and professional ethics. The last several chapters review and compare the military administrations in the European Union, the Czech Republic, Slovakia, China, and Latin America in terms of their goals, rules and culture with a view to illustrate "how traditional allies, regional friends, and a rising international power (China) are modernizing and reorganizing their

military” (p. xxiv). The volume consists of original material as well as articles reprinted from public administration academic journals. It is written by American scholars and military professionals, with one exception, and is intended primarily for public administration community.

E-text available in Google Books.

Public Budgeting and Finance

Ahmad, Ehtisham and Giorgio Brosio, eds. *Handbook of Fiscal Federalism*. Northampton, MA: Edward Elgar Publishing, Inc., 2006 (hardcover), 2008 (paperback).

This handbook addresses fiscal relations between different levels of government (fiscal federalism) and other forms of intergovernmental relations—from unitary states and regional systems to more decentralized operations, such as community-level organizations, and federal systems through to supranational constructs (the European Union). Combining analytical and policy-oriented contributions, the volume provides an overview of the literature that informs the present-day discourse on the role of the state in fiscal matters and reflects the trends evident all over the world and the emergence of new issues, such as environmental protection or the sharing of natural resources among levels of government. Among the topics covered in the handbook are different approaches to fiscal federalism: the political economy aspects, the vertical and horizontal aspects, aspects of contractual approaches to decentralization, issues related to spatial interactions across governments, asymmetric federalism, contract federalism, and “functional, overlapping and competing jurisdictions (FOCJ).” Likewise, in analyzing the implementation of multilevel fiscal systems, the volume discusses, expenditure assignments, revenue assignments, transfer systems to subnational governments,

Written by an international team of leading experts in the field, the volume seeks to guide practitioners and policy makers in pursuing informed policy options. It is also recommended as a text for graduate- or advanced undergraduate-level courses in public finance or economic development. Lastly, researchers and academics in economic development, public finance, and fiscal policy will also find this volume of value.

E-text available in Google Books.

Backhaus, Jurgen G. and Richard E. Wagner, eds. *Handbook of Public Finance*. Norwell, MA: Kluwer Academic Publishers, 2004.

This handbook is markedly distinctive from other such books in several respects. First of all, its focus is purely theoretical (from which follows that its targeted audience is the academic researcher). It treats public finance as a field of systematic academic inquiry that traces its origins to the 16th –century Cameralists. In reviewing the history of the field, it describes two contrasting traditions and their present-day relevance: the choice-theoretic tradition and the catallactic tradition. It makes a distinction between the orthodox and constitutional approaches to public finance, provides a normative analysis of taxation and highlights the treatment of politics within that normative context. It then contrasts the implications of two alternative tax approaches to public finance—outcome- and process-oriented. The *Handbook's* theoretical focus also extends to some other methods of public finance, such as land rent, borrowing, and corrective taxation (where taxation serves as a means of regulation rather than the source of revenue). Other topics covered in the book include: unintended consequences of taxation, positive-dominated agenda of public enterprise, aspects of transition to privatization/ nationalization, social insurance, welfare state, efficiency of public expenditure, local public finance, horizontal and vertical competition among governments and federalism and subsidiarity.

Secondly, the *Handbook* advocates the multidisciplinary approach to public finance. Thus, the material in the *Handbook* is presented by distinguished scholars from such neighboring disciplines as political science, public administration, law, and sociology. Lastly, to address the needs and interests of international scholars, issues relevant to the European countries are discussed alongside issues relevant to the U.S. Thus, while discussing the concept of federalism, the authors distinguish between federating a nation (the United States) and federating a set of nations (European Union).

E-text available in Google Books.

Bogui, Frederic, ed. *Handbook of Governmental Accounting*. Boca Raton, FL: Taylor & Francis, 2008.

Reflecting an expanding and increasingly complex field of government accounting, this volume provides a history of governmental accounting practices, starting with the emergence of generally accepted accounting principles (GAAP) in the 1930s and their subsequent growth; discusses expenditures and revenues in U.S. governments; reviews fund accounting and describes different types of funds—the general fund, debt service funds, capital projects funds, proprietary funds, and fiduciary funds. It also covers governmental financial reporting and government-wide financial benchmarks and examines the process

and the importance of auditing governmental entities. While the book primarily focuses on accounting practices of state and local governments in the United States, the last two chapters also explore federal accounting and financial reporting and international public sector accounting standards, respectively. Enhanced with numerous charts and sample budgets, this book is not just a comprehensive reference source and a text for students and academic researchers in public budgeting and finance but also an invaluable practical guide for specialists involved in public accounting and auditing at all levels of government.

E-text available in Google Books.

Feldstein, Sylvan G. and Frank J. Fabozzi, eds. *The Handbook of Municipal Bonds*. Hoboken, NJ: John Wiley & Sons, 2008.

This is a whale-of-a-handbook that offers a well-rounded look at the industry of tax-exempt municipal bonds. It provides an overview of investment banking, method of sale in the municipal bond market, federal tax requirements for tax-exempt bonds and the role of the rating agencies. It also addresses such issues as the roles of underwriter, traders and brokers; municipal arbitrage; interest rate swaps and real-time price transparency; fixed income analytics; modern municipal bond portfolio management; credit analysis; special security structures and their analysis; as well as compliance issues that of late have become of critical concern to both the buy and the sell sides of the municipal bond market.

The Handbook is written by a diverse group of experienced contributors that provide detailed explanations and a variety of relevant examples that illuminate main concepts. With this book as a guide, the reader—from a trader or industry practitioner to a student of public finance interested in the issue—will be able to quickly become familiar with both buy side and sell side issues as well as important innovations in the municipal securities market that, of all the financial markets, involves the greatest information requirements.

E-text available in Google Books.

Frank, Howard A., ed. *Public Financial Management*. Boca Raton, FL: Taylor & Francis, 2006.

Written by the most senior scholars in public budgeting as well as some of the field's accomplished newcomers (Wes Clarke, Jerrell Cogburn, Dwight Denison, Yilin Hou, Aman Khan, Thomas Lynch, Susan MacManus, and John Mikesell, just to name a few), the volume provides an in-depth treatment of the six major sections of public financial management—context (discusses public expenditure management, capital budgeting and planning, financial management of economic development, and annual budgeting and long-range planning), public finance (reviews critical components of the U.S. revenue structure: the property tax, e-commerce, tax compliance, and the lottery and tax incentives as economic development tools), debt (explores the critical decisions involved in maintaining the infrastructure, assurance of sufficient liquidity for operations, and the use of ratio analysis to assess the fiscal health of a jurisdiction), public pensions (deals with their management, investment strategies, and financial performance of state and local government retirement systems), performance budgeting and management (focuses on utilizing performance information that guides the allocation of scarce resources while securing public support for their collective provision), and international perspectives (provides an overview of public finance reform in selected British Commonwealth countries and in China and, at the same time, shows the universality of themes that impact public financial management all over the world)—threaded together by two underlying themes: “results oriented management” as the most widely used paradigm in public administration and quantitative analysis as an integral part of public financial management.

The volume has been intended for two kinds of audiences: practitioners seeking current information to use in their day-to-day operations and students building their knowledge bases in public administration and public management.

E-text available in Google Books.

Golembiewski, Robert and Jack Rabin, eds. *Public Budgeting and Finance*, 4th ed. New York: Marcel Dekker, 1997.

This text provides a comprehensive overview of public budgeting and finance (PBF) covering historical, conceptual, institutional, economic, strategic, administrative, behavioral, organizational, and technical contexts of the field. The discussion of historical contexts is based on the premise that the field of public budgeting and finance is yet to see its paradigmatic revolution; hence the need for multiple, and only partially overlapping, historical contexts. It covers the following topics: budgetary time line, fiscal management, the deficit, the evolution of the property tax and the stages of the budget reform. Pertaining to conceptual contexts are three questions: What arenas does PBF encompass? How can PBF products be used by management? and What are major constraints on PBF policies and practices? The discussion of institutional contexts of PBF centers on the “marble layer cake” model of federalism. It attempts to demonstrate how the scope of the powers of the various levels of governments (and its constant redefinition) as well as the American bias toward divided authority influence PBF. The four core concerns of the economic contexts' discussion are: who should, and who does, get which scarce resources, and when.

The discourse on strategic contexts cautions against a tendency to simplify PBF with a set of convenient assumptions. It calls for (and shows the benefits of making) a deliberate effort to encompass both certainty and uncertainty, as the circumstances allow. The administrative contexts are comprised of the seven stages of the expenditure processes as well as administrative and legislative units involved at each of those stages. Central for the discussion of behavioral contexts is the assumption that, as a goal-setting activity, budgeting has behavioral and motivational implications. The main premise guiding the organizational contexts overview is that the style and efficiency with which PBF activities are performed impact the host organization; in their turn, the properties of organizations influence—and at times even determine—the manner in which PBF activities are carried out. Finally, the analysis of technical contexts focuses on the decision-making aspects of PBF.

Besides the editors, the list of contributors includes such “who’s who” in public budgeting/ public administration as Chris Argyris, Bartley Hildreth, Aman Khan, Lance LeLoup, Carol Lewis, Gerald Miller, Hal Rainey, Irene Rubin, Allen Schick, Herbert Simon, Khi V. Thai, Fred Thompson, Aaron Wildavsky, Katherine Willoughby, Robert Zinke, and to name a few.

E-text available in Google Books.

Hildreth, W. Bartley and James A. Richardson, eds. *Handbook on Taxation*. New York: Marcel Dekker, 1999.

This comprehensive reference reviews tax policy from political, legal, constitutional, administrative, and economic perspectives. Written by leading tax experts from the fields of economics, political science, tax accounting, and public administration (to name some of them—Jane Gravelle, Susan MacManus, John Mikesell, and Joel Slemrod), the essays focus not just on the funds-raising ability of the tax for government entities but also on the effects of taxation on economic activity and on individual and business behavior and the impact of a tax structure on different income groups within a society. Organized by themes, they address: legal and constitutional foundations of taxation, the underlying economic principles on which taxes should be based, such as a balanced tax system, and the political implications of taxation; major sources of state and local tax receipts, including the sales tax, property taxes, and the personal income tax, as well as other sources of state and local revenue, such as mineral revenues, gambling revenues, user charges, impact fees, corporate income and franchise taxes, and the issues associated with taxing a mobile resource; an overview of the U.S. tax system and federal tax policy, the economic effects of comprehensive tax reform, tax provisions as incentives for motivating certain types of spending and behavior, the implications of replacing the federal income tax with a consumption tax, the use of payroll tax to pay for pensions and health care, and the integration of the corporate income tax with the personal income tax; federal, state and local overlap in excise taxation, taxation of telecommunications and electronic commerce, and taxation of estates and gifts; tax compliance and administration as well as revenue forecasting and tax expenditures; and, finally, a comparative analysis of tax systems in European countries, East Asian and North American countries, as well as in transition economies.

The volume was designed for a broad audience: students and scholars of public administration, public managers, public policy specialists and decision makers, political scientists, public finance economists, tax accountants and lawyers.

Lynch, Thomas D. and Lawrence L. Martin, eds. *Handbook of Comparative Public Budgeting and Financial Management*. Boca Raton, FL: Taylor & Francis, 1992.

This book offers a comparative perspective at the practice of public budgeting and financial management in the 1980s at cross-national, state and local government levels. It can still be useful in comparative and longitudinal studies and historical trends analyses.

Meyers, Roy T., ed. *Handbook of Government Budgeting*. Hoboken, NJ: John Wiley & Sons, 1998.

This book presents a detailed account of the government budgeting process. It starts with an overview of the features of the budgetary process, the role of conflict in budgeting, and financial management reform in the U.S. federal government as well as Australia, New Zealand, and the United Kingdom. It then focuses on credit markets, the economy, and budget balancing, as well as taxation and government accounting. The rest of the book covers budgeting by institutions; politics, management, and analysis in budgeting; budgeting over time for capital improvements, entitlements, and contingent losses; and the future of government budgeting.

Miller, Gerald J., ed. *Handbook of Debt Management*. New York: Marcel Dekker, 1996.

The *Handbook* covers in a comprehensive way the practice of government debt management in the U.S., providing a detailed analysis of securities offered for sale by municipalities, states, and the federal government and reviewing governmental and intergovernmental debt policies, laws, and Internal Revenue Service regulations regarding municipal bonds and arbitrage. Focusing on the “municipal” market of state and local government operations the work describes the general steps in municipal

securities sales and a host of the related issues: the role and implications—legal, policy, economic, and structural—of tax-exempt financing; capital budgeting; state and local debt policy development and formulation and ability to repay debt; new issue financing; municipal bond issue structuring; municipal securities disclosure; municipal bond ratings and Moody's credit analysis; bid evaluation for competitive bond sales; and accumulated debt management. Similarly, the discussion of the "treasury" market and practices prescribed for and followed by the U.S. government involves the questions of whether borrowing should finance only capital assets, what to do when running an operating budget deficit, what the implications of the national debt burden are, and, most importantly, can the government roll over its debt forever?

The *Handbook's* three appendices contain study outlines for Municipal Securities Representative Qualification Examination and Municipal Securities Principal Qualification Examination (both administered by the Municipal Securities Rulemaking Board) as well as a glossary of municipal securities terms. This volume is intended as a reference and a source of preparation material for academic and corporate trainers and securities industry professionals seeking licenses.

E-text available in Google Books.

Rabin, Jack, ed. *Handbook of Public Budgeting*. New York: Marcel Dekker, 1992.

This authoritative reference volume consists of two parts. The first part, the budget process, assesses the current state of affairs in budget theory, provides an in-depth overview of its concepts, methods and issues, and analyzes major reform movements in budgeting. The second part, budgeting fundamentals, takes up topics that have practical application, such as expenditure and revenue forecasting, government accounting and auditing, tax systems and tax expenditures, use of computers in financial management, capital investment and productivity measurement. In addition to exhaustive bibliography on the issues discussed, the book has seven appendices containing the US Government Accounting Office's Primer on Gross National Product, a study on value-added taxes, and the analysis of state practices for financing capital projects; the Federal Reserve Bank's review of the macroeconomic effects of deficit spending, and the Congressional Budget Office's statement on the effects of fiscal policy changes on the budget.

The *Handbook's* contributors—Howard Frank, Bartley Hildreth, Marc Holzer, Gerald Miller, Irene Rubin, Khi V. Thai, Aaron Wildavsky and others—are undisputed authorities in public budgeting and administration.

E-text available in Google Books.

Rabin, Jack and Glenn L. Stevens, eds. *Handbook of Monetary Policy*. Boca Raton, FL: Taylor & Francis, 2002.

This compilation of articles reprinted from other sources (scholarly texts, academic journals, and government and industry publications) covers institutions, laws, and regulations established by the government to control the economic system. Divided thematically into two parts, the first group of articles poses, and seeks answers to, the question: Why is financial stability a goal of public policy? It explores issues pertaining to the business cycle, its causes, and how it has changed over the years; and examines social norms, perspectives from economic theory, political dimensions of economic policy, as well as forecasting and the tools used to measure economic activity. Articles comprising the second half of the book provide a historical overview of the development of monetary policy in the U.S., its goals and lessons learned. They also discuss the roles of a central bank and Federal Reserve, exchange rates, inflation, including its impact on growth, economic activity and employment; interest rates, capital formation, as well as issues related to world inflation and global financial markets.

E-text available in Google Books.

Rabin, Jack and Glenn L. Stevens, eds. *Handbook of Fiscal Policy*. Boca Raton, FL: Taylor & Francis, 2002.

This is a companion volume to *The Handbook of Monetary Policy* (The two volumes are paged consecutively and include tables of contents for both.) It critiques existing Keynesian macroeconomic models and the post-Keynesian evolution of the economic theory, including the development of equilibrium models; provides an overview of fiscal policy formation; discusses principles of tax policy and taxes, government budgeting and accounting, and government debt management; elucidates the impact of government economic policies on employment and growth; and covers issues relevant to the implementation of fiscal policies.

E-text available in Google Books.

Robbins, Donijo, ed. *Handbook of Public Sector Economics*. Boca Raton, FL: Taylor & Francis, 2005.

The *Handbook's* purpose is to build an understanding of the role of public economics in public administration and public policy and decision making. It achieves that through in-depth discussions of current, often heavily debated, issues related to the public provision and production of goods and services. To establish the foundation of public economics, the volume reviews the history of economics and fiscal doctrine, analyzes the theory of public goods and their production, and examines the roles of democracy and bureaucracy within an economic framework. To address the collection, allocation, and distribution of resources, topics like tax systems and structures, the equity and efficiency of revenue collection, fiscal characteristics of public expenditures, e-government expenditures, and the history and impact of public debt are discussed. The book also focuses on market reactions to fiscal policies, including the impacts of government policies on wealth accumulation, consumer behavior, and international trade.

Rubin, Irene, ed. *Public Budgeting: Policy, Process, and Politics*. Armonk, NY: Routledge, 2008.

This is an anthology of some of the best articles—emerging classics—on public budgeting and finance originally published in ASPA-sponsored journals. Collectively, they address the most important theoretical issues and practices, lasting and currently emerging, underlying public budgeting. The volume first makes “common sense” out of federal budgeting, overviews its origins and the stages of budget reform, and then moves on to discussing budgeting in a democracy and corresponding institutional arrangements making it possible, chiefly addressing issues germane to the executive budget, including those related to the United States Constitution. The focus then shifts to roles of the key budget actors, such as the Executive Budget Office, the courts and bureaucracy, and to incrementalism in decision making. The budget process, constraints on budgeting imposed by federalism, entitlements, taxes and expenditures, court decisions and constitutional rights, as well as adaptations to those constraints such as privatization and contracting out, are discussed next. The final theme of the volume is the ethics and normative concepts underlying budgeting in a democracy.

The book is intended for public administration students in public budgeting and financial management as well as for everyone interested in the subject matter.

Sun, Jinping and Thomas D. Lynch, eds. *Government Budget Forecasting: Theory and Practice*. Boca Raton, FL: CRC Press, 2008.

This volume's purpose is to fill in the void in existing public budgeting and financial management literature with regard to one of its important, but somewhat overlooked, subfields—that of revenue and expenditure forecasting. Therefore, this book is the first truly comprehensive reference that provides state of the art theory and practical applications in government budget forecasting. Divided into four parts, it examines government forecast practices at the federal, state, and local levels, use of consensus revenue forecasting in the U.S. state governments, ways to reduce uncertainty and mitigate risk in budget forecasting, the costs of forecast errors, and a host of other topics, such as ethical guidelines and transparency in government budget forecasting, incorporating fiscal architecture into budget forecasting, and forecasting practices in emerging countries (based on the Morocco experience).

E-text available in Google Books.

Also: <http://search2.barnesandnoble.com/BookViewer/?ean=9781420045826>. Accessed March 15, 2010.

Thompson, Fred and Mark T. Green, eds. *Handbook of Public Finance*. New York: Marcel Dekker, 1998.

Integrating public finance theory with public policy practices, this handbook: provides an overview of the foundations of normative public finance and the role of government bureaucracy in the production of public sector output; discusses the major subfields of public finance, such as taxing, spending, accounting and financing, and pricing, covering topics such as the theory and practice of tax incidence analysis; the marginal costs of taxation and regulation; tax administration; the economics of expenditure incidence and benefit-cost analysis; discounting and the social discount rate; passive use benefits; the structure and changes in the municipal bond market; financial reporting; federal budget practices in the 1990s; and an institutional approach to public sector pricing; and, lastly, dedicates a separate section to the discussion of special topics, such as fiscal federalism as a framework for governance reform; municipal public finance; education finance.

E-text available in Google Books.

Intellectual Foundations of Public Affairs and Administration

Beckett, Julia and Heidi O. Koenig, eds. *Public Administration and Law*. Armonk, NY: Routledge, 2005.

This book consists of articles published in *Public Administration Review* over a thirty-year period that have become “classics” in their coverage of the legal-constitutional foundations of public administration and the constraints and challenges under which public administrators work at all levels of government. Written from a public administration perspective, the book provides the framework and values that link law and administration as well as examples that demonstrate how administrative practice incorporates and responds to legal issues and constraints.

The volume has been primarily designed as a supplemental text for an undergraduate or MPA-level course in Administrative Law; nevertheless, every public administration student, scholar or practitioner will find it useful.

E-text available in Google Books.

Golembiewski, Robert T. *Public Administration as a Developing Discipline: Perspectives on Past and Present*. New York: Marcel Dekker, 1977.

Written by one of the authorities in the field, this book provides a critical analysis of the first four major phases in the conceptual development of public administration as a discipline. These are: the analytic distinction of politics from administration, the concrete distinction, a science of management, and a public-policy orientation. The author undertook this analysis to shed light on how public administration had come to emphasize the public policy approach of its scope and method and what unintended, and largely unanticipated, consequences it created.

As an overview of public administration history up to the mid-1970s, this book can be a useful source for those students and faculty who are interested in the in-depth study of the field's past.

E-text available in Google Books.

Lynch, Thomas D. and Peter L. Cruise, eds. *Handbook of Organization Theory and Management: The Philosophical Approach*, 2nd ed. Boca Raton, FL: Taylor & Francis, 2006.

Addressing a gap in existing literature's coverage of philosophical and epistemological foundations of modern organization and political theory, the *Handbook* identifies and discusses many important philosophies and movements that have influenced contemporary public administration: starting with the classics (Plato, Aristotle, the Hebrew Bible and Jesus), then moving to modernism (Niccolò Machiavelli, Jeremy Bentham, John Locke, Adam Smith), American modernism (Woodrow Wilson, Herbert Simon, Mary Parker Follett, Dwight Waldo), and postmodernism, and ending with the 21st century alternatives (new to this edition), including multicriatic and virtual organizational structures and management approaches. The book also incorporates the views of those philosophers that opposed mainstream movements, such as David Hume, Eric Voegelin, Marshall Dimock, or John Rawls. By placing the movements and people in historical perspective, the volume creates a cohesive picture of how we “continually view, understand, debate, and argue... on proper public management and policy.”

E-text available in Google Books.

Rabin, Jack, W. Bartley Hildreth, and Gerald J. Miller, eds. *Handbook of Public Administration*, 3rd ed. Boca Raton, FL: Taylor & Francis, 2006.

The *Handbook* offers review of the literature by major subfields of public administration: the field's history, organization theory, public budgeting and financial management, decision making, public personnel management, intergovernmental relations, public policy, comparative and international relations, public law, public administration pedagogy, information technology, the conduct of inquiry, judicial administration, political economy, and the profession of public administration. Bibliographic reviews pertaining to each subfield either provide a chronological description of the subfield's development starting in 1880, or discuss five great theories or ideas that shaped, defined, or influenced the current state of development of that particular area of public administration.

This fundamental reference, updated to incorporate new perspectives, thought, and research on public administration theory and practice, is a “must-read” for anyone involved in public administration, policy, and management.

Riccucci, Norma M., ed. *Public Personnel Administration and Labor Relations*. Armonk, NY: Routledge, 2007.

The volume, comprised of the “classics” selected from the pages of *Public Administration Review*, *Review of Public Personnel Administration*, and other journals sponsored by ASPA, presents the most critical and significant scholarship that continues to inform the theory and practice of public personnel administration and labor relations. Collectively, the essays “trace the historical and evolutionary development of the fields of public and labor relations from the point at which the first civil service law was passed—the Pendleton Act in 1883—through the 21st century. Critical issues surrounding the seminal concerns of civil service (e.g., keeping spoils out) to topics that early reformers would never have envisioned (e.g., affirmative action and drug testing) are covered” (p. xii).

Intended for students, researchers and practitioners alike, as a supplemental text and a reference, the book also comes with lists of “additional classics” included in the introductions to each of the parts, which significantly facilitates in-depth learning and literature review for further research. Such prominent public administration scholars as Carolyn Ban, James Bowman, Joseph Cayer, George Frederickson, Mary Guy, Patricia Ingraham, Donald Klingner, Felix Nigro, Lloyd Nigro, James Perry, Joan Pynes, Wilbur Rich, David Rosenbloom, Frank Thompson and others are among the volume’s distinguished authors.

E-text available in Google Books.

Van Wart, Montgomery and Lisa Dicke, eds. *Administrative Leadership in the Public Sector*. Armonk, NY: Routledge, 2007.

Using Van Wart’s unique leadership assessment model as a framework for discussing administrative leadership, this anthology of the “classics” drawn from *Public Administration Review* and other ASPA-sponsored journals over the last eight decades provides a cohesive picture of public sector leadership context, theory, practice, and education and training.

Of value to both scholars and practitioners that would like to refresh their foundations in the subject, the volume can also be used in any public administration course having to do, in part or in whole, with public sector leadership.

Wamsley, Gary L., ed. *Refounding Public Administration*. Thousand Oaks, CA: Sage Publications, 1990.

One can hardly overestimate the significance of this book for the intellectual history of public administration. Written with the purpose of continuing the dialog of the *Blacksburg Manifesto*—a pivotal, controversial and widely disseminated paper in which leading public administration academics of the 1980s called for redefining the American political landscape so as to foster the acceptance of public administrators’ authority as constitutional—the present volume reestablishes the legitimate role of the public administrator and offers a normative theory of American public administration development. It is a “must-read” for public administration academics, professionals and advanced students.

Wamsley, Gary L. and James F. Wolf, eds. *Refounding Democratic Public Administration: Modern Paradoxes, Postmodern Challenges*. Thousand Oaks, CA: Sage Publications, 1996.

The volume continues the argument of *Refounding Public Administration* about the role of public administration in the process of governance by examining the relationship between public servants and citizens and analyzing how public administration can balance forces of stability and change. It is highly recommended for public administration academics, professionals and advanced students.

Watson, Douglas J. and Wendy L. Hassett, eds. *Local Government Management: Current Issues and Best Practices*. Armonk, NY: Routledge, 2003.

This anthology of the ASPA Classics series offers the best writings published over the past sixty years in ASPA-supported journals on issues involving local government, such as: the relationship between elected officials and professional staff, mostly in the context of council-manager government; budgeting and financial management at a local level; public personnel management in local government—personnel systems, models, concepts and management tools; productivity improvement and responsiveness in local government; and citizen involvement at the local level.

The volume can be used as a supplement for any course in local management and administration.

E-text available in Google Books.

Wright, Deil S. and Harvey L. White, eds. *Federalism and Intergovernmental Relations*. Washington, D.C., American Society for Public Administration, 1984.

The selections in this book, drawn from *Public Administration Review*, explore how intergovernmental relations have changed over more than four decades of “wartime emergency, peacetime quiescence, urban malaise, citizen activism and fiscal retirement” (editors). This already “classic” volume can still be useful as a resource guide to those scholars who study history of intergovernmental relations.

International Perspectives

Ashkanasy, Neal M., Celeste P. M. Wilderom, and Mark F. Peterson, eds. *Handbook of Organizational Culture and Climate*. Thousand Oaks, CA: Sage Publications, 2000.

This comprehensive volume reaffirms the legitimacy of culture and climate within organization science, describes ways in which these two constructs differ from one another, as well as relationships where they can relate to each other constructively. The book highlights how these constructs are understood and interpreted by scholars of different social science traditions as well as schools of thought existing within those traditions. The implications of historical and conceptual contexts for the study of an organization’s culture, including the roles of nation and industry, are also discussed. It is suitable for research and advanced studies in organization theory and management.

E-text available in Google Books.

Atkinson, Giles, Simon Dietz, and Eric Neumayer, eds. *Handbook of Sustainable Development*. Northampton, MA: Edward Elgar Publishing, Inc., 2007.

Written by an international team of renowned scholars from a variety of disciplines, the *Handbook* reviews original and state-of-the-art literature on sustainable development. Acknowledging that presently this new field has no unified theory, the volume covers: fundamentals of sustainable development; intergenerational and intragenerational equity; progress in measuring sustainable development; and the international dimension. The range of the discussed topics encompasses: ethical concerns, the capital approach to sustainability, ecological resilience, population growth, environmental justice, sustainable consumption, green accounting, sustainability indicators, urban and corporate sustainability, international environmental cooperation, the international politics of sustainable development, and financing for sustainable development.

Aulich, Chris, John Halligan, and Sandra Nutley, eds. *Australian Handbook of Public Sector Management*. Crows Nest, NSW, Australia: Allen & Unwin, 2001.

The book describes and explains the changes that have occurred at the three levels of government in Australia since the 1980s and their impact on public organizations. By relating practical issues to theories of public management, it is designed to help students and new public managers develop the basic knowledge and skills necessary to provide high-quality public services.

E-text available in Google Books.

Berglund, Sten, Joakim Ekman, and Frank H. Aarebrot, eds. *The Handbook of Political Change in Eastern Europe, 2nd ed.* Northampton, MA: Edward Elgar Publishing, Inc., 2004.

The volume offers a thorough overview of the post-communist political development of Central and Eastern Europe (1989 through the beginning of the 21st century). Utilizing an historical, comparative perspective, it analyzes thirteen countries (Estonia, Latvia, Lithuania, Poland, The Czech Republic, Slovakia, Hungary, Slovenia, Romania, Bulgaria, Croatia, Serbia, and Moldova) in terms of voting behavior, cabinet formation, electoral politics, and constitutional arrangements as well as ethnic, class, and other political cleavages.

This is mainly used for public administrators, political analysts, and political scientists interested in comparative politics.

E-text available in Google Books.

Berman, Evan M. *Public Administration in East Asia: Mainland China, Japan, South Korea, and Taiwan*. Boca Raton, FL: CRC Press, forthcoming May 2010.

To date, this is the only available handbook on public administration in East Asia. It brings together in one volume fragmented knowledge of the region thus addressing the need for a comprehensive, state-of-the-art resource both for scholars and practitioners.

The volume is divided into four parts—one for each country—that analyze these countries within the following framework: history and context of public administration in a country in question; performance management reforms; e-government; civil service reforms; public ethics and corruption; managing economic prosperity; managing social welfare and population development; managing security; governance and democracy (including NGOs). An added value of the book is its focus on the expansion of public administration professionalism in some of the fastest growing economies in the world. An in-depth research by leading scholars of both traditional policies and practices still in effect in those countries as well as innovative approaches to civil service and those areas of government that are responsible for keeping up with rapidly growing populations and over-stressed infrastructures, may result in the accumulation of useful knowledge that is applicable and replicable around the world.

Berman, Evan M., ed. *Public Administration in Southeast Asia: Thailand, Philippines, Malaysia, Hong Kong and Macau*. Boca Raton, FL: CRC Press, forthcoming October 2010.

Addressing the need for an in-depth, comprehensive reference on public administration in Thailand, Singapore, Philippines, Vietnam, and Hong Kong, this handbook brings together leading scholars in the field to explore these countries' unique practices and innovative approaches to public administration.

Divided into five sections, one for each country, the volume applies the same framework for their analysis: history and context of public administration in a country in question; performance management reforms; e-government; civil service reforms; public ethics and corruption; managing economic prosperity; managing social welfare and population development; managing security; governance and democracy (including NGOs).

Bird, Richard M. and Enid Slack, eds. *International Handbook of Land and Property Taxation*. Northampton, MA: Edward Elgar Publishing, Inc., 2004.

The *Handbook* reviews the taxation of land and property in twenty-five countries (five in each of five regions – OECD, Central and Eastern Europe, Asia, Africa, and Latin America) using a framework developed by the editors. The comparative analysis covers such key issues as the tax base, tax rates, the tax burden, tax reform, and tax policy decision making and administration. The book also addresses the potential contributions of the property tax to the revenues of urban and rural governments and to more efficient land use. Finally, it compares property tax reforms in some of the covered countries.

E-text available in Google Books.

Boxall, Peter, John Purcell, and Patrick Wright, eds. *The Oxford Handbook of Human Resource Management*. New York: Oxford University Press, 2007.

The *Oxford Handbook* brings together an international and multidisciplinary team of leading scholars to provide an authoritative account of those trends and developments of the last decade that helped HRM emerge as a significant field from its earlier roots in personnel management, industrial relations, and industrial psychology. The new, maturing, stage in the field's development is described as having a deeper connection with the study of strategic management and tighter links with organizational theory/behavior. In the editors' view, it is the stage when HRM is poised to assume a greater role in the theory of organizational effectiveness.

The *Handbook* outlines the scope of HRM, its three subdomains (Micro, Strategic and International HRM) and key characteristics of the so-called "analytical HRM." It also discusses the development of HRM in historical and international perspective, its relationship to strategic management, organization theory, and the labor process, and the societal embeddedness of HRM. Similarly, the book looks at HRM's core processes and functions, including: work organization, employment subsystems, the management of diversity, recruitment strategy, selection decision-making, training, development, and competence, remuneration, and performance management. In discussing HRM's dynamics, it focuses on issues such as the problem of internal fit, knowledge workers, the New Public Management, global human resource strategy, and cultural diversity. Similarly, in its analysis of measuring HRM's outcomes, it scrutinizes different methodological issues and reviews the links between HRM and performance. The *Handbook* also offers guideposts for the field's future development in theory, research and curriculum. This is a comprehensive and essential resource for those who are interested in current thinking, research, and development on HRM.

E-text available in Google Books.

Also: <http://search2.barnesandnoble.com/BookViewer/?ean=9780199282517>. Accessed February 19, 2010.

Carlsnaes, Walter, Thomas Risse, and Beth A. Simmons, eds. *Handbook of International Relations*. Thousand Oaks, CA: Sage Publications, 2002.

This benchmark publication in the field of international relations is organized around three analytically different intellectual domains corresponding to three types of research discourses. One deals with topics pertaining to the intellectual history of IR, particularly focusing on the current debate between “rationalism” and “constructivism.” Another focuses on various analytical concerns, perspectives and contextualization characteristic of current IR scholarship, such as: state and sovereignty, power, bargaining and negotiations, globalization, transnational actors, feminist perspectives, and psychological explanations of international conflicts. Finally, the third one describes substantive processes, actions and interactions that define the core empirical domain of IR—foreign policy, war and peace, security cooperation, conflict resolution, nationalism and ethnicity, international finance, international development, comparative regional integration, international environment, international human rights, and compliance with international law.

Primarily intended for advanced undergraduate and graduate students and academics in politics and international relations, the volume can also be of use to those interested in foreign policy-making, issues of power, sovereignty of the state, peace-making and conflict resolution and in international law.

E-text available in Google Books.

Cholewka, Patricia A. and Mitra M. Motlagh, eds. *Health Capital and Sustainable Socioeconomic Development*. Boca Raton, FL: Taylor & Francis, 2008.

Encompassing theory and practice, this multidisciplinary, wide-scope volume covers global health and development crises, such as famine, natural disasters, pandemics, including HIV/ADS, the war on drugs, psychological disabilities, forced migration, and the “brain drain” of health professionals, analyzes their causes, and offers effective management strategies for improving healthcare outcomes. Presenting evidence of the strong relationship between human capital and socioeconomic development, the book addresses such issues as healthcare and education, funding for healthcare services, and the impact of legal, political, and economic issues on healthcare needs.

The volume will attract wide audiences: students in master of public health programs and in nursing schools, public administration students, scholars and practitioners interested in comparative and international health, health policy and sustainable development, as well as professionals from other disciplines, such as law, sociology, medicine, economics, etc.

E-text available in Google Books.

Also: <http://search2.barnesandnoble.com/BookViewer/?ean=9781420046908>. Accessed March 15, 2010.

Dauvergne, Peter, ed. *Handbook of Global Environmental Politics*. Northampton, MA: Edward Elgar Publishing, Inc., 2005.

This is the first handbook on global environmental politics that summarizes the latest theoretical and empirical research in this field of inquiry that is hardly ten years old. Reviewing the history of the research, the volume provides an expansive definition of the field and examines its current intellectual trends, such as the deepening of the analysis of global governance and regime effectiveness and the move toward themes such as transnational societal forces, global political economy and ethics. Focusing on the role of states, governance, and security, it addresses ecological change and governance in the global commons; international shipping and environmental protection; the governance of renewable energy sources; institutional capacity and environmental management in developing and transition economies; the history and consequences of North-South differences in global environmental politics; and environmental security. In examining the role of knowledge, social forces and ethics, it is concerned with environmental citizenship, environmental politics in a postmodern age, citizen rights and obligations within a cosmopolitan ethic and the potential rectification of environmental harm and inequities, and, lastly, Gaia theory and constructing a new ecological order.

E-text available in Google Books.

de Lancer Julnes, Patria, Frances Stokes Berry, Maria P. Aristigueta, and Kaifeng Yang, eds. *International Handbook of Practice-Based Performance Management*. Thousand Oaks, CA: Sage Publications, 2007.

The volume discusses cutting-edge, practice-based strategies in the field of performance management in the United States and around the world (Canada, Latin America, Asia, Oceania, and Europe). It provides an overview of emerging developments in performance measurement worldwide, describes performance measurement efforts in nonprofit service agencies, and outlines the transition from traditional public administration models to New Public Management (MPM), covering its philosophy,

the purposes of performance management and the different management reforms that have become part of the NPM. Focusing on the use of performance information to improve program performance and accountability, it discusses the impact of performance measurement on decision making, an apparent paradoxical effect of accountability efforts on performance improvement, the limitations of performance measurements and ways to overcome them, and the techniques for analyzing performance data. Further, it reviews the rationale, importance, practice, and challenges of informing and involving citizens and other stakeholders in performance measurement and discusses citizen-driven models of performance measurement. Drawing on international experiences, it also reviews the framework of budgetary reforms and developments in performance budgeting. Similarly, the book discusses ways to integrate theoretically disconnected movements for quality and performance in public and nonprofit organizations and the need for performance management and quality management to adapt to new supraorganizational realities, such as multi-organizational collaborative networks within and across policy sectors. The book concludes with the suggestions on how to create and sustain a results-oriented performance management framework.

The volume will be of help to students, scholars, researchers and practitioners in public administration, non-profit organizations, management, public policy, and health care services administration. It can also be used as a textbook for graduate-level courses in Performance Management, Managing Public Organizations, and Performance Improvement in Public Administration.

E-text available in Google Books.

Dunn, Christopher, ed. *Handbook of Canadian Public Administration*. Oxford, Canada: Oxford University Press, 2002.

The *Handbook* combines both the historical overview of the study and practice of public administration in Canada and the discussion of some new and emerging issues, such as NPM, alternative service delivery, ICT, voluntary sector and the role of municipal governments, often putting these issues in the context of a specific policy area, such health care, regulation of biotechnology, or Aboriginal self-government.

DuPont-Morales, M.A., Michael K. Hooper, and Judy H. Schmidt, eds. *Handbook of Criminal Justice Administration*. Boca Raton, FL: Taylor & Francis, 2000.

This volume provides an overview of the judicial, correctional and law enforcement components of the criminal justice system, both in the US and worldwide. It is structured around five major themes. The first theme, global and comparative perspectives, focuses on the ethics of criminal justice administration, history of criminological thought, trends in crime and delinquency, as well as comparative criminal justice. The second theme, policing, discusses the past, present and future of community policing, managing criminal investigation; traffic operations; use of force by law enforcement officers; and civil disorder. The third theme, courts, deals with criminal law; criminal procedure; the criminal trial process; and evolution of court management. The fourth theme, corrections, explores the evolution of the correctional process; probation; alternatives to incarceration; prisoner rights; correctional administration; jail administration and management; and publicized executions. The fifth theme, special topics, covers the science of victimology; workplace violence prevention and threat assessment; the role of domestic violence coalitions in addressing and preventing domestic violence; organized and white-collar crime; terrorism; environmental crime and justice; and technology in criminal justice administration.

E-text available in Google Books.

Easterby-Smith, Mark and Marjorie A. Lyles, eds. *The Blackwell Handbook of Organizational Learning and Knowledge Management*. Malden, MA: Blackwell Publishers, 2003.

This is the most comprehensive, state-of-the-art reference guide for a field of inquiry that was practically nonexistent before 1990, but in recent years has taken a central place in contemporary management and organization theory. At the core of the *Handbook* is the distinction between the two pairs of concepts. The first pair of concepts is “organizational learning” (the learning processes of and within the organization) and “learning organization” (an ideal type of organization that has the capacity to learn effectively and prosper). The second pair of concepts is “organizational knowledge” (the nature of knowledge contained within organizations) and “knowledge management” (ways of disseminating and sustaining knowledge to improve organizational performance). The book offers the field’s overview from a historical perspective, considering some of the formative influences and major turning points in the development of the discipline. It summarizes the studies of organizational learning processes undertaken to understand the dynamics of the learning organization as well as the methods to improve the learning capacity of the learning organization. Focusing on organizational knowledge and knowledge management, it is concerned with fundamental issues about knowledge creation and the nature of knowledge and considers the distinction between individual and organizational knowledge, as well as the distinction between tacit and explicit knowledge. It also deals

with the ways in which knowledge can enhance performance and discusses organizational forgetting and adaptive abduction. Finally, it focuses on processes of learning and factors that inhibit transfer of knowledge, such as stickiness, emotions, and social and organizational identities.

The book is written and edited by the leading scholars of organizational learning and knowledge management around the world. It is a “must have” reference source for all academics interested in the field.

E-text available in Google Books.

Farazmand, Ali, ed. *Bureaucracy and Administration*. Boca Raton, FL: Taylor & Francis, 2009.

Based on the 1994 edition of *Handbook of Bureaucracy*, this volume has incorporated the last 15 years of dramatic, globalization-driven changes occurring in public administration and governance systems all over the world. Offering a comprehensive, global perspective on bureaucracy, its chapters explain the book's theoretical framework. It delivers a lesson in history on ancient civilizations, their administrative traditions and contributions to modern governance and discusses key conceptual frameworks of bureaucracy, bureaucratic politics and administrative theory from the political science, sociology, and public administration perspectives. It aims to cover diverse management-related issues such as politics-administration dichotomy, efficiency, public service leadership and ethics. The *Handbook* provides information on policy and administrative implications in North and Latin America, Europe, Asia and the Middle East. It finally presents a focused analysis of bureaucracy, debureaucratization, reform and revolution with implications for future governance and public and private administration.

The book is intended for the widest possible audience: academic, policy-making, administrative and managerial, as well as general readers.

E-text available in Google Books.

Also: <http://search2.barnesandnoble.com/BookViewer/?ean=9780824723699>. Accessed April 1, 2010.

Farazmand, Ali, ed. *Handbook of Comparative and Development Public Administration*, 2nd ed. Boca Raton, FL: Taylor & Francis, 2001.

The seventy-six chapters comprising the handbook cover a wide range of issues related to comparative and development public administration and policy. Although the main focus of the book is on less developed countries, the experience of more developed countries is not ignored either. Similarly, the discussion of contemporary conditions in developing countries is enhanced by the review of historical antecedents that put current conditions into a deeper context and make it easier to anticipate future trends.

E-text available in Google Books.

Farazmand, Ali, ed. *Handbook of Crisis and Emergency Management*. Boca Raton, FL: Taylor & Francis, 2001.

This comprehensive reference source has been written in response to the dearth of material on the subject of crisis and emergencies and the need for a handbook that would address crises in a systematic way and discuss the complex issues related to emergency management.

Of value to both academic and practice community, this book can also be used for upper undergraduate or graduate-level courses dealing in part or in whole in crisis management, emergency management, public policy on disaster management or prevention, and public management.

E-text available in Google Books.

Farazmand, Ali and Jack Pinkowski, eds. *Handbook of Globalization, Governance, and Public Administration*. Boca Raton, FL: Taylor & Francis, 2006.

The *Handbook* examines the key issues associated with globalization, including globalization's profound implications for societies, peoples, governments and public administration systems. In particular, it introduces the concepts of globalism and globalization, explores their meaning and their theoretical underpinnings, and offers a theoretical analysis of different perspectives on globalization and its implications. It also examines cultural dimensions of globalization, stressing the centrality of culture to contemporary debates on globalization. Similarly, it looks at how the focus of administrative work is being

reshaped by globalization and what new skills and tools public administrators require in planning for change in this new environmental context. In considering consequences and implications of globalization for governance, it covers ICT influences on democratic governance; new patterns of cooperation between the modern state and the international system; country-specific cases of successful and failed globalization efforts; and international public administration in global governance. It also discusses the transformation of governance and public administration in the course of global administrative reforms; dilemmas of combining political control and increased institutional autonomy; administrative modernization in developing nations; HRM reform in a global context; and supranationalization and regionalization as polarizing forces in the new Europe. Next, it looks at the course of administrative reforms in Asia and Asia-Pacific and in Africa-India. Further, the work elaborates on the theory, ideology, and practice of New Public Management. Finally, it explores how the implications of globalization affect the nature of education and training for administration of government, protection of human rights, public budgeting, and public health administration. It also discusses threats that globalization poses to the environment and to global climatic stabilization and calls for a new global environmental ethic.

This first comprehensive resource on globalization is both a primer and a guide for public administration students, researchers, academics, and practitioners, as well as policymakers.

E-text available in Google Books.

Ferlie, Ewan, Laurence E. Lynn Jr., and Christopher Pollitt, eds. *The Oxford Handbook of Public Management*. Oxford, UK: Oxford University Press, 2007.

The volume's purpose is to generate a comprehensive, encompassing big picture of the current state of the field of public management by providing a "wide-ranging, authoritative, and internationally focused overview of major themes and key debates within the current field(s) of public management and administration" (p. 2). It introduces basic frameworks associated with the field of public management, provides a comparison with private management and highlights its relationship with politics. Focusing on theoretical and disciplinary perspectives, it discusses law, ethics, public accountability, economic perspectives on public organizations, postmodern public administration, networks and inter-organizational management, governance, and virtual organizations. It also explores current public policy and management themes such as public-private partnerships, decentralization, e-government, professionalism, leadership, organizational cultures, and performance management; examines public management issues by functional areas, such as reform in HRM, public service quality improvement, budget and accounting reforms, contracting, and evaluation; and provides national and international comparisons and discusses change and continuity in public management. Written by distinguished academics, such as Linda deLeon, Patrick Dobel, George Frederickson, Christopher Hood, Patricia Ingraham, Hal Rainey, Irene Rubin, and others, the book will be of interest to public administration students, scholars, researchers, and practitioners.

E-text available in Google Books.

Also: <http://search2.barnesandnoble.com/BookViewer/?ean=9780199226443>. Accessed April 1, 2010.

Gannon, Martin J. and Karen L. Newman, eds. *The Blackwell Handbook of Cross-Cultural Management*. Malden, MA: Blackwell Publishers, 2001.

The publication of this volume addresses the dearth of reference sources in the field of management in general and cross-cultural management in particular. The *Handbook* provides an overview of the major theoretical perspectives in cross-cultural management, describes the latest research findings, and discusses their applications to real-world situations and organizations. It also highlights major problems and challenges of the field.

Underlying the structure of the *Handbook* is a systems feedback model of management. The volume starts with the influence of national cultures on managerial and employee behavior and then extends to cover strategy, structure, inter-organizational relationships, human resources, motivation, rewards and leadership behavior, interpersonal processes, and corporate culture and values. Managers, researchers, academics and students seeking insight into cross-cultural organizational issues will find this volume useful.

E-text available in Google Books.

Garnett, James L., and Alexander Kouzmin, eds. *Handbook of Administrative Communication*. New York: Marcel Dekker, 1997.

This truly international examination of administrative communication is organized into four parts. Part one, Theoretical Issues Involving Administrative Communication, starts off with an overview of domain, threats, and legitimacy of administrative

communication. It highlights trends and gaps in the treatment of communication in organization and management theory, discusses interorganizational communication opportunities and challenges for public administration, addresses the pathologies of small-group decision making, explains the relevance of administrative communication to democratic politics, covers legal issues, and outlines the role of communication in the innovation process. It also focuses on typically neglected issues such as communicating through creative forms: drama, film, poetry, fiction, and humor.

Part two is concerned with communication issues in specialized arenas. Here, the range of the topics discussed includes: public relations management in government and business, utilizing ICTs in government and business, communicating in policy analysis and evaluation, communication and organizational learning, communication in HRM and training and development, communicating about budgets and for productivity. The discussion of communicating in global arenas centers on the differences and similarities in communicating in the United Nations, the European Union, and the Asia-Pacific region. Finally, the book outlines new directions and agendas for administrative communication research and practice, emphasizing such themes as methodology and insights, voice and communicative competence, leadership and globalization, and technology and communication innovations.

World-renowned authorities from a number of disciplines, including administrative law, public administration and business management, organizational and political theory, contributed their insights to this volume.

E-text available in Google Books.

Geyer, H.S., ed. *International Handbook of Urban Policy, Volume 1: Contentious Global Issues*. Northampton, MA: Edward Elgar Publishing, Inc., 2007.

This is the first out of three volumes of references devoted to urban policy worldwide. It provides opposing perspectives on urban policy issues, such as urban sprawl versus densification, location in economic space, the disappearing urban-rural divide, migration, social exclusion, crime, the threat of urban terrorism, organizational and spatial integration of urban management, adaptability of infrastructure, and environmental policy. It was the editors' intent to make the book appealing to the lay person. It will also be of value to scholars from a variety of disciplines, including urban studies, public policy and administration.

E-text available in Google Books.

Geyer, H.S., ed. *International Handbook of Urban Policy, Volume 2: Issues in the Developed World*. Northampton, MA: Edward Elgar Publishing, Inc., 2009.

The second volume of the *International Handbook* continues the discussion on global urban policy by providing a range of perspectives on issues affecting urban sustainability in North America and Europe. It is structured around four major themes: the urban policy context, evolving urban systems, forces of spatial economic change, and the changing demographic landscape.

E-text available in Google Books.

Goldfinch, Shaun and Joe L. Wallis, eds. *International Handbook of Public Management Reform*. Northampton, MA: Edward Elgar Publishing, 2009.

The *Handbook* provides a critical analysis of public management reform worldwide for the last three decades by examining the impact of the New Public Management movement on twelve developed countries. In particular, it discusses the influence of economic theories of government failure on public management reform; HRM, accountability, leadership, and e-government in the context of that reform; and the public sector information systems development and failure. Next it offers a series of country studies of Anglo-American democracies, Western Europe, Scandinavia, and Asia that show the diversity of reform processes and weighs the evidence of whether or not the countries are converging towards a single public management model.

Public administration academic and practice communities alike will find this book useful.

E-text available in Google Books.

Golembiewski, Robert T., ed. *Handbook of Organizational Consultation*, 2nd ed. CRC Press, 2000.

The second edition of the *Handbook* has been published in response to the fast-growing interest in organizational consultation and the concomitant demand for a comprehensive learning resource on the subject. It takes the organizational development approach to cover normative, empirical and political aspects of organizational consulting and offer a broad range of

consultation diagnoses, problem centers, and interventions. While focusing on the “core” of consulting activities, the material presented in the book is applicable to many contexts: private as well as public, industrial as well as commercial, healthcare as well as human services, and so on. The discussion of organizational consulting fundamentals includes an overview of models of consultation as they relate to the needs of organizations of the twenty-first century and a comparative analysis of traditional approaches to consulting with a collaborative approach.

Written by leading international experts, both practitioners and scholars from such fields as management, public and business administration, education, and engineering, the volume targets multiple audiences. First, it can be used as a learning resource in undergraduate- and graduate-level courses in a wide variety of disciplines: business and public administration, nursing and healthcare management, education, development administration, etc. Second, it can be used as a basic textbook at consultation skills workshops that are a part of organizations’ in-service development. Lastly, as a reference guide and practitioner’s tool, it can be useful to all consultants, both “internal” and “external.”

E-text available in Google Books.

Golembiewski, Robert T., ed. *Handbook of Organizational Behavior*, 2nd ed. Boca Raton, FL: Taylor & Francis, 2000.

Applying a market metaphor to the dynamic, interdisciplinary field of organizational behavior (OB), this edition of the *Handbook* divides the discussion of its theory and practice into three thematic streams: core issues that form OB’s empirical and normative foundations; useful peripheries that already show substantial results but require further research and development to enter the core, and promising but understudied outer rings that may or may not have the potential to inform the field’s future theory. While discussing core themes, the contributing authors focus on the contingency approach to organizational design, work motivation, application of the conservation of resources theory to stress management in the workplace, conservation of resources theory, organizational culture, organization design, organizational structures and human resource practices, risk taking, and leadership theory in postmodernist organizations. The section dedicated to useful peripheral themes reviews research on race and ethnicity, human factors in information systems, psychological burnout in organizations, organizational conflict, work-family role conflict, training and development, entrepreneurial phenomena in a cross-national context, and diversity in a global economy. The section on themes with great potential explores implications of postmodernism for organization theory, behavioral research in auditing, hegemonic masculinity, trends in compensation, transcending cultural boundaries in organization development, and explicit reporting of researcher values.

As a reference, this volume will be of value to public administrators, consultants, organizational behavior specialists, behavioral psychologists, political scientists, and sociologists. As a textbook, it can be used in upper-level undergraduate and graduate courses in organizational behavior.

E-text available in Google Books.

Harris, Phil and Craig S. Fleisher, eds. *The Handbook of Public Affairs*. Thousand Oaks, CA: Sage Publications, 2005.

As the first comprehensive overview of the field of public affairs, the *Handbook* addresses the void in substantive academic literature underpinning theoretical foundations, practice, teaching principles, research and the development of the public affairs profession. Drawing on the expertise of key internationally renowned authorities in the field, this reference book explains the environments of public affairs and the relationship between public policy and business performance, surveys public affairs tools and tactics, provides a description of effective management systems, addresses scholarship and theory building, and makes predictions for the future of the profession. Individual topics cover the global development of public affairs, its human resource dimensions, measurement and evaluation of public affairs process and performance, stakeholder management, information and technology in public affairs, and policy actors and actions. The *Handbook’s* case studies illustrate how public affairs and politics intersect in North America, the European Union and other parts of the world.

The *volume* is intended for academics, students, CEOs, association executives, politicians, lobbyists and business managers.

E-text available in Google Books.

Hitt, Michael A., R. Edward Freeman, and Jeffrey S. Harrison, eds. *The Blackwell Handbook of Strategic Management*. Hoboken, NJ: John Wiley & Sons, 2005.

Edited by three of the world’s leading management academics, this major reference book offers complete coverage of theories, state-of-the-art research and practical solutions in strategic management. It addresses topics ranging from emerging issues in

strategy process research and theoretical foundations of strategic management to strategy types and human factors. The last chapter of the *Handbook* describes a set of teaching methods for the Strategic Management Course.

E-text available in Google Books.

Huque, Ahmed Shafiqul and Habib Zafarullah, eds. *International Development Governance*. Boca Raton, FL: Taylor & Francis, 2005.

Filling the gap in existing literature, the book combines the concepts of development and governance to offer an in-depth examination of the issues and challenges faced by developing nations in their attempts to establish sustainable governance and to achieve sustainable progress resulting from developmental efforts. Thematically, it is divided into four parts. It addresses a number of contextual issues pertinent to governance and development, such as: challenges of governing development; concepts, institutions, and processes of development governance; the “developmental state” model for newly developing countries; the relationship between globalization and development; the link between economic and democratic development; the attributes of the positive and negative climate of governance; and the sustainable development paradigm. Issues in development governance concern the alleviation of poverty, the role of civil society, macroeconomic management and the economic determinants of growth, accountability, corruption, administrative ethics, social capital, gender, and transition dilemmas. In discussing development governance tools, it focuses on decentralization, privatization, participation in governance, the role of NGOs, e-government, environmental planning and sustainable development, the role of bureaucracy, the trends and impact of public sector reforms, the conceptual dimensions of capacity development, strategic planning, policy evaluation, and policy learning. Finally, the book looks at such development sectors as industry, agriculture, water resource management, technology, healthcare and rural development to determine how they contribute to economic growth.

E-text available in Google Books.

Kennett, Patricia, ed. *A Handbook of Comparative Social Policy*. Northampton, MA: Edward Elgar Publishing, Inc., 2004.

Written by established authorities in the field of comparative analysis and reflecting the current context of social policy that transcends the boundaries of the state, this *Handbook* provides comprehensive coverage of contemporary debates and issues in cross-national social policy research. The volume uses cross-national analysis to explore the impact of globalization on the future of nation-states and the nature of governance, including the implications for human security and social protection in different societies and for different groups.

E-text available in Google Books.

Killian, Jerri and Niklas Eklund, eds. *Handbook of Administrative Reform: An International Perspective*. Boca Raton, FL: Taylor & Francis, 2008.

The volume addresses the global changes occurring in public administration and the nature and extent of internal and external forces affecting administrative reform worldwide by examining the sense-making processes and intervention strategies (and their implications) central to reforming government administration in nine countries located in North America, Europe, and Latin America. Highlighting theoretical and institutional influences on administrative reform, the volume reviews the pressures to conform to institutional, international, and supranational preferences promulgated by globalization, the EU, and the UN as well as the role and nature of organizational culture. It also provides examinations of administrative reform efforts and challenges in individual countries and suggests directions for future research.

The book will be of interest to public administration students, scholars, practitioners, and politicians seeking to enhance their understanding of reform through an international perspective.

E-text available in Google Books.

Kirkpatrick, Colin, Ron Clarke, and Charles Polidano, eds. *Handbook on Development Policy and Management*. Northampton, MA: Edward Elgar Publishing, Inc., 2002.

This *Handbook* is intended as a broad reference source on key topics in international development policy and management. It provides a comprehensive and balanced overview of development-related issues, from background on theory and practice to the current “state of play”, with some implications for the future. The contributions from an international group of scholars in development studies, economics, public policy and administration, law, management, and political science cover such topics pertaining to development policy as: globalization, economic planning, industrial policy, agricultural development

policy, international finance, privatization, regulation of competition in developing countries, poverty and economic growth, employment and labor market policies; education, health, gender, social protection, population control, urbanization; biodiversity, sustainable development, and environmental assessment and management. Focusing on development management, the book addresses the political context of public sector management, managing outside the central state, and managing at the project level.

E-text available in Google Books.

Liou, Kuo-Tsai Tom, ed. *Handbook of Economic Development*. New York: Marcel Dekker, 1999.

Drawing on an interdisciplinary approach to the study of economic development, this volume provides a comprehensive overview of major policy and managerial issues in the theory and practice of local and national economic development in the United States as well as in a number of other developed, newly industrialized, developing and economic-transforming countries. Particular attention in the book is given to the process of managing economic development, the relationship between national and local economic development, and the important role of government and public policy in economic expansion and reform. To frame the discussion on economic development, the book introduces such background issues as the win-win policy system, strategies for economic development under decentralization; group-based micro-finance; and administrative reform experiences in selected transforming and developing countries. An entire section examines theoretical and practical issues pertaining to economic development in the United States, while the rest of the book is dedicated to the analysis of local and regional economic progress in a number of developed and newly industrialized countries (such as Australia, Canada, Israel, and Singapore) as well as in developing and economic-transforming countries (India, Mexico, China, Cuba, etc.).

As a complete survey of the late-twentieth-century literature on the subject, with over 1,900 references, drawings, and tables, this book will be of interest to students, scholars and public managers studying, researching or practicing economic development.

E-text available in Google Books.

Locke, Edwin A., ed. *The Blackwell Handbook of Principles of Organizational Behavior*. Hoboken, NJ: John Wiley & Sons, 2003.

The usefulness of this handbook, written by experts in public management, organizational psychology and leadership from all over the world, is in that it links organizational behavior theories to the environment organizations exist in and shows how to apply these theories to all types of work situation. Topics include hiring strategies, systematic training, designing performance appraisal systems, motivation, job satisfaction and empowerment, promoting procedural justice, conflict resolution and stress management, leading organizational change, promoting equal opportunity, using IT as a catalyst for organizational change, and culture-based management practice.

E-text available in Google Books.

Michie, Jonathan, ed. *The Handbook of Globalization*. Northampton, MA: Edward Elgar Publishing, Inc., 2003.

This volume aims to present the key directions of wide-ranging cross-disciplinary academic research on globalization and to describe the latest developments in the ensuing academic debates. The book stands out from some other works on the subject by conveying arguments for resisting globalization and strengthening local economies instead.

E-text available in Google Books.

Moran, Michael, Martin Rein and Robert E. Goodin, eds. *The Oxford Handbook of Public Policy*. Oxford, UK: Oxford University Press, 2006 (paperback, 2008).

Assuming that “ruling is an assertion of the will”, and that public policies are “instruments of this assertive ambition” (p.3), the *Handbook* attempts, through a series of connected stories, to provide a rounded understanding of how policy is made, remade, and evaluated, as well as how it is constrained. Starting with the discussion of the limits of policy studies and policy-making, the book nine parts elucidates institutional background and historical roots of policy studies; modes of policy analysis; public policy production; policy instruments; economic, political, institutional, and social constraints on public policy and the impact of globalization; styles of and rationales for policy intervention; evaluation of public policies; and methodology of policy research, comparative studies, and reflections on policy analysis.

A truly international collaboration of such distinguished academics as Graham Allison, Peter deLeon, John Donahue, John Dryzek, Amitai Etzioni, John Forester, William Galston, Robert Goodin, Christopher Hood, Helen Ingram, James March, Theodore Marmor, Frances Fox Piven, Anne L. Schneider, Richard Wilson, as well as others.

E-text available in Google Books.

Mudacumura, Gedeon M., Desta Mebratu, and M. Shamsul Haque, eds. *Sustainable Development Policy and Administration*. Boca Raton, FL: CRC Press, 2005.

This reference book covers a broad area of topics on environmental management and sustainability with a view to further develop the knowledge base required for promoting sustainable development as well as understanding of its multidimensional nature. The volume combines an overview of concepts and tools, policy and institutional analysis, as well as sectoral cases of applications for enhanced utility. It starts with the discussion of major dimensions and theoretical frameworks pertinent to sustainable development, moves on to the coverage of its policies and institutions, national and regional experiences, current and future challenges, and, finally, highlights alternative strategies and recommendations with regard to development ethics, public and private sector interfaces, foundation principles governing accounting, and critical impacts of inequality on sustainable development.

The volume serves as a rich learning resource for public administration graduate students, scholars, researchers, as well as public and private development managers interested in this emerging field.

E-text available in Google Books.

Also: <http://search2.barnesandnoble.com/BookViewer/?ean=9781574445633>. Accessed April 1, 2010.

Mudacumura, Gedeon M. and M. Shamsul Haque, eds. *Handbook of Development Policy Studies*. Boca Raton, FL: Taylor & Francis, 2004.

This reference book examines recent development theories, policies, and sectoral priorities, as well as various social, economic, and administrative factors that impact modernization and development efforts in Eastern and Western Europe, North America, Asia, Africa, and Latin America. It addresses: challenges and directions of development discourse; the narrative foundations of international development; the chaos approach to environmental impacts; the effect and implications of sustainable development for human development; the multidimensionality of development domains (often using a case studies format); development policy issues in major sectors (population, agriculture, health care, industry, and science and technology); local and global institutions that impact the developing world (internet sources nongovernmental and grassroots agencies, etc.); development dilemmas posed by political and institutional contexts, and security concerns, among other; development challenges of globalization, technology, and democratic governance; and, finally, future directions in development policy studies and practices in the 21st century.

Nagel, Stuart, ed. *Handbook of Global Economic Policy*. Boca Raton, FL: CRC Press, 2000.

A part of a six-volume set of cross-national policy studies, this handbook utilizes win-win or superoptimizing analysis of public policy problems to provide both conservative and liberal perspectives on economic problems, develop practical, non-ideological solutions, and test the latter's feasibility in terms of economic, administrative, political, psychological, legal, international, and technological hurdles. This means, as applied to economics, looking into the tradeoffs between unemployment and inflation; economic growth and displaced workers; increased government spending, reduced taxes, and a reduced deficit; and capitalism and socialism.

The material in the book is presented in four parts, according to a geographical principle where each part focuses on economic policy of a different continent: Africa, Asia, Europe, and Latin and North America.

E-text available in Google Books.

Nagel, Stuart, ed. *Handbook of Global International Policy*. Boca Raton, FL: CRC Press, 2000.

A part of a six-volume set, this handbook is devoted to comparative public policy issues. Employing the same unique approach of viewing international policy problems from two perspectives—conservative and liberal—and the win-win solution, the work reviews: international competitiveness, tariff reduction, making provisions for workers displaced as a result of tariff reduction, immigration policy, refugees, volunteerism in technical assistance, foreign factories in the US, US factories abroad, dollar exchange rates, international economic communities, and exporting democracy in foreign-policy decisions. The chapters

are organized by geographical region, discussing international policy in Africa, Asia, Eastern Europe, and Latin and North America. The book will be of value to public administration scholars, public policy experts, political scientists, economists, sociologists, attorneys, as well as upper-level undergraduate and graduate students in these disciplines.

E-text available in Google Books.

Nagel, Stuart, ed. *Handbook of Global Legal Policy*. New York: Marcel Dekker, 2000.

The structure, rationale, underlying assumptions, and analytical approach employed in this volume remain the same as in the other volumes of this set. Concerned not with global law but with aspects of the law in select countries, the work focuses on two sets of legal issues: one is related to legal policy procedures and covers pretrial release, personal injury liability, and attorneys for the poor, while the other refers to substance and deals with drug-related crimes, freedom of religion, and merit treatment.

E-text available in Google Books.

Nagel, Stuart, ed. *Handbook of Global Political Policy*. Boca Raton, FL: CRC Press, 2000.

Based on the same assumptions and criteria as the rest of the volumes in the set, this work, in analyzing political policy for win-win alternatives, considers the following: relations among federal, state, and local levels of government; relations among executive, legislative, and judicial branches of government; political party systems; legislative redistricting; voter registration and turnout; and interest groups and their relation to campaign financing.

The *Handbook* is a useful resource for current and future public administrators, public policy experts, political scientists, economists, sociologists, and attorneys.

E-text available in Google Books.

Nagel, Stuart, ed. *Handbook of Global Technology Policy*. New York: Marcel Dekker, 2000.

Following the same pattern as the rest of the volumes in this set, the *Handbook* compares conservative and liberal perspectives to propose non-ideological solutions to current technological conditions in Africa, Asia, Europe, and Latin and North America. In discussing global technology policy, this work centers on economic development versus a clean environment; toxic waste cleanup; solid waste collection; housing for the poor; commuting and other transportation problems; healthcare policy; new energy sources and conservation; and the patent system and encouraging inventions.

E-text available in Google Books.

Nagel, Stuart and Amy Robb, eds. *Handbook of Global Social Policy*. New York: Marcel Dekker, 2000.

Following the same pattern as the rest of the handbooks in the set, the volume focuses on improving the quality of life of people at the bottom of the social hierarchy, but to the benefit of all, through public social policy that relates to: employment and job facilitators; education, financing, and integration; merit treatment; voting and political participation; and crime reduction. Combining theoretical perspectives and practical applications, an international group of contributors discusses ethnic nepotism as an explanation for ethnic conflicts; differences in the determinants of internal conflict between the Cold War and post-Cold War periods; the effect of religion on democratization; political rights, electoral system and the legislative representation of women; ethnicity and conflict management; and managing diversity in multiethnic federations, along with some other topics.

E-text available in Google Books.

Peters, B. Guy and Jon Pierre, eds. *Handbook of Public Administration*, 2nd ed. London: Sage Publications, 2007.

The *Handbook* provides an international treatment of the major issues in, and perspectives on, public administration. Linking academic research and theory with day-to-day tasks of public managers, its chapters cover “old” and “new” public management, HRM, organization theory and public administration, administrative history, implementation, law and administration, politics and administration, administration and society, budgeting and finance, comparative and international public administration, administrative reform, public administration in developing and transitional societies, accountability, and intergovernmental relations and public administration. The book will find widespread appeal among public administration academics, graduate students, and practitioners.

Peters, B. Guy and Jon Pierre, eds. *Handbook of Public Policy*. London: Sage Publications, 2006.

Bringing together contributions from internationally renowned scholars and policy analysts, the *Handbook* provides a comprehensive review of the current state of public policy theory and practice. It begins with the discussion of the policy-making process—the means by which public policies are formulated, adopted and implemented. Reflecting the changing role of governments, the private and nonprofit sectors, as well as different policy actors (national and international, governmental and non-governmental) in this process, the volume reviews the past, present, and future of the policy sciences and highlights various competing conceptualizations that exist within the field. It also discusses substantive policy areas, such as health policy, education policy, environmental policy, etc., from the point of view of both their diversity and similarities. Analyzing successes and failures in public policy, it attempts to answer the question “what is good policy”? It also covers evaluation research, cost-benefit analysis, ethical issues, and performance management. The *Handbook* concludes with a review of contributions to the research and study of public policy made by different disciplines.

As a reference, the volume will be useful to academics and practitioners across public policy and public administration, public management, government and political science. As a guide to the study of public policy, it will be of value to advanced undergraduate and graduate students in the same disciplines.

Pinkowski, Jack, ed. *Disaster Management Handbook*. CRC Press, 2008.

The *Handbook* addresses the interrelated, multidisciplinary issues of preparedness, response, recovery, and mitigation in dealing with disaster prevention and rebuilding after disasters. It stands out from other books in the discipline in that many of its contributions are first-hand accounts written by practitioners with the real-world experience in disaster management. It covers: conceptual foundations of disaster management, the politics of disaster management, agency coordination, methods and issues in on-the-scene disaster response and preparation, the involvement of the military in civilian disaster response, the impact of disasters on the personal lives of victims and emergency services personnel, and training.

Grounded in “praxis”, this volume will be a good practical aid to the professionals working in the field, as well as a valuable library resource.

E-text available in Google Books.

Plant, Jeremy, ed. *Handbook of Transportation Policy and Administration*. Boca Raton, FL: CRC Press, 2007.

Drawing from scholars in public policy, public administration, geography, economics, business logistics, engineering, and management, the *Handbook* serves as a comprehensive, one-stop reference volume in the emerging and interdisciplinary field of transportation studies. Intended for transportation professionals, students, scholars, public officials, business and civic leaders, and informed citizens, it provides an overview of the field’s organization; major modes of transportation (air, rail, highways, waterways, ports, urban mass transit) and components of the contemporary transportation system; public policies and management approaches guiding its operations and development; and case studies of transportation planning, operations and management. It explores the connection between the transportation system and other policy arenas and addresses security and protection of transportation systems. The focus of the book is primarily on transportation in the United States, and most exclusively in the developed world, with an emphasis on the challenges created by technological advances, globalization, and the threat of terrorism.

E-text available in Google Books.

Also: <http://search2.barnesandnoble.com/BookViewer/?ean=9781574445657>. Accessed March 1, 2010.

Pollitt, Christopher and Stephen Harrison, eds. *Handbook of Public Services Management*. Oxford, UK; Cambridge, MA: Blackwell Publishing, 1993.

The *Handbook* addresses all the key issues affecting public services management worldwide. It is organized around four major themes: evaluating public services (in particular, the performance of central government, schools, and health services; the use of performance indicators in local government; and the role and functions of the audit commission); controlling public service professionals, such as social workers, doctors, firefighters; new approaches to resource allocation, management, and accountability, including funds and information technology, in schools, universities, the social services, the national health service, and the civil service; and strategic management in the civil service, social services, the prison service, the police, local government, and the NHS.

Raadschelders, Jos C.N. *Handbook of Administrative History, 2nd ed.* New Brunswick, NJ: Transaction Publishers, 2009.

The author pursued the following purposes in writing the book: to demonstrate that public administration has a long-standing tradition; to emphasize the importance and contemporary impact of past decisions and old traditions on society; to make the existing research on administrative history more accessible to scholars and practitioners; and to stimulate cross-disciplinary research. The author lays out the scope of administrative history as a field of study, provides an overview of methods and problems of research and discusses existing administrative theories in the context of evolutionary theories of the social sciences. He then turns to the discussion of “administrative history proper” (deals with administration itself: tasks, organization, functions and actors) and “administrative history in a broader sense” (highlights the relationship between citizen and government, the processes of state-making and nation building, and developments in international relations). This discussion concludes by considering the place of administrative history within public administration and its contribution to understanding the complexities of the field’s present and future challenges. The final part of the book offers the bibliography of administrative history organized by continent and country.

Reddick, Christopher G. *Handbook of Research on Strategies for Local E-Government Adoption and Implementation: Comparative Studies.* IGI Global, 2009.

This two-volume set provides an overview of the adoption and impact, both on citizens and government performance, of e-government by local governments worldwide. Overall, there are five sections in the set that discuss: challenges associated with e-government adoption, structural changes it entails, and means of assessing local readiness for e-government; the role of citizen participation in local e-government and how it impacts accountability, transparency, and openness of government and a democratic society in general; supply-side studies that examine the impact of e-government on institutions and their performance, as well as on quality-of-life issues, and the type of knowledge and skills public managers need to develop and guide e-government initiatives; the effectiveness of e-government technologies, in particular, open source software, wireless broadband, and GIS, in increasing citizen participation and enhancing local service delivery; and case studies on local e-government adoption.

Among the book’s contributors are Stephen Atkins, Mark Cassell, Howard Frank, Marc Holzer, Stephen King, Suzanne Piotrowski, and many other renowned experts from all over the world.

E-text available in Google Books.

Roosa, Stephen A. *Sustainable Development Handbook.* Boca Raton, FL: Taylor & Francis, 2008.

This work familiarizes the reader with the still nascent movement of sustainable development. Addressing numerous misconceptions associated with the goals and essence of global sustainable development and a lack of agreement as to how it can be implemented, the book presents the movement’s history, policies, and agenda and discusses comparative issues concerning sustainability. Linking energy use to sustainable development, the volume proposes a new paradigm for the future. It discusses the underlying causes influencing sustainable development, such as population growth, urban development, and increasing urban energy use, as well as its underlying effects—environmental impact, urban dislocation, and changes in urban infrastructure—and public policy alternatives and available technologies. In addition, it describes sustainability as a new social force, elaborates the role of the United Nations Earth Summit and the part local governments play in implementing sustainable development.

The book is recommended for use as a classroom textbook in a number of disciplines, including public administration, as a guidebook for state and local governmental leaders, and as a source book for a wide range of professionals, from energy engineers and sustainability planners to architects and journalists.

E-text available in Google Books.

Rose-Ackerman, Susan, ed. *International Handbook on the Economics of Corruption.* Northampton, MA: Edward Elgar Publishing, Inc., 2006.

Rejecting an overtly simplistic view on the relative importance of corruption in explaining low economic growth rates, the volume introduces the economic framework that yields important insights into the causes and consequences of corruption and provides the background for the rest of the material in the book. Thus, the volume: reviews cross-country research on corruption and economic performance; traces the relationship between particular institutional structures and corruption, in particular, the bargaining framework between firms and public officials, the constitutional structure of democracies, as well as decentralized government and bureaucratic hierarchies; presents two perspectives on corruption stemming from different

legacies of central planning by comparing two post-communist transition countries, Russia and China; summarizes the results of survey research on corruption that elucidate individual attitudes and behavior; and reviews how corruption affects individual sectors: government service delivery, tax administration, public works, customs, and healthcare.

Written mostly by economists, the volume, nevertheless, is valuable for public administrators who must “confront dysfunctional sectors where corruption undermines state legitimacy, harms private business and victimizes citizens” (p. xvi).

E-text available in Google Books.

Ruiz, James and Don Hummer, eds. *Handbook of Police Administration*. Boca Raton, FL: Taylor & Francis, 2007.

The purpose of this book is to examine some of the key contemporary issues of police administration and management, such as use of force. Divided into four thematic sections, the volume: discusses leadership psychology, community policing, the role of citizen surveys in responsive policing, and gender issues in the promotion of female police officers; considers legal and policy implications for law-enforcement administration of the Supreme Court decisions, Americans with Disabilities Act, First Amendment, and law enforcement employment discrimination based on sexual orientation; examines the importance of theory to police research, technology applications in law enforcement, the use of statistics, and distance learning; explores a number of controversial issues, such as acceptance of gratuities by officers, undercover work, drugs, gangs, race and ethnicity, physical fitness, promotional time criteria, and evidence-based policing. One of the chapters in this section looks at police administration in Australia and provides a comparative analysis between the two countries.

The volume is intended for the following categories of the reader: the policing scholar using the book as a reference source or as a text assigned to a college-level course; the law enforcement executive using it for professional development; or a student enrolled in a policing course at a college level.

E-text available in Google Books.

Also: <http://search2.barnesandnoble.com/BookViewer/?ean=9781574445596>. Accessed March 1, 2010.

Schmid, Günther, Jacqueline O'Reilly, and Klaus Schömann, eds. *International Handbook of Labour Market Policy and Evaluation*. Northampton, MA: Edward Elgar Publishing, Inc., 1996.

The first of its kind, this major reference book provides a detailed account of the rapidly growing field of labor market policy, by systematically reviewing different national labor markets (mostly European) and national policies in force to combat unemployment as well as the outcomes of those policies. A unique feature of this volume is the application of a target-oriented approach, instead of a more common program-oriented methodology, to the evaluation of labor market policy. Unlike the program-oriented approach that only attempts to measure the impacts of specific policy programs in terms of their meeting specified goals, the target-oriented approach tries to determine which combination of policies, under which economic and institutional conditions, contribute most to achieving broadly defined policy goals or targets. It is interested in the cumulative impact of interacting policies and policy regimes on labor market performance and outcomes in selected target areas.

The volume will be of aid to policy and decision-makers, professional program evaluators, and academic scholars and students interested in labor market policy and policy evaluation tools and approaches.

E-text available in Google Books.

Shoham, Shlomo Giora, Ori Beck and Martin Kett, eds. *International Handbook of Penology and Criminal Justice*. Boca Raton, FL: Taylor & Francis, 2007.

First volume in a set of three, this is also the first comparative handbook on penology and criminal justice. Beginning with the cultural roots of punishment (using the history of Florida's penal practices), it provides a comprehensive review of the theory, practice, history, and empirical evidence on crime prevention, identification, retribution, and incarceration. Contributions discuss the sociology of incarcerated prisoners including the increasing number of prison suicides; moral, utilitarian, and practical arguments regarding the world-wide abolition of capital punishment; non-incarcerative and alternative punishments such as financial punitive sanctions and restrictions of liberty; measurable crime prevention methods, including identifying at-risk juveniles and minimizing crimes of opportunity; the pros and cons of employing the coercive power of police; international policing; the roles of prosecution and defense attorneys; current discretionary sentencing practices; victims and victimization; and restorative justice, including victim offender mediation. Two case studies conclude the volume.

E-text available in Google Books.

Also: <http://search2.barnesandnoble.com/BookViewer/?ean=9781420053876>. Accessed April 15, 2010.

Shoham, Shlomo Giora, Paul Knepper, and Martin Kett, eds. *International Handbook of Victimology*. Boca Raton, FL: Taylor & Francis, 2010.

Summarizing the advances in research and theory in victimology for the last thirty years, this second time in the three-volume set provides an interdisciplinary forum for the exploration of enduring topics, such as conceptions of victimhood, secondary and hidden victimization, and social services for victims, as well as more recent and emerging themes, such as restorative justice, the use of government-sponsored crime victimization surveys, compensation and restitution schemes, and victims' rights legislation.

E-text available in Google Books.

Shoham, Shlomo Giora, Paul Knepper, and Martin Kett, eds. *International Handbook of Criminology*. Boca Raton, FL: Taylor & Francis, 2010.

Completing the set, this last volume deals with essential and emerging issues of a new field—international and comparative criminology—brought into existence by the increase in “transnational” crimes, globalization, and the “internationalization” of response. Bringing together leading criminologists from around the world, the handbook discusses developments in theoretical frameworks, methods of inquiry, policy responses and implications of the latest trends. Its chapters are grouped according to five broad themes: theoretical and historical frameworks, biological theories of crime in historical perspective, and life course criminology; methods of inquiry, presenting crime statistics as a tool of governance, genealogy of the concept of subculture, anthropologies of domestic violence, and comparative research in criminal justice; crime and criminality, detailing specific forms of crime and criminal behavior, including environmental, sex-related, and financial; response to crime, including technological, societal, and policy-related; and, finally, crime, victims and social divisions, in particular, the etiology of crime, youth gangs in a global context, victim participation in the criminal justice process, street crimes, and repeat victimization.

E-text available in Google Books.

Snellen, I. Th. M. and Wim B. H. J. van de Donk, eds. *Public Administration in an Information Age: A Handbook*. Amsterdam, the Netherlands: IOS Press, 1998.

The authors of this book reflect on the implications of Information and Communication Technologies (ICTs) for public administration. By largely contributing to the increase of effectiveness, productivity and efficiency, computers, since the fifties, have brought about the transformation of the minimal “Night-Watch-state” into the modern “Welfare-state.” However, in most of public administration handbooks the role of computer technologies in the transformation of the discipline is completely neglected. The intent of the authors of this book is to address this “neglect” by presenting an overview of the implications of ICTs for and their role in important transformations in the practice of public administration. They introduce theories about the implications of informatization for the body of knowledge of the public administration discipline and try to demonstrate how developments in ICTs open up new perspectives and create new paradigms for the study of public administration.

E-text available in Google Books.

Soden, Dennis and Brent R. Steel, eds. *Handbook of Global Environmental Policy and Administration*. Boca Raton, FL: CRC Press, 1999.

The purpose of the volume is to provide an international perspective on national and international environmental concerns and policies, thus contributing to the development of a new paradigm of resource management that would be better suited to address transnational and international environmental problems. Drawing on the work of over 60 international contributors representing a wide range of disciplines, the book reviews some of the multidisciplinary approaches to the study of environmental policy and administration, discusses environmental policy in the developing and industrializing world and in advanced industrial countries, and covers international policy and administration. Featured topics include GISs, survey research, ecosystem management, market-based incentives, collaborative policy, contingent valuation, and environmental ethics.

E-text available in Google Books.

Subramaniam, Venkat, ed. *Public Administration in the Third World: An International Handbook*. Westport, CT: Greenwood Publishing Group, 1990.

The *Handbook* provides an overview of the development and state-of-the-art of public administration in Third World countries. The introduction to the volume surveys the body of the growing literature on the subject, explains recent Western research interests in the Third World, and discusses the three strands of research that have emerged: general studies of economic development and development administration; dependency theories on non-development and stagnation; and theoretical perspectives and empirical studies in comparative administration.

Divided into four parts by a geographical principle, the book discusses empirical studies of developing nations in Asia, the Middle East and North Africa, Sub-Saharan Africa, and the West Indies and Latin America, respectively, first introducing historical background and then covering the political, executive, and administrative structures and processes in representative countries. The concluding chapter provides major common characteristics of Third World countries such as the elite status of their bureaucracies, the dominance of public enterprises, and the persistence of colonial legacies.

E-text available in Google Books.

Thai, Khi V., ed. *International Handbook of Public Procurement*. Boca Raton, FL: Taylor & Francis, 2008.

Filling the void in reference books for public procurement officials, as well as in textbooks for courses in this very complex function of government, the *Handbook* presents a public procurement framework with a detailed analysis of its basic components: procurement organization, procurement laws and regulations, its workforce, and process and procedures. It also discusses procurement reforms occurring in countries such as Germany, China, South Africa, Cambodia, Uganda, and Estonia.

E-text available in Google Books.

Thai, Khi V., Dianne Rahm, and Jerrell D. Cogburn, eds. *Handbook of Globalization and the Environment*. Boca Raton, FL: Taylor & Francis, 2007.

The *Handbook* addresses three major issues in the debate on the effects of globalization on the environment and sustainable economic growth, which are globalization, development and the environment. The work covers global environmental issues and policies (international sustainable development, the evolution of global warming policy, transborder air pollution, and human right to water), global environmental organizations and institutions, such as the UN, the World Trade Organization, and environmental NGOs, environmental management and accountability (green procurement, urban sustainability, simultaneous achievement of agricultural productivity and environmental sustainability, sustainability issues in public procurement, management of nuclear waste, and inter-agency collaboration), and the controversies in globalization and the environment (eco-terrorism, environmental justice, globalization effects on less developed countries (LCDs), and multi-party environmental negotiations.

E-text available in Google Books.

Tonry, Michael, ed. *The Oxford Handbook of Crime and Public Policy*. Oxford, UK: Oxford University Press, 2009.

This “reasonably comprehensive” reference provides an overview of the current body of knowledge about crime and public policy responses to it. It stands out from other leading works that mostly focus on the operations of the criminal justice system and the causes of crime and delinquency by seeking to contribute to the understanding of why particular crimes occur and what kinds of public policy are best suited for their prevention or for minimizing the harm they might cause. The book discusses violent and sexual crime, ranging from homicide to domestic violence and child abuse; property crimes, such as burglary, financial crimes, etc.; transactional crime, including organizational crime, organized crime, environmental crime, money laundering, and tax evasion; transnational crime, consisting of human smuggling and trafficking, terrorism, trafficking in cultural artifacts, and cybercrime; and crimes against morality, comprised of drugs, hate crimes, prostitution, antisocial behavior, and gambling.

Rich in bibliographies, the volume can be of significant use to public policy makers, law enforcement officials and researchers interested in the subject. It can also be used as a textbook for courses on criminal justice or crime control policy. It is written by scholars from around the globe that are considered reputed authorities in their subject areas.

E-text available in Google Books.

Towers, Brian, ed. *The Handbook of Human Resource Management, 2nd edition*. Oxford, UK; Malden, MA: Blackwell Publishing, 1996.

The *Handbook* addresses the need for well-researched, current and comparative information on positive developments in effective human resource management by combining contextual analysis, international perspectives and practical case studies. Contributions by leading international specialists offer a detailed overview of the HRM practice in the US, UK, Europe, and Australia, featuring such topics as selection, performance appraisal, employee involvement, empowerment and commitment, performance and reward, training and development, workforce flexibility, and women in the labor force. New to this edition are chapters on HRM in public sector organizations, its role in the development of business ethics, and HRM in the Information Age.

Academics and advanced students in personnel management, industrial relations, and organizational studies from schools of business/ public administration and management, as well as all managers, not just those in the HRM field, will find this book a valuable resource.

E-text available in Google Books.

van der Hoek, M. Peter, ed. *Handbook of Public Administration and Policy in the European Union*. Boca Raton, FL: Taylor & Francis, 2005.

The *Handbook* describes the current state of the EU, its structure (and its evolution), the function of the EU's governing and judicial institutions, the relationships between the EU and member governments, and the development of selected policies. While most existing literature is either policy-oriented or institution-oriented, this volume takes a comprehensive approach to EU public administration.

E-text available in Google Books.

Vigoda-Gadot, Eran and Amos Drory, eds. *Handbook of Organizational Politics*. Northampton, MA: Edward Elgar Publishing, Inc., 2006.

Drawing on the academic writing and research of more than three decades, this handbook provides a comprehensive overview of the field of organizational politics and explores the meaning it holds for individuals, groups and other organizational stakeholders with regard to organizational outcomes and performance. The book addresses challenges and new frontiers for organizational politics in the modern workplace and covers: personality and leadership; ethics and justice; emotions and stress; strategy, change, and decision making as a political process; and HRM and consulting in a political environment.

E-text available in Google Books.

Wong, Hoi-Kowk and Hon S. Chan, eds. *Handbook of Comparative Public Administration in the Asia-Pacific Basin*. Boca Raton, FL: CRC Press, 1999.

Comparing a wide range of issues and trends pertaining to administrative reform in such countries as Singapore, Malaysia, New Zealand, Australia, Japan, Taiwan, Korea and China (and Hong Kong), this reference illustrates the dynamics and etiology of reform protocols within a bureaucratic or political framework and suggests new ways of understanding reform.

E-text available in Google Books.

Research Methods

Denzin, Norman K. and Yvonna S. Lincoln, eds. *The Landscape of Qualitative Research: Theories and Issues*, 3rd ed. Thousand Oaks, CA: Sage Publications, 2007.

This is the first of a three-volume paperback version of the landmark 1994 *Handbook of Qualitative Research*. Surveying the discipline and practice of qualitative research from a wide-ranging theoretical perspective, the book locates the field by providing historical context and background on applied qualitative research and introducing the “self” and the “other.” It also discusses major qualitative paradigms and perspectives, such as critical ethnography, feminist research, critical theory, queer theory, anthropological poetics, and cultural studies, as well as paradigmatic controversies, contradictions, and confluences.

E-text available in Google Books.

Denzin, Norman K. and Yvonna S. Lincoln, eds. *Strategies of Qualitative Inquiry*, 3rd ed. Thousand Oaks, CA: Sage Publications, 2007.

This second volume of the paperback version of *The Handbook of Qualitative Research* presents the major strategies or research methods that can be used in concrete qualitative studies. The chapter topics include: the issues surrounding the practice and politics of funded research, performance ethnography, qualitative case studies, the observation of participation, interpretive practice and social action, grounded theory, testimonies, participatory action research, and clinical research.

E-text available in Google Books.

Denzin, Norman K. and Yvonna S. Lincoln, eds. *Collecting and Interpreting Qualitative Materials*, 3rd ed. Thousand Oaks, CA: Sage Publications, 2007.

This book is part of a three-volume set developed out of 1994's *Handbook of Qualitative Research*. It describes the methods of collecting, analyzing, and interpreting empirical materials, and consists of methods of collecting and analyzing empirical materials, and the art and practices of interpretation, evaluation, and presentation.

E-text available in Google Books.

Mann, Chris and Fiona Stewart. *Internet Communication and Qualitative Research: A Handbook for Researching Online*. Thousand Oaks, CA: Sage Publications, 2000.

The book introduces computer-mediated communication (CMC), defined as the direct use of computers in a text-based communication process, and compares it to face-to-face (FTF) interaction with regard to different possibilities and limitations they offer to qualitative research.

Although this handbook has a limited applicability in public administration-related research, nevertheless, it is very useful to those researchers who want to employ Internet-based qualitative methods to collect rich, descriptive, contextually-situated data. It overviews in-depth online interviewing, virtual focus groups, and participant observation in virtual communities and examines the ethical, confidentiality, security, and legal issues involved in Internet research.

E-text available in Google Books.

McNabb, David E. *Research Methods in Public Administration and Nonprofit Management: Quantitative and Qualitative Approaches*, 2nd ed. Armonk, NY: Routledge, 2008.

This volume's purpose is to help public administration students and public and nonprofit managers to learn the skills necessary both to conduct and evaluate research, quantitative as well as qualitative. It draws on the latest developments in social science research, management and organizations research, and research in social and administrative sciences. Covered in the book's seven parts are key research philosophies, such as the positivist and post-positivist approaches, and all stages of the research process, from problem definition and research design to preparing and presenting research findings.

E-text available in Google Books.

Miller, Gerald J. and Kaifeng Yang, eds. *Handbook of Research Methods in Public Administration*, 2nd ed. Boca Raton, FL: Taylor & Francis, 2007.

Responding to an increased need for more rigorous and systematic research in public administration to better meet the growing complexity of problems in government and the nonprofit sector, this comprehensive handbook describes new techniques and novel applications of research methods and explains how they can help understand traditional public management issues as well as the emerging ones. It covers the following topics: theory-based public administration inquiry; research design; measurement and data collection; data management; basic quantitative analysis; advanced quantitative analysis; other techniques; and reporting, data presentation, and teaching.

The primary purpose of the volume is to be used as a text in masters and doctoral level courses in public administration and nonprofit management, as well as criminal justice, nursing, education and some other programs. It provides the students with detailed information on conceptualizing, planning, and implementing different types of research projects. The book is also intended for research consumers, such as public officials charged with funding research who need to be able to assess the appropriateness of the projects' research objectives and methodologies used.

E-text available in Google Books.

Seale, Clive, Giampietro Gobo, Jaber F. Gubrium, and David Silverman, eds. *Qualitative Research Practice*. Thousand Oaks, CA: Sage Publications, 2004.

This work differs from other handbooks on qualitative research in that it attempts to represent the relatively neglected European tradition in “handbook” publications (although the contributions are from North American, British, European, and Australian authors, thus reflecting the global nature of qualitative research enterprise). It provides “a comprehensive examination of contemporary and traditional varieties of qualitative research practice” and “demonstrates the benefits of using particular methods from the viewpoint of real-life experience” (p. xx).

The book is intended for advanced students and researchers in any discipline. It is comprised of seven parts covering: encountering method; analytic frameworks; field relations; context and method; quality and credibility; audiences and applications; and the international context.

E-text available in Google Books.

Tashakkori, Abbas and Charles B. Teddlie, eds. *Handbook of Mixed Methods in Social & Behavioral Research*. Thousand Oaks, CA: Sage Publications, 2003.

The *Handbook* offers, in a single volume, the diverse theoretical and practical applications of mixed methods—the so-called “third methodological movement” that has evolved as a pragmatic way of using the strengths of both quantitative and qualitative approaches—in social and behavioral science inquiry. Articles written by leading scholars cover a range of subjects, from conceptualizing research to selecting methods, analyzing and interpreting data, and reporting findings. Topics include the research enterprise in the social and behavioral sciences; making paradigmatic sense of mixed methods practice; the politics of human research: the transformative-emancipatory perspective; methodological and analytical issues and controversies; mixed methods research designs, their strengths and weaknesses; sampling and data collection; applications and examples across disciplines, including management, organization studies, health sciences and nursing; and future directions. The book also includes glossary, easy-to-follow diagrams, and a multitude of tables. It can be used either as a pedagogical tool or as a reference for researchers.

E-text available in Google Books.

Vogel, Ronald K., ed. *Handbook of Research on Urban Politics and Policy in the United States*. Westport, CT: Greenwood Publishing Group, 1997.

The *Handbook* serves as a comprehensive reference guide to research on urban politics and policy in the United States. Written by a group of experts, chapters focus on subfields of urban studies and their evolution, discuss major methodological and theoretical issues and controversies, look at the current state of the field, and outline directions for future research. Topics range from research methods in urban politics to urbanization, race, gender and class; urban government, participation in local politics, service delivery, management and budgeting; urban economy, planning and development; and, finally, policy process, urban poverty and the underclass, urban education, crime, health, transportation, equal opportunity and national urban policy.

The book’s three main audiences are: undergraduate and graduate students in urban studies (departments of political science, public and urban affairs and administration); urban scholars and researchers; and urban administrators or practitioners—policy analysts, public officials, etc.

E-text available in Google Books.

ENCYCLOPEDIAS in Public Administration and Public Affairs

Encyclopedias are comprehensive reference works containing articles on a wide range of subjects or on numerous aspects of a particular field. Researchers often use encyclopedias to understand current issues in their disciplines. The following encyclopedias cover public administration, public policy, and related disciplines, including political science, organizational theory, criminal justice, economics, education, law, psychology, sociology, etc. Core concepts, terms, theories, historical developments, as well as individuals and institutions that made significant intellectual contributions to respective disciplines, are included.

Political Science

Blackwell Encyclopedia of Political Institutions. Bogdanor, Vernon, ed. New York, NY, USA: Wiley, John & Sons, Inc. 1992.

This reference elucidates the terms, concepts, and ideas central to the study of politics through in-depth articles written by many of the world's leading political scientists. Among the topics analyzed are types of political organizations (democracies, oligarchies, dictatorships); political communities (confederations, empires); and political parties (socialist, liberal, conservative). Leading political scientists of the past are also represented. Comprehensive reading lists are included for all main topics, and there is a full index.

The Blackwell Encyclopedia of Political Thought. Miller, David ed. New York, NY, USA: B. Blackwell. 2000.

This encyclopedia provides students of political thought with a reliable guide to the major ideas and doctrines that influence the contemporary world. It outlines the thoughts of leading past and present political theorists, and considers the ways in which thinking about politics has evolved historically.

Congress A to Z. 5th ed. O'Connor, Ann, ed. Washington, D.C.: Congressional Quarterly, Inc. 2008.

This classic, easy-to-use reference is thoroughly updated with new entries covering the dramatic congressional events of recent years. Each of the more than 250 entries, arranged in encyclopedic A-to-Z format, provides accessible insight into the key questions readers have about the U.S. Congress. *Congress A to Z* helps make sense of the narrow power division between Republicans and Democrats, the methods members use to advance their agendas, the influence of lobby groups, the key role of committees and strong-willed leaders, and much more. Highlights in 5th edition include: Quick answers to questions as well as in-depth background on the U.S. Congress, historical and contemporary photos, internet addresses for quick reference, detailed appendices, tables, and an index. New entries include: architect of the Capitol, Capitol Visitors Center, Hillary Rodham Clinton, congressional districts, C-SPAN, Tom DeLay, electronic voting, incumbency, line item veto, majority and minority leaders, Harry Reid. The online edition can be obtained via www.cqpress.com.

Congressional Quarterly's Guide to Congress. 6th ed. Washington, DC: Congressional Quarterly. 2008.

There are eight major parts and 35 chapters to this source. "The core of the two-volume guide can be found in the first three sections: History, Power, and Procedures of the Institution." Added to this in volume 1 is part four, or the Pressures on Congress. Volume 2 continues the revision of information found in the five other parts of the set, which cover Housing and Support; Pay and Perquisites; Congress and the Electorate; and Qualifications and Conduct. The volume concludes with reference materials consulted, a selective bibliography, and an index.

Congressional Quarterly's Guide to the U.S. Supreme Court. 4th ed. Savage, David and Joan Biskupic, Washington, DC: Congressional Quarterly Inc. 2004.

This two-volume reference traces its history in volume one, then focuses on its institutional setting and how the justices go about their work in volume two. Topics include the Court's role in defining the powers of the government; its role in shaping the rights of individuals; how the Court affects and is effected by Congress, the President, the media, and public opinion; the operations and traditions of the Court; and members of the Court, including brief biographies of every justice. The new fourth edition includes recent events, cases and controversies that have molded a distinct legacy for the Rehnquist Court: from the firestorm over *Bush v. Gore*, the landmark gay-rights decision in *Lawrence v. Texas*, and the recent University of Michigan affirmative action decisions, to the rejuvenation of states' rights, the Rehnquist Court has rewritten Supreme Court history. Appendices include Supreme Court nominations from 1789 to 2003, a glossary of common legal terms, and a chronology of major decisions of the Court, 1790-2003. The online format is available from CQ Press.

Electronic Government: Concepts, Methodologies, Tools and Applications. Antturioko, Ari-Veikko (ed). Hershey, PA: Information Science Reference. 2008

This 6-volume reference meets the pressing need for quality research in the area of electronic access to government services with an authoritative collection of 305 chapters. These landmark studies from over 500 leading electronic government researchers worldwide enable libraries in academic, government, and other settings to provide a unified collection on such pressing topics as digital government, electronic justice, government-to-government, information policy, and cyber infrastructure research and methodologies. *Electronic Government: Concepts, Methodologies, Tools, and Applications* provides practitioners and academicians alike with the defining body of research on e-government and its implications within

the global context. Includes a compendium of thousands of key terms with detailed definitions; cross-referencing of key terms, figures, and information pertinent to digital government, bibliographical references and index. E-book format is available from the publisher.

Encyclopedia of the American Constitution. 2 ed. Karst, Kenneth L., Leonard W. Levy and Adam Winkler, ed. New York: Macmillan Reference USA, 2000. E-book via Gale Virtual Reference Library.

This six-volume reference includes the text of the Constitution and other documents; doctrinal concepts of constitutional law; judicial decisions, mostly of the Supreme Court; public acts, such as statutes, treaties, and executive orders; and historical periods.

Encyclopedia of the American Legislative System: Studies of the Principal Structures, Processes and Policies of the Congress and the State Legislatures since the Colonial Era. Joel H. Silbey, ed. New York: C. Scribner's Sons; Toronto: Maxwell Macmillan Canada; New York: Maxwell Macmillan International. 1994.

This 3-volume Encyclopedia includes 91 essays which examine the American legislative system in historical context, personnel, structure, legislative behavior, elections, and policies of American legislative system.

Encyclopedia of American Political History, Studies of the Principal Movements and Ideas. Greene, Jack P, ed. New York: Scribner. 1984.

This three volume Encyclopedia is composed of 90 short essays which cover major issues, themes, institutions, processes, and developments in U.S. political history. Include index and bibliography.

Encyclopedia of the American Political History. Finkelman, Paul & Peter Wallenstein, ed. Washington, DC: CQ Press. 2001.

The Encyclopedia of American Political History is helpful to anyone hoping to understand the evolution and intricacies of the modern American political process, this key reference identifies the most significant personalities, trends, campaigns and elections, protests and rebellions, laws, statutes, and policies in American political history. The Encyclopedia of American Political History features: a complete chronology and an at-a-glance timeline of American political history; more than 240 signed; original articles by prominent scholars of American political history; organized alphabetically and cross-referenced by subject for easy access; a glossary of frequently used abbreviations and their meanings, as well as historical summaries of presidential election results for quick lookup, thorough historical coverage beginning with the late 1700's. It contains more than 100 photographs, illustrations, maps, tables, detailed index and bibliography references with most articles.

Encyclopedia of American Political Parties and Elections. Sabato, Larry J and Howard R Ernst. New York: Facts on File. 2006.

This Encyclopedia contains all the information a reader needs to understand the American election process and its political parties. This complete A-to-Z reference guide covers the people, events, and terms involved in the electoral process. It also provides a history of elections in the United States, focusing primarily on presidential elections. Entries include: absentee voting, blue states, campaign ethics, dark-horse candidate, dirty campaign tricks, election fraud, Electoral College, fundraising, Internet voting, League of Women Voters, Lincoln-Douglas debates, machine politics, Populist Party, recall, Republican Party, Super Tuesday, voter turnout, and wedge issues. Includes bibliographical references and index.

Encyclopedia of American Political Reform. Clucas, Richard A. Santa Barbara, Calif.: ABC-CLIO. 1996.

This handy, ready-reference offers brief entries on subjects ranging from "Abscam" to "Pork-Barrel Legislation", the "Winograd Commission" to "Zero-Base Budgeting." Although the information is far from comprehensive, each short (approximately 50 to 250 word) article offers a clear, concise explanation of some (sometimes quite obscure) aspect of American political reform, and ends with a bibliographic reference. Easy to read and written in a neutral tone, this volume is enhanced by a useful chronology of contemporary (1962-1996) political reform and a very thorough bibliography.

Encyclopedia of the American Presidency. Levy, Leonard W. and Louis Fisher. Macmillan Reference Books. 1998.

This four-volume reference work captures the origin and evolution of the American presidency. This is a perfect reference and quick guide for anyone who is interested in the history of the American Presidency. The work presents over one thousand articles covering every aspect of the office. Each entry examines the presidential role and its prerogatives and relationship with Congress and the judiciary. Entries are arranged alphabetically with a general and case name index. Brief bibliography accompanies each entry.

Encyclopedia of American Public Policy. Jackson, Byron M., Santa Barbara, Calif. Oxford: ABC-CLIO. 1999.

This Encyclopedia overviews the legislative process and how policy is actually made. Explains key concepts related to public policy, organized to 13 major areas of activity in the field of American public policy. Each section begins with a chronological outline of how policy has developed.

Encyclopedia of Associations National Organizations of the U.S. 48th edition. Harper, Kristy. Gale Group, Detroit, Mich: Gale Group. 2009.

This is a comprehensive directory of the non-profit sector, including consumer groups, industry and trade groups, and other organizations involved in the public policy process. Each annual edition of this resource features more than 25,000 membership organizations. Each entry features a range of valuable data, typically including the organization's complete name, address, e-mail, website and phone; the primary official's name and title; founding date; purpose and activities; dues; national and international conferences.

Encyclopedia of Constitutional Amendments, Proposed Amendments, and Amending Issues, 1789-1995. Vile, John R. Santa Barbara, Calif.: ABC-CLIO. 1997.

This collection focuses on the 27 constitutional amendments that have been proposed and ratified and hundreds of other topics that have been proposed as subjects of amendments. Over 400 alphabetically arranged entries explore everything from affirmative action, balancing the budget, and the Contract with America to victims' rights and world governance. The volume also addresses constitutional reforms introduced outside of Congress (including more than 50 proposals to rewrite the Constitution), and pivotal Supreme Court decisions that serve to underscore and reflect the continual interplay between amendments, and the High Court. Essential amending issues which remain unresolved, such as abortion, term limits, and critical elections, round out this substantial work. Each entry employs a consistent format that describes the topic, explains its significance, and highlights the key players involved. Entries are extensively cross-referenced. A comprehensive bibliography, appendices that synthesize data on proposed amendments and link them to contemporary events, and a thorough subject index enhance this book's usefulness as an authoritative reference.

Encyclopedia of Democracy. Limset, Seymour Martin, ed. Washington, DC: Congressional Quarterly Inc. 1996.

This four-volume work explores aspects of democracy from its earliest stirrings to such recent developments as the end of eastern European communism and South African apartheid. It is illustrated with photographs, maps, and charts, and is alphabetically arranged, carefully indexed, and abundantly cross-referenced for easy access and research.

Encyclopedia of Governmental Advisory Organizations. 24th edition. Batten, Donna, ed. Detroit, Mich.: Gale/Cengage Learning. 2009.

The Encyclopedia of Governmental Advisory Organizations contains entries which describe the activities and personnel of groups and committees that function to advise the President of the United States and various departments and bureaus of the federal government, as well as detailed information about historically significant committees. Complete contact information is provided including fax numbers, e-mail and URL addresses when available. Features five indexes - alphabetical and keyword; personnel; publications and reports; organizations by federal department or agency; and organizations by presidential administration.

Encyclopedia of Government and Politics. 2nd edition. Hawkesworth, Mary and Maurice Kogan. London: Routledge. 2004

This two-volume set Encyclopedia of Government and Politics provides a thorough analysis of government and politics at a global, regional and nation-state level. Among others, the following sections were included in the second edition of this reference: Central Concept of Political Theory, Political Institutions, Contemporary Political System, Political Forces and Processes, Centripetal and Centrifugal Forces in the Nation-State, Major Issues in Contemporary World Politics. Written by experts in each field, the entries analyze traditional approaches (including access to non-Western sources), assess recent developments and chart the directions for future research; each topic includes extensive bibliographies and suggestions for further reading. Extensive index of topics and people is provided.

Encyclopedia of Policy Studies. 2nd ed. Nagel, Stuart S. ed. New York: M. Dekker. 1994.

This updated and enlarged second edition of a landmark reference/text provides comprehensive coverage of every important aspect of policy studies—discussing concepts, methods, utilization, formation, and implementation both internationally and across each level of government. The Encyclopedia of Policy Studies shows increased concern for cross-national analysis,

inter-disciplinary analysis, and the impact of policy studies research on governmental decision making. It further emphasizes evaluating alternative public policies rather than merely describing them or discussing how they came into being. For students and instructors, researchers, and practitioners involved in public policy. Includes author and subject indexes.

Encyclopedia of Public Administration and Public Policy. Schultz, David. New York, Facts on File, 2004.

This Encyclopedia has more than 350 signed entries describing the functions, background, and importance of federal programs and agencies (e.g., Aid to Families with Dependent Children, Department of Agriculture; important laws (e.g., Clean Air Act); and public administration concepts and issues (e.g., Faith-based initiatives, Earned income tax credit, Eminent domain, Lobbying, Police power). Biographical entries provide both birth and, if relevant, death dates (years only) and a short profile that emphasizes the subject's impact on public administration. Biographical subjects include some presidents; social reformers and activists (Jane Addams, Mary Parker Follett); public administration authors (Frank Goodnow, Dwight Waldo); and behavioral scientists (Abraham Maslow, Max Weber). The Encyclopedia has an index as well as some standard federal documents such as "How a Bill Becomes a Law", the U.S. Constitution, the Bill of Rights, and a helpful chapter, "Looking for Government Information."

The Encyclopedia of the Republican Party: The Encyclopedia of the Democratic Party. Kurian, Thomas, G. and Jeffrey Schultz. Armonk, NY: Sharpe Reference. 1997.

This is a four-volume reference: volume 1-2 is devoted to the Republican Party, volume 3-4 to the Democratic Party. Each encyclopedia is divided into four sections: history; issues and ideology; elections, conventions and platforms; and biographies. The 297 biographies feature the careers of prominent individuals associated with each party, including presidents, vice presidents, governors, senators and representatives, both winning and losing candidates. There are also brief biographies for over 5000 congresspersons and governors. Each encyclopedia, carefully cross-referenced for easy navigation, concludes with several invaluable appendixes, including the constitutions and bylaws of the party, lists of the senate and house leadership, party defectors; party convention sites and dates; names of all party chairpersons; the locations of state party committee headquarters; and a detailed index.

The Encyclopedia of the United States Congress. Bacon, Donald C., Roger H. Davidson and Morton Keller, eds. New York: Simon & Schuster. 1995. (e-book format is available)

This four-volume set addresses congressional history, structure, powers, procedures, policies enacted, parties, elections, staffing, relationships to other government branches, the Capitol, and more. The Encyclopedia consists of 1,056 signed articles, which range from less than a page ("C-Span") to 10 pages or more ("Committees"). All save one contain brief annotated bibliographies. In addition, the entry "Congress: Bibliographical Guide" is an annotated bibliography of print and electronic reference sources. Articles cover various aspects of congressional institutions, procedures, polity, and traditions, as well as various issues dealt with by Congress, from "Abortion" to "World War II." There are articles on more than 200 members of Congress, as well as such survey articles as "Hispanic Members" and "Women in Congress." All presidents receive separate entries, focusing on each president's relationship with Congress. Articles on each state concentrate, for the most part, on the history of the state's congressional delegation, though at least one, "New Jersey", chooses to focus on the role of that state's delegation at the Constitutional Conventions. Table and photograph accompany many articles. A detailed index is provided.

International Encyclopedia of Government and Politics. Magill, Frank N. London: Fitzroy Dearborn, 1996.

The *International Encyclopedia of Government and Politics* examines the full scope of the science and practice of politics. From the early political models of Aristotle and Plato to our own parliamentary system and questions of accountability and representation, 5000 years of government and politics are presented in some 350 authoritative entries. The Encyclopedia covers thirteen major fields: Civil Rights and Liberties; Comparative Government; Economic Issues; Functions of Government; History of Government and Politics; International Government and Politics; Law and Jurisprudence; Local and Regional Government; Military; Political Philosophy; Politics (General); Religion and Government; and Types of Government. Each six-page entry introduces a topic in political science, explains the vocabulary, context, and significance of that topic, and includes a signed essay with an annotated bibliography written by an authority in the field. The main text of each essay is divided into three sections: Overview, Applications, and Context. Contains comprehensive glossary and index.

The International Encyclopedia of Public Policy and Administration. Shafritz, Jay M., ed. Boulder: Westview Press. 1998

This invaluable source goes beyond any existing reference work regarding public policy and government affairs. It provides for the first time a comprehensive tool that covers the international integration of the literature on public policy and administration. The information found within the encyclopedia includes concepts, practices, issues, and theories that inform

and define contemporary public policy-making, analysis, evaluation, management, and implementation. This source contains more than 850 articles from over 400 professionals covering topics from absenteeism to zoning. Each entry includes a thorough description of the topic, an explanation of its historical significance and a bibliography.

The Oxford Guide to the United States Government. Patrick, John J., Richard M. Pious and Donald A. Ritchie. Oxford: Oxford University Press. 2001.

The Oxford Guide to the United States Government is the ultimate resource for authoritative information on the U.S. Presidency, Congress, and Supreme Court. This Guide features biographies of all the Presidents, Vice Presidents, and Supreme Court Justices, as well as notable members of Congress, historical commentary on past elections, major Presidential decisions, international and domestic programs, and the key advisors and agencies of the executive branch; in-depth analysis of Congressional leadership and committees, agencies and staff, and historic legislation; and detailed discussions of 100 landmark Supreme Court cases and the major issues facing the Court today. The Guide also includes tables of Presidential election results; lists of Presidents; Vice Presidents; Congresses and Supreme Court Justices with dates of service; lists of Presidential museums; libraries, and historic sites; relevant websites; and information on visiting the White House, the Capitol, and Supreme Court buildings.

The Presidency A to Z. 4th Edition. Nelson, Michael, Gerhard Peters and John Woolley, eds. Washington, D.C.: CQ Press. 2008.

The Presidency A to Z is an invaluable tool for understanding the presidency, both historically and today and for appraising how it and the executive branch have responded to the challenges facing the nation. It provides readers with quick information and in-depth background on the presidency through a comprehensive Encyclopedia of over 300 entries. Important new topics include: John Kerry; Article II; Clinton v. Jones; Signing Statements; Hurricane Katrina. Contains: biographies of every president and many others important to the office; explanations of broader concepts and powers relating to the presidency; discussions of relations with Congress; the Supreme Court; the bureaucracy; political parties; the media; interest groups; and the public. *The Presidency A to Z* includes charts, tables, lists, photographs, cartoons, indexes, a bibliography and cross-references

The Supreme Court A to Z. 4th edition. Jost, Kenneth, Washington, DC: CQ Press. 2006

The Supreme Court A to Z provides biographies of past and present justices, the history of important cases, and explanations of constitutional principles and legal concepts. The fourth edition includes updated entries on key issues and concepts including capital punishment, confirmation process, habeas corpus, judicial activism, separation of powers and new entries on intellectual property and international law. This reference contains 350 entries arranged in encyclopedic A-to-Z format. The online edition of 2007 is available from the CQ Press.

The Supreme Court Compendium. 4th edition. Epstein, Lee, Jeffrey A. Segal, Harold J. Spaeth, Thomas G. Walker. Washington, DC: Congressional Quarterly Inc. 2006

The Supreme Court Compendium presents historical and statistical information on every important aspect of the US Supreme Court, including its history, development as an institution, the justices' backgrounds, nominations, and confirmations, and the Court's relationship with the public and other governmental and judicial bodies. The fourth edition includes more than 180 tables and charts and is updated to cover Supreme Court events through the 2005-2006. The online edition of 2008 of this reference is available.

Business Management And Economics

The Blackwell Encyclopedic Dictionary of Strategic Management. Channon, Derek (ed). Malden, Mass: Blackwell Business. 1998. Electronic format was issued in 1997.

The Blackwell Encyclopedic Dictionary of Strategic Management provides clear, concise up to the minute and highly informative definitions and explanations of the key concepts covering the whole of the fast changing field of contemporary strategy. Bringing together specially commissioned and carefully edited entries from an international team of the world's best known and respected strategy scholars and teachers, this will become the standard reference for students, researchers, academics and practitioners. The Dictionary has been designed to give both the expert and the newcomer overviews and succinct presentations of the most important concepts, terms and techniques in strategic management. With entries ranging from extended explorations of major topics to short definitions of key terms, this major reference work gives the user: Authoritative and comprehensive coverage of the whole field, including the leading management tools presently used in the field from benchmarking to re-engineering. Fully indexed and cross referenced for detailed research with relevant citations

for further study both for academics and practitioners. Definitive entries covering the very latest developments in strategy. A completely international perspective and author base, including new material on strategic management techniques in Asia, as well as the latest thinking from Europe and the US.

Encyclopedia of American Economic History: Studies of the Principal Movements and Ideas. Porter, Glenn. N.Y.: Charles Scribner. 1980.

The 3-volume set *Encyclopedia of American Economic History* includes addresses and lectures on economic conditions in the United States. Part I is a historiography and Part II is a chronology of American economic history. Part III covers a framework of American economic growth. Parts IV and V look at economic history from an institutional and social point of view, respectively.

Encyclopedia of Law & Economics. Bouckaert, Boudewijn and Gerrit De Gees. Ghent, FR. University of Ghent. 2000.

The *Encyclopedia of Law & Economics* is an ambitious reference work that attempts to survey all law and economics literature in nearly 5,000 pages. Most entries contain two elements: a review of the literature, written by an authority in the field, and a quasi-complete bibliography (not just a selection). The full text is available online with a convenient search engine that links to all key economics topics. Each of the five volumes of the *Encyclopedia* addresses different aspects of Economics and Law. Volume I covers the History and Methodology of Law and Economics. Volume II addresses Civil Law and Economics, in particular, private property, intellectual property, common property, environmental regulation and tort law. Volume III is devoted to Regulation of Contracts. Volume IV analyses the Economics of Public and Tax Law and includes entries on tax law including property taxes, personal income taxation and international taxation, social security including health insurance, unemployment insurance and pensions and administrative law, including public organizations and administrative procedure. Volume V addresses the Economics of Crime and Litigation.

Encyclopedia of Knowledge Management. Schwarz, David. Hershey, PA: Idea Group Reference, 2006.

The *Encyclopedia of Knowledge Management* is the most comprehensive source of coverage related to the past, present, and emerging directions of knowledge management. This reference provides a broad basis for understanding the issues, technologies, theories, applications, opportunities and challenges being faced by researchers and organizations today in their quest for knowledge management. Hundreds of contributors and advisors from around the world have conferred their expertise to this publication, making this encyclopedia a single source of reliable and modern-day research in the field of knowledge management. Includes index.

The Encyclopedia of Management. 3rd ed. Heyel, Carl ed. New York. Van Nostrand Reinhold. 1982.

This is a comprehensive *Encyclopedia* covering management and organizational theory. Topics include: Assessment Centers; Balanced Scorecard Approach to Performance Measurement; Benchmarking; Capacity Planning; Chaos Theory; Computer-Based Training; Consumer Behavior; Entrepreneurship; Ergonomics; Family-Friendly Business Practices; First-Mover Advantage; Gap Analysis; Globalization and International Management; Herzberg's Two-Factor Theory; Knowledge Management; Managerial Grid; Modes of Communication; Morale; Organizational Structure; Quality Awards; Risk Management; Strategic Analysis Tools; Strategy (many subtopics); Stress in Organizations; Women in Business and Industry.

The Fortune Encyclopedia of Economics. Henderson, David R. New York. Warner Books. 1993.

This volume of over 150 topics lifts the veil of mystery from economics and takes readers on a user-friendly journey through this fascinating and important field. It contains articles by leading economists on basic concepts, economic systems, schools of economic thought, macroeconomics, economic policy, taxes, money and banking, economic regulation, environmental regulation, discrimination, labor issues, international economics, corporations, financial markets, the marketplace, the economics of special markets, economies outside the U.S., and biographies of famous economists. E-book format was issued in 2008.

International Encyclopedia of Business Management. Warner, M. and John P Kotter, ed. London. Thomson Learning. 2001.

This six-volume encyclopedia provides extensive coverage of its field in long articles written by scholars from around the world. Its five volumes of text include biographical articles, country-specific management articles, and general business and management topics. All entries follow a similar scheme, beginning with a contents summary; one can choose to get just an overview of the topic, to go directly to a specific section, or to read and study the entire entry. Biographical entries all include a summary of significant dates and events in the life of the subjects, a list of their major works, and then more detail about them.

and their work. All 500 entries include an extensive, annotated bibliography for further reading, and all are signed. There are several types of cross-references: specific ones from terms not used as entries to where one will find the subject, see references directly within the text of entries, and see also references following the reading list of each entry. Thematic entries range from accounting to business cycles, entrepreneurship, global strategic alliances, Internet and business, manufacturing strategy, performance appraisal, simulation modelling, and Zaibatsu. In addition to entries for such people as Henry Ford, the Gilbreths, and Joseph Schumpeter, biographies include living persons such as Peter Drucker and Rosabeth Moss Kanter. Articles range from 4 to 8 pages for most biographies to more than 20 for some thematic topics. Tables, charts, graphs, and formulas appear in many entries.

Education

American Educators' Encyclopedia. Dejnozka, Edward L. and David E. Kapel. Westport, CT, Greenwood Press. 1991.

The revised American Educators' Encyclopedia is an excellent reference for teachers and parents. The authors have added more than 200 items—ranging from AIDS to Zero Rejection and significantly updated or deleted one third of the original entries while diligently maintaining the characteristics and quality of the first edition, which provided readers with a quick, accurate understanding of education terms and a ready reference for further inquiry. References follow each item, and a variety of appendices cover a range of areas. Each topic's length and language gives readers a concise overview that allows for accessible, comprehensive referencing.

Education and Sociology: An Encyclopedia. Cookson, Peter W. Jr., David L. Levinson and Alan R. Sadovnik, eds. New York: RoutledgeFalmer. 2002.

This single-volume reference provides readers and researchers with access to details on a wide range of topics and issues in the sociology of education. Entries cover both national and international perspectives and studies, as well as tackling controversial points in education today, including gender inequality, globalization, minorities, meritocracy, and more.

Encyclopedia of American Education. 3rd ed. Unger, Harlow G. New York. Facts on File. 2007.

This authoritative three-volume reference provides a wealth of information on virtually every aspect of education, from the evolution of school curriculum, education funding, and church-state controversies to the latest debates on multiculturalism, prayer in school, and sex education. Third Edition includes more than 2,000 entries spanning the colonial period to the present. Appendixes include significant federal legislation, important U.S. Supreme Court decisions, and lists of undergraduate majors and graduate school programs.

The Encyclopedia of Human Development and Education: Theory, Research, and Studies. Murray, Thomas R. New York: Pergamon Press. 1990.

This Encyclopedia is a collection of 100 articles which examine various theories and aspects of human development and their significance for education, child raising, and counseling practices throughout the world.

International Encyclopedia of Education. 2nd ed. Husen, Torsten and T. Neville Postlethwaite. New York: Elsevier Science. 1994.

Scholarly information in all fields of human knowledge is in continuous flux. Educational practices change not only as a result of legislated reforms, but also in response to new societal demands, needs, and changes in economic conditions in different countries. This second edition of the International Encyclopedia of Education consists mostly of new entries; in only a few cases have entries from the first edition or from the supplementary volumes been updated. Topics include sociology of education, girls and women in education, the history of education, anthropology, philosophy of education and instructional psychology.

International Encyclopedia of Teaching and Teacher Education. Anderson, Lorin W. ed. Oxford: Elsevier Science. 1995.

The purpose of the volume is to provide classroom researchers, teacher educators, and teachers with a sound, reasonable body of knowledge that can be used to guide their efforts to understand and improve the teaching-learning process. The second edition is divided into two parts: teaching and teacher education. Part one contains eight sections: the nature and characteristics of teachers, theories and models of teaching, instructional programs and strategies, teaching skills and techniques, school and classroom factors, students and the teaching-learning process, teaching for specific objectives, and the study of teaching. Part two contains three sections: concepts and issues in teacher education, generic initial teacher education, and continuing teacher education.

Journalism

Encyclopedia of Journalism. Sterling, Christopher H. Thousand Oaks, Calif.: SAGE Reference. 2009.

The six-volume resource covers all significant dimensions of journalism, including print, broadcast, and Internet journalism and focuses on the gathering, editing, reporting, and distribution of news in America and other nations and regions. Written by leading journalism experts, more than 350 clearly written A-to-Z entries analyze journalism's trends, issues, concepts, and key topics, such as: Criticism, Education, and Training; Ethical and Legal Issues; Policy and Court Cases; Ethnic and Minority Aspects; History and Technology; Individuals, Institutions, and Organizations; Magazines and Motion Pictures; Media Markets, Outlets, and Events; News Media Publications; Ownership and Economics; Political, Cultural, and Social Factors; Processes and Routines; Programs and Audiences; Radio and Television; U.S. and International Perspectives.

Terrorism

Encyclopedia on Terrorism. 2nd edition. Combs, Cyncy and Martin Slann. New York: Facts on Files. 2007.

The Encyclopedia of Terrorism provides students, researchers, journalists, and policy makers with a complete survey of the rapidly growing problem of terrorism. In this reference, more than 300 entries organized in an accessible A-to-Z format offer thorough treatments of the events, people, organizations, and places that have figured prominently in international terrorism. Each entry is placed within its historical context to help readers understand the wide-ranging motivations behind terrorist actions. Also included in this comprehensive Encyclopedia is a chronology of terrorist events that have occurred from 1945 to the present. Entries in the Encyclopedia discuss topics, such as: aerial hijacking; anthrax; Osama bin Laden; Carlos the Jackal; cyber-terrorism; Montana Freeman; nuclear terrorism; Oklahoma City bombing; September 11th attacks on New York and Washington DC; Tokyo (Japan) gas attacks; and the Unabomber. It contains an extensive selected bibliography and index.

Encyclopedia of Terrorism. Kusher, Harvey W., Thousand Oaks, California: Sage Publications Inc. 2003.

Encyclopedia of Terrorism presents authoritative coverage of topics related to terrorism. Up-to-date, the articles cover such topics as Al-Qaeda, biological terrorism, extremism, Saddam Hussein, Jihad and suicide bombers. More than 300 authoritative, in-depth articles are presented. The reference includes balanced coverage of terrorist groups (such as the IRA), key events (including September 11), people, terms, and statistics, as well as bibliographical, historical, and geographical information. Cross-reference, maps, photographs and charts make this Encyclopedia an essential reference. This reference is available in e-book format through Gale Virtual Reference Library.

Public Health

Encyclopedia of Aging and Public Health. Loue, Sana, Siran Koroukian and Martha Sajatovic, eds. New York: Springer, 2008.

This reference takes a bio-psychosocial approach to the complexities of its subject. In-depth introductory chapters include coverage on a historical and demographic overview of aging in America, a guide to biological changes accompanying aging, an analysis of the diversity of the U.S. elder population, legal issues commonly affecting older adults, and the ethics of using cognitively impaired elders in research. Over 425 entries cover the gamut of topics, trends, diseases, and phenomena: specific populations, including ethnic minorities, custodial grandparents, and centenarians; core medical conditions associating with aging, from cardiac and pulmonary diseases to Parkinson's and Alzheimer's; mental and emotional disorders; drugs/vitamins/alternative medicine and a broad array of social and political issues, including access to care, abuse/neglect, veteran's affairs, and assisted suicide. All chapters and entries include references and resource lists. E-book format is available from the publisher.

Encyclopedia of Health Care Management. Stahl, Michael and Michael Stahl J., ed. Thousand Oaks, California: Sage Publications, 2004.

This Encyclopedia is the most comprehensive reference work on the business of healthcare, with up-to-date information across a broad range of issues affecting every aspect of the industry and the people it serves, employs, and influences. Key features include: the most comprehensive reference work on healthcare management; broad range of timely topics, spanning academic, corporate and governmental arenas; over 600 entries; more than 160 expert contributors in the fields of medicine, public health, and business. Contains tables: on Health Care Acronyms, Medical Degrees, Medical Legislation Medical Organizations and Medical Specialties. Topics covered include: international health care issues, legal and regulatory issues, health policy, quality, statistics and data mining, managed care, etc. Includes bibliographical references and index.

The Encyclopedia of Health Services Research. Mullner, Ross M. ed, Thousand Oaks, California: Sage Publications, 2009.

This two-volume Encyclopedia of Health Services Research is a reference source for the multidisciplinary field. It contains more than 400 entries and includes areas such as health administration, health economics, medical sociology, public health, public policy and medicine. Key theme includes: Access to Care, Cost of Care, Economic, Finance and Payments Mechanisms, Disease, Disability, Health, Health Insurance, Health Professionals and Healthcare Organizations, Health Service Research, Associations, Foundations, and Research Organizations, Laws, Regulations, Ethics, Public Health, Healthcare Reform, Policy Issues, and International Comparisons, Special and Vulnerable Groups, Quality and Safety of Care, Measurement, Data Sources and Coding, and Research Methods. Includes bibliographical references and index. E-book format is available from the publisher.

Encyclopedia of Public Health. Breslow, Lester. ed, New York: MacMillan Reference Books. 2002.

This four-volume compilation provides basic information on more than 900 programs, services, organizations, health behaviors, and the prevalence, epidemiology, and costs of communicable diseases. Although the work focuses on the United States, there are also references to worldwide problems. The preface states that the signed articles are written by experts, but only their affiliations, not their credentials, are provided. The alphabetically arranged articles have brief bibliographies and are interspersed with ample cross references. An extensive, annotated bibliography, arranged in logical subject categories, is included at the end of Volume 4. There is also an appendix of important documents and official statements concerning the well-being of the entire population. E-book format of this reference is available from Gale Virtual Reference Library.

Encyclopedia of Public Health. Kirch, Wilhelm, ed, New York: Springer, 2008.

The Encyclopedia of Public Health is a summary of current knowledge in the field of public health. The work includes more than 2,500 entries in two volumes, written by the international experts across the public health sciences. Entries consist of review-style articles (synopses), detailed essays and short definitions. Extensive cross-referencing and hyper-linking is available. Topic covered includes: Biostatistics, Dental Public Health, Disaster Aftermath, Family Health, Ethics, Health Management, Health Economics, Health Policy, Health Care and Rehabilitation, Public Health Law, Migrant Health, Indigenous People Health, Prevention and many more. E-book document is available by SpringerLink electronic book center.

Encyclopedia of Senior Health and Being. Kandel, Joseph and Christine A. Adamec. New York: Facts on File, 2003.

The Encyclopedia of Senior Health and Well-Being offers comprehensive coverage of the health issues, diseases, global and ethnic factors concerning aging, common illnesses, and social issues that affect the daily lives of mature adults. An introductory essay surveys issues such as evolving attitudes toward aging, changes in killing diseases, housing, medical advances, demographic statistics in the US and globally, Social Security, psychological issues, and elder abuse. The A-Z entries include relevant organizations, diseases, issues, and medical and social services terminology. Tables of current health and population statistics illustrate health care and lifestyle trends among mature adults from a variety of ethnic groups. All entries are thoroughly cross-referenced and indexed. Includes appendixes and additional resources, including lists of important organizations and agencies on aging. E-book format is available from the publisher.

Health Care Policy and Politics: A to Z. 3rd edition. Washington, DC: Congressional Quarterly Press. 2009.

Readers will find updated information on long term health care spending, abortion, Medicaid and Medicare, health insurance and the uninsured, the State Children's Health Insurance Program (SCHIP), and much, much more. New entries reflect important changes in recent years and include the Medicare Modernization Act, abstinence education, electronic health records, health savings accounts, Plan B, the President's Emergency Plan for AIDS Relief (PEPFAR), and Project BioShield. E-format copy of this reference is also available.

The International Encyclopedia of Public Health. Heggenhougen, Kris and Quah R. Stella, ed, Boston: Elsevier/Academic Press. 2008.

The six-volume set *International Encyclopedia of Public Health* covers all aspects of the public health field, providing information relating to key conceptual areas such as ethics and legality, consumerism, anthropology and sociology. The role of economics, globalization and the history of public health are also examined while articles submitted by a wide range of distinguished contributors cover a broad list of topics, providing investigation into disease, hospital conditions, aging, diet, and injuries. The Encyclopedia presents a comprehensive review of global public health variously providing minute detail relating to the specifics of disease and large-scale overviews of the organization of social insurance agencies. Subject areas include: Aging, At-Risk Populations, Consumerism/Education/Outreach, Emerging and Reemerging Disease, Health Services, Health Systems,

Global Issues, History of Public Health, Ethical and Legal Issues, Measurement and Modeling, Policy and many more. Heavily illustrated cross-references and complete subject index contained in one volume are available. E-book format is available from the publisher.

Environment and Disasters

Encyclopedia of Disasters: Environmental Catastrophes and Human Tragedies. Gunn, Angus M., ed. Westport: Connecticut: Greenwood, 2008.

This two-volume *Encyclopedia of Disasters* covers over 180 of the most important disasters in history. Arranged chronologically, the *Encyclopedia* includes entries on those disasters that have had the greatest historical, environmental, and cultural impact. Topics among others include: the eruption of Mt. Vesuvius, which destroyed the towns of Pompeii and Herculaneum; the London Fire of 1666, which flattened much of London and allowed the rebuilding of the city; the influenza epidemic of 1918, which killed millions; the 1964 Prince William Sound earthquake in Alaska, which caused death and destruction as far away as Hawaii; the worst nuclear power plant accident in Chernobyl, Ukraine, in 1964, that has rendered the surrounding landscape uninhabitable; the 2004 earthquake that created a tsunami that killed thousands in Sumatra. Each entry includes a list of readings for additional research, and the *Encyclopedia* is illustrated with numerous photos and line illustrations that show the destruction and despair caused by these disasters. Includes bibliographical references and index. E-book format is available from the publisher.

Encyclopedia of Global Change: Environmental Change and Human Society. Goudie, Andrew S. and David J. Cuff. Oxford: Oxford University Press, 2002.

The *Encyclopedia* brings together in one source current knowledge about the relations between technological, social, demographic, economic, and political factors and biological, chemical, and physical systems. The clearly-written articles cover concepts of global change, earth and earth systems, human factors, resources, responses to global change, agreements and associations, institutions, policies, biographies and case studies. Enhanced by 1,500 charts, diagrams, and other illustrations, extensive cross-references, bibliographies and an index, the *Encyclopedia* links essential knowledge across many fields—geography, geology, geophysics, atmospheric science, political science, economics, technology, and others—in a resource that is accessible as it is authoritative. It is an essential reference work for students, teachers, researchers, and other professionals seeking to understand any aspect of global change. E-book format is available from the publisher.

Routledge International Encyclopedia of Women: Global Women's Issues and Knowledge. Kremarae, Cheris and Dale Spender. New York: Routledge, 2000.

Featuring comprehensive global coverage of women's issues and concerns, from violence and sexuality to feminist theory, this four-volume *Routledge International Encyclopedia of Women* brings the field into the new millennium. It reviews the condition of women around the world, and provides region-by-region articles on issues such as feminist movements, women's education, spirituality, health care systems and more. Subject areas cover the entire range of areas vital to the field of women's studies. This reference features over 900 signed A-Z entries from US and Europe, Asia, the Americas, Oceania, and the Middle East. The reference is fully indexed and cross-referenced, with a variety of valuable reference tools, including bibliographies at the end of all articles. Kindle edition of 2009 is available.

Social Issues

Encyclopedia of Minorities in American Politics. Aok, Andrew, Kerry Haynie, Anne McCulloch and Jeffrey Schultz. The Oryx Press, Arizona. 2000.

The *Encyclopedia of Minorities* is the only resource available that focuses exclusively on the expanding role of minorities in U.S. politics. With over 2,000 entries, this two-volume set's four distinct sections address African Americans, Asian Americans, Latinos, and Native Americans. It makes a broad range of information readily accessible, through historical and contemporary biographies, descriptions of major events, and coverage of important legal decisions and organizations

Encyclopedia of Social Issues. Roth, John K. New York: Marshall Cavendish Corporation. 1997.

This work's 1,498 individual entries discuss a broad range of controversial subjects and provides basic information on topics such as politics, economics, the environment, human rights, medicine, law, and religion.

Encyclopedia of the Social Sciences. 16th ed. Seligman, Edwin R. and Alvin Johnson. N.Y.: Macmillan Company. 1967.

This 15-volume reference provides a synopsis of the progress that has been made in the various fields of social science. Its entries cover major developments in social science research and theory.

Encyclopedia of Social Work: 2003 supplement. 19th ed. English, Richard L. Washington D.C: NASW Pr. 2003.

The new 2003 Supplement expands coverage of such important areas as education, employment, Medicare and Medicaid, mental illness, and social welfare. Seventeen new entries address emerging topics that reflect changes in society and in the profession, including conservatism and social welfare, issues of multiculturalism and cultural diversity, strengths-based practice, hate crimes, and a variety of economic issues. Includes subject cross-references, a highly detailed index, Reader's Guides, key words, author listings and bylines, and bibliographic information.

International Encyclopedia of the Social Sciences. Darity, William, ed. Detroit: Macmillan Reference. 2008.

This is the updated and revised edition of the 1980 International Encyclopedia of the Social Sciences. More than 2,000 authors contributed to the nearly 3,000 entries for this new edition. This reference incorporates transformative developments in social sciences, such as the Routinization of the Use of Applied Statistics and Mathematical Modeling in Economics, Psychology and Sociology; the Rise of Cultural Studies; the Exploration of Race, Ethnicity, Phenotype and Identity across the Social Sciences; the Emergence of Gender Studies and Women's Studies; the Study of Memory as Something far More than a Biomechanical Act; Orientalism; the Gaze; Marginalization; Occupational Crowding; Gentrification and many more. Issues such as Censorship, Comparative Health Care Systems, Income Distribution, Legislation of Ethics and Morality, Aging, Achievement Testing covered in this Encyclopedia could be of particular interest for the Public Policy and Administration discipline. Thorough cross-referencing and indexing is provided.

International Encyclopedia of the Social & Behavioral Sciences. Vol. 1~26. Smelser, Neil J. and Paul B. Blates, ed. Amsterdam: Elsevier Science Ltd. 2004.

This Encyclopedia offers definitions, concepts, and ideas in political science, sociology, psychology, public policy, etc. Available in both print (26 volumes) and online editions, it comprises 4,000 articles, commissioned by 52 Section Editors, and includes 90,000 bibliographic references as well as comprehensive name and subject indexes

International Encyclopedia of the Social Sciences. Sills, David L., New York: Macmillan, 1980.

This reference emphasizes the historical and developmental aspects of the social sciences through lengthy articles on public administration, law, community, etc., and is a useful source of information on influential social science research.

The Social Science Encyclopedia. Kuper, A. and Jessica Kuper. 3rd ed. London: Routledge, 2009.

The text covers developments in traditional fields over the last decade, newly vital areas of study such as environmental economics, cross-disciplinary pursuits such as women's studies and cultural studies, and innovative topics such as ethnic relations, information society, language and culture and space. This is a two-volume Encyclopedia and contains detailed index. First published in 1985.

Sociology

Encyclopedia of Sociology. 2nd ed. Borgatta, Edgar F. and Rhonda Montgomery. Detroit: Macmillan Reference. 2000.

This resource provides information on nearly every aspect in the field of sociology. Articles covering core issues such as race, poverty, violence, economics, pregnancy and abortion were expanded in second edition. Completely new articles were added on topics such as the Internet, privacy and epidemiology. E-version format of the book is available.

International Encyclopedia of Sociology. Magill, Frank N. Chicago: Fitzroy Dearborn. 1995.

This comprehensive resource covers major developments in sociology worldwide. It contains 335 signed articles with a comprehensive glossary of terms, annotated bibliographies, and subject and general indices. In 2000, the Indian edition of the book was released.

General Encyclopedias

Columbia Encyclopedia. 6th ed. Lagasse, Paul, Lora Goldman, Archie Hobson and Susan R Norton, eds. NY: Columbia University Press, 2001.

First published in 1935 as a “suitable companion to a good dictionary and atlas” for the general reader, the single-volume Columbia Encyclopedia still fits that description over 75 years later. This sixth edition contains nearly 51,000 entries—1,300 new and 40 percent of the remainder revised. The preface states that efforts have been made to expand computer, medical, and science coverage, and this appears so. Editor Lagasse credits an able editorial board and contributors, as well as the dozens of consultants and academic advisors responsible for the content and accuracy of the fifth edition, on which this work is based.

Central Intelligence Agency World Factbook

This CIA-based resource holds maps and detailed information on the geography, people, government, economy, communications, transportation, military, and transnational issues of countries worldwide. The online version of the Factbook is updated bi-weekly and can be accessed at <https://www.cia.gov/library/publications/the-world-factbook/>. The annually updated Factbook is also available as a print publication.

Credo Reference (formerly Xrefer)

This database searches and cross-references encyclopedias, dictionaries, thesauruses, books of quotations, and other reference works in multiple subject areas. All of the titles are linked, so that a search not only yields expected results, but also leads the user down some circuitous and surprising byways. The database is a subscription database available at some academic and public libraries. The database can be accessed via <http://corp.credoreference.com/>.

Encyclopedia Britannica Online

Encyclopedia Britannica Online provides subscribers with access to over 65,000 subjects. Entries include text, illustrations and World Wide Web links. This database is updated quarterly. Many academic and public libraries subscribe to the encyclopedia and can often be accessed remotely. The database can be accessed via <http://www.britannica.com/>.

LoveToKnow Classic Encyclopedia

This online version of a 1911 Encyclopedia contains historical information that is still relevant for the study of current issues. Its 44 million words fill 29 volumes and include articles written by more than 1500 authors within their various fields of expertise. The Encyclopedia is based on 11th edition of Britannica encyclopedia. The link to this source is http://www.1911encyclopedia.org/Main_Page.

Law and Criminal Justice

Cornell Legal Research Encyclopedia

This website provides free access to the following sources: Administrative Law ABA Administrative Procedure Database (at Florida State University College of Law), Cornell Legal Information Institute Federal and State Rules and Regulations, Agency Decisions, Rules, and Orders. The link is <http://library2.lawschool.cornell.edu/encyclopedia/>.

Encyclopedia of Crime and Justice. Kadish, Sanford, H., N.Y., Free Press, 1983.

This Encyclopedia provides in-depth overviews of the study of criminal behavior, the punishment and treatment of offenders, the functioning of criminal justice institutions, and the bodies of law that define criminal behavior.

Encyclopedia of World Crime. Nash, Jay Robert. Wilmette, IL: Crime Books, Inc. 1990

This comprehensive biographical and historical Encyclopedia of criminal justice, law enforcement, criminology and crime from ancient times to present offers fascinating browsing and very useful background information. The first three volumes are arranged alphabetically by name or historical event. Volume IV presents overviews of such topics as computer crime, forensic science, kidnapping, mob violence, and sky jacking. Volume V is a dictionary of over 20,000 terms. Volume VI includes the index to the set and a bibliography.

Encyclopedia of Modern Murder: 1962 - 1982. Wilson, Colin and Donald Seaman, eds. New York: Putnam. 1989.

This work includes detailed articles describing noted murder cases listed by murderer. The index catalogs all the cases by type of murder, and cross-references the murderers, police, detectives, judges, witnesses, among others are presented.

The Encyclopedia of Police Science. Bailey, William. New York: Garland Pub. 1995.

Signed, alphabetical entries in this reference examine all major aspects of American policing and police science, including history, current practices, new initiatives, social pressures, and political factors. The second edition considerably expands the volume's scope, with 70 new entries and revisions and updates of others. Greater emphasis is placed on the coverage of drug-abuse suppression, new types of crime, federal mandates for action, and international developments that affect American police.

The Guide to American Law: Everyone's Legal Encyclopedia. St. Paul, Minn.: West Pub. Co. 1983.

This resource is designed to meet the general public's needs for basic legal information and access to in-depth legal research. The Guide's coverage is full enough to satisfy most non-lawyers on any legal subject without being overwhelming. In addition to articles on legal topics, it includes accounts of famous trials and historical events, biographies, and definitions. The appendix includes sample legal forms, important legal documents, and a chronology of American legal history. Each volume has its own index and Volume 12 is an index to the complete set. Interspersed throughout the main text are signed essays by legal experts, with short bibliographies. Where appropriate, each entry identifies the leading cases and explains how a particular decision has changed or influenced U.S. law. Citations to the full text of the cases are given.

Psychology

The Blackwell Encyclopedia of Social Psychology. Manstead, Antony S.R. and Miles Hewstone. Cambridge, Mass., USA: Blackwell. 2004.

The Blackwell Encyclopedia covers psychosocial areas such as attitude theories, attribution theories, social cognition, social influence, and inter-group relations.

Encyclopedia of Psychology. 2nd ed. Corsini, Raymond J. New York: Wiley. 1994.

This Encyclopedia's approximately 2,500 subject and biographical entries and 20,000 references cover all aspects of psychology. Entries range from a single paragraph to several pages, including concepts, terms, theories and short biographies of major contributors to the field. There are frequent cross-references and several thousand citations of important sources. The topics range from psychoanalysis to neurotransmitters, assertiveness training to small-sample statistics

Kister's Best Encyclopedias: A Comparative Guide to General and Specialized Encyclopedias. 2nd ed. Kister, Kenneth F., Phoenix, AZ, Oryx Press. 1994.

This updated and expanded edition offers in-depth evaluations of 77 general encyclopedias, including electronic products; reviews of some 800 subject-specific encyclopedias covering 29 subjects; and reviews of 44 foreign language encyclopedias comprising nine languages.

Immigration

Immigration in America Today: Encyclopedia. Armstrong, Jeanne, Larry Estrada and James Loucky. Westport, Conn.: Greenwood Press, 2006. E-format available.

Immigration to the U.S. is a hotly debated topic, and this volume offers an interdisciplinary overview of the complex immigration-related issues. The alphabetically arranged entries define key terms and concepts, provide historical background, and suggest future trends. Each volume ends with a bibliography of cited references and recommended readings. Most of the contributors are affiliated with academic institutions, and the articles are scholarly in nature. Some 81 entries cover topics such as *Assimilation, Border control, International accords, Legalization, Migrant education, National security, Bilingual Education, Domestic Work, Employer Sanctions, Gangs, Gender, Homeland Security, Migrant Education, Posttraumatic Stress Disorder and Stereotypes*. The alphabetical list of entries, the guide to related topics, the index, and *see-also* references facilitate use. The appendix includes a "Chronology of U.S. Immigration Legislation", starting with the 1790 Naturalization Act and ending with the different versions of immigration reform proposed in 2006. The annotated bibliography has four sections: "Books", "Organizations and Electronic Resources", "Other Notable Resources" (such as the Institute for the Study of International Migration at Georgetown University), and "Films."

DICTIONARIES in Public Administration and Public Affairs

Dictionaries are useful for research and as guides to the terminology used in public administration and its related subject fields. Since public administration and public affairs are interdisciplinary subjects, consulting dictionaries for clarification of terms would greatly aid scholars and practitioners in their daily work. The following list of dictionaries includes those in public administration and related disciplines.

The American Political Dictionary. Plano, Jack C. and Greenberg, Milton. (7th ed.). New York: Holt Rinehart and Winston, 1993.

This classic textbook has been a vital supplement in American government classes for 35 years. Much more than a dictionary, the comprehensive information provided for each term qualifies the *American Political Dictionary* as an essential text. There is an 11th edition published in 2002.

Keywords: dictionary, politics, American politics.

Ballentine's Law Dictionary with Pronunciation. Ballentine, James Arthur. (3rd ed.). Rochester, NY: Lawyers Cooperative, 1969. 1429p.

Lawyers' Cooperative Publishing Company's *Ballentine's Law Dictionary with Pronunciations* ("Ballentine's") is becoming dated, but remains particularly useful where older Latin, French and Saxon maxims, phrases and nomenclature are concerned.

Keywords: dictionary, law.

Brewer's Politics: A Phrase and Fable Dictionary. Comfort, Nicholas. (Revised ed.). England: Cassell, 1995.

Up-to-date and international in scope, this admirable compendium contains a blend of hard facts mixed with witticisms, anecdotes, and folklore—all arising from people and events connected with politics. The entry for "Clinton, Bill", for example, says "See Comeback Kid", where his career and presidential campaign are described. That entry carries an amusing typo: Clinton's birth date is given as 1916. Despite such an error, *Brewer's Politics* is edifying, amazingly comprehensive, and fun without being superficial.

Keywords: dictionary, politics

The Concise Oxford Dictionary of Politics. McLean, Iain. New York: Oxford University Press, 2009.

Written by a team of leading political scientists, *The Concise Oxford Dictionary of Politics* contains more than 1,700 entries, including new material on topics such as NGOs, butterfly ballots, decentralization, ethnic cleansing, and direct action. Covering political thinkers, institutions, and concepts, the dictionary has an international perspective. Appendices list a range of international political leaders and institutions. An electronic version is available in Oxford Reference Online.

Keywords: dictionary, politics.

The Constitutional Law Dictionary. Chandler, Ralph C., Ensien, Richard A. and Renstrom, Peter G., CA., ABC-CLIO, 1984. Volume 1: Individual Rights Supplement 1: Individual Rights Volume 2: Governmental Powers

The Constitutional Law Dictionary is a comprehensive resource for students of politics and law. This version contains the full text of influential Supreme Court cases that deal with constitutional issues throughout American history. There are supplements published which keep the work more current.

Keywords: dictionary, constitutional law.

Crime Dictionary. De Sola, R., N.Y., Facts on File, Rev. ed. 1988.

Crime Dictionary is a highly entertaining and informative book that provides over 900 entries of crime definitions and lingo. An extensive number of entries cover the Mafia and foreign organized crime. The text also includes some foreign language terms.

Keywords: dictionary, crime.

Dictionary of Administration and Management. Banki, Ivan S. Los Angeles, CA, Systems Research Institute, 1981.

The Dictionary of Administration and Management lists definitions and terms, abbreviations, acronyms, and both national and international management associations.

Keywords: dictionary, administration, management.

Dictionary of American Penology: An Introductory Guide. Williams, Vergil L. Westport, CT, Greenwood Press, 1996. 504p.

This comprehensive overview of American penology covers practices, historical precedents, ideologies, changing attitudes, system descriptions, and trends in prison management, and includes noteworthy penal literature.

Keywords: dictionary, American penology.

The International Dictionary of Management. Johannsen, Hano, Page, G Terry. 3rd ed. N.Y., Kogan Page, 1997.

New legislation, an invigorated European community, and Asian dominance in the global marketplace have generated a host of concepts and regulations unknown to the business community a few years ago, thus creating myriad new and redefining existing terminology. The International Dictionary of Management features them all. This edition contains over 6000 definitions covering American and foreign business terms. Its comprehensive treatment of business definitions provides tremendous guidance for students and researchers in the study of management. It not only explains words in both general and specific terms but also compares them and refers to other similar meanings. The volume includes an appendix of useful tables and information.

Keywords: dictionary, business, management.

Dictionary of Business and Management. Rosenberg, Jerry M., N.Y., Wiley, 1993.

Incredibly comprehensive, the *Dictionary of Business and Management* contains over 10,000 foreign and American business and management terms. It not only explains words in both general and specific terms but also compares them and refers to other, similar meanings. This book also includes an extensive index sorted by subject matter and an appendix of useful tables and information.

Keywords: dictionary, business, management.

The Dictionary of 20th Century World Politics

This dictionary includes 5,000 entries of people, events, organizations, and terms pertinent to twentieth century world politics. It has extensive cross references and a “key concept” appendix arranged by subject.

Keywords: dictionary, politics.

A Dictionary of Concepts on American Politics. Whisker, James B. N.Y., Wiley, 1980.

Loaded with entries on the fundamental concepts of the American political system, this book is a useful resource for researchers in public administration and political science.

Keywords: dictionary, politics.

The Dictionary of Criminal Justice. Rush, George E., 5th ed., Conn, Dushkin Pub. 2004.

This handy reference volume provides a single, convenient source for current information in the broad interdisciplinary field of criminal justice. In addition to over 3,400 alphabetically arranged definitions, this volume also supplies summaries of nearly 500 important Supreme Court cases that have changed the study and practice of criminal justice.

Keywords: dictionary, criminal justice.

Dictionary of Criminal Justice Data Terminology: terms and definitions proposed for interstate and national data collection and exchange. Search Group, 2nd ed., U.S. Dept. of Justice, Bureau of Justice Statistics, Washington, D.C.

This edition provides useful criminal justice data terminology used in empirical and evaluative research and is particularly valuable for those who are writing research that needs to be communicated to policymakers and practitioners at different levels of government.

Keywords: dictionary, criminal justice.

Dictionary of Personnel Management and Labor Relations. Shafritz, Jay M. Oak Park, IL, Moore Publication. Co., 1980.

This resource defines words, phrases, laws, court cases, processes and organizations related to personnel management and labor issues.

Keywords: dictionary, personnel management, labor relations.

The Dictionary of Political Analysis. Plano, Jack, Riggs, Robert E. and Robin, Helenan S. 2nd ed. Santa Barbara, CA, ABC-CLIO, 1982.

The Dictionary of Political Analysis mainly emphasize the use of statistics and political data.

Keywords: dictionary, political analysis.

A Dictionary of Political Thought. Scruton, Roger. 2nd ed., London, Macmillan, 1996. 592p.

A Dictionary of Political Thought focuses on the conceptual rather than factual, exploring the formulation of doctrines rather than their specific applications.

Keywords: dictionary, political thought.

A Dictionary of the Social Sciences. Gould, Julius and Kolb, William L. eds. N.Y., Free Press, 1964. 761p.

This guide to the social sciences covers “political science, social anthropology, economics, social psychology, and sociology.”

Keywords: dictionary, social sciences.

A Dictionary of the Social Sciences, Reading, H. London, Sociologia Publication, 1976.

Not to be confused with the older, Free Press publication, this *A Dictionary of the Social Sciences* includes over 7,000 entries encompassing all the social sciences except economics. It is recommended for use as an initial source.

Keywords: dictionary, social sciences.

Dictionary of Social Welfare. Noel and Timms, Rita. London: Routledge & Kegan 1982.

Each entry in the *Dictionary of Social Welfare* indicates a word’s meaning or range of meaning then contextualizes it, relating it to issues of welfare, legislation, policy and controversy.

Keywords: dictionary, social welfare, public administration.

Dictionary of Supervision and Management: Authoritative, Comprehensive. Banki, Ivan S. Los Angeles, CA, System Research Co., 1976.

This dictionary contains comprehensive information on methods of employee supervision and training.

Keywords: dictionary, supervision, management.

Dictionary of Theories. Bothamley, Jennifer. M.I: Gale Group, 1993.

The *Dictionary of Theories* provides a one-stop source for theories across disciplines and time. It covers more than 5,000 theories from antiquity to the present, including theories commonly accepted as truth, assumptions that have disproved, and principles that have been accepted with reservation.

Keywords: dictionary, theory.

Dictionary of Twentieth-Century Culture. Published by Gale. M.I: Gale Group, 1995.

The *Dictionary of Twentieth-Century Culture* is a unique ready-reference series that investigates international culture and the culture of communication—from brand-name advertising to classical art, from the Grand Ole Opry to Carnegie Hall. Each volume in this comprehensive compendium of social history focuses on a particular culture and features approximately 500 to 1,000 alphabetized, concise, easy to access entries enhanced with maps, illustrations and photos, a master chronology, a glossary, and a keyword index.

Keywords: dictionary, culture.

Dictionary of U.S. Government Statistical Terms. Garwood, Alfred N., Hornor, Lisa L. (ed.) CA., Information Pub. 1991.

The *Dictionary of U.S. Government Statistical Terms* defines over 1,000 basic statistical terms regularly appearing in federal publications.

Keywords: dictionary, government statistics.

The Dictionary of World Politics: A Reference Guide to Concepts, Ideas and Institutions Evans, Graham and Newnham, Jeffery, N.Y., Simon & Shuster A Paramount Communication Co. 1990.

How do neutralism and neutrality differ? Who can possibly pick a MIRV from an MRBM or an SLBM? What was the Kennedy (or for that matter the Nixon or Carter) Doctrine? This new addition to the surprisingly uncrowded field of global political reference sources has more than 600 entries, including the above. Most of the content consists of nuts and bolts political science terminology as well as names linked with ideas or concepts (e.g., Marxism/Leninism).

Keywords: dictionary, world politics.

DOD Dictionary of Military and Associated Terms

From this webpage, users can browse the Department of Defense's (DOD) *Dictionary of Military and Associated Terms*, which contains standard terms used by the U.S. military and the North American Treaty Organization (NATO).

Keywords: dictionary, political science.

The Dorsey Dictionary of American Government and Politics. Shafritz, Jay M. Chicago, IL, Dorsey Press, 1988.

This dictionary lists general and accepted terms that have been used in newspapers and mass market journals but have not yet found their way into text, reference, and scholarly books.

Keywords: dictionary, American government and politics.

Educational Administration Glossary. Dejnozka, Edward L. Westport, CT, Greenwood Press, 1983.

The *Educational Administration Glossary* lists and defines nearly 1,400 terms in the diverse field of educational administration. It culls terms from both the literature of educational administration and selected cognate fields, providing a comprehensive desk reference for researchers and practitioners.

Keywords: dictionary, educational administration.

The Facts on File Dictionary of Public Administration. Shafritz, Jay M. N.Y.: Facts on File, 1986.

The *Facts on File Dictionary* is a basic tool for anyone required to know the theories, concepts, practices, laws, institutions, literature, and people of the academic discipline and professional practice of public administration.

Keywords: dictionary, public administration

The Haper Collins American Government and Politics Dictionary. Shafritz, Jay M. 1st ed. N.Y., HaperPerennial, 1992.

This dictionary provides quick and easy references to important facts, figures, and definitions related to U.S. government and politics.

Keywords: dictionary, American government and politics.

The International Dictionary of Business. Johannsen, Hano and Page. G. Terry. Englewood Cliffs, NJ., Prentice Hall, 1981.

The International Dictionary of Business contains over 5,000 terms exploring business management, finance, marketing, accounting, administration, computerization, production, personnel, and law.

Keywords: dictionary, business.

The International Relations Dictionary. Plano, Jack C. and Olton, Roy, 4th ed. Santa Barbara, CA, ABC-CLIO, 1982.

With over 700 terms linked to foreign policy and international relations, this dictionary is especially useful for connecting terms to their historical significance.

Keywords: dictionary, international relations.

International Relations: A Political Dictionary. Ziring, Lawrence, et al. Santa Barbara, CA: ABC-CLIO., 1997.

Using a topical (as opposed to alphabetical) approach, *International Relations* gives both definitions of terms and overviews of their historical significance. There is an alphabetized index at the end.

Keywords: dictionary, politics, international relation.

The Concise McGraw-Hill Dictionary of Modern Economics: A Handbook of Terms and Organizations. Greenwald, Douglas ed. 3rd ed. N.Y., McGraw-Hill, 1983.

This concise handbook contains nearly 400 pages of terms from economics and related fields.

Keywords: dictionary, modern economics organization.

The Middle East: A Political Dictionary. Ziring, Lawrence, 2nd ed. CA., ABC-CLIO, 1992.

Covering the 22 countries forming the great regional arc from Morocco through Turkey, this reference contains some 250 entries listed under seven topics (political geography and geopolitics; ethnicity and political culture; Islam; conflict; Israelis and Palestinians; diplomacy; political parties and movements) in which the author addresses the history, events, terms, characteristics, movements, and institutions that characterize the Middle East in the last half of the 20th century. The 'significance' section in each entry provides particularly useful commentary.

Keywords: dictionary, Middle East politics.

MIT Dictionary of Modern Economics, 4th Edition. Pearce, David W. 4th ed. MIT press, Cambridge. MA., 1992.

The *MIT Dictionary of Modern Economics* comprehensively covers topics in economics and related fields. Its 2,800 entries clearly and concisely address questions that economists have considered for over two centuries as well as contemporary issues, such as economic change in Europe, the problems of pollution, or the prospects for greater freedom of trade. This volume also includes the recent contributions of Nobel laureates in economics.

Keywords: dictionary, modern economics.

The Oxford Companion to Politics of the World. Kriegger, Joel. 2001

Through its 650 mini-essays, *The Oxford Companion to Politics of the World* provides a comprehensive and up-to-date guide to the major themes, concepts, and personalities of modern world politics in a single A to Z sequence. This is a valuable desk reference for students and academics in public affairs and administration.

Keywords: dictionary, world politics.

The Concise Oxford Dictionary of Politics

With over 1,700 entries on topics ranging from butterfly ballots to NGOs, and inclusive treatment of political terminology, *The Concise Oxford Dictionary of Politics* offers an international perspective on the study of politics that useful for students both in the U.S. and abroad. Particularly noteworthy are its detailed appendices, which provide concise information about world leaders and political institutions.

Keywords: dictionary, politics.

Public Administration Dictionary. Chandler, Ralph C. Plano, Jack C. 2nd ed. CO., ABC-Clio., 1988.

Selectively includes those concepts and terms which are fundamental to an understanding of the field of public administration. Defined terms are arranged in seven subject categories with indexes both for those terms and others included in the text of definitions.

Keywords: dictionary, public administration.

The Routledge Dictionary of Twentieth-Century Political Thinkers. Benewick, Robert and Green, Philip. N.Y., Routledge, 1992.

This volume introduces readers to important theorists and intellectuals and provides an informed, reliable, and accessible guide to the ideas that have shaped contemporary political thought and activity.

Keywords: dictionary, political thought, political thinker.

The Online Dictionary of the Social Sciences

The *Online Dictionary of the Social Sciences*' 1000 entries cover the disciplines of sociology, criminology, and political science.

Keywords: Keywords: dictionary, public administration, political dictionary.

The State and Local Government Political Dictionary. Elliot, Jeffrey M. and Ali, Sheikh R. 1st ed. CA., Borgo Press. 1995.

This dictionary contains nearly 290 entries arranged by subject area. Although it includes bibliographies about all levels of U.S. government, it is a particularly useful reference for those interested in state and local administration.

Keywords: dictionary, state and local government, politics.

Urban Politics Dictionary. Smith, John S., and Klemanski, John S., England, ABC-CLIO, 1990.

Many (i.e., the more controversial and complicated, as opposed to self-evident) of the approximately 600 terms pertinent to urban politics and policymakers in this thorough reference include suggested reading lists. The volume also includes a subject index, uncommon among dictionaries.

Keywords: dictionary, Urban Politics.

Government Documents and Reports

Susan Anderson and Jonathan Potter

Resources on government documents and reports in this section complement the contents under the category “Government Publications” in The PA Gateway.

Introduction

Navigating the maze of governmental sources can be a daunting endeavor, but one that will often reward the researcher with voluminous stores of information not to be found elsewhere. The U.S. federal government alone circulates approximately 9,000 new document titles at any given time. State, regional and international sources add thousands of additional unique sources to the mix. Governmental entities often produce unheralded but thoroughly researched and meticulously documented material aimed at informing the activities of agencies and legislative bodies. For the policy researcher, governmental sources can provide unique insights into the real-life machinations by which policies, regulations, and laws are hammered out.

Arguably the best resource for the serious researcher wishing to locate governmental sources is the nearest government documents librarian. Many academic, public, and law libraries possess substantial government documents collections managed by highly trained professionals who are ready and willing to assist the researcher and point out the best avenues to pursue. In the United States, the network of depository libraries provides an invaluable resource for governmental research. As described on the *GPO Access* website:

“The Federal Depository Library Program (FDLP) was established by Congress to ensure that the American public has access to its Government’s information. Since 1813, depository libraries have safeguarded the public’s right to know by collecting, organizing, maintaining, preserving, and assisting users with information from the Federal Government. The FDLP provides Government information at no cost to designated depository libraries throughout the country and territories. These depository libraries, in turn, provide local, no-fee access to Government information in an impartial environment with professional assistance.” (*About the Federal Depository Library Program (FDLP)*, <http://www.gpoaccess.gov/libraries.html>, accessed August 30, 2010).

Like everything else in the library world, the FDLP is experiencing a high degree of flux and uncertainty in the midst of a trend toward electronic access mixed with continuing management of print, microform, CD-ROM and DVD-ROM formats. In the last five years, the number of electronic documents sent to depository libraries has increased to 95% of the total items received from the Government Printing Office. Within five years, GPO predicts that nearly 100% of all government documents will be issued in an electronic format.

With this change to an electronic format, and various agencies in the federal government producing documents, older items have been removed from agency websites and replaced with newer documents. These lost or “fugitive” documents often contain historical or statistical information that researchers consider valuable. GPO bookstores were closed because print document sales declined as electronic documents became more accessible. However, at this time, GPO Online Bookstore sells items through its Sales Product Catalog. (Visit <http://bookstore.gpo.gov>). GPO is also looking at a public/private partnership opportunity to operate their sales program on a revenue sharing basis.

Long-term access to electronic documents is an important issue that GPO is addressing. GPO will locate tangible print and microform documents, digitize and preserve them for long-term access in the Legacy Collection Project. GPO will search for older items and fugitive documents as well as those currently available. The Collection of Last Resort (CLR) will provide long term access to federal documents in an archive of tangible and born-digital items. This collection intends to be comprehensive, fully cataloged, widely accessible and permanently archived.

The role of depository libraries will undoubtedly change in years to come, but documents librarians will continue to play a vital role in organizing and providing access to the vast array of government material. The serious researcher should not discount this source of support and assistance.

Federal Sources

Guides, Bibliographies, Statistical Sources, and Portals

The resources included in this section represent a selection of possible starting points for general governmental research or research across a variety of governmental sources, branches, or levels. Third-party or non-governmental guides to navigating governmental information are included along with general guides and portals created by governmental entities.

American FactFinder. <http://factfinder.census.gov/> (accessed August 30, 2016).

The primary Census Bureau access point for 1990 and 2000 Decennial Census data as well as American Community Survey data, Annual Population Estimates, the 1997 and 2002 Economic Censuses, and Annual Economic Surveys. Navigating the complex menu system is not entirely straightforward; but once mastered, it affords the user a variety of powerful tools including the creation of custom tables and thematic maps.

Andriot, John L. and Donna, eds. (1962-). *Guide to U.S. Government Publications*. Annual. Farmington Hills, MI: Gale Group.

Popularly known simply as “Andriot,” this guide provides descriptive summaries of federal agency publications and series. It is particularly useful as an aid in tracking historical changes in agency names and subsequent changes in the classification of publications over time.

Catalog of United States Government Publications (CGP). <http://catalog.gpo.gov/F> (accessed August 30, 2016).

The CGP is the primary online index to print and electronic publications created by federal agencies spanning 1994 to the present, with links to online publications and a “locate libraries” option for finding print publications in depository libraries. The catalog is updated daily, and at the time of this writing, it was projected to expand its retrospective coverage to include publications dating back to the late 1800s. In the meantime, researchers who need to delve into pre-1976 material must rely on the *Monthly Catalog of United States Government Publications* (see below) which indexes publications going back to the Printing Act of 1895 and is available in most depository libraries.

FedLaw. <http://www.thecre.com/fedlaw/default.htm> (accessed August 30, 2016).

Sponsored by the Center for Regulatory Effectiveness (CRE) and designed as a research tool for federal lawyers, *Fedlaw* is a good starting point for federal legal research. It provides access to federal legislative documents by title of legislation and subject category. Additional links are provided under the headings, “Federal Judiciary,” “Legislative Branch,” “Arbitration and Mediation,” and “General Research and Reference.”

FedStats. <https://fedstats.sites.usa.gov/> (accessed August 30, 2016).

This gateway provides access to statistics from over 100 federal agencies. Access is provided topically, geographically, and by agency. Additional links provide access to selected agency databases, federal statistical policies, and agency press releases.

USA.gov: The U.S. Government's Official Web Portal. <http://www.usa.gov> (accessed August 30, 2016).

The official gateway to all governmental information on the web, *USA.gov* is an interagency initiative administered by the U.S. General Services Administration. According to the site's FAQ page, “USA.gov's objective is to provide a free service, enabling the global community to easily and rapidly find U.S. government information that has been posted on the Internet.” USA.gov provides access to websites at the federal and state levels, as well as the District of Columbia, U.S. territories, and tribal governments. Key elements of the site include a powerful search engine, an A to Z agency index, sites arranged by subject and branch of government, and an email reference service. The site may also be viewed in Spanish.

For Researchers (Library of Congress). <http://www.loc.gov/rr/> (accessed August 24, 2016).

This collection of research tools developed by librarians at the Library of Congress includes bibliographies, guides to digital collections, a guide to legal research, and an “Ask a Librarian” email reference service.

Garvin, Peggy, ed. (2004-). *The United States Government Internet Manual*. Annual. Lanham, MD: Bernan Press.

This annual publication is intended as a complement to *The United States Government Manual* (see below). Extensive organizational charts provide a visual aid that is helpful in contextualizing the website listings that follow. The site listings are then divided into subject categories – a departure from the arrangement of its counterpart but one that is useful in providing another layer of context. Each site listing also references any important documents available on the site along with their Superintendent of Documents (SuDoc) classification code (the number used for arranging documents in depository libraries).

GPO Access. <https://www.gpo.gov/fdsys/> (accessed August 24, 2016).

An outgrowth of the *Government Printing Office Electronic Information Enhancement Act of 1993*, The U.S. Government Printing Office established GPO Access as an online repository of official, published documents of the U.S. Government. Along with *Thomas* and *USA.gov*, this should be on every researcher’s short list of starting points for federal research.

Hill, Kathleen Thompson and Hill, Gerald (2004). *Encyclopedia of Federal Agencies and Commissions*. New York: Facts on File.

This is the source to consult if you are looking for background, history or inside information on a particular agency, or general information on the role of agencies within the federal government. Use in conjunction with the dated, but still useful agency information found in O’Hara’s *Guide to Publications of the Executive Branch* (under Section B., below).

Kemp, Roger L., ed. (2002). *How American Governments Work: A Handbook of City, County, Regional, State, and Federal Operations*. Jefferson, NC: McFarland.

A collection of forty essays covering governments at the city, county, regional, state, and federal levels. The volume serves as a handy guide to the structural and financial machinations of government at each level.

Monthly Catalog of United States Government Publications (1895-). Monthly. Washington, DC: United States Government Printing Office.

The print counterpart and predecessor of the online *Catalog of United States Government Publications* (see above), the *Monthly Catalog* provides key information about documents produced by federal agencies, including the Superintendent of Documents (SuDoc) classification code, which is the number by which documents are shelved in depository libraries. Issued monthly, it also features semiannual and annual indexes by author, subject, title, title keyword, SuDoc number, stock number, and series/report number.

Sears, Jean L. and Moody, Marilyn K. (2001). *Using Government Information Sources: Electronic and Print*. 3rd ed. Phoenix, AZ: Oryx Press.

This unique reference work may serve as a helpful primer for anyone wishing to make optimal use of government sources. Sears and Moody approach the subject from the point of view of the researcher, organizing the guide by types of searches: subject, agency, statistical and “special techniques.” The volume includes an appendix of “Selected Nongovernment Addresses” relevant to governmental research, and a general index.

Statistical Abstract of the United States (1879-). Annual. Washington DC: United States Government Printing Office. Also: <http://www.census.gov/compendia/statab/> (accessed August 24, 2016).

The *Statistical Abstract* is the premier federal source for statistics on social and economic conditions in the United States. Selected data from international sources are also included. The current edition is available online and there is an ongoing project to make older editions available as well. Most researchers, however, will find the print edition less cumbersome and easier to use – available in most academic and public libraries.

The United States Government Manual (1973-). Annual. Washington DC: Office of the Federal Register, National Archives and Records Service, General Services Administration. Also: https://www.gpo.gov/help/fdsys_user_manual.pdf (accessed August 24, 2016).

This official handbook of the federal government provides comprehensive information on the agencies of the three branches. It also includes information on quasi-official agencies, international organizations, boards, commissions, and committees. See also Garvin's *The United States Government Internet Manual*, above.

Executive Branch

Source materials originating in the federal executive branch include documents and websites specific to the Office of the President as well as agency and regulatory publications that emanate from policy and initiatives promoted by the chief executive.

Budget of the United States Government. Annual. Washington DC, Executive Office of the President, Office of Management and Budget. Also: <https://www.gpo.gov/fdsys/browse/collectionGPO.action?collectionCode=BUDGET> (accessed August 24, 2016).

The *Budget and Accounting Act of 1921* established that the president must submit a budget to Congress each year by the first Monday in February. Included in the *Budget* are the message of the President, background information about budget proposals, and related publications issued during the prior fiscal year. Other publications, such as the "Economic Report of the President", may also be included. *GPO Access* contains the *Budget of the United States Government* for fiscal years 1996 through the present as well as a variety of other related publications for fiscal years 1997 to the present.

Codification of Presidential Proclamations and Executive Orders (1989). Washington, DC: Office of the Federal Register, National Archives and Records Service, General Services Administration. Also: <http://www.archives.gov/federal-register/codification/> (accessed August 24, 2016).

The *Codification* compiles presidential documents "with general applicability and continuing effect" from the administration of Harry S. Truman (1945) through that of Ronald Reagan (1989). The *Codification* is divided into 50 chapters representing subject areas roughly analogous to the arrangement of the *Code of Federal Regulations* (see below). Researchers may find that this volume serves as a useful complement to the *Executive Orders* website and the *Weekly Compilation of Presidential Documents* (see below).

Code of Federal Regulations (CFR). Washington, DC: Office of the Federal Register, National Archives and Records Service, General Services Administration. Also: <https://www.gpo.gov/fdsys/> (accessed August 24, 2016).

The CFR codifies federal rules and regulations initially published in the *Federal Register* (see below). It is divided into 50 titles representing general categories of federal regulations such as "Education" and "Transportation." Each title is divided into chapters typically bearing the name of the relevant department or agency. Consult Appendix C of the *U.S. Government Manual* (see Section A, above) for a list of agencies and their location in the CFR. *GPO Access* provides some CFR records back to 1996, with complete access available from 1997 onward. Although the CFR is updated annually, a continuously updated "e-CFR" is also available as a beta test site at the time of this writing.

DOJ: Freedom of Information Act (FOIA). <http://www.justice.gov/oip/> (accessed August 24, 2016).

This Department of Justice website contains a wealth of information and guidance for research employing the FOIA. Since this act was passed in 1966 (and amended in 2002), all executive branch agencies are required (albeit with a variety of notable exemptions and exclusions) to disclose records upon receiving a written request for them. The most useful areas of the site are the Reference Guide and the Reference Materials list.

Executive Branch Resources on GPO Access. <https://www.gpo.gov/fdsys/> (accessed August 24, 2016).

Divided into four sections – "The Regulatory Process", "Presidential Materials", "Executive Publications", and "Additional Resources" – this site provides many links to reports and databases, with a focus on the regulatory and agency activities of the executive branch.

Executive Orders. <http://www.archives.gov/federal-register/executive-orders/> (accessed August 24, 2016).

Executive orders are the means by which the president manages the federal government and may therefore be utilized as important source documents for research into presidential policy. They appear in *The Federal Register* (see below) but are enumerated here with full-text access going back to the Clinton administration. The "Disposition Tables" provide citations,

amendments and status information back to 1937. See also the *Codification of Presidential Proclamations and Executive Orders* (above) for a complementary compilation of executive orders and proclamations.

The Federal Register. Daily. Washington, DC: Office of the Federal Register, National Archives and Records Service, General Services Administration. Also: <https://www.federalregister.gov/> (accessed August 24, 2016).

Rules, proposed rules, and notices of federal agencies are published daily in *The Federal Register*, as are executive orders and other presidential documents. Researchers should note that each rule and proposed rule includes the *name*, phone number, and usually the email address of an agency official who may be contacted for further information. *The Federal Register* is available on GPO Access from volume 59 (1994) to the present.

O'Hara, Frederic J. (1979). *A Guide to Publications of the Executive Branch*. Ann Arbor, MI: Pierian Press.

Although dated, this guide remains useful for historical research and as a good introduction to the arrangement of executive branch publications by Superintendent of Documents (SuDoc) classification system. In addition to the *publications* covered, agency functions are summarized. This publication is a useful companion to the more current agency information available in *Encyclopedia of Federal Agencies and Commissions* (see Section A, above).

Presidential Libraries. http://www.archives.gov/presidential_libraries/ (accessed August 24, 2016).

Individual libraries located across the U.S. make up the Presidential Library System, which is administered by the Office of Presidential Libraries and is part of the National Archives and Records Administration (NARA). This site provides *background* and regulatory information on presidential records and links to the websites of individual libraries that serve as repositories for maintaining and providing access to historical documents and other materials of presidents going back to Herbert Hoover.

Public Papers of the Presidents of the United States. Washington, DC: Federal Register Division, National Archives and Records Service, General Services Administration. Also: <http://www.presidency.ucsb.edu/ws/> (accessed August 24, 2016).

The print edition of this series goes back to the presidency of Herbert Hoover (excluding Franklin D. Roosevelt, whose papers were published privately) and is available in most, if not all, depository libraries. Each volume covers a period of approximately six months and contains a chronological compilation of *presidential* papers and speeches that were issued by the Office of the Press Secretary during that period. The two web addresses cited above should both be consulted, since the coverage differs slightly in each case, with source material extending back to the Clinton administration available online at the time of this writing.

Weekly Compilation of Presidential Documents. Washington, DC: Office of the Federal Register, National Archives and Records Service, General Services Administration.

Also: <https://www.gpo.gov/fdsys/browse/collection.action?collectionCode=CPD> (accessed August 24, 2016).

The *Weekly Compilation* was established in 1965 to provide more timely access to presidential materials. It appears every Monday as the official publication of materials released by the White House press secretary and is available on GPO Access from 1993 to the present. Documents include proclamations, executive orders, speeches, press conferences, communications to Congress and federal agencies, statements regarding bill signings and vetoes, appointments, nominations, reorganization plans, resignations, retirements, acts approved by the president, nominations submitted to the Senate, White House announcements, and press releases.

The White House. <http://www.whitehouse.gov/>. (accessed August 24, 2016).

This site includes pages devoted to the president's policies, activities, executive orders and proclamations, as well as information and news relating to the first lady, the vice president and the wife of the vice president. Although the look and feel of this *site* is subject to change with a new administration, it will no doubt remain useful to the researcher as a source for examining policy and issues promoted by the White House.

Legislative Branch

The legislative branch of the federal government makes laws for the nation. Agencies that provide support services for the Congress include the Congressional Budget Office (CBO), the Government Accountability Office (GAO), the Government Printing Office (GPO), and the Library of Congress (LC).

Congressional Budget Office. <http://www.cbo.gov/> (accessed August 24, 2016).

CBO provides objective, timely, nonpartisan analyses of economic and budget decisions to Congress, as well as information and estimates required for the Congressional budget process. Current budget and economic projections, monthly *budget* reviews, and historical budget data are also available.

Government Accountability Office. <http://www.gao.gov/> (accessed August 24, 2016).

Formerly the General Accounting Office, this independent and nonpartisan agency works for Congress and the American people. Often called the investigative arm of Congress or the congressional watchdog, GAO studies federal government programs and expenses, looks at how the federal government spends taxpayer dollars, and advises *Congress* on ways to make government more effective and responsive.

LLSDC's Legislative Source Book. Law Librarians' Society of Washington, DC, Inc. <http://www.llsdc.org/sourcebook/> (accessed August 24, 2016).

The Law Librarians' site provides information on federal legislative historical documents, weekly lists of recently published GPO congressional documents, U. S. legislative and regulatory information, and links to House and Senate *committee* hearings.

Reams, Bernard D., Jr. (1994). *Federal Legislative Histories: An Annotated Bibliography and Index to Officially Published Sources.* Westport, CT: Greenwood Press.

This bibliography covers federal legislative history with information on Congressional, executive agency, and special commission sources from 1862-1990. Entries provide information on the range and substance of documents, titles and popular names of bills and laws, as well as publication dates, authors, and other information on relevant bills.

United States Code. Washington, DC: Superintendent of Documents, U.S. Government Printing Office. Also: <https://www.gpo.gov/fdsys/browse/collectionUScode.action?collectionCode=USCODE> (accessed August 24, 2016).

The *U.S. Code* contains information on general and permanent laws of the United States. Published by the Office of the Law Revision Counsel of the U. S. House of Representatives, the code is divided by broad subjects into 50 titles. Since 1926, it's been published every six years. Between editions, annual cumulative supplements are published to provide more current information. The 1994-2000 editions and supplements are online.

United States Statutes at Large. (1937-). Washington, DC: U.S. Government Printing Office. Also: <https://www.gpo.gov/fdsys/browse/collection.action?collectionCode=STATUTE> (accessed August 24, 2016).

Statutes at Large present legal and permanent verification of laws enacted during a Congressional session and include concurrent resolutions, reorganization plans, proposed and ratified Constitutional amendments, and presidential proclamations. It has been published annually in print since 1937 by the Office of the Federal Register through the Government Printing Office, and available from the Superintendent of Documents or at any depository library.

Judicial Branch

The judicial branch of the U. S. government is made up of the court system with the Supreme Court as the highest court in the land. The judicial branch hears cases that challenge or require interpretation of the legislation passed by Congress and signed by the President. Courts decide arguments about the *meaning* of laws, how they are applied, and whether they break the rules of the Constitution.

Barnes, Patricia G. (2000). *Congressional Quarterly's Desk Reference on American Courts.* Washington, DC: CQ Press.

This desk reference includes an introduction to the American court system, explanations of judicial process and procedures, state and federal courts, a basic definition of a law, and an understanding of how a case reaches the Supreme Court. It provides quick answers to questions on types of disputes to take to a small claims court or how people are chosen for jury duty.

Constitution of the United States.

The Constitution comprises the primary law of the United States, describes the three branches and their jurisdictions, and defines citizens' basic rights. This site provides an analysis and interpretation of the Constitution in a 1992 edition and supplements, as well as a U.S. Constitution with the Declaration of Independence, and the Constitution as amended with

unratified amendments and analytical index.

Guide to Law Online. <http://www.loc.gov/law/help/guide.php> (accessed August 24, 2016).

This site, prepared by the Law Library of Congress, provides an annotated guide to online government and law resources that includes links to reliable sites for legal information. International and multinational sites, nations of the world, U. S. states and territories can be searched to find legal databases and law reviews, country reports, embassies, handbooks, portals, and treaties.

Legal Information Institute: Supreme Court Collection. Cornell University Law School. Ithaca, NY. <http://www.law.cornell.edu/supct/> (accessed August 24, 2016).

LII provides public legal information on all opinions of the U. S. Supreme Court since 1992, over a decade of opinions of the New York Court of Appeals, and the full U. S. Code. Decisions, orders and case updates are searchable by month or term and an archive of decisions by author, party, or topic is available from 1990.

Savage, David G. (2004). *Guide to the U.S. Supreme Court*. 4th ed. Washington, DC: CQ Press.

This guide provides information on the origins and history of the Supreme Court, its functions and power relative to other governmental branches, and people who shaped the court. Key decisions affecting states, individual rights and liberties, as well as the impact of these decisions on American life are related.

Supreme Court of the United States. <http://www.supremecourt.gov/> (accessed August 24, 2016).

Search for Supreme Court or docket files, recent decisions, general information about the court, oral arguments, bar admissions, court rules, case-handling guides, opinions, orders of the court or orders by circuit.

U.S. Courts. <http://www.uscourts.gov/> (accessed August 24, 2016).

U.S. Courts functions as a clearinghouse for information from and about the judicial branch, including the U.S. Supreme Court, U.S. Courts of Appeals, U.S. District Courts, and U.S. Bankruptcy Courts. Information on federal rulemaking, explanation of the courts' organization, jurisdiction and statistical reports completes this website.

U.S. Judiciary: The Federal Court System and Decisions. <http://www.loc.gov/law/help/guide/federal.php> (accessed August 24, 2016).

The Law Library of Congress presents information on the federal court system and decisions. An overview contains information on the U.S. Supreme Court, Courts of Appeals, and District Courts. Links to Special Jurisdiction courts, such as the Armed Forces, Veterans and Federal claims, International Trade, and current and historical opinions of the U.S. Tax Court are also available.

State, Territorial, Tribal, County and City Sources

State governments, along with those of U.S. territories and tribes, constitute an enormously diverse and rich source of governmentally published material. As the autonomy of the states appears to be enjoying a period of strengthening and growth, access to documents at this level may all the more serve the researcher as an important complement to federal sources. In each state, county and city governments administer local and regional services and laws within their local communities. They are an administrative arm of each state.

The Book of the States (1935-). Annual. Lexington, KY: Council of State Governments.

This formerly biennial publication (annual since 2002) is a compendium of useful information about the states. The 2004 edition includes chapters on state constitutions, intergovernmental relations, state legislatures, governors, state judiciaries, elections, finance, management and selected policies and programs, as well as a compilation of state-by-state facts, figures and statistics.

Cities Online. <http://www.usmayors.org/meetmayors/citiesonline.asp> (accessed August 24, 2016).

From a map of the United States, select a state for a list of cities that provide community, government, and services information. Links to cities in Puerto Rico, Guam and the Northern Mariana Islands are also included.

Dow, Susan L. (1990). *State Document Checklists: A Historical Bibliography*. Buffalo, NY: W.S. Hein.

Although this volume is already a vestige of a bibliographic era that has passed, it may still prove useful for historical research and as a companion to newer guides such as Smith's *Tapping State Government Information Sources* (below). The book includes a lengthy introduction outlining the history and challenges of bibliographically capturing state documents. The guide itself is based on the *Monthly Checklist of State Documents* which was discontinued by the Library of Congress in 1994.

USA.gov: *Local Governments*. <https://www.usa.gov/local-governments> (accessed August 24, 2016).

In this section of USA.gov, information on local governments is available from links to American Hometowns, National Association of Counties, National Civic League, National League of Cities, Statistics for Counties and Cities, and Summary Information for U. S. Counties.

USA.gov: *State and Territorial Governments*. http://www.usa.gov/Agencies/State_and_Territories.shtml (accessed August 24, 2016).

This *FirstGov* page provides links to all fifty state government websites as well as the District of Columbia and the territories of the U.S. Also, useful for state-by-state comparisons are links to state agencies arranged by subject and statistics arranged by state and local area. A link to state-specific resources in the current federal budget is another useful feature of the page.

USA.gov: *Tribal Governments*. <https://www.usa.gov/tribes/> (accessed August 24, 2016).

This USA.gov page compiles an A to Z list of tribal government websites as well as links to tribal resources by topic, regional and national tribal councils, and a list of federally recognized tribes.

Frymier, Jack R. and Roaden, Arliss (2003). *Cultures of the States: A Handbook on the Effectiveness of State Governments*. Lanham, MD: Scarecrow Press.

This fascinating and valuable study is based on an extensive gathering of statistical information about each of the fifty states, coupled with an analysis of state governments. The authors “studied that information to see if there were patterns evident that might suggest important differences between states or among states” (1). Aside from the authors’ analysis and explanation of their methodology, the most important section for further research and analysis is an extensive appendix containing the study’s raw data in a series of tables encompassing more than half the length of the book.

Gimpel, James G. and Schuknecht, Jason E. (2003). *Patchwork Nation: Sectionalism and Political Change in American politics*. Ann Arbor: University of Michigan Press.

Gimpel and Schuknecht offer a complex analysis of “political geography” – or how political identities and definitions play out among different states; with chapters focusing on California, Florida, Texas, Colorado, Minnesota, Georgia, Connecticut, Maryland, Oregon, Michigan, New York, and Illinois. The extensive bibliography is followed by a name index and a broadly categorized subject index.

Gray, Virginia and Hanson, Russell L., eds. (2004). *Politics in the American States: A Comparative Analysis*. 8th ed. Washington, DC: Congressional Quarterly Press.

The eighth edition of this important and regularly updated resource focuses on the after-effects of the September 11th terrorist attacks and other challenges faced by state governments during tight budgetary times. A collection of fourteen separately authored essays, the volume is rich in supportive data and well-illustrated with tables and graphs. Each chapter concludes with a list of endnotes and suggested readings. The volume concludes with a comprehensive subject and name index.

Hedge, David (1998). *Governance and the Changing American States*. Boulder, CO: Westview Press.

Although it is becoming dated, this study remains an important thematic analysis of “the trend towards a more state-centered federalism” (1); with chapters covering increased citizen involvement and influence, political parties and interest groups, governors, legislatures, and courts. Hedge’s analysis is supported throughout with tabular data which is helpfully enumerated in the front matter under “Tables and Figures” (ix). An extensive bibliography and detailed index are included.

Johnson, Susan, Kaufmann, Jeanne, Dossett, John, and Hicks, Sarah. (2002). *Government to Government: Models of Cooperation Between States and Tribes*. Denver, CO: National Conference of State Legislatures; Washington, DC: National Congress of American Indians.

This companion volume to the 2000 title listed below addresses inconsistencies and challenges in state-tribal relationships by highlighting model cases of successful cooperation between the two. Within the context of the “devolution factor,” or shift

of federal resources to greater state and tribal authority, the authors identify guiding principles, shared responsibilities and differing roles.

Johnson, Susan, Kaufmann, Jeanne, Dossett, John, and Hicks, Sarah. (2000). *Government to Government: Understanding State and Tribal Governments*. Denver, CO: National Conference of State Legislatures; Washington, DC: National Congress of American Indians.

The structure of this guide is reflective of its joint state-tribal authorship, with chapters and sections alternating between a state viewpoint and a tribal viewpoint, successively making the case for intergovernmental cooperation from both sides. A brief concluding chapter predicts: "The pace of state-tribal activity is expected to increase due to the devolution of the federal government's historical responsibilities to state and tribal governments" (38). Appendices include: "State Committees and Commissions on Indian Affairs" (41), "National and Regional Tribal Organizations" (45), "National and Regional State Organizations and Websites" (48), "State Legislative Phone Numbers" (51), and "List of Federally and State-Recognized Tribes" (56). A list of references is included. See also: *State-Tribal Relations*, below.

Lane, Margaret T. (1981). *State Publications and Depository Libraries: A Reference Handbook*. Westport, CT: Greenwood Press.

This hefty volume could be described as the mother of all state documents guides. Although it is out-of-date, it still stands alone as a survey of and guide to state depository systems and the publications they house.

McHugh, James T. (2003). *Ex Uno Plura: State Constitutions and Their Political Cultures*. Albany: State University of New York Press.

McHugh surveys eight state constitutions and provides analysis of their judicial histories, the political culture in which they function, and landmark cases and opinions in each state, highlighting the importance of "a decentralizing trend in American judicial federalism" (xii). The states covered are Alaska, California, Georgia, Hawaii, Louisiana, Utah, Vermont, and Wyoming. A concluding chapter addresses the question of a "move towards a 'states' rights' agenda in the United States Supreme Court" (249). The volume is thoroughly indexed, with copious notes.

Smith, Lori L., Barkley, Daniel C., Cornwall, Daniel D., Johnson, Eric W., and Malcomb, J. Louise. (2003). *Tapping State Government Information Sources*. Westport, CT: Greenwood Press.

At the time of this writing, *Tapping State Government Information Sources* is the most up-to-date and comprehensive state documents guide available. An introductory chapter listing selected sources that cover all fifty states is followed by a chapter for each state, which divides sources into intelligently and consistently arranged subtopics with substantive annotations. An appendix provides a quick reference table that lists depository information by state.

State-Tribal Relations. <http://www.ncai.org/policy-issues/tribal-governance/state-tribal-relations> (accessed August 24, 2016).

Sponsored by the National Conference of State Legislatures, this site includes links to numerous publications and related resources, including the *State-Tribal Relations Project Policy Series*. See also the Johnson, et al., *Government to Government* series (above).

State and County QuickFacts. <http://quickfacts.census.gov/qfd/> (accessed August 24, 2016).

True to its name, this Census Bureau site provides extremely quick and easy access to basic demographic and statistical data at the state and local level. Click on a map of the U.S. to view tables with summary profiles showing frequently requested data items from various Census Bureau programs and data sets. The site also provides links to additional information from state data sets from the 1990 and 2000 censuses and the 1997 economic census.

State and Local Government on the Net. <http://www.statelocalgov.net/> (accessed August 24, 2016).

This website provides access to city and county governments and state agencies. Choose the local government link to find county or municipal government sites by state.

International Sources

English language documents and publications from the Asian and African Development Banks, Australia, Canada, European Union, Korea, Japan, the United Nations, and International Governmental Organizations (IGOs) are included in this section.

African Development Bank. <http://www.afdb.org/> (accessed August 24, 2016).

The *African Development Bank* Group provides information on country projects, human, rural, social and urban development, and environmental and natural resource management. An *ADB Statistics Pocketbook* contains summary economic and social data on regional members and operational activities. Publications include an annual report, a 2003-2007 strategic plan, and economic research papers. In English and French.

African Development Indicators. (1992-). Annual. New York: United Nations Development Programme; Washington, DC: World Bank.

This annual publication presents detailed economic and social data on prices and exchange rates, money and banking, agriculture, external debt, government finance, labor force and employment, and social and environmental indicators in Africa.

Asian Development Bank. <http://www.adb.org/> (accessed August 24, 2016).

The *Asian Development Bank* presents annual and special reports, country assistance plans, links to country offices, research on development policy issues, and economic analysis for regions and countries. A comprehensive statistical portrait of member countries, poverty and development indicators, environment statistics, and an International Comparison Program (ICP) for Asia and the Pacific are included.

Australian Bureau of Statistics. <http://www.abs.gov.au/> (accessed August 24, 2016).

The ABS provides national and regional statistics on crime, employment and unemployment, health, income, inflation, and population as well as census data on population and housing from 1996. Summary information is available by subject or release date from AusStats on international trade, labor, population trends and estimates, and welfare and social services.

Binde, Jerome, ed. (2004). *The Future of Values*. New York; Paris: Berghahn Books; UNESCO.

The Future of Values, second volume of *Twenty-first Century Dialogues*, contains contributions from fifty scientists, intellectuals and artists from around the world. It offers reflections on the likely nature of values and humanity in the 21st century and poses questions on ethics, culture, and society. Like the first volume, *Keys to the 21st Century*, it tries to understand the world we live in now and how to prepare for tomorrow.

Bulletin of the European Union. (1994-). Brussels: European Commission, Secretariat-General. Also: <http://ec.europa.eu/archives/bulletin/en/welcome.htm> (accessed August 24, 2016; archived August 31, 2009).

The *Bulletin*, which appeared ten times a year in all Community languages, provided an account of activities on human rights, quality of life, information society, employment and social policies of the European Commission and other Community institutions.

Crahan, Margaret and Krieger, Joel, eds. (2001). *The Oxford Companion to Politics of the World*. 2nd ed. Oxford; New York: Oxford University Press.

This publication includes comprehensive coverage of international affairs, domestic politics and information on institutions, political parties, leaders, and sources of political mobilization and conflict. Essays on environmentalism, ethnicity, gender, nationalism, politics, and war provide an understanding of daily newspaper headlines.

DirectGov. <http://www.direct.gov.uk/en/> (accessed August 24, 2016).

DirectGov is a directory of public services and government information in the United Kingdom. Directories and reference guides include an A to Z list of central government and local councils, a subject directory, a guide to the prime minister

and parliament, a description of the relationship between the UK and the EU, and a section on Northern Ireland, Scotland and Wales.

Europa World Year Book. (1989-). Annual. London, England: Europa Publications, Limited.

Covering over 250 countries and territories, the *Europa World Year Book* provides detailed country surveys containing analytical, statistical, and directory data. It includes a comprehensive listing of more than 1,650 *international* organizations and provides details of countries arranged alphabetically. It is a vital source of information on worldwide affairs.

Europa: Gateway to the European Union. http://europa.eu/index_en.htm (accessed August 24, 2016).

Europa provides information on current activities via *In the Spotlight* and *The EU Day By Day*. Sections on activities, institutions (with a link to the European Parliament), documents, and services (with a link to EuroStat Yearbook) complete this useful site.

Gupta, Sanjeev, Clements, Benedict and Inchauste, Gabriela, eds. (2004). *Helping Countries Develop: The Role of Fiscal Policy*. Washington, DC: International Monetary Fund.

Gupta, et al., review research on important principles for conducting fiscal policy in developing countries. The authors discuss fiscal sustainability, effectiveness of social spending, and the volatility of aid flows and their impact on a country's dependence.

Key Indictors of Developing Asian and Pacific Countries. (1990-). Annual. Manila, Philippines: Asian Development Bank.

This annual publication provides statistical data with thirty regional tables of socio-economic and financial indicators for forty-two developing member countries of the Asian Development Bank, along with forty-one country tables with eighteen-year time-series on thirteen topics.

Kurian, George Thomas, Longley, Lawrence D., and Melia, Thomas O., eds. (1998). *World Encyclopedia of Parliaments and Legislatures*. Washington, DC: Congressional Quarterly.

This *World Encyclopedia* contains information on parliaments or legislatures of all democracies. Locate historical background, elections, relations with executive and judicial branches, budgetary control, lawmaking, parliamentary procedures and members' rights and exemptions. Essays cover issues on aspects of legislative governing.

National Library of Australia. <https://www.nla.gov.au/> (accessed August 24, 2016).

National Library of Australia provides an entry point to the three tiers of government: Commonwealth (federal), State and Local. Information on the queen, governor-general, budget, political parties, parliament, and current and former prime ministers is available.

Organization for Economic Co-operation and Development. <http://www.oecd.org/> (accessed August 24, 2016).

The OECD, a group of thirty member countries with active relationships with seventy others, shares a commitment to democratic government and market economy. Best known for its publications and statistics, its work covers economic and social issues such as development, education, innovation, macroeconomics, science, and trade.

Osmanczyk, Edmund Jan and Mango, Anthony, eds. (2003). *Encyclopedia of the United Nations and International Agreements*. 3rd ed. New York: Routledge.

This in-depth reference source, updated through 2001, explores causes and activities of the United Nations which is known throughout the world for its efforts on international justice, human rights, and world peace. It focuses on the U.N.'s concerns with literacy, environment, immigration, world hunger and women's rights.

The Portal Site of Statistical Data in Japan. Statistics Bureau, Ministry of Internal Affairs. <http://www.stat.go.jp/english/> (accessed August 24, 2010).

This portal provides access to statistical agencies and publications, including *Statistical Handbook of Japan*, *Japan Statistical Yearbook*, *Historical Statistics in Japan*, an A to Z topics list, and statistics by categories.

Statistical Yearbook = Annuaire Statistique. (1963-1999). Annual. Paris: UNESCO.

UNESCO's *Statistical Yearbook* includes reference tables and statistical information on education, science, cultural and

communications programs of more than 200 countries and territories. A variety of full-color maps and graphs illustrate many data items and appendices contain additional information on exchange rates, schools, and financial schedules of UNESCO. See also *UNESCO Institute for Statistics* (below) for later statistical data.

Statistics Canada. <http://www.statcan.gc.ca/eng/start> (accessed August 24, 2016).

Statistics Canada provides a selection of free statistical information from agriculture to wholesale trade. A search engine offers access to data which can be browsed by subject, province or territory, or metropolitan area.

UN Chronicle. (1975-1996). Monthly. New York, NY: United Nations Office of Public Information. *United Nations Chronicle*. (1996-) Monthly. New York, NY: United Nations Dept. of Public Information. Also: <http://www.un.org/Pubs/chronicle/> (accessed August 24, 2010).

United Nations Chronicle covers a wide range of U.N. related activities from fighting the drug war to fighting racial discrimination, from relief and development to nuclear disarmament, terrorism, and worldwide *environmental* crisis. The online archive contains a selection of articles published since 1997.

UNESCO Institute for Statistics. <http://www.uis.unesco.org/Pages/default.aspx> (accessed August 24, 2016).

UNESCO provides global and international statistics on communication, culture, education, science, and *technology*. Country profiles, education projects, current surveys and fact sheets are also available.

UNPAN: United Nations Online Network in Public Administration and Finance. <http://www.unpan.org/> (accessed August 24, 2016).

UNPAN contains information on countries on all continents. Locate data by content for analytical reports from 1968, country profiles from 1995, major developments and trends from 1996, and statistical databases and world reports from 1993.

World Bank. Washington, DC: World Bank. <http://www.worldbank.org/> (accessed August 24, 2016).

World Bank provides key data on education, gender, health, nutrition and population by country or region. Search for data and statistics obtained from official statistical systems organized and financed by national governments.

World Development Indicators. (1978-). Annual. Washington, DC: World Bank. Also: <http://data.worldbank.org/data-catalog/world-development-indicators> (accessed August 24, 2016).

World Development Indicators (WDI) is an annual compilation of development data, containing about eight hundred indicators in eighty-seven tables, organized in six sections: Economy, Environment, Global Links, People, *States* and Markets, and World View. Tables cover one hundred fifty-two economies, and fourteen country groups with basic indicators for another fifty-five economies.

World Economic Outlook. (1980-). Washington, DC: International Monetary Fund. Also: <http://www.imf.org/external/ns/cs.aspx?id=29> (accessed August 24, 2016).

World Economic Outlook contains analysis and economic development projections at the global level is major country groups (classified by region or stage of development), and individual countries. Its focus is on major economic policy issues and analysis of economic prospects and developments.

World Economic and Social Survey. (1994-). Annual. Department of Economic and Social Information and Policy Analysis. New York: United Nations.

World Economic and Social Survey analyzes emerging policy issues and current developments in the world economy. It contains the U.N. Secretariat's forecast of short-term global and regional economic trends. *Major* developments in international trade and finance, growth and poverty, trade policies, and transition economics and poverty are reviewed.

Statistics and Numeric and Spatial Data

Kim M. Ricker and Anne C. Elguindi

The collection of statistics and numeric and spatial data in this section complements the contents under the category “Statistical Data/Polls” in The PA Gateway.

For more information on data available, the Teaching Resource Guide, available on The PA Gateway website under Teaching Resources, provides information on statistics which are available and resources concerning research methodology. This information is useful for both the PA scholar as well as students new to Public Administration.

Introduction

Policymaking and public administration are statistics-driven enterprises. We use numbers as the “proof” to show that a project has been successful or to identify the needs of a particular group. But because statistics can involve a great deal of flexibility in the ways in which they are collected and interpreted, they bring with them the need for caution.

This chapter attempts to assemble all the tools that a public administrator would need to analyze a given population or policy. It includes resources for existing data and statistics, instruction on using relevant research methods, strategies for interpretation, and tools for analysis and display. There is no greater way to learn how to use numbers responsibly and fairly (and how to protect yourself against manipulated numbers) than to be aware of the resources and techniques in the field.

Public Administration Research Methodology

Public administration is part of the social sciences, and publications on social science research methods abound, but sometimes it is best to use research methods that focus on your precise field. In the works highlighted below, the main differences are ones of audience (e.g., students vs. practitioners) and focus (e.g., a particular emphasis on qualitative and quantitative data and the differences between them); however, all the works speak to the general need for designing projects well, and provide guidelines on how to collect, interpret, and present statistical information, and how to evaluate others’ research—all in the context of decision-making and public policy. The one exception is *Research in Public Administration: Reflections on Theory and Practice*, which takes a closer look at the ethics and principles behind research in the field.

Folz, David H. *Survey research for public administration*. Thousand Oaks, CA: Sage Publications, c1996. ISBN: 0761901523.

This book describes how to conduct surveys of citizens that can be used to inform public decisions. It discusses planning, sampling, survey design, staff organization and training, pretesting the survey instrument, coding and processing the data, data analysis, and writing reports and media releases. It uses examples from SPSS. (See Section 3 for more information about SPSS).

Miller, Gerald J. and Marcia L. Whicker, eds. *Handbook of research methods in public administration*. Boca Raton: CRC Press,

c2008. ISBN: 9780849353840.

Useful for both academic researchers and practitioners, this book contains sections on theory, describing and measuring phenomena, research design, measurement and data collection, data management, quantitative analysis, additional methods such as using geographic information systems, and techniques for reporting, presenting, and teaching. Each chapter includes a list of references. Most contributors are academics in public administration, political science, statistics, or public policy.

Johnson, Gail. *Research methods for public administrators*. Westport, CT: Quorum Books, 2002. ISBN: 156720449X.

Aimed at the public administration practitioner, this book presents the basics of conducting, understanding, and evaluating research. Topics include clarifying research questions, designing a study, collecting data, sampling, data analysis, and reporting research findings. Includes six appendices: how statistics are derived, a glossary, a sample survey, sample survey results, guidelines for reporting research results, and other resources.

O'Sullivan, Elizabethann, Gary R. Rassel, and Maureen Berner. *Research methods for public administrators*. New York: Longman, 2008. ISBN: 9780321431370.

Written for introductory graduate and advanced undergraduate classes in research methods for public administration, this book uses a textbook format, with terms and questions for review and problems associated with each chapter. Topics include research design, validity, sampling, interacting with subjects, data collection, the ethics of using human subjects for research, finding and analyzing existing data, and examining relationships among variables.

McNabb, David E. *Research methods in public administration and nonprofit management: quantitative and qualitative approaches*. Armonk, N.Y.: Routledge, 2008. ISBN: 9780765617675.

Written for the student and public administrator, *Research methods* provides information on designing, conducting, analyzing, and reporting on research projects. It also covers both quantitative and qualitative research in great depth, including research strategies, analysis methods, and interpretation strategies for each. Brief bibliographies accompany each chapter, and an extensive bibliography appears at the end.

White, Jay D. and Guy B. Adams, eds. *Research in public administration: reflections on theory and practice*. Thousand Oaks, CA: Sage Publications, 1994. ISBN: 0803956827.

This work contains essays that explore the issues and nature of research in public administration, with such topics as the historical context of research in the field, assessments of published and doctoral research, and theory and knowledge development in public administration as an applied professional field.

Statistical and Data Resources

Data and statistics, especially those used in the social sciences, are often produced by disparate organizations. This is not to imply that there is contention or competition, but simply that data and statistics are created and collected primarily for these organizations' own use. Luckily, several archives and meta-sites collect and provide data and statistics from a multitude of organizations.

Although they are sometimes used interchangeably, there is an important distinction between data and statistics. Data are the itemized components, the granular bits, gathered from research. Statistics are the products of analyzing this data. Given enough funding and time, collecting your own data can be an option, but often it is more appropriate to use data that another person or organization has already gathered. Analysis of existing data, or secondary analysis, can be an effective way to evaluate a specified population or geographic area for the qualities that are important to you. You will also have greater control over the final statistics for your report than if you only use the statistics from someone else's analysis.

Public administration is a wide-ranging field, making the relevant data and statistics wide-ranging as well. Factors such as public opinion, the economic status of a given population, measured changes in the environment, or the spread of a particular disease, affect the data necessary for comprehensive understanding of a particular situation. Fortunately, the Internet makes obtaining that information increasingly easy, especially with the proliferation of freely accessible online government data.

Free Government Websites

American FactFinder. <http://factfinder.census.gov>

American FactFinder is an online tool for navigating and selecting data from five major programs of the U.S. Census Bureau:

The Decennial Census of Housing and Population, annual American Community Survey, Annual Population Estimates, semi-decennial Economic Census, and Annual Economic Surveys. The great strength of these surveys is that they tie statistics to particular geographies in the U.S. so that comparisons can be made at local, state, regional, and national levels.

The American Community Survey is a survey of three million households (fully implemented as of 2005) designed to give annual population and housing data so that policymakers do not have to wait for the Decennial Census. However, because the sample is so much smaller, it averages together several years to create results for smaller population groups (e.g., up to five years of data for population areas with less than 20,000 people). Starting in 2010, the Decennial Census will use fewer variables, though it will continue to be collected every ten years.

The American Community Survey collects data on age, race, ethnicity, gender, marital status, income, employment, housing occupancy and value, etc. It can be used to identify populations and area in need of further study, such as single mothers, families in poverty, grandparent caregivers, people with disabilities, and English as a second language issues.

While the Decennial Census and American Community Survey focus on households, the Economic Census surveys businesses and includes information such as the numbers of establishments, sales and revenues, payroll, and number of employees. As of 1997, it classified businesses according to the North American Industry Classification System (NAICS) codes, but also provided matching tables between the NAICS and Standard Industrial Classification (SIC) systems. (NAICS was adopted in 1997 to replace the SIC system).

Bureau of Labor Statistics. <http://www.bls.gov/>

The Bureau of Labor Statistics (BLS), part of the U.S. Department of Labor, is an excellent place to find data and statistics about inflation and consumer spending, employment and unemployment, prices and living conditions, worker compensation, labor and industry productivity, worker health and safety, occupational trends, labor demographics, and employment projections. Although the majority of its statistics deal exclusively with the United States, foreign labor statistics and import/export price indexes are also included, as are some global regional resources. Many topics are accessible from the website's homepage, but the A-Z Index can be useful in identifying statistics for a given topic. The site also contains a section on detailed statistics that allows users to create customized tables and download data files for selected topics.

Data.gov. <http://www.data.gov/>

Data.gov was created to increase public access to data from the Executive Branch of the Federal Government. Datasets include ones such as toxics release data for individual states (EPA) or crime data showing offense, arrest, clearance, and law enforcement staffing (DOJ/FBI). Within the site, there are three catalogs—Raw Data Catalog, Tool Catalog, and Geodata Catalog—for searching the repository. The first two catalogs allow for searching the same data using keyword and filtering by single/multiple category, and by single/multiple agency. The last allows provides data with a geospatial focus like county boundary data and aerial mosaics for a given geography. This repository shows metadata of the data set, including name, description, rating (given by users), agency, and download format options. The Raw Data Catalog presents machine readable platform-independent data sets for download and also provides searching by data type (xml, csv/text, kml/kmz, shapefile, and other). The Tool Catalog gives hyperlinks to agency web sites or tools and allows for dataset mining. The Geodata Catalog provides geospatial government data. Users are encouraged to suggest additional datasets and site enhancements.

EconData.net. <http://www.econdata.net/>

This free website is designed to help practitioners, researchers, and students gain access to relevant local, state, and regional data from both public and private sources. It includes links to sites of statistical compendia, indices, rankings and comparisons of state and metropolitan areas by various criteria, and economic analyses and forecasts. The site also features user tools such as data intermediaries to assist in accessing and interpreting data, search engines, mapping resources, and geographic classifications and code.

FedStats. <https://fedstats.sites.usa.gov/>

FedStats is a gateway to official statistics collected and published by more than 100 U.S. federal agencies. The site organizes links to statistics in A-To-Z listings by topic, program, subject area, or agency. There are also keyword and phrase search options and a link to MapStats, which provides statistical profiles of states, counties, cities, Congressional districts, and federal judicial districts based on data compiled from multiple federal agencies.

National Center for Education Statistics. <http://nces.ed.gov/>

Part of the U.S. Department of Education, the National Center for Education Statistics (NCES) collects and analyzes data and produces reports on a wealth of education topics, including state education reforms, adult literacy, and surveys at all levels of the educational system. The NCES primarily focuses on domestic information, but it provides some international surveys, such as the Program for International Student Assessment and the Adult Literacy and Lifeskills study.

Users can access the NCES' information through various portals on the site, but Publications & Products and Surveys & Programs are likely the best for new users. The site offers data in a variety of formats—everything from data files to individual tables summarizing a set of statistics to complete reports.

National Center for Health Statistics. <http://www.cdc.gov/nchs/>

This website of National Center for Health Statistics (NCHS), one of the Centers for Disease Control and Prevention, contains data and statistics about births and deaths, disease classification, health care, health insurance and other related topics. Like the NCES's site, [cdc.gov/nchs/](http://www.cdc.gov/nchs/) includes a variety of products—from data files to finished reports. The FastStats A to Z and NCHS Surveys and Data Collection Systems sections are effective places to begin searches.

Statistical Abstract of the United States. http://www.census.gov/library/publications/time-series/statistical_abstracts.html

Published annually since 1878, the *Statistical Abstract of the United States* is a good starting point for general U.S. social, economic, and political statistics, and all its volumes are freely available online. Although national-level data is most prominent, many tables have information for regions, states, or large metropolitan areas. There is also a section for comparative international statistics. Topics covered in the *Statistical Abstract* include population, vital statistics, income, labor, economic sectors, government and politics.

UNdata. <http://data.un.org/>

A collection of statistics compiled from the United Nations, national statistical offices, regional commissions, and agencies, UNdata includes access to 28 databases, covering a wide range of economic, social, and development topics. Once a search is done, the Explore features allows the user to browse through similar datasets and sources, and results can be filtered by such factors as countries or years of data. The site also provides helpful definitions of its statistics and terms through a glossary. Statistics can be downloaded in XML or a variety of delimited formats.

Subscription Resources**LexisNexis Statistical Universe.** <http://www.lexisnexis.com/academic/1univ/stat/statuniv.asp>

Statistical Universe indexes and abstracts printed federal, state, and international statistical publications as well as selected business and professional publications containing statistics. It aggregates and provides online access to three well-known print indices: *American Statistics Index (ASI)*, *Statistics Reference Index (SRI)* and *Index to International Statistics (IIS)*.

Polling the Nations. <http://poll.orspub.com/>

Created by ORS publishing, Polling the Nations contains over half a million public opinion poll questions gathered from more than 14,000 surveys and over 1,400 sources from 1986 to the present. The questions represent the United States and over 100 other countries. Included with the full text of each question are the source; date; results; universe (geographic area); method (of interviewing, as by telephone); sample size; contact information; and a link to view all questions in the same poll.

Archives and Meta-sites**Inter-University Consortium for Political and Social Research (ICPSR).** <http://www.icpsr.umich.edu/ICPSR/>

As its name implies, the Inter-University Consortium for Political and Social Research is a consortium of universities geared toward political and social research. Housed at the Institute for Social Research at the University of Michigan, ICPSR provides access to the world's largest archive of computerized social science data. The holdings consist mainly of raw data derived from surveys, censuses and administrative records.

Users can access data through the archives, by subject or by series. Data is also available on CD-ROM, through online data analysis, other social science data web sites, a publication-related archive, recent updates, a list of restricted data, a social science variables database, a thesaurus, and otherwise unpublished Census Bureau data. Data is organized thematically under

a wide variety of categories, including census enumerations; community and urban studies; conflict, aggression, violence, wars; economic behavior and attitudes; education; elites and leadership; geography and environment; government structures, policies, and capabilities; health care and facilities; international systems; legal systems, legislative and deliberative bodies; mass political behavior and attitudes; organizational behavior; social indicators; and social institutions and behavior. Each topic is then broken down further into subcategories.

ICPSR also has instructional packages and teaching modules, a publication-related archive, and links to external data resources, like the Bureau of Labor Statistics. There are approximately 5,000 studies covering a broad range of areas, including population, economics, education, health, social and political behavior and attitudes, history, crime, aging, and substance abuse. These datasets are available in the ICPSR's site's Archives and Research Projects section.

Access to most of the site's data is limited to individuals at ICPSR member institutions, but non-members may purchase individual datasets. Data from projects funded by the federal government, however, is free to the general public.

Roper Center for Public Opinion Research. <http://www.ropercenter.uconn.edu/>

The *Roper Center* is a subscription archive of social science data with an emphasis on public opinion data. It includes data from the 1930s to the present. Although the majority of its information relates to the United States, the total data covers over 50 nations. Current contributors to the archive include the Gallup Organization, the National Opinion Research Center, and the Pew Research Center.

Researchers studying U.S. issues may be particularly interested in the center's iPOLL Databank, which contains almost half a million questions from surveys conducted in the United States by over 150 survey organizations dating as far back as 1935. The databank emphasizes surveys with a national scope, as compared to *Polling the Nations*, which includes more state, local, and special surveys. Results include the question text, response categories, methodology, and citation information, as well as links to study abstracts, questionnaires, and datasets. Although fee-based, the *Roper Center* offers member and non-member pricing.

Social Sciences Data Archive. <http://data.lib.uci.edu/ssda/>

Located at the University of California's (UCI) Irvine Libraries, the *Social Sciences Data Archive* acts as an archive and meta-site. It also offers access to two collections of public opinion data—the Orange County Surveys and the Pacific Poll. Additionally, as a member of ICPSR, UCI makes access to the full ICPSR data collection available to students, faculty and staff.

While UCI-affiliated individuals can download datasets from the Archives section's links, the value of the site to the general public is the Data Sources section, which provides approximately 200 links to additional archives, data on federal and state sites, and databases and includes both domestic and international resources.

Spatial Data

ArcGIS Online. <http://www.arcgisonline.com>

Created by ESRI (see the entry under geographic information systems (GIS) software below), *ArcGIS Online* allows users to search, upload, share, and create GIS maps, layers, services, and tools. The site also assists in the creation of web maps and gives the option to build your own mapping applications with *ArcGIS Online's* web APIs for Javascript, Flex, and Silverlight.

GIS Data Depot. <http://data.geocomm.com/>

GIS Data Depot is a popular website designed for technical professionals in the geosciences and for anyone looking for geospatial data on topics such as elevation, aerial imagery, floods, and demographics. It provides this information in the form of USGS digital raster graphics (DRGs), USGS digital elevation models (DEMs), USGS digital orthophoto quarter quads (DOQQs), FEMA flood data, gazetteer data, and the U.S. Census Bureau's census and Topologically Integrated Geographic Encoding and Referencing (TIGER) files. Users must create an account before they can download data. Most of the holdings can be downloaded for free or ordered on CD-ROM, but require GIS software to be useful.

FGCD Registry. <http://registry.fgdc.gov>

The Federal Geographic Data Committee (FGDC) is an interagency committee that works for the coordination of geospatial data use and sharing. This link provides two services. The International Geospatial Data Catalog Search allows you to define the geographic area of coverage by country, free text, selecting an area on a map, or by bounding coordinates and to specify one or more of the 250 data servers you would like to search in.

Although the clearinghouse is useful, connectivity problems and other technical difficulties are common. The second link under the registry is for trying to combat this issue. It has icons to add the node for the server, browse the registry, browse diagnostics, modify your node, and check server status (international, domestic, and Canadian). This site also includes a link to Geospatial One Stop (GOS) Resources. These allow you to check service status, view status checker reports, as well as use counselor reports and tools.

The National Map. <https://nationalmap.gov/>

This webpage provides most of the raw data available for direct download from the National Atlas Map Maker. Data categories include agriculture, biology, boundaries, climate, environment, geology, history, map reference, people, transportation, and water. Accompanying each category's main data is information on the map layer, the date the raw data and documentation were released, data format and name, and file size. The site also has a link for raw data download of the North American Atlas.

The National Map: Data Download and Visualization Service. <https://viewer.nationalmap.gov/launch/>

The National Map Seamless Server allows for exploring and free download of national base layers from the United States Geological Survey (USGS) that fall into these categories: places, structures, transportation, boundaries, hydrography, aerial/orthoimagery, land cover, and elevation. As the files cover the entire US, users can query the data and define a geographical area of coverage by drawing a box around the target area on a map.

Topologically Integrated Geographic Encoding and Referencing (TIGER) files. <http://www.census.gov/geo/www/tiger/>

The U.S. Census Bureau developed the TIGER system and database for the digital mapping of streets, rivers, railroads, legal boundaries, and other U.S. features associated with the census. Part of the TIGER system, TIGER/Line files contain information such as coordinates, name, type of feature, and address ranges. These files can only be used with GIS software and do not contain demographic information.

Software for Quantitative Research and Display

After data is created or collected, the next step in the research process is to analyze it. Gone are the days of relying on the calculator for this purpose: the computer age has produced many software packages that provide for complex numeric and spatial analysis, mapping, and display. Relevant software is mainly grouped into spreadsheet, statistical, or geographic information systems applications, with some overlap between functions. For instance, statistical software can often create charts for presentation, and GIS software allows for complex spatial analysis.

Spreadsheet

Spreadsheet software is designed for data input, manipulation, and management.

Excel. <http://office.microsoft.com/en-us/excel/>

Excel is a popular spreadsheet application from the Microsoft Office suite of software. It is used in many fields for the collection and analysis of numeric data because of its multiple worksheets feature. In addition to allowing for the creation of basic spreadsheets, it also allows for sorting, filtering, subtotals, formulas, and programming macros in Visual Basic. For presentation purposes, it allows for the creation of charts and diagrams as well as the use of pictures. As part of the Microsoft Office suite, it interfaces smoothly with other Microsoft applications. Additionally, files can be saved in various web (XML and Web Page), text (MacIntosh, MS-DOS, Unicode, delimited), and data interchange (DIF) formats.

Statistical

Statistical software enables users to enter, filter, manage, and analyze large amounts of numeric data. These programs feature advanced analysis tools, like those for the creation of linear and other models and those for the application of binary and other variables. Many software packages are also able to generate charts, graphs, and other means of displaying and representing data. Although presented alphabetically below, the general hierarchy of software packages—based on ease of use and complexity of analysis—is normally SPSS, SAS, then STATA. As each has pros and cons, practitioners often use more than one.

SPSS. <http://www.spss.com/>

SPSS is often used for simple data manipulation (to find errors and move variables) and analysis. It includes the option to use either a Windows interface or programming syntax. New packages are frequently issued and registrations may expire on older

software versions after significant upgrades.

SAS. <http://sas.com/>

SAS allows for easy creation, relocation, and computation of variables through a command-based interface. Although the learning curve for this program is higher than for Windows based packages, its advantages include being able to handle complex techniques, like regression analysis, and complex topics, like political and voting behavior.

STATA. <http://www.stata.com/>

STATA is primarily used for analysis as data cannot be manipulated, moved, or edited. Like SPSS, it can also employ command language or a Windows interface, which it transfers to code. As STATA is widely used, commands (additions) are often available for download online for complicated statistics. It is used by policy makers for creating standards and measuring success, examining efficiency, and model building.

GIS Software

In addition to, or in combination with, statistical software, many researchers also use geographic information systems for analysis. A geographic information system (GIS) is a computer-based system that stores geographically referenced data and links it with non-graphic attributes (data in tables), allowing for a wide range of information processing that includes manipulation, analysis, and modeling. A GIS also provides for map display and production.

A GIS is a mapping application with the power of a database behind it. It combines numeric and spatial data to create maps that display information. Spatial data sets, such as a point file of cities, a line file of streets, and a polygon file of building outlines can be layered together with a combined result that appears the same as a print map. The difference is that users can turn layers on and off as well as zoom in and navigate the display in other ways. These layers of spatial data are necessary for visual representation. Quantitative data on variables of interest can also be included or added to these files.

While the possibilities of numerical analysis in GIS software are not nearly as robust as in statistical software, a GIS allows for spatial analysis, or analysis based on location. As 80 percent of all data has a spatial component, the ability to map and represent by geographic location is very powerful. For example, during the 2004 presidential election, many news organizations had GIS maps of election results based on state. This was more effective than a list of states with the corresponding number of votes for each candidate. It showed up-to-date information, not only on how the candidate was faring, but also giving a good idea of any regional patterns.

A GIS allows researchers to show relationships between data based on location. For instance, they could map polling locations and calculate the distance to each polling location for voters based on demographics like race or income, or they could identify potential locations for a food bank by generating maps of median income by census tract. While there are many administrative uses for a GIS (e.g., to generate maps with up-to-date street names and numbers for fire departments in order to provide emergency services), the focus of this section is on the GIS as a display and analysis tool.

ESRI. <http://www.esri.com/>

Founded as Environmental Systems Research Institute, ESRI is one of the largest providers of GIS software and spatial data. The software it provides ranges in complexity and cost with various licensing/product levels, and data often comes packaged with software purchases. In addition, ESRI has an extensive training and support program that includes online tutorials, a knowledge base, and downloads of programming and patches. ESRI also maintains *ArcGIS* Online to encourage sharing of spatial data and to promote direct access from the software to data housed on GIS servers.

GeoDa. <https://spatial.uchicago.edu/software>

This open source software was developed by the GeoDa Center for Geospatial Analysis and Computation of Arizona State University. GeoDa, a Windows-based application, allows for spatial data manipulation and transformation as well as mapping, exploratory data analysis (EDA), and spatial autocorrelation and regression. It has statistical applications that can be applied to spatial analysis and the ability to produce exploratory analysis and confirmation given tools such as spatial weights. Some limitations include only allowing for the input of ESRI shapefiles and the export of maps in BMP format.

Geographic Resources Analysis Support System (GRASS). <http://grass.itc.it/>

GRASS is the world's leading free GIS software. This open source software was released under GNU General Public License (GPL). Although originally developed by the U.S. Army Construction Engineering Research Laboratories (part of the US Army

Corp of Engineers) for land management and environmental planning by the military, it is now used by academic institutions, businesses, and the federal government. GRASS has both a Windows interface and a command line syntax.

IDRISI. <http://www.clarklabs.org/>

Offered by Clark Labs, IDRISI is a software for integrating GIS and image processing. Targeted toward researchers interested in environmental decision-making with GIS, it includes tools for land planning, decision support, risk analysis, spatial analysis, surface analysis, and spatial modeling. As all these tools are part of the software, there is no need to buy add-ons or extensions. The Land Change Modeler for Ecological Sustainability, however, can be purchased separately for use in ESRI software, ArcGIS Desktop.

Intergraph. <http://intergraph.com/>

The Intergraph Corporation provides spatial information management (SIM) software that can be used broadly but is targeted to four core industries: federal, military, and intelligence; public safety and government; transportation; and utilities and communications. It also offers support to educational institutions. The software is Windows-based and was one of the first to offer interactive graphics.

MapInfo. <http://www.mapinfo.com/>

MapInfo is a popular provider of GIS software for mapping, routing and geocoding. Especially valuable is the option to purchase street files for many countries worldwide. MapInfo also sells spatial, demographic, and other types of data for telecommunications, insurance, postal, and administrative purposes.

Maptitude. <http://www.caliper.com/>

Maptitude is a desktop software provided by the Caliper Corporation. Purchase of the software includes access to geographic and demographic data, such as nationwide boundary files complete with Census 2000 demographic, social, economic, and housing profiles, as well as U.S. streets data.

Libraries and Archives

Stephanie Carter, Meg Meiman, and Patricia J. West

Library and archive information in this section complements the contents under the category “History, Archives, and Special Collections” in Public Administration Gateway.

Introduction

Researching public policy or public administration entails discovering the right material for your specific research needs. With this in mind, it may be useful before beginning the research process to consider the tenets of journalism, often called the Five W’s: who, what, where, when and why.

Who

Identifying key people at your chosen institution(s)—librarians and archivists—can be an invaluable resource for research guidance. Not only are they knowledgeable about the collections they oversee, but they can also guide you to other institutions and collections for your topic.

What

It is, of course, important to identify the scope of your research with respect to the disciplinary area(s) a project includes. Given the interdisciplinary nature of public policy and public administration, a research topic could (for example) simultaneously encompass the areas of health care, government, and labor. Focusing your research early in the process will help you ascertain the best kinds of materials for your research and will ultimately save you time.

Where

Yet another way to hone a research project is by geographic area. Focusing your research on a particular region, state, or province can be helpful, yet also raises the issues of travel and availability. Some libraries or archives may have some collections online, and many collections are currently searchable via the worldwide web. Other collections, however, may require travel to a particular collection, and so discovering the availability of materials beforehand will be crucial for your research. Each of the libraries and archives listed in this chapter is accompanied by contact information—address, phone number, and website—to enable you to find out more about the specific institution and its collection’s availability and content.

When

What time period(s) does your research encompass? Do you need historical accounts of labor movements in Boston? Or up-to-date research on national education policies? Situating your research within a time period or among a range of years will further focus your topic, and also help you determine what kinds of materials—primary or secondary—would be best suited to your

research. Generally speaking, archives and special collections will have primary materials such as letters, manuscripts, corporate and personal papers, diaries, and other rare books and documents, whereas libraries will have secondary materials such as books and journal articles. (See below for more information about libraries and archives).

Libraries or archives?

The distinction between libraries and archives can be confusing, partly because of the existence of many archives as a department within a library facility. Strictly defined, the fundamental difference between archives and libraries lies in the nature of their collections. Archives collect primary sources, usually unpublished materials that are unique. Holdings might include the papers of a member of Congress, county government records, original photographs, or audio tapes of oral history interviews. Libraries, however, focus on the acquisition of secondary sources, the bulk of which are published materials that may be duplicated in the holdings of another institution. These resources would typically include books (e.g., the biography of a President based upon personal correspondence housed in an archive), scholarly journals, and mass-produced visual and audio media.

The nature of your research will determine the kinds of materials you need.

Finding what you need

Generally speaking, libraries and archives allow researchers to find information using two kinds of research aids: catalogs, many of which are now online, reflect the holdings at a particular library; and finding aids, many of which are also online, reflect the holdings of a specific archive. (Catalogs may contain records of archival material as well as books, journals, and other secondary sources, but do not generally provide much context for archival materials). Many public and academic libraries have formed consortia for the purpose of resource sharing, through an online union library catalog. The term “union catalog” is used when the holdings of more than one library are joined in a single catalog.

Finding aids, many of which are also online, are used to provide greater depth of description for resources held by an archive, and often describe archival collections in terms of containers, square meters, or linear feet of material. Unlike library collections that are typically cataloged and organized around a call number scheme (most commonly Library of Congress or Dewey Decimal Classification), archival collections may be grouped according to provenance (where the items came from) and original order (order in which created or maintained by the creator or owner). Two common types of finding aids are “guides to holdings”, which provide an overview of each collection owned by an archive, and more detailed “descriptive inventories”, which include more detail about the background of the collection. The archives mentioned in this book chapter serve as a guide to holdings.

Policies and procedures for on-site visits

Each library and archive has specific policies regarding access to the building, circulation, photocopies, and borrowing materials. If you decide to visit a library or archive—especially if it involves extensive travel—be sure to call, email, or visit the institution’s website to check their visitation policies; on the institution’s website, these policies are usually listed under terms such as “for visitors”, “access”, or “borrowing.”

Additionally, the more information you can discover about a library’s or archive’s collection before traveling, the better, since most archives will require you to provide a listing of the resources you would like to examine. Depending on the rarity of the collection, you may be required to fill out an application for reader privileges and provide references.

When visiting archives and special collections (and occasionally some libraries), you may be required to show photo identification and complete a registration form that records your name, address, telephone number, email address, and area of research. Most archives have rules for handling and using materials, and may ask that you sign a form indicating your understanding of the rules and willingness to comply. If the archive allows personal belongings to be brought into the reading room, you might be required to show the contents of bags or briefcases to security.

Unlike most libraries, where users may personally pull a book off the shelves (stacks), most archives use closed stacks. Researchers must request the specific set of documents desired and these will be brought to the reading room. No food or drink may be consumed in the reading room, and generally only pencils may be used in note taking (ink from pens and correction fluid could damage materials). At the time of making the appointment, ask if you may use a laptop computer, and if there are electrical outlets available. Finally, if photocopying is allowed, the archive may require that copies be made by a staff member and there may be

limits on the number of copies made for a single user during a set time period. Ask a staff member about the policy and fees at the time of scheduling your appointment, since these policies may affect the length of time you can devote to your research.

If what you need is not available

No library can collect everything, so libraries regularly share their resources (Also, on occasion, some archives do, too). One service many academic and public libraries provide is interlibrary loan, which allows researchers to request materials from other institutions through their nearest local library. Three caveats to keep in mind when using this service include the following: (1) not all materials can be loaned out, especially if they're housed in an archive, and therefore some travel for research may be required; (2) some libraries charge for interlibrary loan service; and (3) the entire process of requesting and receiving materials can take a period of weeks, so be sure to factor this into your research.

Digitized collections

The libraries and archives described in this chapter, whether serving an academic institution, catering to the general public, or affiliated with a state or government agency, have undergone dramatic transformation in the past ten years. With the advent of the worldwide web, information about library and archival collections—and often parts of the collections themselves—has become increasingly accessible to researchers online. New information formats have broadened and diversified library and archival holdings that now include books and periodicals in both paper or electronic formats (e.g., e-books and e-journals), audio and visual media, photographs, maps, working papers, and government documents.

The increasingly digitized nature of information has led to some ambiguity in what differentiates a digital library from a digital archive, as well as potential confusion about the exact meaning of “searchable online collection.” For these reasons, the authors wish to clarify terms in order to avoid misleading researchers. In this chapter, nearly every library or archival collection is described as “searchable through an online catalog” or “collection has an online finding aid.” This means researchers can search a collection's holdings (i.e., what a collection has) and will find a record of those holdings online, rather than the actual material within the collection. In the case where a collection or parts of a collection have been digitized and are available online, it will be noted as such (“contents of the collection are online”).

How libraries and archives for this chapter were selected

The libraries and archives in this chapter have been selected according to the following criteria: (1) their collection demonstrates a particular focus on public policy or public administration as it relates to political science, political economy, labor history, environmental policy, health policy, or education policy; (2) the library's or archive's collection is from a predominantly English-language country, and thus includes collections from Canada, the United Kingdom, Australia, and New Zealand; and (3) the library or archive provides some level of access to its collections to the general public. United States federal and government agency libraries that function as legal depositories have been largely excluded, since most are not open to the public, whereas U.S. state libraries and archives, most of which are open to the public, have been included. Public libraries and archives with collections pertaining to public policy or public administration have also been included, as well as academic libraries and archives (i.e., those affiliated with a particular school, college or university).

Within the chapter, libraries and archives are grouped together and organized by state. The two exceptions are the National Archives and Records Administration (NARA) and the Presidential Libraries, which are grouped separately because of NARA's national scope and oversight of the Presidential Libraries, and because of the focused nature of the collections within each of the Presidential Libraries.

Additional help and tips

College Blue Book. MacMillan Reference Books; 34th edition, 2006.

“Using Manuscripts & Archives: A Tutorial.” Manuscripts and Archives, Yale University Library. Copyright 2000. Last accessed

Libraries and Archives in the United States (arranged by state)

3 February 2008. <http://www.library.yale.edu/mssa/tutorial/tutorial.htm>.

Alabama

Alabama Supreme Court and State Law Library

300 Dexter Avenue
Montgomery, AL 36104
Telephone: 334-242-4347
Website: <http://www.alalinc.net/library/index.cfm>

Open to the public, this library contains Alabama Supreme Court briefs, state statutes and codes, session laws, and audio tapes of cases argued before the Alabama Supreme Court. Resources cover subject areas such as public, legal, health and education policy, as well as labor history; print resources are searchable via ALADDIN, Alabama's Legal Digital Information Network.

Auburn University Libraries

231 Mell Street
Auburn University, AL 36849
Telephone: 334-844-4500
Website: <http://www.lib.auburn.edu>

This library's collection strengths include agriculture, fisheries, veterinary medicine, nursing, pharmacy, and law, and has resources suitable for environmental policy, health policy, and legal policy. The facility is open to the public, and its print resources are searchable via AUBIECAT, Auburn University's library catalog.

Birmingham Public Library

2100 Park Place
Birmingham, AL 35203
Telephone: 205-226-3600
Website: <http://www.bplonline.org>

This library's collection contains print resources for political science, family and gender studies, education, law, and Alabama government history; the library is also a Federal Depository Library (60 percent) and Patent and Trademark Depository Library. Print resources are available for state-specific legal policies, as well as education, health, environment, and public administration, and are searchable via the Jefferson County Library Cooperative's catalog.

University of Alabama University Libraries

Box 870266
Tuscaloosa, AL 35487-0266
Telephone: 205-348-6047
Website: <http://www.lib.ua.edu/libraries>

This is a network of subject-specific libraries that includes Gorgas Library (the main library for humanities), Bruno Business Library, McClure Education Library, Hoole Special Collections Library, Health Sciences Library, and the Bounds Law Library. Print resources cover subject areas such as public policy, public administration, health policy, education policy, labor history, and political science, and are searchable via the University Libraries' catalog.

Alabama Department of Archives and History

624 Washington Avenue
Montgomery, AL 36130-0100
Telephone: 334-242-4435
Website: <http://archives.state.al.us>

The Alabama Department of Archives and History contains manuscripts, photographs, census data, maps, government records, military records, and other materials related to the history of Alabama and its indigenous peoples. Collection strengths include materials about the Civil War, the 1867 Voter Registration Act, Native American tribes, military records from major wars, and labor history. It also has an online catalog for searching the collections.

Birmingham Public Archives

2100 Park Place
Birmingham, AL 35203
Telephone: 205-226-3630
Website: <http://www.bplonline.org/Archives/>

The Birmingham Public Archives has government records, letters, maps, and other primary materials documenting the history of Birmingham, Jefferson County, and the Birmingham District. Collection strengths include materials about local government, industry and labor history, urban and economic development, and the Civil Rights Movement of the 1950s and 1960s. Collections are arranged by subject and are searchable via an online catalog.

Birmingham Civil Rights Institute Archives

520 Sixteenth Street North
Birmingham, AL 35203.
Telephone: 205-328-9696, ext. 218
Website: <http://www.bcri.org/archives/index/index.htm>

The Birmingham Civil Rights Institute Archives contains correspondence, photographs, manuscripts, oral histories, and other documents related to the civil rights struggle in the 1950s and 1960s in Birmingham, Alabama. Collection strengths for researchers include materials about civil rights, local politics, labor history, and urban development

Alaska

Alaska State Library and Historical Collections

333 Willoughby Avenue (8th floor in State Office Building)
Juneau, AK 99811
Telephone: 907-465-2921
Website: <http://library.state.ak.us>

This library serves as the depository for official publications of the state of Alaska. The Capitol City (Juneau) Libraries Consortium catalog includes the state library holdings [<http://www.ccl.lib.ak.us>]. Two major state library projects are underway: SLED, the Statewide Library Electronic Doorway, provides a link to most of the state's library catalogs [<http://sled.alaska.edu/library.html>] and VILDA: Alaska Virtual Library and Digital Archive includes historical, cultural and statewide documents and images [<http://vilda.alaska.edu/index.html>].

Alaska Resources Library and Information Services (ARLIS)

Room 111, Library Building (on the University of Alaska Anchorage campus)
3211 Providence Drive
Anchorage, AK 99508
Telephone: 907-272-7547 or 907-27-ARLIS
Website: <http://www.arlis.org/>

This facility provides a wide range of information on the natural and cultural resources of Alaska. ARLIS partners include the Environment and Natural Resources Institute, the University of Alaska Anchorage, Exxon Valdez Oil Spill Trustee Council, Minerals Management Service, Alaska Department of Fish & Game, U.S. Fish & Wildlife Service, Bureau of Land Management, and U.S. Geological Survey, and National Parks Service. The collection can be accessed via the catalog shared by ARLIS, Anchorage Municipal Libraries, and the University of Alaska Anchorage libraries.

University of Alaska – Fairbanks

310 Tanana Drive
Fairbanks, AK 99775-6800
Telephone: 907-474-7482
Website: <http://library.uaf.edu/>

The Rasmuson Library at the university boasts the largest collection in the state; the Mather Library, which supports the Geophysical Institute and International Arctic Research Center, is part of this system. The library is a Federal Depository Library and also includes the Alaska and Polar Region collection and technical reports distributed by NTIS pertaining to northern latitude topics such as permafrost and cold weather engineering. The collection can be accessed via the Goldmine, a union catalog for several Alaska library consortia hosted by the University of Alaska-Fairbanks, and also provides access to the Alaska and Polar Periodical Index.

Alaska State Archives

141 Willoughby Avenue
Juneau, AK 99801-1720
Telephone: 907-465-2270
Website: <http://www.archives.state.ak.us>

Established in 1970, the Alaska State Archives holds government records for the state of Alaska, including legislative bills, court and probate records, and agency-related documents. Collection strengths include territorial and state governor records, territorial court records, and legislative records. This site also links to Alaska's Virtual Library and Digital Archive (ViLDA), which contains online searchable collections of photographs, maps, documents, and audio-visual materials related to Alaska's history as a state, with collection strengths in Native American tribes and Alaska's history as a territory.

Archives and Manuscripts Department

University of Alaska, Anchorage
3211 Providence Drive
Anchorage, AK 99508
Telephone: 907-786-1849
Website: <http://consortiumlibrary.org/archives/>

The collections of the Archives and Manuscripts Department contain papers, records, photographs, and other materials documenting the political, cultural, and economic history of Alaska. Collection strengths include public policy, and public administration, labor history, education history, and Native American history. The collections have online finding aids and are searchable through an online database.

Alaska and Polar Regions Department

Elmer E. Rasmuson Library
University of Alaska, Fairbanks
310 Tanana Drive
Fairbanks, AK 99775-6800
Telephone: 907-474-7261
Website: <http://library.uaf.edu/apr>

As part of the Elmer E. Rasmuson Library, the Alaska and Polar Regions Department contains archives, manuscripts, photographs, rare books, and other materials documenting the political and commercial history of Alaska. Collection strengths include politics, religion, aviation, mining, engineering, and science. Finding aids for the manuscript collections are online, and much of the entire collection is searchable through Goldmine, the online catalog.

Arizona

Arizona State Library, Archives, and Public Records

Law and Research Library
1700 W. Washington Street, Suite 300
Phoenix, AZ 85007
Phone: 602-926-4035
Website: <http://www.lib.az.us/>

One division of the agency, the Law and Research Library, provide access to several collections including Arizona newspapers and state agency publications. The library's law collection is the primary legal resource for the Legislature, courts and Arizona state agencies with historical collections of Arizona's legislative bills, journals, session laws, statutes, codes, judicial rules and Attorney General opinions. A major strength of this library is the gathering of statutes and decisions from all states of the United States. This facility is also a full Federal Depository library.

Arizona Cultural Inventory Project

Arizona State Library, Archives and Public Records
Carnegie Center
1101 W. Washington
Phoenix, AZ 85007
Telephone: 602-926-3365
Website: <http://cip.lib.az.us/>

This is a comprehensive listing of all libraries, archives, and museums in Arizona, including a description of the repositories' mission and the scope of their collections. The Cultural Inventory Project (CIP) is building a catalog of collections of unique and rare Arizoniana.

Udall Center for Studies in Public Policy

803 East First Street
The University of Arizona
Tucson, AZ 85719
Telephone: (520) 626-4393
Web site: <http://www.udallcenter.arizona.edu>

While this university-affiliated center does not have the circulating collection of a library or the holdings of an archive, it specializes in issues concerning American Indian governance and economic development; environment, natural resources, and public lands; the U.S.-Mexico border; and related topics, and may be of use for researchers engaged in these topics.

Arizona Archives Online

<http://aao.lib.asu.edu/index.html>

Sponsored by Arizona State University, Northern Arizona University, and the University of Arizona, the Arizona Archives Online provides finding aids for archival collections at these schools accessible and searchable through one website. Parts of some collections (documents and photographs) have been digitized, but others are still in the process. Researchers with internet access who are exploring the history of public policy or public administration in Arizona and the Southwest would do well to begin their research here.

Arizona Department of Library, Archives, and Public Records

1700 West Washington, State Capital, Suite 342
Phoenix, AZ 85007
Telephone: 602-926-3720
Website: <http://www.lib.az.us/archives>

The archival collections of Arizona's Department of Library, Archives, and Public Records contain books, photographs, newspapers, government records, census data, and some agency records for the state of Arizona. Collection strengths include legislative history, Native American history, agriculture, and labor history. Because of historical associations with surrounding areas, the collection also includes materials relating to New Mexico, southern California and Mexico. Collections are searchable via an online catalog.

Arizona Historical Foundation

Hayden Library, Arizona State University
Box 871006
Tempe, AZ 85287-1006
Telephone: 480-965-3283
Website: <http://www.ahfweb.org/>

This collection contains manuscripts on agriculture, banking, business, politics, water, lawyers and lawmakers, the arts, writers and journalists, university faculty, and health and human services. Finding aids for each collection are available online, and most of the collection is searchable via an online catalog.

Arizona State University Special Collections

P.O. Box 871006
Tempe, AZ 85287-1006
Telephone: 480-965-4932
Website: <http://www.asu.edu/lib/speccoll/>

These collections contain, among other works, the Labriola National American Indian Data Center and the Chicano(s) Studies Collection. With its international scope, the Labriola collection contains current and historic information on government, culture, religion and world view, social life and customs, tribal history, and information on individuals from the United States, Canada, Sonora, and Chihuahua, Mexico. The Chicano(a) Studies Collection has books, newspapers, periodicals, microforms, and ephemera about 20th century Chicano history, bilingual education, immigration, civil rights movements, mining, and labor. Finding aids for the collections are online, and collections are searchable through an online catalog.

University of Arizona Special Collections

University of Arizona Libraries
P O Box 210055
Tucson, AZ 85721-0055
Telephone: 520-621-6423
Website: <http://www.library.arizona.edu/speccoll/>

Open to the public, the University of Arizona Library Special Collections contains rare books and unique archival materials that can be useful for research on many public administration projects. With a wide and diverse scope, Special Collections is an important resource for the international academic community. Established in 1958 to house materials on Arizona, the Southwest, and the U.S./Mexico Borderlands, Special Collections now includes rare books, manuscript collections, photographs, and other materials in a wide variety of subject areas.

Arkansas

University of Arkansas at Little Rock

Ottenheimer Library
2801 South University Avenue
Little Rock, AR 72204-1099
Telephone: 800-340-9367
Website: <http://library.ualr.edu/>

Ottenheimer Library is the state's only depository of European Union documents, as well as a depository for Arkansas state documents. An affiliate collection housed in the Institute for Economic Advancement may also interest researchers with its focus on areas such as agriculture, banking, census data, economics, education, finance, government, health, industry, labor, management, and taxation.

Arkansas History Commission and State Archives

One Capitol Mall,
Little Rock, AR 72201
Telephone: 501-682-6900
Website: www.state.ar.us/ahc/ahc.html

Created by the state General Assembly in 1905, this institution collects and preserves the source materials of the history of Arkansas. Of use to the researcher are manuscripts, census records, military records, family histories, and various county, state and federal records.

Archives and Special Collections at the University of Arkansas at Little Rock

Ottenheimer Library
2801 South University Avenue
Little Rock, AR 72204-1099
Telephone: 800-340-9367

The State Archives contain materials that are of historical significance to Arkansas and the surrounding areas, including the trans-Mississippi Valley. The library's Archives and Special Collections department is the archival repository for the papers of former Arkansas Governors Dale Bumpers, Winthrop Rockefeller, Jim Guy Tucker, and Frank White. The Archives house manuscript collections, photographs, books, pamphlets, architectural drawings, and maps.

California

California State Library

P.O. Box 942837
Sacramento, CA 94237-0001
State Information and Reference Center
914 Capitol Mall, Room 301
Sacramento, CA 95814
Telephone: 916-654-0261
Website: <http://www.library.ca.gov/>

The State Library has three separate library catalogs: the main catalog, including collections of the State Library and Sutro Library in San Francisco; the catalog for photographs, which include historic photos, prints, drawings, and sheet music; and the Braille and talking book catalog. The California State Library's Government Publications Section is the only regional depository of federal government information in California and receives all publications distributed by the United States Superintendent of Documents to depository libraries. The library is also a full depository of California state government publications, and contains a California History Section that endeavors to obtain every book about California history, along with a representative selection of newspapers and periodicals. Complementing these printed holdings is an array of other materials, including maps, letters, sheet music, postcards, photographs, posters, pamphlets, programs, and other ephemera. The California collection covers all aspects of life in the state from prehistoric times to the present day. The

collection is particularly strong in materials relating to the Gold Rush period, Sacramento, San Francisco, the Mother Lode, ethnic studies, mines and mining, business and government, genealogy, biography, and popular culture.

Institute of Governmental Studies Library

University of California—Berkeley

109 Moses Hall #2370

University of California

Berkeley, CA 94720-2370

Telephone: 510-642-1472

Website: <http://www.igs.berkeley.edu/library/>

The Institute of Governmental Studies Library is one of many specialized libraries at Berkeley and boasts a large collection of non-trade and ephemeral materials focused on American public affairs and policy. The collection contains reports and pamphlets from a broad spectrum of public interest organizations, research institutes and government agencies. Furthermore, the library has a strong core collection of books and journals on American political science and public administration. For information on other UC Berkeley libraries that may be of interest, visit <http://www.lib.berkeley.edu/>.

California State Archives

1020 "O" Street,

Sacramento, CA 95814

Telephone: 916-653-7715

Website: www.ss.ca.gov/archives/archives.htm

This vast collection documents the broad scope of California government, including its history and its impact on the people of the state. Included are more than 85,000 cubic feet of records of all types are represented including millions of documents and bound volumes, maps and architectural drawings, photographs, video and audio tapes, and hundreds of artifacts. Collection strengths include Spanish and Mexican land grants, California election and campaign records, and an oral history collection detailing California legislative processes. Finding aids for the California State Archives collections are available online.

Colorado

Colorado State Publications Library

201 East Colfax, Room 314

Denver, Colorado 80203

Telephone: 303-866-6725

Website: <http://www.cde.state.co.us/stateinfo/index.htm>

This library serves as a repository for all information, regardless of format, about Colorado state government, including the General Assembly, the governor's office, the Supreme Court, other state government agencies, and state colleges and universities.

Collaborative Digitization Program

CDP@BCR

14394 E. Evans

Aurora, CO 80014

Telephone: 303-751-6277

Website: <http://www.cdpheritage.org/>

Begun in 1998 as the Colorado Digitization Program, the Collaborative Digitization Program endeavors to work with institutions to preserve digital resources. Their digitized materials include Heritage West, a collection of photographs, papers, and other primary source materials on topics such as agriculture, health, mining, transportation, and other topics. Other collections within the CDP include the Colorado Historic Newspapers Collection and Western Trails, the latter of which is in collaboration with organizations in Kansas, Nebraska, and Wyoming, and is comprised on digital content related to all aspects of western trails in the United States, including Native American trails, settlement trails, military trails, and freight trails.

Colorado State University Library

Morgan Library

501 University Avenue

1019 Campus Delivery

Fort Collins, CO 80523-1019

Telephone: 970-491-1841

Website: <http://lib.colostate.edu/>

Colorado State University Library houses a solid collection of materials on all aspects of public administration, and its Archives and Special Collections has primary source material including maps, papers, and photographs relating to legislative matters on water rights and management, and agricultural organizations throughout the state.

Colorado State Archives

1313 Sherman Street, Room 1B-20

Denver, CO 80203

Telephone: 303-866-2358

Website: www.colorado.gov/dpa/doit/archives/

The Colorado State Archives is operated by the state's Division of Information Technologies and contains many resources that relate to Colorado, its history and its administration. Digital records related to state and local government, the military, vital records, agriculture, business, education, transportation, and other resources related to the state can be searched online. A small portion of its collections have been digitized and are also available online.

Connecticut

Connecticut State Library and Archives

231 Capitol Avenue
Hartford, CT 06106
Telephone: 860-757-6595
Website: <http://www.cslib.org/archives.htm>

The library, established in 1854, contains comprehensive and historical collections of primary materials by and about Connecticut state agencies dating from the late colonial period. Both the library and archives contain an extensive series of publications that record almost every aspect of Connecticut's history, natural resources, socioeconomic condition, culture and quality of life. The archives provide online finding aids for their collections, and the library—which serves as a federal repository for both Connecticut and Rhode Island—has an online catalog allowing researchers to search across collections of four Connecticut state university libraries in addition to the state library.

Yale University Social Science Libraries and Information Services

140 Prospect Street
P.O. Box 208263
New Haven, CT 06520-8263
Telephone: 203-432-3301
Website: <http://www.library.yale.edu/socsci>

With more than 140,000 printed volumes and 7,000 journal and serial titles volumes, the Social Sciences Library offers an excellent collection of value to the political science researcher. The collection of the library can be searched via the online catalog, Orbis, the Yale University online catalog.

The library also has two special collections that may be of interest to researchers: The Social Science Data Archive (SSDA) and the Economic Growth Center Collection. The SSDA contains computer files of numeric social science data, including public opinion surveys, surveys of economic behavior, surveys of electoral behavior, census data, health data, and economic and social indicators. The Economic Growth Center focuses on individual developing countries and the economic surveys, plans and statistical sources that are issued by governments, research institutions, and associations.

The Yale Library system also has a Government Documents and Information Center that covers the United States, Canada, European Union, United Nations, and the Food and Agriculture Organization. Additionally, some information about state, local, and other international government information is provided.

Thomas J. Dodd Research Center

University of Connecticut Libraries, Archives and Special Collections
405 Babbidge Road, Unit 1205
Storrs, CT 06269-1205
Telephone: 860-486-4500
Website: <http://www.lib.uconn.edu/online/research/speclib/ASC>

The Thomas J. Dodd Research Center contains material on labor history, urban affairs, immigration, ethnicity, politics, public affairs, business, and industry. Collection strengths include holdings of railroads and business records, as well as records of individuals and organizations in the area of politics, immigration and ethnicity, and public affairs. The collection has online finding aids and is searchable through an online catalog.

Delaware

Delaware Public Archives

121 Duke of York Street,
Dover, DE 19901
Telephone: 302-744-5000
Website: <http://www.state.de.us/sos/dpa>

The Delaware Public Archives contains records for state and local government, as well as genealogical materials, and materials related to the history of the state of Delaware. Collection strengths include census records, Revolutionary War and Civil War records, brief descriptions of state agencies, and material on the evolution of public policies in the state, including labor, industry, and health care. Finding aids to the collections are searchable through an online database.

Florida

State Library and Archives of Florida—

R.A. Gray Building
500 South Bronough Street
Tallahassee, FL 32399-0250
Telephone: 850-245-6600
Website: <http://dlis.dos.state.fl.us/library/>

The state library includes more than one million items in a wide variety of formats and subjects, including many that would be of use to the political science researcher. Special collections that may be of interest include more than 140,000 state documents from Florida's territorial period to the present as part of the State Documents Depository Program. The library also includes a large collection of federal documents.

The core of the Florida State Archives is the collection of state records of Florida's Territorial and State government, which include state agencies, gubernatorial records, legislative committee file bills, and military records. The collection also includes records of city, town and county agencies, manuscripts, photographs, and genealogical records. Collections strengths include materials on public administration, labor history and health policy, and are searchable through an online catalogue.

Georgia

State of Georgia Law Library
244 Washington Street
Atlanta, GA 30334-9007
Telephone: 404-656-3468
Website: <http://gsl.l.georgia.gov>

This library provides legal information to the Department of Law, governmental agencies, the legal community, citizens of Georgia, and all others interested in Georgia laws. As the official repository of codifications of ordinances and resolutions of Georgia municipalities and counties, the State Law Library has a searchable online catalog, allowing researchers to search for documents within specific state agencies, including those for agriculture, community health, education, labor, technology, and transportation.

Georgia State University Library

100 Decatur Street SE
Atlanta, GA 30303-3202
Telephone: 404-413-2800
Website: <http://library.gsu.edu>

The Georgia State University Library contains more than 1.5 million volumes and serves as a Federal Document depository. The library's collections related to public administration are concentrated in the following areas: public personnel administration, nonprofit management, city/county administration, the profession of city/county manager, metropolitan governance, federal/state/local governments, governmental budgeting, human resource development, transportation and aviation management, urban planning, emergency and disaster policy and management, and financial administration. One special collection at the library that will be of interest to scholars is the Georgia Government Documentation Project, which documents the state's political heritage through oral history interviews and collections of associated papers.

Georgia Archives

5800 Jonesboro Road
Morrow, GA 30260
Telephone: 678-364-3700
Website: <http://www.sos.state.ga.us/archives>

The Georgia Archives contains official state and local government records, including census records, and municipal records, as well as photographs, maps, and secondary historical sources. Collection strengths include materials on public policy, public administration, health care policy, and the history of industry and labor. Some records are available full-text online, and the collection itself is searchable through an online catalog.

Georgia State University Archives

100 Decatur Street SE
Atlanta, GA 30303
Telephone: 404-413-2800
Website: <http://www.library.gsu.edu/spcoll>

The Georgia State University Archives has books, manuscripts, photographs and oral histories on the history of labor and industry in the South, as well as union activities, the 1960's Women's Movement, and the Georgia Government Documentation Project, which documents the state's political heritage in interviews with governors, legislators, political activists, journalists, and other public figures. This collection is highly useful for research on public policy, public administration, and labor history in the South; finding aids for the collection are searchable through an online database.

Richard B. Russell Library for Political Research and Studies

University of Georgia Libraries
Athens, GA 30602
Telephone: 706-542-5788
Website: <http://www.libs.uga.edu/russell>

The Richard B. Russell Library contains papers of importance from politicians, public policy organizations, and state and federal appointees that document a wide range of political activities in Georgia from the early twentieth century to the present. Collection strengths include agricultural economics, national defense, foreign policy, public policy formation, civil rights, and jurisprudence. The collection can be searched through an online catalog and has finding aids arranged by subject as well as person.

Hawaii

University of Hawai'i at Manoa Library

2550 McCarthy Mall
Honolulu, Hawai'i 96822
Telephone: 808-956-7214
Website: <http://library.manoa.hawaii.edu/index.html>

The collections of the University of Hawai'i at Manoa Library contain 3,277,155 volumes, 2,315,258 microform units, 4,748 computer files, 5,933 linear feet of manuscripts and archives, among other resources. In addition to the regular resources of the library, two special collections might be of interest to public administration researchers. The first is the Hawaii Congressional Papers Collection, which contains the papers of Hawaii delegates to the U.S. Congress since statehood in 1959 to the present. The library also holds a comprehensive Pacific Collection that offers materials relating to the island regions of Melanesia, Micronesia and Polynesia. Internationally recognized for the excellence of its holdings, the Pacific Collection contains more than 100,000 volumes. Included are many elusive publications produced in the islands, such as government documents, private sector studies and reports, and books from local publishers.

Hawaii State Archives

Department of Accounting and General Services
Kekauluohi Building
Iolani Palace Grounds
Honolulu, HI 96813
Telephone: 808-586-0329
Website: www.state.hi.us/dags/archives

Founded in 1905, the Hawaii State Archives collects, preserves and makes available to the public Hawaii government records of permanent value, including government private collections of individuals and organizations, photographs, maps, artifacts, and library collections specializing in Hawaiian history, culture and Pacific voyages. The materials date back to the monarchy and also contain two rare book collections.

Idaho

Eli M. Oboler Library

Idaho State University
850 South 9th Avenue, Stop 8089
Pocatello, Idaho 83209
Telephone: 208-282-2958
Website: <http://www.isu.edu/library/>

This library supports the doctoral program in public administration at Idaho State. It contains the main library collection and serves as a depository for government documents. In addition, the library has a variety of collections, including rare books and manuscripts, documents about Idaho, maps, newspapers, and periodicals. The library's Intermountain West collection of more than 4,000 books is primarily a regional history resource collection covering Idaho and the bordering states.

Idaho State Historical Society

Library and Archives
450 North Fourth Street
Boise, ID 83702-6027
Telephone: 208-334-3356
Website: http://www.idahohistory.net/library_archives.html

The library and archives of the Idaho State Historical Society holds a collection of material relating to the history of both Idaho and the Pacific Northwest. The collection includes more than 25,000 items, which varies in subject, geographic area, and time period, but contains historical and genealogical information. A wide variety of mediums is included, from manuscripts and books to periodicals, oral history interviews, motion picture films, and maps.

Illinois

Education and Social Science Library

University of Illinois at Urbana-Champaign
100 Main Library, MC-522
1408 W. Gregory Drive
Urbana, IL 61801
Telephone: 217-244-1864
Website: <http://gateway.library.uiuc.edu/edx>

Political science materials have been collected by the University Library since 1867. The large political science collection is housed in the Education and Social Science Library. Currently, the collection numbers approximately 185,000 volumes in areas such as American government and politics, comparative government and politics, international relations, political behavior, and public policy. The political science collection is especially strong in the areas of international relations and conflict resolution. The materials in the Education and Social Science Library are supplemented by resources in the History, Documents, Law, and Undergraduate Libraries. In addition, the library contains many print and electronic resources in arms control, disarmament, and international security.

Illinois State Archives

Norton Building, Capitol Complex,
Springfield, IL 62756
Telephone: 217-782-4682
Website: <http://www.sos.state.il.us/departments/archives/archives.html>

The Illinois State Archives contains state and local governmental records, as well as photographs, manuscripts, maps, and genealogical information. Collections strengths include documents from agencies and institutions concerning transportation, health, housing, public aid, and education. The collection is searchable through an online catalog, as well as a descriptive index.

Indiana

Indiana State Library

140 N. Senate Avenue
Indianapolis, IN 46204
Telephone: 317-232-3675
Website: <http://www.statelib.lib.in.us>

The library contains more than two million printed items (not including the U.S. governmental publications that are available through the federal documents depository program). The following areas are well covered: genealogy and family history, Indiana biographies and history (including county histories), American history, public policy and economics, statistics and demographics.

In addition, the library's Indiana Division includes current and historical materials on Indiana for use in the Indiana State Library, including more than 70,000 books, including histories,

biographies, directories, magazines and newsletters, atlases, state documents, and works of fiction by Indiana authors. The collections also contain more than 50,000 pamphlets, and more than 11,000 maps, as well as nearly three million manuscripts, hundreds of photographs, sheet music, and broadsides.

Humanities, Social Science & Education Library

Purdue University Libraries
504 West State Street
West Lafayette, IN 47907-2058
Telephone: 765-494-2831
Website: <http://www.lib.purdue.edu>

The new Humanities, Social Science & Education Library at Purdue features approximately 765,000 books and bound periodicals, 500,000 U.S. government publications, and one million microforms.

Indiana State Archives

6440 East 30th Street
Indianapolis, IN 46219
Telephone: 317-591-5222
Website: <http://www.ai.org/icpr/2306.htm>

The bulk of the Indiana State Archives collection consists of government records, including bills, acts, and reports of the General Assembly, proceeds of the state supreme court and appellate courts, and records of the General Land Office, as well as photographs, maps, and military records. Collection strengths include materials on health policy, educational policy, and environmental policy; finding aids to the collection can be browsed through an online index.

Iowa

University of Iowa Libraries

100 Main Library (LIB)
Iowa City, IA 52242-1420
Telephone: 319-335-5299
Website: <http://www.lib.uiowa.edu/index.html>

Materials related to public administration are housed in the main library at the University of Iowa. The University of Iowa Libraries is the largest library system in Iowa and eighteenth in collection size among U.S. research libraries. The collection numbers more than four million volumes. In addition, the library has a large Special Collections department that includes a collection of manuscripts, unique archival records, hundreds of thousands of documents, photographs, and ephemeral publications, thousands of non-commercial sound recordings, motion pictures, and videotapes.

State Historical Society of Iowa

State of Iowa Historical Building
600 East Locust
Des Moines, IA 50319-0290
Telephone: 515-281-5111
Website: <http://www.iowahistory.org/index.html>

The State Historical Society of Iowa serves as a trustee of Iowa's historical legacy. The library contains a broad range of materials document social, economic, cultural and political life in Iowa. In addition to general history books on Iowa, the historical society has a great deal of local history materials such as city directories, plat maps, cemetery surveys, state gazetteers, trade catalogs, **and county and city histories**. The manuscript collection contains original source materials that document Iowa's development and the experiences of its citizens. Included are: personal papers and records of organizations such as school, churches, clubs, businesses, and labor unions found in unpublished formats such as diaries, letters, account books, minute books, and personal reminiscences; collections of broadsides, programs, and transcripts.

Kansas

Kansas State Historical Society

6425 SW Sixth Avenue
Topeka, KS 66615-1099
Telephone: 785-272-8681
Website: <http://www.kshs.org/>

This collection has served as the state archives since 1903 and includes unpublished records of state government with enduring historical value. Furthermore, the society also holds microfilm copies of unpublished records from many city and county offices, and some federal records. Other resources of interest to the scholarly researcher in public administration includes contains bibliographies, business and organization records, to state government publications and records, personal papers of many famous state politicians, as well as many books, newspapers and maps.

University of Kansas Libraries

1425 Jayhawk Blvd.
Lawrence, KS 66045-7544
Telephone: 785-864-8983
Website: <http://www.ku.edu/libraries/>

The KU Libraries includes information resources from a number of government and quasi-government organizations. Materials from these and other organizations may be available in print, microfiche or microfilm, computerized media such as CD-ROM or DVD, and via the Internet.

Additionally, the library's Kansas Collection provides researchers with primary source materials that document the history of Kansas, the region, and its inhabitants. The staff acquire, preserve, and make available such resources

as manuscripts, historical photographs, maps, architectural drawings, blueprints, books, newspapers, other serial publications film, and videotapes that document the “Kansas Experience.” Furthermore, the Kansas Collection is also a depository for publications of the state of Kansas and for Douglas County records.

Kentucky

University of Kentucky Libraries

500 S. Limestone Street
Lexington, KY 40506-0456
Telephone: 859-257-0500
Website: <http://www.uky.edu/Libraries/index.php>

William T. Young Library and it is here that the political science researcher is most likely to find resources of value. University of Kentucky Libraries also serve as a regional depository of federal government resources.

The university also manages and develops the Kentuckian Digital Library, an online archive of historically significant material documenting the history and heritage of Kentucky. It can be accessed at <http://kdl.kyvl.org/>.

Kentucky Department for Libraries and Archives

300 Coffee Tree Road
Frankfort, KY 40601
Telephone: 502-564-8300
Website: <http://www.kdla.ky.gov>

The Kentucky Department for Libraries and Archives has state and local government records, state government publications, census information, and military records. Collection strengths include agency publications on agriculture, industry, and health care. The collection is searchable through an online catalog.

University of Kentucky Public Policy Archives

M. I. King Building
University of Kentucky Archives
Lexington, KY, 40506
Telephone: 859-257-8611
Website: <http://www.uky.edu/Libraries/SCDP/>

The University of Kentucky Public Policy Archives contains material on the creation and implementation of public policy in twentieth-century United States, with a focus on Kentucky in particular. Collection strengths include material on the social, culture and economic history of Kentucky. This collection is valuable for any research on public policy in Kentucky. An index to the collection is online, as well as finding aids for some parts of the collection.

Louisiana

New Orleans Public Library - Louisiana Division City Archives & Special Collections

219 Loyola Ave.
New Orleans, LA 70112
Telephone: 504-596-2610
Website: <http://nutrias.org/~nopl/info/louinfo/louinfo1.htm>

The Louisiana Division is the official City Archives of New Orleans and repository for the pre-1928 records of the Civil Courts and the pre-1932 records of the Criminal Courts of Orleans Parish. Other areas of interest include the Mississippi River, the Gulf of Mexico, and the South. Included are books by or about Louisianans; city, regional, and state documents; manuscripts, maps, newspapers, periodicals, microfilms, photographs, slides, motion pictures, sound recordings, video tapes, postcards, and ephemera. Website also provides access to the online LAMA Directory: A Guide to Institutions in Louisiana Holding Genealogical and Historical Records Collections.

Louisiana Digital Library

Telephone: 225-578-3700
Website: <http://louisdl.louislibraries.org/>

Louisiana Digital Library, Louisiana's doorway to the unique cultural and historical resources of Louisiana's libraries, archives, museums, and other cultural institutions. Included are Paul Macarius Hebert files recording his work as a judge for the United States Military Tribunals in Nuremberg, the Huey Long Collection, racial integration at LSU, Mayor Robert S. Maestri Collection, and related events.

State Library of Louisiana

701 North 4th Street
Baton Rouge, LA 70802
Telephone: 225-342-4913 or 225-342-4914
Website: <http://www.state.lib.la.us/>

Special materials in the Louisiana collection include Acts of the Louisiana Legislature (1810 to the present); current and historical city directories and telephone books for Louisiana cities and towns; current and historical Louisiana maps; current and historical Louisiana state government publications; documents relating to Works Progress Administration; Louisiana-related federal government documents; U.S. census, ship passenger lists, military service and parish records on microfilm; and vertical files of newspaper articles and ephemeral materials.

Louisiana State University at Baton Rouge

Middleton Library

Baton Rouge, LA 70803-3300

Telephone: 225-578-8875

Website: <http://www.lib.lsu.edu/index.html>

The Middleton Library contains several collections that will be of interest to the public administration researcher. One is the African-American collection, which contains strong historic collections in 19th-century publications of both the United States and the United Kingdom. Additionally, the American historical collection has a comprehensive collection of books related to 19th-century travel and reconstruction/post-reconstruction era, as well as Civil War materials.

Louisiana State University - Louisiana and Lower Mississippi Collections

Hill Memorial Library

Baton Rouge, LA 70803-3300

Telephone: 225-578-6568

Website: <http://www.lib.lsu.edu/special/llmvc.html>

This collection represents one of the nation's premier repositories for materials relating to the antebellum plantation, Civil War, and Reconstruction South. Started in 1935, it documents the history and culture of this region. The largest accumulation of materials on Louisiana and the lower Mississippi Valley in existence, LLMVC includes a comprehensive collection of books, periodicals, maps, prints, pamphlets, Louisiana state documents, and microfilm of Louisiana newspapers. Furthermore, papers of individuals and families, records of plantations, merchants and financial institutions, and the records of political, social, and labor organizations can be found here.

Southeastern Louisiana University, Center for Southeast Louisiana Studies

SLU 10730

Hammond, LA 70402

Telephone: 985-549-2151

Website: http://www.selu.edu/acad_research/programs/csels/

The extensive collections here explore the assassination of John F. Kennedy and document the life and political careers of longtime Southeast Louisiana United States Congressman James H. "Jimmie" Morrison and Louisiana Governor Jimmie Davis, as well as other regional political figures. In addition, the center contains collections related the region's antebellum development, Civil War operations, ethnic diversity, and the struggle for civil rights.

University of Louisiana at Lafayette, Edith Garland Dupré Library, Special Collections

302 E Saint Mary Blvd.

P.O. Box 40199

Lafayette LA 70504

Telephone: 337-482-6031

Website: <http://library.louisiana.edu/Spec/>

The Louisiana Room provides access to special materials pertaining to Louisiana, including books, periodicals, state government documents, genealogical materials, rare books, newspapers, and other special collections. The University Archives and Acadiana MS Collection houses the archival records of the University starting in 1900. Special strengths of the Archives include the rice industry, Louisiana politics, Louisiana education, and women's studies. Personal papers of politicians include those of Armand Brinkhaus (legislator), Edwin S. and Robert F. Broussard (congressmen), Edwin E. Willis (congressman), and John M. Parker (governor). The university also houses the Center for Louisiana Studies with its own collections, which can be accessed by visiting the website at: <http://cls.louisiana.edu/>.

Tulane University, Howard-Tilton Memorial Library

7001 Freret Street

New Orleans, LA 70118

Telephone: 504-865-5605

Website: <http://library.tulane.edu/>

The Howard-Tilton Memorial Library houses one of the oldest and largest federal depositories in Louisiana, established by Congress in 1884. The Latin American Library, located on the fourth floor of Tulane's Howard-Tilton Memorial Library, is one of the world's foremost collections of source materials in Latin American archaeology, anthropology, history, linguistics, art, architecture, film, women's studies, economics and many other subject areas from pre-conquest to the present day, including the Caribbean. Special collections division houses the Louisiana Collection, located in Jones Hall across the street from the Howard-Tilton Memorial Library. The library's manuscripts collection includes the papers of Confederate President Jefferson Davis, Confederate General Albert Sidney Johnston, eight Louisiana governors including Sam Jones and David Trean, four state and local officials including New Orleans Mayors deLesseps Morrison and Victor Schiro, and thirteen members of Congress including Hale Bogs, Lindy Boggs, F. Edward Hebert, and Bob Livingston. Another important resource for public administration researchers is the Political Ephemera Collection with material on more than 1,800 political groups.

University of New Orleans, Earl K. Long Library,

Louisiana & Special Collections
New Orleans, LA 70148
Telephone: 504-280-6549
Website: <http://library.uno.edu/>

UNO Library has been a depository for Louisiana state documents including Supreme Court since 1959. It is one of eight complete depositories in the state. The collection is located on the fourth floor of the library in the Louisiana & Special Collections Reading Room (room 402). Documents in this collection can be found by using the print finding aids located in the same department. The library also serves as an EU depository.

Louisiana Tech University, Prescott Memorial Library,

Special Collections, Manuscripts, and Archives
Ruston, LA 71272
Telephone: 318-257-2935
Website: <http://www.latech.edu/specialcollections/>

These institution's special collections include the papers of Congressman Joe D. Waggoner, including his political files, voting records, material concerning the Judiciary Committee's deliberations on the impeachment of President Nixon, speeches, appointment books, scrapbooks, miscellaneous items, and memorabilia. The collection also includes the Evander McNair Graham Family Papers (1812-1965), which contain the correspondence and records of a prominent North Louisiana settler, an attorney, and a lieutenant colonel in the Confederate Army during the Civil War.

Created in 1989, the American Foreign Policy Center at Louisiana Tech University is a joint initiative of the Department of History and Prescott Memorial Library. The principal collection of the American Foreign Policy Center contains approximately 3,200 reels of microfilm and approximately 2,000 microfiches, representing public and private papers associated with the Roosevelt, Truman, Eisenhower, Kennedy, Johnson, and Nixon administrations.

Louisiana State Archives and Records

3851 Esser Lane
Baton Rouge, LA 70809-2137
Telephone: 225-922-1208
Website: <http://www.sos.louisiana.gov/>

Established as an official agency in 1956, the Louisiana State Archives contains state and local government records, state government publications, census information, and military records. Collection strengths include agency publications on agriculture, industry, and health care. The collection is searchable through an online catalog.

Maine

Maine State Library

64 State House Station
Augusta, ME 04333-0064
Telephone: 207-287-5600
Website: <http://www.state.me.us/msl>

The Maine State Library, founded in 1836, has maintained a depository collection of Maine state government publications. These include departmental annual reports (some dating back to the early 1800s), state budget information, business and economic statistics, legislative committee reports, and historical records such as the adjutant general's reports from the Civil War and World War I. The Maine State Library also holds numerous special collections relating to Maine, such as a large collection of material by and about former Governor Percival Proctor Baxter, numerous maps and manuscripts, Maine newspapers, town reports, and vital records.

Maine State Archives

84 State House Station
Augusta, ME 04333
Telephone: 207-287-5788.
Website: <http://www.state.me.us/sos/arc>

The Maine State Archives contains state government records, including legislative bills, governors' executive orders, election returns, maps, census records, and military records. However, the collection does not have recent (twentieth-century) documents from state agencies, and instead focuses primarily on nineteenth-century materials, and encourages researchers to contact agencies directly for recent documents relating to public policy, public administration, health care, education, and labor policy.

Maryland

Maryland State Law Library

Robert C. Murphy Courts of Appeal Building
361 Rowe Blvd.
Annapolis, MD 21401-1697
Telephone: 410-260-1430
Website: <http://www.lawlib.state.md.us>

With almost 400,000 volumes, the Maryland State Law Library contains major current and historical holdings of both federal and Maryland government, a comprehensive library of Anglo-American law (primary and secondary sources) and numerous finding tools to access this literature. In addition, special law-related collections include records and briefs of appellate court cases decided by Maryland's appellate courts and the U.S. Supreme Court, Maryland legislative history source materials including Committee Bill Files from 1975, an exhaustive file of Maryland State Bar Association ethics opinions and an archival collection of superseded Maryland Codes (state, county and municipal), as well as the state's most comprehensive holdings of early state agency regulations.

Maryland Historical Society Library

201 W. Monument Street
Baltimore, MD 21201
Telephone: 410-685-3750
Website: <http://www.mdhs.org/explore/library.html>

The H. Furlong Baldwin Library of the historical society contains a large collection of books, ephemera, pamphlets, photographs, maps, journals and manuscripts related to Maryland's history and its people. The collection numbers more than seven million items; some date as far back as the 1600s. Special collections include an extensive photograph collection depicting the history of the state, a collection of old maps and atlases, and other items of interest to the political science researcher. The historical society's online catalog allows users to search through the collection of books, periodicals, pamphlets, and manuscripts collections.

Maryland State Archives

350 Rowe Boulevard
Annapolis, MD 21401
Telephone: 410-260-6400 or 800-235-4045
Website: <http://www.mdarchives.state.md.us>

The Maryland State Archives serves as the central depository for government records, including colonial and state legislative, executive, and judicial records, reports of state, county and municipal governments, business records, state agency records, photographs, maps, and newspapers. Collection strengths include material on public administration, health care, housing, and industry. The archives' website also includes a link to the Archives of Maryland Online, an online collection of archival materials. Finding aids for the collection are searchable through an online database.

Massachusetts

Boston Public Library

700 Boylston Street
Boston MA 02116
Telephone: 617-536-5400
Website: <http://www.bpl.org/>

As one of the first Federal Depository Libraries established by Congress, the library contains one of the largest collections of government documents in the country. Also contains a lot of United Nations publications, including those of the U.N. General Assembly, Security Council, and the Economic and Social Council. As a U.S. Patent and Trademark Depository Library, Boston Public Library includes a large collection of patents and trademarks, both American and international.

Boston Public also serves as the home of the personal library of President John Adams. His personal collection numbers about 3,700 volumes and is of particular interest to scholars and historians because Adams recorded thousands of interpretive and critical manuscript annotations in the margins of hundreds

of his books. Other collections of interest include many of the earliest records from the city of Boston.

Harvard Special Collections

Website: <http://www.fas.harvard.edu/~history/resources/primary/special/index.html>

The website above leads to a list of Harvard's Special Collections, grouped by topic.

Below are three collections useful for beginning research on public administration and public policy.

Harvard University, Environmental Science and Public Policy Archives

Littauer Library
North Yard
Cambridge, MA 02138
Telephone: 617-496-6158
Website: <http://hcl.harvard.edu/environment/archives>

The Environmental Science and Public Policy Archives collects personal, professional, and business papers of major figures and records of organizations involved in the international environmental movement from the mid-1960s to the present. Collection strengths include primary source material about environmental science, its public policy advancement, and environmental culture and ethics. Invaluable for researchers investigating environmental public policy. The collection is searchable via an online catalog, and also has online finding aids.

Harvard University, Littauer Library

North Yard
Harvard University
Cambridge, MA 02138
Telephone: 617-495-2106.
Website: <http://hcl.harvard.edu/littauer/>

Littauer Library encompasses not only the Environmental Science and Public Policy Archives (listed above), but also the Slichter Industrial Relations Collection, and other collections related to public policy and public administration. Overall collection strengths include material on environmental public policy, industrial and trade policy, labor union policy, economics, and government documents. The collection is searchable through an online catalog.

Harvard University, Schlesinger Library on the History of Women in America

Radcliffe Institute
10 Garden Street
Cambridge, MA 02138
Telephone: 617-495-8647
Website: <http://www.radcliffe.edu/schles/>

The Schlesinger Library contains a wealth of resources about women's daily and political lives from the early nineteenth century to the present day. Collection strengths include papers from noted political leader activists, and material about women's health, women of color, women in other cultures, and the records of the National Organization for Women. Collections are searchable through an online catalog and online finding aids.

Massachusetts Archives

220 Morrissey Boulevard
Boston, MA 02125
Telephone: 617-727-2816.
Website: <http://www.sec.state.ma.us/arc/arcidx.htm>

The Massachusetts Archives has state government records, including documents on the foundation of the state, as well as legislative, executive, and state secretary records. The collection contains other historical documents, photographs, maps, and local records. Collection strengths include materials on public administration and finance, labor, education, environmental affairs, and health and human services; finding aids for much of the collection are searchable through an online database.

University of Massachusetts at Amherst Archives and Special Collections

W.E.B. Du Bois Library,
South College Loading Dock
154 Hicks Way
Amherst, MA 01003
Telephone: 413-545-2780.
Website: <http://www.library.umass.edu/spcoll/spec.html>

The Archives and Special Collections at the University of Massachusetts at Amherst has manuscript collections spanning the nineteenth and twentieth centuries, in the areas of politics, social services, labor history, business, organized social movements. This collection would be highly useful for historical research in these areas; finding aids for the collection can be searched through an online database as well as a subject index.

Michigan

Library of Michigan

702 W. Kalamazoo Street
Lansing, MI 48909
Telephone: 517-373-1300
Website: <http://www.michigan.gov/libraryofmichigan>

The Library of Michigan, founded more than 175 years ago, is housed in the Michigan Library and Historical Center in Lansing. Its collection includes current and historical Michigan books and materials, state and federal government publications, an extensive genealogy collection, the State Law Library and a great deal of demographic, economic and social data.

An extension collection of electronic materials related to the history and politics of the state can be found on the Michigan Electronic Library (MeL). This is a project of the Library of Michigan.

University of Michigan, Hatcher Graduate Library

920 North University
Ann Arbor, MI 48109-1205
Telephone:
Website: <http://www.lib.umich.edu/grad/>

The Hatcher Graduate Library represents the primary research collection for the humanities and social sciences. With approximately 2.5 million volumes (including more than 10,000 journals) and periodical subscriptions written in several hundred languages and covering a broad array of subject specialties. Commonly cited collecting strengths of the Graduate Library include English and French local history; military history; English literature; social and political movements; and area studies encompassing South Asia, Southeast Asia, the Near East, and Slavic countries. In addition, these general stacks collections are supported by strong holdings in U.S. and foreign government publications, an outstanding collection of maps and related materials, manuscripts and special collections.

Michigan State Archives

Michigan Library and Historical Center
702 W. Kalamazoo Street
Lansing, MI 48909
Telephone: 517-373-1408
Website: <http://www.michigan.gov/statearchives>

The Michigan State Archives contains state and local government records, as well as photographs, maps, and audiovisual materials. Collection strengths include documents about governmental policy on public health, education, labor, and welfare. The collection is searchable through an online catalog.

Minnesota

Minnesota Historical Society

345 Kellogg Boulevard West
St. Paul, MN 55102
Telephone: 612-296-6126
Website: www.mnhs.org/

The Historical Society is home to vast collections related to the state of Minnesota. The library includes a large collection (more than 500,000 volumes) of printed materials, including early Minnesota imprints about local labor and political organizations, among many other topics. The society also contains an extensive collection of old Minnesota newspapers dating back to 1849. The archives of the society include historically valuable records of almost 4,000 units of state and local government in Minnesota generated from the territorial period to the present day.

University of Minnesota, Twin Cities

Wilson Library
309 19th Ave S.
Minneapolis, MN 55455
Telephone: 612-624-5073
Website: http://www1.umn.edu/twincities/08_lib_library.php

The Wilson Library of the University of Minnesota, Twin Cities contains a rich collection of material for the political science researcher, including historical collections of U.S. government documents, such as Congressional debates and Congressional journals, a collection of U.S. foreign policy decisions, and historical publications on the U.S. Commission on Civil Rights.

Mississippi

Mississippi Department of Archives and History

P. O. Box 571
Jackson, MS 39205-0571
Telephone: 601-576-6850.
Website: <http://www.mdah.state.ms.us>

The Mississippi Department of Archives and History has colonial, state, and local government records, as well as photographs, maps, oral histories, and audiovisual materials, including governor's papers, court documents, and state agency records. Collection strengths include materials on the Civil Rights era and public health. Finding aids to the collection are searchable through an online database.

Missouri

Missouri State Archives

State Information Center
P.O. Box 778
Jefferson City, MO 65102
Telephone: 573-751-3280
Website: www.sos.mo.gov/archives/

Created by the legislature in 1965, the State Archives serves as the repository for state records of permanent historical value. Dating from 1770, the collection includes executive, legislative, and judicial records; records of state departments and agencies; land records; military records; state publications; photographic collections; county and municipal records on microfilm; and manuscript and reference collections. Some areas of interest for the political science researcher include a vast collection of manuscripts and original documents related to French and Spanish land grants, maps of Missouri's first surveyed roads, and material pertaining to President Harry S. Truman, state agency records and state government publications.

Montana

Montana State Library

1515 East 6th Avenue
P.O. Box 201800
Helena, MT 59620-1800
Telephone: 406-444-3115
Website: <http://msl.state.mt.us/>

The Montana State Library maintains a comprehensive collection of state publications produced by Montana state government agencies. Territorial publications and all unpublished archival records are available at the Montana Historical Society Library.

Montana Historical Society

225 N. Roberts
P.O. Box 201201
Helena, MT 59620-1201
Telephone: 406-444-2694.
Website: <http://www.his.state.mt.us>

Nebraska

Omaha Public Library

215 S. 15th Street
Omaha, NE 68102
Telephone: 402-444-4800
Website: <http://www.omahapubliclibrary.org/catalog/spcollect.html>

Housed in the W. Dale Clark Library downtown, central to the special collections is the Omaha/Nebraska Collection that includes extensive information on the history and government of the Omaha city government, Douglas County, and the State.

Included are books, maps, photographs, newspapers, city directories, and census microfilms.

Nebraska State Historical Society and Archives

1500 “R” Street
P.O. Box 82554
Lincoln, NE 68501-2554
Telephone: 402-471-4751
Website: www.nebraskahistory.org/lib-arch

Nebraska State Historical Society is the designated archive of state and local public records. The Society also collects archival materials gathered from private sources including the records of for- and non-profit organizations, associations, churches, private educational institutions, state political organizations, and the personal papers of private individuals or families and U.S. representatives and senators.

Omaha Public Library

215 S. 15th Street
Omaha, NE 68102
Telephone: 402-444-4800
Website: <http://www.omahapubliclibrary.org/catalog/spcollect.html>

Housed in the W. Dale Clark Library downtown, central to the special collections is the Omaha/Nebraska Collection that includes extensive information on the history and government of the Omaha city government, Douglas County, and the State. Included are books, maps, photographs, newspapers, city directories, and census microfilms.

University of Nebraska at Omaha Library

6001 Dodge Street
Omaha, NE 68182-0237
Telephone: 402-554-2661
Website: <http://library.unomaha.edu/>

The library’s collections include 700,000 print volumes, more than 2,300 print subscriptions, music, video, and extensive electronic holdings. One highlight for the public administration researcher is the government document collection, which includes a comprehensive historical collection of Federal documents extends back to 1789 and stands among the more extensive to be found in the Midwest and Great Plains states. Furthermore, the UNO Library owns an online account for the American State Papers, 1789-1838 and the U.S. Congressional Serial Set, 1817-1980. These digital archives complement the library’s historical collections and provide new ways to search thousands of Federal documents.

University of Nebraska at Omaha, Special Collections

6001 Dodge Street
Omaha, NE 68182-0237
Telephone: 402-554-2404 or 402-554-3200
Website: <http://library.unomaha.edu/collections/special/>

Founded upon the personal collection of Arthur Paul (1898-1976), who served as an economic advisor to the Royal Government of Afghanistan from 1960 to 1965, the Arthur Paul Afghanistan Collection now holds more than 12,000 titles related to all aspects of Afghan life and culture including economics, education, folklore, law, agriculture, language, architecture, geology, geography, history and literature. Most of the documents are in one of three languages: English, Persian/Dari, and Pashto. Contents of the collection are increasingly available through the digital project “Preserving the History and Culture of Afghanistan.”

Nevada

Nevada State Archives and Records Management

100 North Stewart Street
Carson City, NV 89710
Telephone: 775-684-3310
Website: dmla.clan.lib.nv.us/docs/nsa/archives

The Nevada State Archives program preserves the records that document the history of Nevada state government dating back to 1851. It has custody over the historical records of the territory and state as defined in state statute, representing the three branches of government. Included are territorial and state government records and more than 10,000 images of Nevada people and places. The holdings can be searched on line.

New Hampshire

New Hampshire State Library

20 Park Street
Concord, NH 03301
Telephone: 603-271-2144
Website: <http://www.state.nh.us/nhsl>

The New Hampshire State Library contains a number of collections that could be of value to the public administration professional. Examples include a large collection of state documents. In addition, the New Hampshire Political Library is housed here and includes “the only comprehensive collection of election campaign papers and paraphernalia from half a century of New Hampshire presidential primary history.” Other resources here that might be useful include town and county histories, annual town reports, federal census records for the state from 1790-1930, New Hampshire newspapers on microfilm, legislative biographies, and much more.

State of New Hampshire Division of Archives and Records Management

71 South Fruit Street
Concord, NH 03301
Telephone: 603-271-2236
Website: <http://www.sos.nh.gov/archives/default.html>

The New Hampshire Division of Archives and Records Management has state and local government records, including records of the executive and secretary of state's office, as well as probate, court, provincial, and military records. Collection strengths include records from state agencies and land surveyors' records. A guide to the collection is available on line.

New Hampshire Historical Society, Tuck Library

30 Park Street
Concord, NH 03301
Telephone: 603-228-6688
Website: <http://www.nhhistory.org/library.html>

The Tuck Library has materials relating to the history of New Hampshire, primarily its political leaders and public officials. Collection strengths include personal and official papers of state militia members, early town records, and corporation records, as well as the papers of President Franklin Pierce. The collection is searchable through an online catalog.

New Jersey

New Jersey State Library

185 West State Street
Trenton, NJ 08625
Telephone: 609-278-2640
Website: <http://www.njstatelib.org>

The State Library maintains an extensive collection of official New Jersey publications and material about New Jersey from non-official sources. Collections include New Jersey newspapers, government documents, legislative histories and so on. Established more than 200 years ago, the state library holds more than 200,000 volumes that cover nearly every aspect of the state.

New Jersey Division of Archives and Records Management

225 West State Street, Level 2
P.O. Box 307
Trenton, NJ 08625
Telephone: 609-292-6260
Website: <http://www.state.nj.us/state/darm/index.html>

The official archives of the State of New Jersey, including record groups relating to the executive, legislative, and judicial activities of the government, and some county and municipal records. These are supplemented by a small manuscript collection dealing with New Jersey history. Major groups include military records from the colonial period to World

War I; judicial records, 1681-1865; state censuses, 1855-1915; records of the governors, 1878-1974; and colonial deeds and wills to 1900. Land, marriage, probate, and other records for most counties to 1900 are available on microfilm.

New Jersey Historical Society

52 Park Place
Newark, NJ 07102
Telephone: 973-596-8500
Website: <http://www.jerseyhistory.org>

The New Jersey Historical Society has manuscripts relating to New Jersey history, including business, public, and institutional records, social welfare agency records, and women's organization materials. It also holds the personal papers of politicians, political activists, and civic leaders. Collection strengths include materials on urban life, agriculture, slavery, military affairs, architecture, early health care, political movements, and social life. The collection is searchable through an online database.

Princeton University, Seeley G. Mudd Manuscript Library

65 Olden Street
Princeton, NJ 08544
Telephone: 609-258-6345
Website: <http://www.princeton.edu/mudd>

The Seeley G. Mudd Manuscript Library is an essential resource for historical research on public policy in early 20th-century America. Collection strengths include the archives of the Association on American Indian Affairs, the American Civil Liberties Union, the Americans United for Separation of Church and State, and other social organizations, as well as the personal papers of numerous figures involved in creating and furthering public policy. Subject areas include public policy papers from the Cold War, public policy formation, jurisprudence, journalism, international organization, development economics, and demography. Finding aids are available online, and some collections are searchable through an online database.

New Mexico

University of New Mexico

Zimmerman Library
1 University of New Mexico
MSC05 3020
Albuquerque NM 87131-0001
Telephone: 505-277-5057
Website: <http://elibrary.unm.edu/zimmerman/>

The Zimmerman Library contains general and research materials to support the social science researcher. The Government Information Department is a Regional Depository for federal publications as well as a depository for State of New Mexico publications and offers reference services and instruction in the use of these resources.

The Center for Southwest Research is housed in the historic West Wing of Zimmerman Library. The Center includes valuable New Mexican and Southwestern materials, including rare books, manuscripts, photographs, and maps.

New Mexico State Records Center and Archives

Electronic Records
1205 Camino Carlos Rey
Santa Fe, New Mexico 87507-5166
Telephone: 505-476-7906
Website: <http://www.nmcpr.state.nm.us/>

The New Mexico State Records and Archives boasts a collection that will be of interest to anyone interested in the administration of the state. The collections of interest to the public administration researcher include government records from 1621- present, county records from 1850-1912 and private papers related to New Mexico and the Southwest.

New York

Columbia University Lehman Social Sciences Library

300 International Affairs
420 W. 118th Street
New York, NY 10027
Telephone: 212-854-3794
Website: <http://www.columbia.edu/cu/lweb/indiv/lehman/>

The Lehman Social Sciences Library contains more than 330,000 volumes and approximately 1,700 current periodical titles. Subject areas that are well covered include political science, sociology, social and cultural anthropology, political geography, journalism, and environmental science. Columbia has also served as a depository for U.S. Government documents since 1882. Many New York State documents can be found here as well.

Lehman also has an excellent set of subject guides for many important areas in political science, from energy resources to intergovernmental organizations to public administration.

New York State Archives

New York State Education Department
Cultural Education Center
Albany, NY 12230
Telephone: 518-474-8955
Website: <http://www.archives.nysed.gov>

The New York State Archives contains records of state agencies and historical records of legislative and executive branches of government, as well as materials on business, social and fraternal organizations, and other groups. Collection strengths include material on business and labor, education, environment, health care, and agriculture. The collection is searchable through an online catalog.

Syracuse University Special Collections Research Center

22 Waverly Avenue
Syracuse, NY, 13244
Telephone: 315-443-2093
Website: <http://libwww.syr.edu/information/spcollections>

The Special Collections Research Center at Syracuse University has an extensive manuscript collection on politics, government, and public administration, spanning the nineteenth and twentieth centuries. Other collection strengths include materials on business and industry, education, and transportation. An index to the collection is available online, and some parts of the collection are accompanied by online finding aids.

New York City Municipal Archives

31 Chambers Street, Room 103
New York, NY 10007
Website: <http://www.nyc.gov/html/records/html/archives/archives.shtml>

Founded in 1950, the Municipal Archives preserves and makes available the historical records of New York City municipal government. Dating from the early seventeenth century to the present, the Municipal Archives holdings total approximately 221,000 cubic feet. Accessioned from more than one hundred city agencies, the collections comprise office records, manuscript material, still and moving images, ledger volumes, vital records, maps, blueprints, and sound recordings.

North Carolina

School of Government Library at UNC Chapel Hill

Campus Box 3330, Knapp-Sanders Building
The University of North Carolina at Chapel Hill
Chapel Hill, NC 27599-3330
Website: <http://www.iog.unc.edu/library/>

The School of Government library contains a strong collection in support of its highly acclaimed MPA program. Subject areas that are particularly well covered include human resources, benchmarking, public dispute resolution, training and development, public works, and government administration. In addition, the library holds a noteworthy archive of North Carolina legislation and legislative materials.

The rare book room contains the governors' papers, colonial records, municipal and county histories, North Carolina Manuals, and a complete set of the Records of the Moravians in North Carolina. The archive portion of the suite consists of a complete set of all School of Government publications, such as Popular Government, Daily Bulletin, and Planning Legislation in North Carolina. In addition, the archive houses the School of Government photo collection.

North Carolina Office of Archives and History

109 E. Jones Street
Raleigh, NC 27601
Telephone: 919-807-7280
Website: <http://www.ah.dcr.state.nc.us>

The North Carolina Office of Archives and History has official records of state, county, and local governmental units, and copies of federal and foreign government materials, as well as materials documenting the history of the state. Examples of collection areas include materials on education, commerce, public safety, labor, transportation. Much of the collection is searchable through an online catalog, and finding aids for a few of the collections are available online.

North Dakota

North Dakota State Historical Society

North Dakota Heritage Center
612 East Boulevard Avenue
Bismarck, ND 58505-0830
Main telephone: 701-328-2668
Website: www.state.nd.us/hist/sal.htm

The North Dakota State Historical Society is the official state archives, and acquires and preserves all types of research materials relating to North Dakota and the Northern Great Plains, including manuscript collections, books, periodicals, maps, newspapers, audio and video materials, and photographs. It can be searched through its online catalog. Government records of the territorial, state, and political subdivisions date from pre-statehood to the present day and come from the executive, legislative, and the judicial branches.

Ohio

Ohio State—Columbus

The Ohio State University Libraries
1858 Neil Avenue Mall
Columbus, OH 43210-1286
Telephone: 614-292-6154
Website: <http://library.osu.edu/>

OSU's Ackerman Library houses a large circulating collection that contains many materials that may be of use to the public administration researcher, as well as microforms, government documents, maps, and international studies materials. The university has served as a Federal Depository Library since 1902. In addition to the collection of Federal documents, the University Libraries provide access to numerous other government publications. It is a State of Ohio and European Union depository and a State Data Center affiliate. Many indexes to aid in locating government information are available.

Ohio Historical Society Archives/Library

Ohio Historical Center
1982 Velma Avenue
Columbus, OH 43211
Tel: 614-297-2300
Website: <http://www.ohiohistory.org/resource/archlib/index.html>

The Ohio Historical Society Archives/History has official records of state, county, and local governmental units, materials documenting the history of the state, and a number of full-text, online collections. Collection strengths include government, business, women's history, and the Civil War. Collections are searchable through an online catalog.

Ohio State University Archives

2700 Kenny Road
Columbus, OH 43210
Telephone: 614-292-2409
Website: <http://library.osu.edu/sites/archives/>

As part of their overall collection, the Ohio State University Archives houses the John Glenn Archives, which contains papers of former Senator John H. Glenn. This collection includes senate papers from his career, encompassing materials addressing domestic and international foreign policy. Finding aids to the collection are available online, and searchable through an online database.

Oklahoma

University of Oklahoma

401 W Brooks Street
Norman, OK 73019
Telephone: (405) 325-4142
Website: <http://libraries.ou.edu/>

University Libraries is the largest library collection in the state containing more than 4.9 million volumes and more than 63,000 print and electronic serials subscriptions. Many of the library's resources support the long-standing MPA program at the university.

In addition, the university contains a large government documents collection that spans from the early nineteenth century to the most current federally produced documents. The Documents Collection currently contains 2.8 million items. Government Documents is a selective depository that receives 90 percent of all federally disseminated documents. The collection is also a depository for several international organizations, including United Nations official publications and European Union, as well as state of Oklahoma documents.

Oklahoma State Archives

200 NE 18th Street
Oklahoma City, OK 73105-3298
Telephone: 405-521-2502
Website: www.odl.state.ok.us/oar

Located in Oklahoma City, the State Archives and Records Management Divisions combined have accessioned and processed more than 65,000 cubic feet of records reflecting approximately 5,000 series. These materials include records of most state agencies and constitutional officers, thus reflecting the history of Oklahoma State government.

The collection includes the official papers of the Governor's office, House and Senate bills, joint resolutions and concurrent resolutions and General Land Office survey records and public land survey corner remonumentation filings.

Oregon

Oregon State University

121 The Valley Library
Corvallis OR 97331-4501
Telephone: 541-737-3331
Website: <http://osulibrary.oregonstate.edu/>

The Valley Library is Oregon State University's main library and contains a collection of more than 1.4 million volumes, 14,000 serials, and more than 500,000 maps and government documents. The library also contains a large collection of government documents.

Northwest Digital Archives

<http://nwda.wsulibs.wsu.edu/>

The Northwest Digital Archives (NWDA) provides enhanced access to archival and manuscript collections in Idaho, Montana, Oregon, Alaska, and Washington through a union database. Of interest to the public administration researcher are the collections on the local state, regional, and national politics, urban and rural social and progressive movements and natural resources.

Oregon State Archives

800 Summer Street NE
Salem, OR 97310
Telephone: 503-373-0701
Website: arcweb.sos.state.or.us

The Oregon State Archives provides access to the permanent records of Oregon government, including some of the state's oldest documents, including records from the provisional and territorial governments, the Oregon Constitution, and extensive holdings from all three branches of state government. The State Archives also publish the biennial Oregon Blue Book, the authoritative source of information on Oregon's history and government. Various electronic guides and indexes are available to guide the researcher in the search for material.

Oregon Historical Society

1200 SW Park Avenue
Portland, OR 97205
Telephone: 503-306-5198
Website: <http://www.ohs.org/>

The Oregon Historical Society consists of both a museum and a research library. The museum collection is comprised of nearly 90,000 artifacts, including ancient objects from the earliest settlements and objects that illustrate exploration in the Oregon Country, the growth of business and industry, the development of artwork and crafts, and many other topics. The OHS Research Library contains one of the country's most extensive collections of state history materials, including approximately 25,000 maps, 30,000 books, 8.5 million feet of film and videotape, 16,000 rolls of microfilm, and 12,000 linear feet of documents. The collection is searchable online.

University of Oregon Special Collections and University Archives

1299 University of Oregon
Eugene, OR 97403-1299
Telephone: 541-346-3068
Website: <http://libweb.uoregon.edu/speccoll/>

Located in the university's Knight Library, the special collections and archives contain a rich bounty of material for the public administration researcher. The collection includes 40,000 rare books; a notable collection of illuminated medieval manuscripts; a growing collection of fine press books; nearly 500,000 photographic images including rare glass plate negatives documenting regional histories; one of the nation's leading children's literature collections; and the personal papers of notable Western writers and statesmen such as former Oregon Senator Wayne Morse.

Western Oregon University – Bob Straub Archives

345 N. Monmouth Ave.
Monmouth, OR 97361
Telephone: 503-838-8653
Website: <http://www.wou.edu/provost/library/archives/straub/>

Archive includes the office correspondence, administrative and subject files, staff files, campaign materials, photographs, newspaper clippings, scrapbooks, video and sound recordings and photographs relating to the career of former democratic governor of Oregon, 1974-1978, Robert William Straub.

Pennsylvania

Pennsylvania State University's Social Sciences Library—
201 Paterno Library University Park
University Park, PA 16802
Telephone: 814-865-4861
<http://www.libraries.psu.edu/socialsciences/>

Penn State's Social Sciences Library, located on the main campus, contains large collections that might be of particular interest to the political science researcher.

Pennsylvania State Archives

350 North Street
Harrisburg, PA 17120
Telephone: 717-783-3281
Website: <http://www.phmc.state.pa.us/bah/dam>

The Pennsylvania State Archives includes records of state government and political subdivisions, as well as municipal records and archival materials documenting the state's history. Collection strengths include material on government, education, political organizations, and transportation. Finding aids for the collection are available online.

Pennsylvania Hospital Historic Library and Archives

3 Pine East, 800 Spruce Street
Philadelphia, PA 19107
Telephone: 215-829-5434
Website: <http://www.uphs.upenn.edu/paharc/collections>

The Pennsylvania Hospital's Historic Library and Archives has materials on medicine and science. The Archives, in particular, has material tracing the development of health care and health policy since the mid-eighteenth century, containing administrative and financial records, personal correspondence of physicians, and records of charitable organizations absorbed by the hospital. This collection is significant for researchers studying the history of health care and health policy. Finding aids for the collection are available online.

Historical Society of Pennsylvania

1300 Locust Street
Philadelphia, PA 19107
Telephone: 215-732-6200
Website: <http://www.hsp.org>

The Historical Society of Pennsylvania contains materials on state and local history spanning the seventeenth through the nineteenth centuries. Collection strengths include historical documents on business, politics, government, community and social service, ethnicity, and women. Brief descriptions of each collection are available online.

Rhode Island

University of Rhode Island Library and Special Collections

15 Lippitt Road
Kingston, RI 02881-2011
Telephone: 401-874-2653
Website: <http://www.uri.edu/library/>

The holdings of the University of Rhode Island Libraries include more than 1.1 million books and periodicals. Holdings of government documents, audio/visual materials, computer files, manuscripts, archives, maps, nautical charts, and microforms amount to nearly 2.3 million additional items. Collections can be searched via an online catalog.

The university's Special Collections contain many types of holdings that might be useful to the public administration researcher. The Rhode Island Book Collection, for example, contains books, printed materials, atlases and maps that document Rhode Island history. Many state publications dating from pre-1900 and early Rhode Island almanacs are also housed here.

The University of Rhode Island Library preserves many records of Rhode Island's political leaders. Special Collections currently holds the papers of six governors, three U.S. representatives, one Rhode Island representative, and two U.S. senators.

Rhode Island State Archives

337 Westminster Street
Providence, RI 02903
Telephone: 401-222-2353
Website: <http://www.state.ri.us/archives>

The Rhode Island State Archives encompasses four programs that collectively provide state and local public records, as well as administrative records associated with state agencies. Collection strengths include materials on government and politics. The collection is searchable through an online database.

Rhode Island Historical Society Research Library

121 Hope Street
Providence, RI 02906
Telephone: 401-273-8107
Website: <http://www.rihs.org>

The Rhode Island Historical Society Research Library contains historical materials from the seventeenth through the nineteenth centuries, including records from state and local groups, businesses, and government. Manuscript collection strengths include business, government, and organizations, and are helpfully categorized by subject. Finding aids for some collections are available online.

South Carolina

South Carolina State Library

Website: <http://www.scstatelibrary.org/>

The South Carolina State Library contains a broad general collection of non-fiction publications, including approximately 313,000 books, 621,000 microforms, and 935 electronic resources. The holdings that might be of value to the public administration researcher include books, periodicals and newspapers on a wide range of topics, such as history, art, applied technology, political science, and the social sciences. In addition, the special collection, known as the South Carolina Collection, contains approximately 26,000 items dealing with South Carolina and South Carolinians.

South Carolina Department of Archives and History

Archives and History Center

8301 Parklane Road

Columbia, SC 29223

Telephone: 803-896-6100

Website: <http://www.state.sc.us/scdah/homepage.htm>

The South Carolina Department of Archives and History contains records for federal, state, local, county, and municipal records, as well as records from state agencies, legislative records, and executive records. Collection strengths include records for military service, and for counties and municipalities. Finding aids for some collections are available online, and are searchable through an online index and database.

University of South Carolina Libraries, Modern Political Collections

720 College Street

Columbia, SC, 29208

Telephone: 803-777-0577

Website: <http://www.sc.edu/library/socar/mpc/colln.html>

As a division of the University of South Carolina's South Caroliniana Library, the Modern Political Collections contains records from South Carolina's congressional delegation, General Assembly leaders, state political parties, and other organizations and people affecting government. Coverage is from the late nineteenth century to the late twentieth century, and collection strengths include papers of congressional members of South Carolina's Congress. The collection is searchable through an online catalog, and finding aids are available for most of the collection.

South Dakota

South Dakota State Library

Mercedes MacKay Building

800 Governors Drive

Pierre, SD 57501-2294

Telephone: 605-773-3131

Website: <http://www.sdstatelibrary.com/>

Search more than 70 libraries through the South Dakota Libraries Network catalog [<http://apollo.sdl.net>]. Selective depository for federal publications, the library staff oversees state government document depository program. Government publications as well as items digitized as part of the state's digital library project are included in the library catalog [<http://search.sodaklive.com>].

Tennessee

Tennessee State Library and Archives

403 Seventh Avenue North

Nashville, TN 37243

Telephone: 615-741-2764

Website: <http://www.tennessee.gov/tsla>

The Tennessee State Library and Archives contains legislative, state and county records, governors' papers, and records from agencies throughout the state. Collections strengths include agriculture, education, health and labor. Collections have online finding aids, and are searchable through an online catalog.

University of Tennessee Special Collections Library

Room 200, James D. Hoskins Library

Knoxville, TN, 37996

Telephone: 865-974-4480

Website: <http://www.lib.utk.edu/spcoll/>

The University of Tennessee's Special Collections Library contains manuscript collections at the University of Tennessee's Special Collections Library contain business records, political files, and historical records relating to Tennessee and the Southeast. Collection strengths include personal papers of political figures in national, state and local government, as well as papers from social and political organizations. The collection's finding aids are available online, and searchable through a database, as well as the main library's catalog.

Modern Political Archives

University of Tennessee, Knoxville

Room 217, James D. Hoskins Library

Knoxville, TN 37996

Telephone: 865-974-0931

Housed at the Howard Baker Center at the University of Tennessee, the Modern Political Archives contains materials of political leaders of Tennessee, major associates of those leaders, and other individuals or groups who have had a major impact on Tennessee during the modern era. This growing collection

is organized by each political leader, with finding aids to each figure's correspondence, notes, memoranda, reports, and audio-visual materials. Collections are currently searchable only via finding aids, so researchers are asked to contact the center before beginning their research.

Texas

Texas State Library and Archives

P.O. Box 12927
Austin, TX 78711
Telephone: 512-463-5480
Website: <http://www.tsl.state.tx.us/>

The Texas State Library and Archives contains official records of Texas government, including state records, manuscript collections, and state agency minutes, as well as newspapers, journals, books, manuscripts, photographs, historical maps, and other historical resources. Collection strengths include health, military, labor, and transportation. Collections are searchable through databases and online catalogs (including the Library Catalog of Texas State Agencies), and many finding aids from the Archives are available online.

Library of Texas

<http://www.libraryoftexas.org>

As a service offered by the Texas State Library and Archives Commission, the Library of Texas allows users to search catalogs from libraries all across Texas, including 65 public libraries and 25 research libraries. (Residents of Texas can obtain a TexShare log in and ID from their local library to access the Library of Texas's 40 databases.)

Library Catalog of Texas State Agencies

Telephone: 512-463-5455
<http://www.tsl.state.tx.us/webcat/index.html>

This online catalog contains holdings of four state agencies: the Texas State Library, the Texas Commission on Environmental Quality, the Texas Law Library, and the Texas Department of Information Resources. Researchers can browse each agency's collection individually, or search all four at once.

Baylor Collection of Political Materials, Baylor University

P.O. Box 97153
Waco, TX 76790
Tel: 254-710-3540
Website: <http://www3.baylor.edu/Library/BCPM>

The Baylor Collection of Political Materials houses the papers of Texan politicians who were former members of Congress, legislators, and judges. It also has an extensive collection of materials on political history and public policy. Collection strengths include public policy, law, and political science. Especially helpful for researchers are an online index to research topics, and online finding aids to the collection.

University of Texas at Austin, Tarlton Law Library, Jamail Center for Legal Research, Rare Books and Special Collections

727 E. Dean Keeton St.
Austin, TX 78705-3224
Telephone: (512) 471-7263
Website: <http://tarlton.law.utexas.edu/rare/archives.html>

The Tarlton Law Library's collection has more than one million volumes, and is one of the most comprehensive collections of Texas law in existence. Collection strengths include legal histories of Texas, Spain, and Mexico (particularly before 1896), an historic law dictionary collection, and the Texas Constitutions Digitization Project (<http://tarlton.law.utexas.edu/constitutions/>), which is relevant for anyone researching Texas's historic public policy in the fields of education, property rights, and individual's rights.

Texas Archival Collections Online (TARO)

Website: <http://www.lib.utexas.edu/taro>

TARO is an online catalog that allows researchers to search selected finding aids from 22 repositories throughout Texas, including these collections most relevant to public policy and administration: the Benson Latin American Collection (University of Texas at Austin), the Center for American History (University of Texas at Austin), the Cushing Memorial Library (Texas A & M University) and the Policy Sciences & Economics Library (also at Texas A & M University). Researchers can search TARO's online catalog by individual repository, or all 22 at once.

Houston Public Library's Houston Metropolitan Research Center

500 McKinney Street
Houston, TX 77002
Telephone: 832-393-1313
Website: <http://www.hpl.lib.tx.us/research/hmrc.html>

The Houston Metropolitan Research Center (HMRC) includes archival, Texan and local history, with personal papers of civic leaders, politicians, and other professionals, as well as records on the businesses, community and civic organizations, religious institutions, and other public or private groups in Houston. Collections are searchable via the library's online catalog.

Texas Tech University - Southwest Collection/Special Collections Library

15th & Detroit, Box 41041
Lubbock, Texas 79409-1041
Telephone: (806) 742-3749
Website: <http://swco.ttu.edu/swcgeneral.htm>

The Southwest Collection/Special Collections Library houses books, records, manuscripts, oral histories, and audio-visual materials on a variety of subjects, with collection strengths in agricultural, petroleum, and ranching industries in West Texas. Some collections have finding aids, and all are searchable via the library's online catalog.

Rice University - Woodson Research Center Special Collections and Archives

Fondren Library - MS 44
Rice University
P.O. Box 1892
Houston, TX 77251-1892
Telephone: 713.348.2586
Website: <http://www.rice.edu/fondren/woodson/archives/>

The Woodson Research Center's collections include rare books, records, institutional papers, photographs, and audio-visual materials in the areas of the history of science and humanities, business, religion, politics, U.S. Southern history and the Civil War, and the history Houston and Texan entrepreneurs. Finding aids for the manuscript collection are available online, and browsable via subject. The entire collection is searchable via the library's online catalog.

Vermont

Vermont Department of Libraries

109 State Street
Montpelier, VT 05609-0601
Telephone: 802-828-3261
Website: <http://dol.state.vt.us>

The Vermont Department of Libraries provides state government information, including legislative and congressional records for the state, as well as links to information about the rural, agricultural, and economic matters. Collections are searchable via an online catalog.

Vermont State Archives

Redstone Building, 26 Terrace Street
Drawer 09, Montpelier, VT 05609.
Telephone: 802-828-2308
Website: <http://vermont-archives.org>

The Vermont State Archives has state government records, as well as executive, legislative and election records. It also has records for state agencies and departments, boards and commissions, corporations, and Secretary of State records. Collection strengths include material on agriculture, education,

and transportation. Collections have online finding aids, and are also searchable through a catalog.

Virginia

Scripps Library and Multimedia Archive

P.O. Box 400406
Charlottesville, VA 22904
Telephone: 434-924-7236
Website: <http://millercenter.virginia.edu/scripps>

Functioning as the library for the Miller Center of Public Affairs at the University of Virginia, the Scripps Library and Multimedia Archive is a facility for users researching U.S. public policy, with focuses on politics, history, and the American presidency. Collection materials include presidential papers, memoirs of presidential administrations, and a significant multimedia collection of recordings and presidential oral histories. Collections are searchable via the library's online catalog.

The Library of Virginia

800 East Broad Street
Richmond, VA 23219-8000
Telephone: 804-692-3888
Website: <http://www.lva.lib.va.us>

The Library of Virginia, which also contains an extensive archival collection, includes state and federal publications, county and city government records, state government records, business records, and organization records. Collection strengths include material on business and government. Most collections have online finding aids, and are searchable both through an online database and a catalog.

Washington State

Washington State Library

Point Plaza East, 6880 Capitol Blvd.
Tumwater, WA.
Telephone: 360-704-5221
Website: <http://www.secstate.wa.gov/library/>

As a federal and state depository library, the Washington State Library provides materials on the government, history, culture, and natural resources of the state and includes books, periodicals, agency reports, and legislative records. Collection strengths include industry, labor, natural resources, and transportation, and the collection is searchable via an online catalog. Also, of possible use to researchers is Find It!, the site's database of government information.

Washington State Archives

1129 Washington Street SE
P.O. Box 40238
Olympia, WA 98504-0238
Telephone: 360-586-1492
Website: www.secstate.wa.gov/archives

The Washington State Archives contains legislative, court, agency, and other state records, with collection strengths in agriculture, health, labor, and natural resources. Regional branches oversee local government records, but researchers can search state archives by region or by the entire state via an online database. The Washington Digital Archives (<http://www.digitalarchives.wa.gov/>), which is part of the State Archives, has records primarily on individuals (birth, marriage, and census records), but has some commercial code records that might serve useful to researchers.

Orbis Cascade Academic Union Catalog

1299 University of Oregon
Eugene, OR 97403-1299
Telephone: (541) 346-1664
Website: <http://summit.orbiscascade.org/screens/othersearc.html>

Created from the Washington and Oregon's largest academic library consortia, the Orbis Cascade Alliance serves as a "one-stop shopping" search among collections at Washington and Oregon public universities, as well as a growing number of other public and private colleges. It contains records for books, some government documents, photographs, and other material on a variety of topics, and are searchable via the catalog.

Washington State Institute on Public Policy

110 Fifth Avenue SE, Suite 214
P.O. Box 40999
Olympia, WA 98504
Telephone: (360) 586-2677
Website: <http://www.wsipp.wa.gov/>

Created by the Washington State Legislature in 1983, the Washington State Institute on Public Policy carries out non-partisan research in numerous policy areas, including education, criminal justice, welfare, children and adult services, health, utilities, and general government. Researchers can view reports full text online from several state agencies, departments, and programs, and can search for publications by subject, author, and date.

Washington, D.C.

National Library for the Environment

1101 17th Street NW, Suite 250
Washington, DC
Telephone: 202-530-5810
Website: <http://www.ncseonline.org/nle/>

Founded in 1990, the National Library for the Environment provides data and reports about environmental topics. Two of the most useful features of this site are the Reference Resources and the Congressional Research Service (CRS) reports that the library makes freely available online. The Reference Resources lead to lists of other sites and federal agencies with information on environmental topics, and the CRS reports, which are browsable by subject as well as keyword searching, are vital for environmental policy researchers.

Georgetown University Libraries Special Collections

Lauinger Library, Georgetown University
Washington, DC 20057-1174
Telephone: 202-687-7444
Website: <http://www.library.georgetown.edu/dept/speccoll>

Georgetown University Libraries Special Collections has material on political science, international affairs, American and European history, and other topics related to public administration and public policy. Collections are searchable both through an online database and a catalog, and are also accompanied by online descriptions grouped by subject.

Library of Congress

101 Independence Avenue SE
Washington, D.C., 20540
Telephone: 202-707-8000
Website: <http://www.loc.gov>

The Library of Congress has a wealth of archival material about business, law, history, and other subjects relating to public administration. Given the amount of material, researchers would do well to contact librarians via email or telephone before visiting the Library of Congress. Most archival collections are searchable through an online catalog. Of special interest to the public administration researcher would be the American political science collection.

Library of Congress—American Memory Project

Website: <http://memory.loc.gov>

This resource of digitized materials about American history is organized into more than 100 thematic collections, and contains manuscripts, photographs, sound recordings, motion pictures, books, pamphlets, and other materials. Examples of collection themes include architecture, culture, government, immigration, industry, and military history.

National Security Archive

Suite 701, Gelman Library
George Washington University
2130 H Street NW
Washington, DC 20037
Telephone: 202-994-7000
Website: <http://www.gwu.edu/~nsarchiv>

The National Security Archive contains declassified government documents on international affairs, as well as records from international affairs organizations. In addition to international affairs, other subject areas of the collection include national security, foreign policy, and diplomatic history. Many collections are searchable through an online search engine.

NAFSA: Association of International Educators

1307 New York Avenue NW, 8th Floor
Washington, DC 20005-4701
Telephone: 202-737-3699
Website: http://www.nafsa.org/public_policy.sec

As an organization promoting international education and providing professional development opportunities to the field, NAFSA's provides researchers with information about United States international education policy and state-level initiatives for study abroad and educational exchange programs. This online library focuses on recent federal and state legislation, reports, and papers, and is searchable via an online database.

West Virginia

West Virginia Library Commission

1900 Kanawha Boulevard East
Charleston, WV 25305
Telephone for library department: 800-642-9021
Website: <http://librarycommission.lib.wv.us>

The West Virginia Library Commission has books, articles, government documents, state codes, and records from state agencies, with collection strengths in demographics and economics, and the library's collection is searchable via an online catalog.

West Virginia State Archives

Archives and History Library
The Cultural Center
1900 Kanawha Boulevard, East
Charleston, WV 25305-0300
Telephone: 304-558-0220, ext. 168.
Website: <http://www.wvculture.org/history/archivesindex.aspx>

The West Virginia State Archives contains federal, state and local publications, county and city government records, and state government records. Collection strengths include material on government, historic preservation, and labor. Collections are searchable through an online database and a catalog.

West Virginia University Libraries

P.O. Box 6069 WVU
1549 University Ave
Morgantown, WV 26505-6069
Telephone: 304-293-4040

West Virginia University Libraries is a system of six libraries that provide books, periodicals, government publications, manuscripts, state publications, and other materials on a variety of subjects, with collection strengths in agriculture, engineering, forestry, and health. Collections are searchable via an online catalog.

Wisconsin

Wisconsin Department of Public Instruction

125 S. Webster Street
P.O. Box 7841, Madison, WI 53707-7841
Telephone: 800-441-4563
Website: <http://www.dpi.state.wi.us>

The Wisconsin Department of Public Instruction provides education policy researchers with a wealth of information about K-12, international, and other forms of education within the state of Wisconsin. Researchers may find the "Data" and "Topics" sections particularly useful, as they lead to laws, policies, budget information, and data about Wisconsin's schools.

Wisconsin State Law Library

P.O. Box 7881, Madison WI 53707-7881
Telephone: 608-267-9696
Website: <http://wsll.state.wi.us>

As the oldest library in the state, the Wisconsin State Law Library contains government and legislative records, case law, court records, and reports from several state regulatory agencies. The Special Collections department includes briefs, judicial council records, and other historical information about Wisconsin law. Collections from both the library and special collections department are searchable via an online catalog.

Wisconsin State Legislative Reference Bureau

One East Main Street, Suite 200
Madison WI 53701-2037
Telephone: 608-266-3561
Website: <http://www.legis.state.wi.us/lrb>

Wisconsin's Legislative Reference Bureau collects and organizes state, local and federal government information to assist legislators, state employees, and the general public. The library collection contains more than 85,000 items, including codes, statutes, legislative briefs, and other information related to the lawmaking process and public policy issues, many of which are available full text online. Collections are searchable via an online catalog.

Wisconsin State Historical Society Library and Archives

816 State Street

Madison, WI 53706

Tel: 608-264-6460 for archives; 608-264-6535 for library

Website: <http://www.wisconsinhistory.org>

Functioning as a state agency as well as a private membership organization, the Wisconsin State Historical Society has local, state and federal government records. Collection strengths include materials on labor, foreign relations, census information, legislative branch activities, and civil rights. Finding aids for many of the collections are online, and searchable through a database as well as a catalog.

University of Wisconsin-Madison Libraries

728 State Street

Madison, WI 53706

Telephone: 608-262-3193

Website: <http://memorial.library.wisc.edu/>

The University of Wisconsin-Madison Libraries is a system of 48 libraries containing books, journals, dissertations, newspapers, government documents, electronic resources, and other media. Perhaps the two libraries most immediately useful to users researching public policy are Memorial Library (Humanities and Social Sciences) and the Somers Social Science Reference Library. The former has collection strengths in public policy and public administration, and the latter has strengths in economic policy and research. Collections for all 48 libraries are searchable via an online catalog.

Wyoming**Wyoming State Library**

2301 Capitol Avenue

Cheyenne, WY 82002-0060

Telephone: 307-777-6333

Website: <http://www-wsl.state.wy.us/>

The Wyoming State Library serves as a portal for researchers and Wyoming residents, providing state-funded access to databases and holdings from numerous libraries throughout Wyoming (see the entry “Wyoming Libraries’ Database” for more information). Public policy researchers can access the full text of Wyoming governor executive orders from 1969 to present, as well as many fully-digitized executive and legislative state documents. Wyoming libraries’ collections are searchable via an online catalog.

Wyoming Libraries’ Database<http://www-wsl.state.wy.us/wyld/index.html>

The Wyoming Libraries’ Database (WYLD) serves all of the public and academic libraries of the state: all 23 county libraries, 16 branch libraries, several school districts, the 7 community colleges, a number of special libraries, and the State Library, more than 80 libraries in all. It is managed and administered by the Wyoming State Library within the State Department of Administration and Information. WYLD helps all of these libraries and Wyoming citizens share resources by common access to the statewide database of over a million titles owned by Wyoming libraries.

Water Resources Data System Library

Dept 3943

1000 E University Avenue

Laramie, WY 82071

Telephone: 307-766-6661

Website: <http://library.wrds.uwyo.edu/>

Staffed with a Water Resources Librarian, this library contains a comprehensive collection of more than 18,000 documents and is an exceptional resource for individuals desiring more in-depth information on the Wyoming’s water resources. Government documents, maps, theses, videos and water institute publications all reside within the collection. Specific agency publications represented in the collection include Wyoming Water Development Commission, State Engineer’s Office, US Geological Survey, Bureau of Reclamation, Bureau of Land Management and University of Wyoming theses. All fifty states are represented in the Collection, but the focus is on Wyoming water. Other materials in the library cover drought, global climate change, the Wyoming water planning program, and Wyoming environmental impact statements.

Wyoming State Archives, Museums and Historical Department

Barrett Building

2301 Central Avenue

Cheyenne, WY 82002

Telephone: 307-777-7826

Website: wyoarchives.state.wy.us/

Wyoming State Archives contain public records, maps, photographs, newspapers, manuscripts, and other historical materials about the state of Wyoming, as well as records from state and local governments. Collection strengths include records from government and state agencies, political publications, and materials on business, education, mining, ranching, water management, and wildlife management. Finding aids to many of the collections are available online.

Wind River Historical Center

P.O. Box 896
Dubois, WY 82513
Telephone: 307-455-2284
Website: <http://www.windriverhistory.org/washakiearchi.html>

The Washakie Archives is the research component of the Lucius Burch Center and houses archives relating to the following areas: life on the Wind River Reservation, Eastern Shoshone, and Northern Arapahoe—historical and contemporary. The Treaty Documents collection includes the treaties and agreements between the federal government and the Shoshone from 1863-1904, and the Archives provide a searchable database offering access to photographs of life in and around the Wind River Indian Reservation from a number of different sources.

Yellowstone National Park Heritage and Research Center

P.O. Box 168
Yellowstone National Park, WY 82190
Telephone: 307-344-2262
Website: <http://www.nps.gov/yell/technical/museum/index.htm>

Yellowstone National Park's archives are affiliated with the National Archives. A cooperative agreement with the National Archives and Records Administration has allowed the park to retain the official record documenting its administration. Among the park's 1,400 linear feet of archival holdings are records dating back to the era of U.S. Army administration of the park, concessions records and records pertaining to the 1988 fires. Park-related ephemera, oral histories, audio and videotapes and some historic film footage are also available to researchers. Finding aids to the holdings are available online.

International Libraries

Australia

National Archives of Australia

P.O. Box 7425
Canberra BC, ACT 2610
Australia
Telephone: 61 2 6212 3900
Website: <http://www.naa.gov.au/index.aspx>

The National Archives holds nineteenth and twentieth-century records created by the federal government, including records pertaining to customs, health, defense, patents, trade, and transportation. The collection's strength lies in its governmental records, which include papers of the governors-general, prime ministers, and other ministers of the Commonwealth (e.g., departmental secretaries). The archives are open to the public, and its collection is searchable via an online database. Since there are offices in each capital city throughout Australia, researchers should direct their questions to the address or phone number above, or to ref@naa.gov.au.

National Library of Australia

Canberra, ACT 2600
Australia
Telephone: 61 2 6262 1111
Website: <http://www.nla.gov.au>

The National Library of Australia maintains a collection of material including books, serials, maps, manuscripts, and governmental publications relating to Australia and the Australian people. Collection strengths include political science, economics, and Australian public policy, and collections are searchable through an online catalog. Researchers who are unable to visit the library in person can contact private professional researchers for a negotiated fee.

Canada

Library and Archives Canada

395 Wellington Street
Ottawa, Ontario K1A 0N4
Canada
Telephone: 613-996-5115 or 1-866-578-7777
Website: <http://www.lac-bac.gc.ca/index-e.html>

This library collects a wealth material, including books, personal papers, records, and manuscripts on various aspects of public policy and administration, with collection strengths in Canadian economic and political development and public opinion research. The collection is searchable through an online catalog, and the library maintains a list of free-lance researchers for those who cannot travel to the library.

McGill University – Humanities and Social Science Library

McLennan Library Building, 3459 McTavish Street
Montreal, Quebec H3A 1Y1
Canada
Telephone: 514-398-4734
Website: <http://www.mcgill.ca/hssl/>

The library's collection includes books, journals, and scholarly series, with an emphasis on Canadian, British, and European history and politics. Given the interdisciplinary nature of public policy, researchers may want to consider other branch libraries within the McGill system as well. McGill University Library's entire collection is searchable via an online catalog.

New Zealand

New Zealand National Register of Archives and Manuscripts

P.O. Box 12-050
Wellington, New Zealand
Telephone: none found
Website: <http://www.nram.org.nz/>

This national registry operates as a centralized register of collection level descriptions for archive and manuscript depositories throughout New Zealand. Since it does not claim to be a comprehensive database of all archives, researchers will ultimately need to contact individual repositories. However, this registry acts as a useful gateway to those depositories, and allows researchers to search across many of these repositories by subject (education, law, business and industry). Researchers can also email the registry's administrator for more information.

National Library of New Zealand

PO Box 1467, Wellington 6140
New Zealand
Telephone: 64 4 474 3000
Website: <http://www.natlib.govt.nz>

This national library provides researchers with books, maps, oral histories, photographs, and a wealth of other material about New Zealand and the Pacific region, including government publications, and are searchable via an online catalog. The library's digital collections are also searchable, and contain fully digitized photographs, drawings, diaries, and reports documenting nineteenth-century government in New Zealand.

United Kingdom

COPAC Academic and National Library Catalogue

MIMAS, Manchester Computing, The University of Manchester, Kilburn Building, Oxford Road
Manchester M13 9PL
England, United Kingdom
Telephone: 44 (0) 161 275 6037
Website: <http://copac.ac.uk/>

While this union catalog is not a library or archive, it does provide free access to merged online catalogs of over 30 university research libraries in the United Kingdom and Ireland, including the British Library, the London School of Economics, the National Library of Scotland, and Trinity College Library in Dublin. Researchers would do well to begin searching here for any aspect of public policy or public administration that relates to England or Scotland. Researchers can also limit their search by library.

The National Archives

Kew, Richmond, Surrey, TW9 4DU
England, United Kingdom
Telephone: 44 (0) 20 8876 3444
Website: <http://www.nationalarchives.gov.uk/default.htm>

As a government department, the National Archives operates as the United Kingdom's official archive and repository for public sector information, containing census records, parliamentary papers, and records for government departments such as education, labor, transportation, and trade. The government record collection is searchable through an online catalog, but digitized documents have to be purchased for a fee.

British Library

St Pancras, 96 Euston Road London NW1 2DB
England, United Kingdom
Telephone: 44 (0) 870 444 1500
Website: <http://www.bl.uk>

The British Library's social science collection spans from 1914 to the present, and contains all publications produced in the British Isles. Researchers can search the Humanities and Social Sciences collection through an online catalog, and if they are unable to visit the library in person, they can contact the library's Research Service to obtain research assistance for a negotiated fee.

London School of Economics & Political Science - British Library of Political and Economic Science

10 Portugal Street
London WC2A 2HD
England, United Kingdom
Telephone: 44 (0) 20 7955 7229
Website: <http://www.lse.ac.uk/library>

As the Mecca for economists and political scientists, this library contains not only United Kingdom government publications, but also social and economic data, including population data, trade statistics, and pamphlets on public affairs, as well as political and economic history. The library's archives also contain political papers of interest to public policy researchers, and both the archival and the library holdings are searchable via an online catalog. Researchers requiring access to the library may apply for reference access to the building, but only if the required research material is unavailable elsewhere.

Working Class Movement Library

51, The Crescent, Salford, M5 4WX
 England, United Kingdom
 Telephone: 44 161 736 3601
 Website: <http://www.wcml.org.uk>

The Working-Class Movement Library (WCML) collects English-language books, periodicals, pamphlets, archives and artifacts that focus on England's labor movement, and the scope of its collection spans from the late eighteenth century to the present. Subjects include politics, economics, education, government, trade unions, and manufacturing, and the library's collection can be searched via an online catalog. Researchers must make an appointment before visiting the library, but admission is free. All library materials may be studied on site and photocopied or scanned, but cannot be loaned out.

Republic of Ireland

National Library of Ireland

Kildare Street, Dublin 2
 Ireland
 Telephone: 353 (0) 1 603 0213
 Website: <http://www.nli.ie>

The National Library of Ireland contains books, periodicals, maps, manuscripts, and official government publications from Irish, British, and international sources, including landed estate records and political, social and economic papers. The National Library is open and available to researchers, and all library materials may be studied on site and photocopied or scanned, but cannot be loaned out.

National Archives of Ireland

Bishop Street, Dublin 8
 Ireland
 Telephone: 353 (0) 1 407 2300
 Website: <http://www.nationalarchives.ie/>

The National Archives of Ireland contains records, papers, books, and manuscripts relating to Ireland's government departments (with emphasis on the period 1922-1976), court and probate registries, and records from other sources such as health boards, hospitals, schools, and trade unions. Governmental departments represented within the archives include those from agriculture, trade, and public enterprise. The archives are arranged by subject, and searchable via an online database.

Public Records Office of Northern Ireland

66 Balmoral Avenue
 Belfast BT9 6NY
 Northern Ireland
 Telephone: 44 (028) 9025 5905
 Website: <http://www.proni.gov.uk/>

The Public Records Office of Northern Ireland (PRONI) contains legal and historical records pertaining primarily to Northern Ireland, and their records fall into three general categories: governmental department records from ministries such as agriculture, finance, labor, health, education, and economic development; court records; and papers from private institutions such as churches and businesses. The office is open to researchers, although they must complete a reader's application form before beginning their research. There is no online catalog to search the collections, so researchers studying public policy or public administration in Northern Ireland should contact the records office before beginning their research.

Scotland

National Archives of Scotland

H M General Register House
 2 Princes Street
 Edinburgh EH1 3YY
 Scotland, United Kingdom
 Telephone: 44(0)131 535 1334
 Website: <http://www.nas.gov.uk/>

The National Archives of Scotland contains records of the Scottish government dating from the 12th century to the present day, and their many of their records fall into the following categories: governmental, legal, and court records; church records; industry and transportation records; and papers from estates, businesses, societies, and institutions. Collections are searchable via an online catalog. The archives are open to researchers, but they must first obtain a reader's ticket to gain entry to the reading rooms. Researchers unable to visit the library in person can contact professional researchers (whom are unaffiliated with the National Library of Scotland) and obtain research assistance for a negotiated fee.

National Library of Scotland

George IV Bridge
Edinburgh
EH1 1EW
Scotland, United Kingdom
Telephone: 44 (0)131 623 3700
Website: <http://www.nls.uk>

As Scotland's largest library, the National Library of Scotland contains over 14 million printed items in over 490 languages, and its collections include official publications and papers from the Scottish and Westminster's parliaments, as well as collections relating to the British administration in India from the nineteenth century to 1947. Other collection strengths include an extensive manuscript collection containing historical political and diplomatic papers, and records on labor history, military history, and science and engineering history. Collections are searchable via an online catalog. The library is open to researchers, but they must first obtain a reader's ticket to gain entry to the reading rooms.

Scottish Archives Network

Thomas Thomson House
99 Bankhead Crossway North
Edinburgh EH11 4DX
Scotland, United Kingdom
Telephone: 44 (0)131 242 5800
Website: <http://www.scan.org.uk/>

The Scottish Archives Network represents the combined efforts of the National Archives of Scotland, the Heritage Lottery Fund, and the Genealogical Society of Utah (GSU), to provide researchers access to holdings from more than 50 archives throughout Scotland. Collection strengths include governmental and parliamentary papers, records from businesses, medical reports, and registers. The collections are searchable via an online catalog, and researchers can also use the network's knowledge base, a database of frequently-asked questions in Scottish archives, with helpful tips on how to find historical records.

Case Studies: Public Administration, Affairs and Management Online and In Print

Byron Price, Lamar Bennett, and Kim Tae Hee

Case study collection in this section complements contents under the category “Journals” in the Public Administration Gateway.

Introduction

The field of public affairs encompasses public administration, political science, government, non-profit business, economics, some sociology, political philosophy, and other areas such as criminology, performing arts management, urban studies, health studies, health policy, management, environmental studies, international/comparative studies, and ethics. The case study underscores the advances, problems, and trends public affairs are undergoing, especially as they pertain to knowledge development in the field in pursuit of theory and practice. The case study is an informative tool that practitioners, academicians, and citizens can reference to gauge the pulse of the field.

One important way to obtain knowledge is to analyze experiences and practices. In public administration, a strong practice-oriented discipline, the case study has been treated as an effective strategy to develop knowledge related to theory and practice. Especially in public administration pedagogy, the case study is highly appreciated as a powerful way to teach public practitioners. The following includes online case study resources and the web addresses of institutions that collect and produce case studies in public administration, political science, government, and the other areas of public affairs.

Case Studies Online

Accenture’s Human Resources Management Client Successes

<https://www.accenture.com/us-en/ps-industry-index> [accessed February 6, 2017].

This site includes excellent examples of how Accenture is collaborating with governmental organizations to turn innovations into results. The examples are the followings. Most of the following cases are private sector cases but some of them are about collaboration between Accenture (a consulting company) and governments. Especially, Vitoria State government case might be helpful since Victoria State Government and Accenture signed what came to be known as one of the first significant multi-service comprehensive human resource outsourcing contracts in the world.

- 1) Human Resource Diagnosis, Strategy & Planning
 - Accenture: Human Resource Management
 - Along for the Ride: Accenture Becomes a Trusted Guide on Harley-Davidson’s Journey to High Performance
 - Developing Accenture Leaders to Manage a Culture of High Performance
 - Endesa: Revitalized Workforce
 - Eskom: Human Capital Investments
 - Harley-Davidson, Inc.: Human Resource Assessment and Strategy
 - Harley-Davidson Motor Company: Strategic HR Function
 - Sinclair Knight Merz: Workforce Performance

- 2) Human Resource Outsourcing
 - Accenture: Human Resources Outsourcing
 - Victoria State Government: Human Resources Business Process Outsourcing
- 3) Human Resource Technology/Enterprise Solutions
 - SAP: Human Resources Shared Services
 - Standard Bank of South Africa: SAP HR Implementation
- 4) Knowledge Management
 - Standard Bank of South Africa: SAP HR Implementation
- 5) Talent Management
 - Sinclair Knight Merz: Workforce Performance
- 6) Others
 - Canon: Workforce Performance
 - Avaya: Enterprise Learning Outsourcing
 - Government of Queensland: Human Resource Management
 - Large Industrial Equipment Manufacturer: Outsourced Learning Services

American University's Center for Congressional and Presidential Studies (CCPS)

<http://www1.spa.american.edu/ccps/publications.php> [accessed August 31, 2016].

American University's Campaign Management Institute provides a series of publications about improving campaign conduct on this website. The surveys, case studies, documents and other publications pertaining to improving the conduct of election campaigns can help readers better understand possibly the single most important event in American democratic life: elections. It has 5 case studies as the followings;

- 1) Connecticut, 5th: Diana Evans, Trinity College, 1998.
This study examines the role and impact of an invulnerable incumbent, who disliked hard-hitting campaigning. But, after a close race she was convinced by her campaign staff and consultants that such a style would be essential to secure a victory. The campaign took place in 1998.
- 2) Kansas, 3rd Burdett Loomis, University of Kansas, 1998.
This is the story of the ultimately successful attempt by Dennis Moore to replace Vince Snowbarger as the congressman from the four-county Kansas Third District that borders Kansas City, Missouri, to its east. It is also the story of three young campaign professionals who had never intentionally spent a moment in the Sunflower State before signing on with the Moore organization. And it is, at least obliquely, the story of a Kansas Republican Party whose divisions made a Moore victory (indeed, a Moore candidacy) a legitimate possibility.
- 3) Georgia, 2nd Charles Bullock, University of Georgia, 1998.
This case looks at electoral history of Georgia's second congressional district, and also shows the effect of race of candidates on the election.
- 4) California, 22nd: Jeff Gill, University of Florida, 1998.
This case study looks at the 1998 midterm congressional election in California's 22nd district between Republican Tom Bordonaro and Democrat Lois Capps. The focus is on campaign decisions and the effects of exogenous events on how campaign consultants make decisions, looking in particular at the Lois Capps for Congress 1998 campaign.
- 5) Wisconsin, 2nd David Canon, University of Wisconsin, Madison, 1969.
This paper examines the 2nd Congressional district in Wisconsin to gain insight into the conduct of modern House campaigns based on the followings questions; What role do political consultants play in shaping House campaigns? How are decisions made at the critical junctures of the campaign? What impact does campaign conduct have Figures for Madison include the "town" of Madison and the "villages" of Shorewood Hills and Maple Bluff, all of which are completely contained within the city of Madison. The suburbs are defined as outlying towns or cities that are part of the contiguous metropolitan area (including Monona, McFarland, Fitchburg, Verona, Middleton, Sun Prairie, and Oregon). What impact does campaign conduct have on broader questions of political participation and representative democracy? These questions go to the heart of the role of elections in democracy. Do elections continue to provide the ultimate check of political accountability, or has the process devolved into a cynical, poll-driven manipulation of voters that lacks substantive content and democratic meaning?

ASPA's Center for Accountability and Performance (CAP)

<https://aspacap.wordpress.com/> [accessed August 31, 2016].

ASPA's Center for Accountability and Performance (CAP) is engaged in a multi-year program to develop more than 50 case studies, from all levels of government, on performance management in government. CAP's focus is performance-based and result-driven management. Case studies available are the following.

- 1) The New York Police Officer: Democratic and Moral Accountability in Conflict
(By Sarah Ryan and Daniel W. Williams)
- 2) Elusive Accountability: The Versailles Case (by Robert Schwartz)
- 3) Quorum Query: A Walk Around Legal and Political Accountability? (by Rita Ormsby)
The following case discusses legal and political accountability requirements that local government must be transparent as well as efficient and effective. The case focuses on interpreting the current requirements of the State of Iowa's Open Meetings Act, balancing different needs, and weighing whether some proposed amendments, including prohibiting the use of "walking quorums" will likely increase accountability.
- 4) Mental State of Inquiry: Tragedy, Policy and Accountability in the Case of the Ritchie Inquiry (by Raanan Sulitzeanu-Kenan)
This paper examines the relationship between politics of accountability and the politics of independent inquiries in the UK in the case of the Ritchie inquiry. The study suggests that related events around the time of the incident and the active role of professional campaigners and eloquent victims appear to have contributed importantly to the pressure on the government to appoint an inquiry.

Association for Research on Nonprofit Organizations and Voluntary Action

<http://www.arnova.org> [accessed August 31, 2016].

ARNOVA brings together both theoretical and applied interests, helping scholars gain insight into the day-to-day concerns of non-governmental organizations, while providing nonprofit professionals with research they can use to improve the quality of life for citizens and communities. ARNOVA's research in issues related to Social Entrepreneurship and volunteerism of a particular value. The membership is one of the prerequisites to get access to ARNOVA's case studies.

Benton Foundation - Virtual Library: Resources You Can Use

<http://www.benton.org/library> [accessed February 6, 2017].

Learning through shared experience is very effective. This site houses discussion and shares ideas about experiences in creating and implementing a successful communications strategy in the digital age. Case studies available are the followings.

- 1) Making Television Matter: How Documentaries Can Engage and Mobilize Communities
(published in 2000). <http://www.benton.org/publibrary/mtm/index.html> [accessed August 31, 2009].
This is a guide for broadcasters, producers, funders and community organizations. It provides tools and case studies of how documentaries can engage and mobilize communities.
- 2) A Broadband World: The Promise of Advanced Services (published in February 2003).
<http://www.benton.org/publibrary/broadband/broadband-world.pdf> [accessed August 31, 2009].
From the Benton Foundation and the Alliance for Public Technology, this report offers 12 case studies of innovative uses of broadband services in US communities.

Brookings

<http://www.brookings.edu> [accessed August 31, 2016].

Brookings conducts research and provides recommendation on the various areas, which includes political economy, development, education and governance. It has five programs; Economic Studies, Foreign Policy, Global Economy and Development, Governance studies and Metropolitan Policy Program. Using the searching tool, it is possible to get many international and national case studies. <http://www.brookings.edu/search.aspx?doQuery=1&q=case%20study> [accessed August 31, 2009].

California Home Integrated Waste Management Board

<https://www.calrecycle.ca.gov/> [accessed February 6, 2017].

California Home Integrated Waste Management Board is the state agency that oversees and manages issues related to California's waste. The main goal of the Board is to develop ideas as to how the public, local jurisdiction and other can reduce waste. Cases are available for reference purposes. This link is of a particular interest for those interested in the areas of sustainable development and environmental protection. The case studies on innovative approach for addressing environmental challenges are also available in the website.

The Center on Education Policy (CEP)

<http://www.cep-dc.org/> [accessed February 6, 2017].

The Center on Education Policy is a national, independent advocate for public education and for more effective public schools. The Center helps Americans better understand the role of public education in a democracy and the need to improve the academic quality of public schools. They publish case studies on public education, and the followings are the examples. By clicking each category on the left, you can find and download case studies you are interested in.

- 1) Summary: Lessons from the Classroom Level about Federal and State Accountability in Rhode Island and Illinois
In the winter of 2008, the Center on Education Policy released reports examining the impact of national and state accountability systems on curriculum, instruction, and student achievement in Rhode Island and Illinois. Using classroom observations and interviews with school administrators, instructional specialists, teachers, parents, and students, CEP developed case studies of 12 schools in the two states. This report summarizes the common findings across the two states and discusses findings that were unique to each state.
- 2) A Call to Restructure Restructuring: Lessons from the No Child Left Behind Act in Five States by Caitlin Scott
This report synthesizes findings from CEP's research on how the No Child Left Behind Act's school restructuring requirements are being implemented in Michigan, California, Maryland, Ohio, and Georgia. Document reviews and interviews with state officials were conducted in the five states, and case study research was carried out in 19 districts and 42 schools. Among the report's findings are that more schools have entered restructuring and many remain in that status for multiple years; the "any other" restructuring option is the most popular option in the states studied; and the five states varied greatly in the supports they offered restructuring schools.
- 3) Restructuring Under the No Child Left Behind Act in Maryland: 2007-08 Follow-Up Report by Brenda Neuman-Sheldon
This report, CEP's third annual review of Maryland's efforts to restructure schools under the No Child Left Behind Act, finds that (a) although between school years 2006-07 and 2007-08 the number of schools in the restructuring implementation phase declined slightly, there was a drastic increase in the number of schools entering restructuring planning; (b) more restructuring schools are choosing to replace most or all of their staff (including principals) as a strategy; and (c) the "turnaround specialist" option for restructuring is losing favor in Maryland. The report's findings are based on interviews with state officials, case studies of four school districts and 10 schools within those districts.
- 4) Uncharted Territory: An Examination of Restructuring Under NCLB in Georgia by Elizabeth Duffrin, Caitlin Scott
This report describes Georgia's school restructuring efforts under the No Child Left Behind Act, including findings from interviews with state officials and regional administrators and case studies of five schools in three school districts: Atlanta Public Schools, Muscogee County School District, and Stewart County School District. Key findings from the report include: (a) the number of Georgia schools implementing restructuring has declined since 2004 and a substantial number have exited; (b) restructuring plans in Georgia tend to focus on state priorities for school improvement; (c) the small number of schools in restructuring, as well as the state's willingness to invest additional dollars in improving them, has allowed Georgia to provide intensive intervention in schools; and (d) Georgia imposes requirements beyond those in federal law on schools that have implemented restructuring for two years without making adequate yearly progress.

Case Method Website: How to Teach with Cases - University of California, Santa Barbara

<http://www.soc.ucsb.edu/projects/casemethod/teaching.html> [accessed February 6, 2017].

This area of the site includes some general materials about teaching with the case method. Teaching specific cases are available in the "Teaching Notes" section of the case itself. The Readings on the Case section (<http://www.soc.ucsb.edu/projects/casemethod/>

bibliography.pdf) is a bibliography of readings, which can be used with the other resources and links available on the Case Method site for further exploration of the art of case teaching.

Case Studies in Public Policy Development- Ginsler & Associates Inc.

<http://www.gensler.com/> [accessed February 6, 2017].

Ginsler & Associates Inc. focuses on community development, human services planning, and community capacity building. The organization works with community organizations, donors, and governments in such areas as homelessness, hunger, community research, and multi-sector coordination and collaboration. The list of case studies is the following.

- Application of a Case Study Methodology
- Basics of Developing Case Studies
- Case Study: Alternative Approaches to Food Security in Quebec
- Case Study: Partnerships for Inter-Sectoral Action in Alberta and the Alberta Community HIV Fund
- Case Study: Saskatchewan Population Health Promotion Partnership
- Case Study: Social and Economic Inclusion in Atlantic Canada
- Case Study: The Father Involvement Initiative of Ontario
- Cheviot Mine Child Benefit Reform: A Case Study in Tax/Transfer Integration?
- Edmonton Transportation Plan
- The European Environmental Pressure Indices Project
- If Gender Mattered: A Case Study of Inuit Women, Land Claims and the Voisey's Bay Nickel Project
- Neo-Conservatism and Child Care Services in Alberta: A Case Study
- Public Policy Advocacy on Breast Cancer
- Restricting Abusive Representation: A Case Study in Public Consultation Under the Charter
- Using Evidence to Inform Health Policy: Case Study from Britain

Cases and Simulations Portal for Public and Nonprofit Sectors

<http://casesimportal.newark.rutgers.edu/> [accessed February 6, 2017].

Sponsored by the Rutgers University-Newark School of Public Affairs and Administration (SPAA), this is a free, publicly accessible online database. It gives access to over 1,000 cases and simulations and related multi-media and fictionalized cases – resources that highlight the advances, innovations, challenges, and trends in the public and nonprofit sectors. This digitized network brings together a broad array of teaching and learning resources in public and nonprofit administration, and each is directly available in full-text format through our portal. This database is continually updated and reflects the most current perspectives on real-time issues affecting the public and nonprofit sectors throughout the globe.

Center for Competitive Government, the Fox school of Business (formerly known as the Privatization Research Center)

<http://www.sbm.temple.edu/ccg/publications.html> [accessed February 6, 2017].

The Center for Competitive Government deals with description, evaluation and planning of innovations by government. Current research projects include: (a) identification of “best practices” in competitive government; (b) city by city and state by state comparisons of innovative practices in government; (c) privatization of police, water and wastewater and transportation facilities; (d) restructuring police emergency response, including burglar alarms; (e) public-private partnerships of free trade zones; and (f) national analysis of contracting efforts, including of states’ human services.

Center for Creative Leadership

<http://www.ccl.org> [accessed February 6, 2017].

The mission of the Center for Creative Leadership is to advance the understanding, practice, and development of leadership for the benefit of society worldwide. The latest case studies, white papers, reports on organizational development, corporate social responsibility and current leadership issue are available via <http://www.ccl.org/leadership/research/sharing/index.aspx> [accessed August 31, 2009].

Among them, the following would be good case study which is available from this website;

- Interdependent Leadership in Organizations: Evidence from Six Case Studies (published in 2008).

In September 2005, the Connected Leadership Project Team at the Center for Creative Leadership undertook to design and implement a case study research project to better understand “interdependent” leadership in organizations. Our assumption was that for organizations to deal effectively with increasing complexity in their environments, new approaches to leadership are needed—approaches that are themselves more complex than current approaches. This report outlines the theoretical frameworks and the research questions that guided our inquiry, then describes our methods and results. <http://www.ccl.org/leadership/pdf/research/interdependentLeadership.pdf> [accessed February 6, 2017].

Center for the Study of Public Choice, James M. Buchanan Center for Political Economy George Mason University

<http://www.gmu.edu/centers/publicchoice/> [accessed February 6, 2017].

This website contains case studies and publication about the application of public choice theory to the delivery of government services. As a research program, Public Choice extends the tools of economics to analyze the behavior of voters, candidates, legislators, bureaucrats, judges, and so on. Research by scholars at the Center also focuses on other non-market institutions such as religion, family, clubs, and culture.

Center for Technology in Government at SUNY at Albany

<http://www.ctg.albany.edu> [accessed February 6, 2017].

The Center for Technology in Government (CTG) works with government to develop information strategies that foster innovation and enhance the quality and coordination of public services. The center conducts applied research and partnership projects on the policy, management, and technology issues surrounding information use in the public sector. The focus of research of the CTG can be separated into five categories: electronic records, making IT investments, collaboration and integration, strategic use of information, enabling e-government.

Citizen-Driven Government Performance - National Center for Public Performance (NCPP), Rutgers University-Newark

<http://www.rutgersncpp.org/> [accessed February 6, 2017].

This project operates at Rutgers-Newark's National Center for Public Performance (NCPP). The project's goal is to create and disseminate curricular resources in performance measurement for schools of public administration and other organizations that train people for public service careers in city and county governments. The resources available encompass lessons learned from Sloan Foundation funded projects around the country that are dedicated to developing and fostering lasting processes that involve community stakeholders in assessing performance and in influencing government services to be more responsive to community needs and priorities.

Colorado Department of Public Health and Environment

<http://www.cdphe.state.co.us/wq/sw/swaphom.html> [accessed February 6, 2017].

This site provides a case study on source water assessment techniques.

The Colorado Source Water Assessment and Protection is a two phase-program designed to ensure community based-approach and preventive management strategies to guarantee quality of drinking water. This is a project and it may not fall into a category of the case study. The project plan can be accessed via <http://www.cdphe.state.co.us/wq/sw/swapdrft.html> [accessed August 31, 2009].

Delaware Department of Natural Resources and Environmental Control

<http://www.dnrec.delaware.gov/Pages/Portal.aspx> [accessed February 6, 2017].

The reports and research of the Delaware Department of Natural Resources and Environment Control cover areas such as air and waste management, fish and wildlife, soil and water conservation, water resources, climate change. The above-indicated link provides access to online publications and reports of the Delaware Department of Natural Resources and Environmental Control.

ECCH the Case for Learning

<http://www.ecchatbabson.org> [accessed February 6, 2017].

The ECCH is largest single source of management case studies worldwide. The organization holds the cases produced by the world's best-known management teaching establishments, as well as case studies in many languages produced by individual

authors globally. The case studies are available only based on membership. The collection of the organization includes management cases, teaching notes, videos, CD-ROMs, journal article reprints, and individual book chapters.

E-Governance Best Practices -The E-Governance Institute at the School of Public Affairs and Administration, Rutgers University at Newark

<https://spaa.newark.rutgers.edu/egov> [accessed February 6, 2017].

The E-governance Institute's mission is to explore how the internet and other information technologies (IT) have and will continue to impact the productivity and performance of the public sector and how e-government fosters new and deeper citizen involvement within the governing process. The Institute is committed, through its work, to supporting the gathering and sharing of knowledge, information and data in order to increase the understanding of how e-governance can strengthen the fundamental partnership between the public sector and the private citizen. The link leads to the main page that contains 12 other links among which only the following links were located.

- 1) eGovernment for Development, Success and Failure in eGovernment Projects
<http://www.egov4dev.org/topic1cases.htm> [accessed February 6, 2017].

This website posts 34 cases under the name of Success and Failure in eGovernment Projects which are coordinated by IDPM (Institute for Development Policy and Management), University of Manchester. These case studies are divided into four categories including outcome (total failure ~ total success), reform (eAdministration, eCitizens, eServices, eSociety), sector, and regions (continents). Each follows a common structure: application description, application purpose, stakeholders, impact (costs and benefits), evaluation (failure or success), enablers/critical success factors, constraints/challenges, and recommendations.

- 2) Eagleton Institute of Politics, Rutgers University
<http://www.eagleton.rutgers.edu/> [accessed February 6, 2017].

This site links rankings and best practices. Best practices and ideas are analyzed and divided into 15 areas: e-gov administration, budgets/taxes, purchasing, education, environment, human services/health, law, tourism, consumer, data/mapping, politics, elections, legislatures, and judiciary.

- 3) Bertelsmann Foundation, Balance e-government scorecard, selected best practices in the world
<http://www.bfna.org/> [accessed February 6, 2017].

The Bertelsmann Foundation developed a concept of "Balanced eGovernment" and evaluated 12 cases: UK online, Lewisham, Tameside, Canada government online, Ontario, U.S. first.gov, Virginia, Seattle, Fairfax, Estonia, Sweden, and Hamburg.

Electronic Hallway

<http://hallway.evans.washington.edu/> [accessed February 6, 2017].

The Electronic Hallway serves as an online repository of quality teaching cases and other curriculum materials for faculty who teach public administration, public policy, and related subjects. Cases are available in numerous policy areas; economic development, education, environment and land use, human services, international affairs, nonprofit, state and local government issues, utility and transit issues, and urban and regional issues. Many Hallway cases include teaching notes, and several have video of cases being taught by experienced teachers. Access and Search for cases studies require membership.

Federal Emergency Management Agency

<http://www.fema.gov/> [accessed February 6, 2017].

The Federal Emergency Management Agency carries a collection of the case studies on emergency relief missions around the world. The cases studies are on topics such as risk assessment, design and construction, private and public sector cooperative efforts, cost and funding mechanisms, community shelters, presidential safe rooms. The case studies are available online and in DVD/CD format.

The Florida Legislature's Office of Program Policy Analysis and Government Accountability (OPPAGA)

<http://www.oppaga.state.fl.us> [accessed February 6, 2017].

This research unit of the Florida Legislature conducts studies on the performance of state agencies and programs to identify ways to improve services and cut costs. Topics include areas such as privatization in state agency program, performance-based program budgeting, economic development and labor, natural resources and environment, lottery, health and human services, etc. Most of them are reports and the direct access to them would be via <http://www.oppaga.state.fl.us/TopicList.aspx> [accessed February 6, 2017].

Ford Foundation Publications

<https://www.fordfoundation.org/> [accessed February 6, 2017].

This site features the Ford Foundation's recent publications on social and civil affairs, including peace and justice, women issues, and sustainable development.

The access to annual reports of Ford Foundation can be accessed via <https://www.fordfoundation.org/library/?filter=Annual%20Report> [accessed February 6, 2017].

Governmental Accounting Standards Board: Performance Reporting for Governance

http://www.seagov.org/sea_gasb_project/local_studies.shtml [accessed February 6, 2017].

This website has State and Local Government Case Studies on Use and the Effects of Using Performance Measures for Budgeting, Management, and Reporting. It is divided by cities and county governments including Austin, TX, Phoenix, AZ, Portland, OR, San Jose, CA, Sunnyvale, CA, Tucson, AZ, and Winston-Salem, NC.

Harvard Business School Online: Cases Studies

<https://cb.hbsp.harvard.edu/cbmp/pages/content/cases> [accessed February 6, 2017].

These cases, which can be ordered online, provide a context in which students can practice skills or explore management principles. The HBSC includes collection of more than 7000 Harvard Business case studies, teaching notes, background notes, case videos, and tutorials. Additionally, the school provides access to sources such as Business Enterprise Trust, University of Hong Kong, Babson College, MIT/Sloan Management Review, International Institute for Management Development, etc.

IBM: Case Studies for Government

http://www-935.ibm.com/industries/government/case_studies.html [accessed February 6, 2017].

IBM works closely with governments, regulators and standard setters at global and local levels on key economic, governmental and societal issues, and prioritizes policy approaches that foster innovation, contribute to a strong global economy and address key global challenges. Cases are available in numerous areas; innovative collaboration, e-government.

1) Institute for Electronic Government

<http://www-304.ibm.com/jct01003c/industries/government/ieg/library/casestudies.html> [accessed February 6, 2017].

- Harvard Case Study on Stockholm Congestion Charging: Stockholm Congestion Charging
http://www-304.ibm.com/jct01003c/industries/government/ieg/pdf/stockholm_harvard_casestudy.pdf
- Southwest One: A Case Study in Innovative Collaboration: Learn how three UK government entities undertook unprecedented collaboration to address common problems.
http://www-304.ibm.com/jct01003c/industries/government/ieg/pdf/southwest_one_case_study.pdf
- St. Louis Area Regional Response System (STARRS) :Learn how the St. Louis region manages this first-of-its kind disaster planning, rapid response, emergency operations, and patient tracking across two states, more than 100 police and fire departments and 55 hospitals.
<http://www-304.ibm.com/jct01003c/industries/government/ieg/pdf/starrs.pdf>
- Harvard Case Study on Service Canada: See how Canada launched its largest single e-government reform initiative nationwide.
<http://www-304.ibm.com/jct01003c/industries/government/ieg/pdf/starrs.pdf>

- Harvard Case Study on Finnish Defense Forces: Harvard's Finnish Defence Forces - NCO case study examines the role of SOA in coalition operations.
http://www-304.ibm.com/jct01003c/industries/government/ieg/pdf/finnish_defence_forces-nco.pdf

2) Human Ability and Accessibility Center

http://www-03.ibm.com/able/case_studies/ [accessed February 6, 2017].

- State of Arizona
The State of Arizona contracted with IBM to develop a leading-edge Web portal that would become a single point of contact for Arizona citizens to access government services and information. http://www-03.ibm.com/able/dwnlds/appbrief_ariz.pdf

IBM, Center for the Business of Government

<http://www.businessofgovernment.org/> [accessed February 6, 2017].

This site contains lots of publications which deal with the issues of Collaboration: Networks and Partnerships, Contracting, E-Government/Technology, Financial Management, Green,

Human Capital Management, Innovation, Leadership, Managing for Performance and Results, Market-Based Government, Missions and Programs, Organizational Transformation, Presidential Transition, Strategic Thinking, and Supply Chain Management. Most of them are reports and in those reports it is possible to get specific cases.

Institute for the Study of Diplomacy-Georgetown University

<https://isd.georgetown.edu/> [accessed February 6, 2017].

This site contains numerous case studies which provide a comprehensive overview of international affairs. The cases cover areas such as comparative politics, conflict resolution and mediation, defense, security and strategic policymaking, diplomatic history, ethics and international affairs, global resources, energy and environment, international business strategy, international law and organizations, international political economy, north-south relations, simulations, and teaching negotiations.

International Consortium of Governmental Financial Management

<http://www.icgfm.org> [accessed February 6, 2017].

This site provides case studies on governmental financial issues. Seven case studies are presented in the document.

- Government Fiscal Management Information System (GFMIS): Overview of Oracle GFMIS Functional Processes by B. Bailey and V. Krishna;
- XBRL: An Internet Tool for Reporting Benefits for Preparers and Consumers by M. Willis;
- Towards Full Accrual Accounting- a Comparison between US GASB34 and International Public Sector Accounting Standard 17 by R. Cable, P. Healy and C. Li;
- Framework of Audit Quality Control and Quality Assurance Review by A. Hrabak and S. Mulbah;
- Relative Materiality Thresholds in the Public Sector by R. Price and W. Wallace
- The Audit Methodology for the Internal Control Systems of State Subsidy Recipients by L. Dubovenko and S. Tabalina;
- Judicial Valuation and Rise of DCF by K. Yee.

International Records Management Trusts

<http://www.irmt.org/development-research/research-reports-2> [accessed February 6, 2017].

These practices and guides for financial managers and government officials focus on financial and personnel records management and the relationship between records management, public service reform, and accountability, particularly in electronic environments.

It has seven case studies.

- Lesotho: personnel records
- Tanzania: personnel records
- Zambia: personnel records
- Botswana: land records

- Sierra Leone: personnel records
- Ghana: personnel records
- India, State of Karnataka: e-government

The Kansas Public Finance Center, Wichita State University

<http://hws.wichita.edu/CUS/reports-publications> [accessed February 6, 2017].

The Kansas Public Finance Center focuses on developing and implementing public strategies that promote economic vitality in Kansas, and advancing the study and practice of public finance. Activities include: applying scholarly research in the area of public finance; advising private and public policymakers on economic and fiscal issues; providing technical assistance on financial policies and practices with respect to state and local financing and municipal securities; hosting the annual Midwest Regional Public Finance Conference for government professionals; and organizing specialized conferences and professional development workshops for financial managers in the public, private, and non-profit sectors.

Kennedy School of Government at Harvard University: Case Studies in Public Policy and Management

<http://www.ksgcase.harvard.edu/> [accessed February 6, 2017].

This website contains numerous cases studies written by the renowned Kennedy School of Government Case program. These cases on the website cover a wide variety of issues that are pertinent to business and governmental administration. At the following links, you can search for various cases. It has cases on Business-Government Relations (Business-Government Relations, and Public-Private Partnership), Case Method, Civil Rights (Children's Rights, Minority Rights, and Women's Rights), Community relations (Alliances, Citizen Participation, Community Organization, Community Relations, and Police-Community Relations), Corporate Social Responsibility, Diversity/Race relations(Affirmative Action, Civil Rights, Immigration, and Race relations), Economic and Community Development (Development, Economic Development, International Development, and Rural Development), Education (Charter Schools, School Superintendents) and Electoral Politics (Campaigns and Elections, Electoral Politics and Redistricting) and so on with the various formats including CD-Rom, Paper, Video, and Web).

Louisiana Public Broadcasting

<http://www.lpb.org/programs/forest/casestudies.cfm> [accessed February 6, 2017].

Louisiana Public Broadcasting is a state network of six non-commercial television stations licensed to the Louisiana Educational Television Authority (LETA), established in 1971 by the Louisiana Legislature. They have 7 case studies as the followings.

- Charlotte, North Carolina's Urban Ecosystem Analysis
- Washington, D.C. – Assessing Urban Forests Effects and Values
- New Orleans, LA – The Impact of Hurricanes: 2005 Hurricane Katrina
- San Diego, California – The Impact of Forest Fire: 2003 Cedar Fires
- Atlanta: Deforestation Heats Things Up
- Chicago: The Value of Trees in Public Housing
- Milwaukee: Economic Benefits of the Urban Forest

Mining, Minerals and Sustainable Development- International Institute for Environment and Development (IIED)

<http://www.iied.org/mining-minerals-sustainable-development-mmsd> [accessed February 6, 2017].

The Mining, Minerals and Sustainable Development (MMSD) project focused on the mining and minerals sector's contributions to sustainable development at the global, national, regional and local levels. The link provides access to reports, final reports, regional reports and working papers of the MMSD.

Minnesota Historical Society

<http://www.mnhs.org/preserve/shpo/landscape/landscape5.html> [accessed February 6, 2017].

These are case studies about inventorying, managing and preserving agricultural historic Landscapes. They have four case studies as the followings.

- Georgia's Living Places Project
- Sautee and Nacoochee Valleys: A Preservation Study

- Eby's Landing National Historic Reserve
- Kane County, Illinois, Rural Preservation Plan

Minnesota Department of Natural Resources

<http://www.dnr.state.mn.us/publications/index.html> [accessed February 6, 2017].

This site contains research and cases studies on environmental issues in Minnesota. Most of the documents are presented in the form of reports. The reports are divided in the categories such as ecological resources, fisheries, forestry, lands and minerals, waters, wildlife, Minnesota state parks, and trails and waterways.

Minnesota Pollution Control Agency Publications

<https://www.pca.state.mn.us/about-mpca/mpca-publications> [accessed February 6, 2017].

This site provides nationwide case studies about pollution control. Publications are categorized in the following sections: Water, Air Quality, Waste, Clean up, and Environmental Monitoring.

Model Programs: The National Center for Public Performance (NCPP)

<http://spaa.newark.rutgers.edu/ncpp> [accessed February 6, 2017].

The National Center for Public Performance of Rutgers University – Newark campus, is home to numerous programs and projects. Some of these include: Best Practices Worldwide and the Public Administration Teaching Roundtable and the Multi-Lingual Performance.

National Academy of Public Administration

<http://www.napawash.org/> [accessed February 6, 2017].

This site lists online or in print public administration case studies. The website includes all types of publications: reports, papers, discussion papers, and case studies.

The National Alliance to End Homelessness

<http://www.endhomelessness.org/section/data> [accessed February 6, 2017].

The National Alliance to End Homelessness is a nonprofit organization whose mission is to mobilize the nonprofit, public and private sectors of society in an alliance to end homelessness. The website contains numerous publications and cases studies on homelessness.

National Center for Case Study Teaching in Science

<http://sciencecases.lib.buffalo.edu/cs/> [accessed February 6, 2017].

This site lists videotapes, articles, books, bibliographies, and web links to case study literature. These resources are good examples of recent attempts to introduce the case method into the science classroom and offer a glimpse of its potential as seen through the eyes of some of its most ardent advocates. The entire list of the bibliography for case Study Teaching in Science, compiled by Clyde F. Herreid, Biological Science Department and Nancy A. Schiller, Arts & Sciences Libraries, University at Buffalo, is available online.

National Institute of Public Finance and Policy, India

<http://www.nipfp.org.in/home-page/> [accessed February 6, 2017].

This site features information on tax policy and administration, state fiscal studies and vision documents, public expenditure and subsidies, government debt, fiscal federalism, the division of powers, rural and urban economics and finance, and financing social sector expenditures particularly, health and education.

National Partnership for Reinventing Government Reports

<http://govinfo.library.unt.edu/npr/library/review.html> [accessed February 6, 2017].

There are 23 case studies about reinventing government on this site. Approximately 20 federal agencies documented their experiences in the use of strategic planning and/or performance measurement as case studies in the early stages of the Government

Performance Results Act implementation in response to an initiative of the American Society for Public Administration. Many of these case studies are of agencies selected as pilot projects under the Results Act. These cases and the lessons they offer should continue to be helpful as other federal agencies move into strategic planning and performance measurement.

Nelson A. Rockefeller Institute of Government

<http://rockinst.org> [accessed February 6, 2017].

The Nelson A. Rockefeller Institute of Government conducts studies and special projects to assist government and enhance the capacity of states and localities to meet critical challenges. Through its conferences, research, and publications, the Institute works with experts and executives at all levels of government to develop solutions to public problems. The work of the Institute focuses on the role of state governments in the American federal system. While many of the Institute's projects are comparative and multi-state in nature, the Institute maintains a continuing emphasis on assisting New York State and its local governments.

New York City Office of Emergency Management

<http://www.nyc.gov/html/oem/html/home/home.shtml> [accessed February 6, 2017].

Established in 1996, the New York City Office of Emergency Management (OEM) aims to provide New Yorkers the highest level of emergency preparedness. OEM also assists federal, state and city officials and their respective constituents with disaster response and mitigation. The agency serves as a repository of information for the Mayor concerning hazard identification and mitigation procedures. Through its public information arm, OEM provides the public and media organizations with information regarding emergency management planning, response and hazard mitigation in New York.

New York University (NYU) Wagner School of Public Service Centers and Institutes

<http://wagner.nyu.edu/centers/> [accessed February 6, 2017].

The Website of Robert F. Wagner School of Public Service, New York University provides a series of working papers by Wagner faculty on the subjects of public service, ranging from public management to nonprofit organization to international cooperation in the area of public sector development. The example of case studies is the following.

- 1) Strengthening Inter-Jurisdictional Coordination on Transportation and Related Land Use – A Guidebook for Practitioners by de Cerreño, Allison L. C.

The publication “Strengthening Inter-Jurisdictional Coordination on Transportation and Related Land Use - A Guidebook for Practitioners” is intended to facilitate better integration of land use and transportation planning. The guidebook is drawn from research on the jurisdictional barriers that have had an impact on greater integration of land use and transportation planning in a variety of recent planning studies. It provides training matrices, including on key success factors for inter-jurisdictional coordination. The guidebook builds on lessons learned from a representative sample of case studies, including the Air Train JFK project; the Route 202/35/6/Bear Mt. Pkwy Sustainable Development Study, Westchester County; Route 303 Sustainable Development Study, Rockland County; the Staten Island Transportation Task Force; and, the Sustainable East End Strategies (SEEDS).

(<http://wagner.nyu.edu/faculty/publications/Guide%20Book%20Revised%20Cover2008%20FIN.pdf>).

- 2) Fare Policy Regarding Regular and/or Inflation-related (“Programmed”) Price Increases, Rudin Center for Transportation Policy and Management, NYU Robert F. Wagner Graduate School of Public Service, November 2007 by Spock, Linda. Historically, transit agencies have implemented fare increases largely on an “as needed” basis. In practice, this has resulted in relatively infrequent changes in fares which are often large in magnitude by virtue of the need to “catch up” on expenses since the previous fare change. This study examines an alternative approach to fare policy - “programmed fare increases” to keep up with expenses on a pre-determined regular basis. This report documents and synthesizes the experience of twelve transit agencies with programmed fare increases. Interestingly, many of the agencies did not know of each other's experience with similar fare policies prior to this study. While still the exception rather than the rule, the research shows that programmed fare increases can be viable across a range of transit agency sizes, organization types, and funding structures. Whatever their individual differences in policy and practice, the experiences of the agencies studied suggest the importance of clearly communicating the need for regular fare increases to transit customers in the context of agencies' efforts to maintain service, constrain costs, and address customer needs and concerns. Collectively, the limited but nonetheless significant experience of the case study agencies represented in this report sets a precedent for the practice of programmed fare increases. This report provides a resource for transit agencies' consideration of adopting programmed fare increases by documenting the actual experience and lessons learned by peer agencies to date. (<http://wagner.nyu.edu/rudincenter/farepolicy.pdf>).

New York City Department of Sanitation

<http://www1.nyc.gov/site/dsny/index.page> [accessed February 6, 2017].

This website contains case studies on sanitation and information about cutting costs and preventing waste in municipal government.

Performance Reporting for Government - Governmental Accounting Standards Boards

http://www.seagov.org/sea_gasb_project/case_studies.shtml [accessed February 6, 2017].

This site focuses on the use and reporting of performance measures for government services. Performance measures are meant to provide more complete information about a governmental entity's performance than traditional budgets or financial statements and schedules can provide. Performance measures are concerned with the results of the services governments deliver, and help provide a basis for assessing the economy, efficiency, and effectiveness of those services. They visited 26 state and local governments to determine the depth and breadth of actual use of SEA performance measures by these governments for budgeting, management, and reporting, the effect of their use, the extent to which governments are ensuring the relevance and reliability of SEA performance measures. It has 12 state government case studies and 13 local government case studies.

Pew Center for Civic Journalism

<http://www.pewcenter.org/> [accessed February 6, 2017].

The Pew Center's objective is to report on various civic journalism (i.e., journalism actively concerned with public life) experiments around the country, sharing the lessons learned with the rest of the profession and tracking how those experiments are evolving.

Robert D. Burch Center for Tax Policy and Public Finance Department of Economics, University of California

<http://elsa.berkeley.edu/~burch/> [accessed February 6, 2017].

This site provides information on the Burch Center, its research in tax policy and public finance for government and academia, its discussions of nationally significant tax policies, and publications such as Fiscal Policy: Lessons from Economics Research, which presents the work of leading contributors to the public finance literature.

Sustainable Communities Network Case Studies

<http://www.sustainable.org/casestudies/studiesindex.html> [accessed February 6, 2017].

This site profiles communities nationwide that are undertaking initiatives that integrate environmental, economic and social goals and provides numerous links to project web sites. International and state level case studies are available.

Texas Successful School Study

<http://www.utdanacenter.org/downloads/products/successfulsuggest.pdf> [accessed February 6, 2017].

The Successful Schools Study originated out of a collaborative study of successful Title 1, Part A school-wide programs between the Charles A. Dana Center at the University of Texas at Austin and the Texas Education Agency. The study focused on high-achieving schools with high poverty rates.

Transparency International

<http://www.transparency.org/> [accessed February 6, 2017].

This site provides case studies about how governments around the world are tackling corruption. The direct links to the publications is <http://www.transparency.org/publications/publications>

The list includes reports, conventions, and working papers about OECD countries. Especially, this institute publishes 'corruption perception indicator' and using the CPI results published, it is possible to see the status of each countries' corruption.

United Nations Educational, Scientific and Cultural Organization

<http://en.unesco.org/> [accessed February 6, 2017].

This site features case studies related to the interplay of science and culture in various regions of the world and its relationship to public administration.

United Nations Online Network in Public Administration and Finance

<http://www.unpan.org/> [accessed February 6, 2017].

This link provides international case studies supplied by the United Nations Online Network in Public Administration and Finance (UNPAN), whose mission “is to promote the sharing of knowledge, experiences and best practices throughout the world in sound public policies, effective public administration and efficient civil services, through capacity-building and cooperation among the United Nations Member States.”

From the publication link, the search of case studies is possible.

United States Environmental Protection Agency- National Center for Environmental Research

<http://epa.gov/ncer/publications/> [accessed February 6, 2017].

This site features information on many organizations’ efforts to incorporate environmental considerations into their purchasing decisions. These projects can serve as models of environmentally preferable products and services for other organizations. The list of publications includes papers, seminars, workshops and reports related to the environmental issues.

United States Government Accounting Office: Selected GAO Best Practices Work

<http://www.gao.gov/docsearch/featured/bp.html> [accessed February 6, 2017].

This federal government site identifies other public and private sector organizations that are widely recognized for major improvements in their performance in a specific area, such as financial management. These organizations’ processes, practices, and systems (best practices) can provide models for other organizations with similar functions and/or missions.

University of Georgia-Carl Vinson Institute of Government

<http://www.cviog.uga.edu/> [accessed February 6, 2017].

This Center provides training and technical assistance to local governments in the Transcarpathia Region. There are cases available online. There are four categories including Policy Notes, Policy Papers, Project Reports, and Other document (Linking State Water Programs to Watershed Management)

The Urban Institute

<http://www.urban.org/> [accessed February 6, 2017].

The Urban Institute is a nonprofit, nonpartisan policy research and educational organization established to examine national social, economic, and governance problems. It provides information and analysis to public and private decision makers to help them address these challenges and strives to raise citizen understanding of the issues and tradeoffs in policymaking. Many cases are available online.

The U.S. Office of Personnel Management

<http://www.opm.gov/studies/index.htm> [accessed February 6, 2017].

This site contains cases about performance measurement, leadership, working compensations and incentives in the federal bureaucracy. The entire page is entitled as the Special Studies of the Federal Civil Service. The link contains both reports and case studies.

Virginia Government Commonwealth Competition Council

<http://bgc.pioneerinstitute.org/facilitating-privatization-virginias-commonwealth-competition-council/> [accessed February 6, 2017].

This site presents the best practices of Virginia state agencies and institutions to provide users with solutions to improve organizational performance.

Washington State Department of Ecology

<http://www.ecy.wa.gov/> [accessed February 6, 2017].

This site lists hundreds of case studies on environmental and quality of life issues.

The examples of case studies available are;

- 1) A Case Study Evaluating a Change to the Surface Water Quality Standards from “Class-based” to “Use-based” within the Columbia Basin Project Area by Weaver, D
<http://www.ecy.wa.gov/pubs/9927.pdf>.
- 2) Developing Health Based Sediment Quality Criteria for Cleanup Sites: A Case Study Report by Sediment Unit
<http://www.ecy.wa.gov/pubs/97114s.pdf>.
- 3) Report to the Legislature: Small Community Wastewater Case Studies and Recommendations by Dan Filip and David Dunn, P.E.
<http://www.ecy.wa.gov/pubs/0810101.pdf>.

Washington State University Extension Energy Program

<http://www.energy.wsu.edu/> [accessed February 6, 2017].

There are 4 case studies related with Resource Efficiency Management including US Postal service resource Efficiency Manager, Washington: A Resource Efficiency Manager (REM) 1997-2001, Oceanic & Atmospheric Administration, 2001-2002 and Navy Region Northwest 1997-2001: Resource Efficiency Management Case Study.

World Bank E-Government

<http://www.worldbank.org/en/topic/ict/brief/e-government> [accessed February 6, 2017].

This site focuses on the development of e-government capacities in developing countries. Case studies are presented pedantically to facilitate and stimulate ideas and learning.

The World Bank's many run the gamut of public affairs and are useful for researchers. Case studies are divided into five by theme;

- Better Service Delivery to Citizens
- Improved Services for Businesses
- Empowerment through Information
- Transparency and Anti-Corruption
- Efficient Government Purchasing

The examples of case studies available are the followings;

- 1) Citizen Service Centers in Bahia, Brazil
Bahia's Citizen Assistance Service Centers (SAC) bring together federal, state, and municipal agencies in a single location to offer the services that citizens most frequently need and use. The centers have been placed in locations convenient to the public, such as shopping malls and major public transportation hubs. They offer citizens tremendous time savings, while also delivering services with greater courtesy and professionalism.
- 2) Kothmale Community Radio/Internet Project: Expanding the Knowledge Base
The Internet has the potential to offer a new set of tools for rural development. However, it requires special efforts to create appropriate access models for those who can neither afford Internet access nor have the language capacity to understand the content. The Kothmale Community Radio Internet project is an access model that reduces these barriers and empowers marginalized communities in rural areas.
- 3) Central Vigilance Commission Website: A Bold Anticorruption Experiment
The Central Vigilance Commission (CVC) in India has begun to share with citizens a large amount of information related to corruption. The CVC website has published the names of officers from the elite administrative and revenue services against whom investigations have been ordered or penalties imposed for corruption. Newsweek magazine carried an article about this effort, calling it E-shame.

Yale University Program on Non-Profit Organizations

<http://som.yale.edu/term/30> [accessed February 6, 2017].

The Program on Non-Profit Organization's Cases in Nonprofit Governance Series offers 24 cases on the dynamics of nonprofit governing boards. Cases 1 through 13 are available in the book, *Nonprofit Boards and Leadership: Cases on Governance, Change, and Board-Staff Dynamics*, edited by Miriam M. Wood, and published by Josey Bass publishers. Cases 14 through 24 are available for download on the website.

Case Studies in Print

General Public Administration and Management

Adshead, Maura and Michelle Millar, eds. *Public Administration and Public Policy in Ireland: Theory and Methods*. London: Routledge, 2003.

This book provides a comprehensive introduction to public policy and administration in Ireland, thereby bridging the gap between general texts on public policy and policy analysis and books on Irish politics. Each chapter covers one of the key issues in policy analysis, rational choice, corporatism, and then illustrates this with an empirical Irish case study. With the inclusion of further reading, overviews of main concepts and source material, the editors provide a student-friendly textbook which fills an important gap in the available literature on Irish politics and public administration.

Agranoff, Robert and Valerie Lindsay Rinkle. *Intergovernmental management: human service problem-solving in six metropolitan areas*. Albany: State University of New York Press, 1986.

This book shows how intergovernmental agents—elected officials, public and private managers, and private sector leaders—have cooperated to solve human-service problems in six metropolitan areas. Many social issues facing communities have proved to be beyond the responsibility of any single office. Agranoff explores the emerging concept of intergovernmental management and the developing practice of public officials' working together at the margins between their governments. He describes the structure and operation of formal bodies created for the purpose of problem resolution. These studies also demonstrate the vital importance of undramatic day-to-day affairs in inter-governmental management.

Anderson, James E. *Public Policymaking: an introduction*, 6th ed. Boston: Houghton Mifflin, 2006.

This text focuses on the process behind the crafting of legislation. By examining the individual steps—from identifying a problem, to agenda setting, to evaluation, revision, or termination of a policy—students are able to see how different factors influence the creation of policy. Each chapter features at least one case study to illustrate how general ideas are applied to specific policy issues.

Berkley, George E. and John E. Rouse. *The Craft of Public Administration*, 10th ed. New York: McGraw-Hill Higher Education, 2009.

The Craft of Public Administration is not just a textbook; it is a pedagogical gathering of pertinent yet limited literature, assembled to inform and interest college students in the dynamics of the public, or government, sector in the United States. The four pedagogical segments of this textbook—federalism, public personnel administration, budgets, and government regulations—succinctly organize the study of partisan, policy, and system politics—and government bureaucracies.

- **Videos and Films box in each chapter.** This new feature, which follows the Summary, shows the many faces of public administration in action.
- **An end-of-book Appendix listing government and other Web sites.** Students will find this helpful for completing homework assignments, conducting research, and seeking internships and post-college jobs.
- **Four pedagogical segments.** Federalism, Public Personnel Administration, Budgets, and Regulations provide the framework of the text.
- **Case studies.** Each chapter begins with a short vignette and ends with a longer case.

Binion, Marvin L., Thomas F. Fleming and Kenneth W. Rogers. *Employment requirements of mass transit: a case study of the Massachusetts Bay Transportation Authority*. Washington: U.S. Dept. of Labor, Bureau of Labor Statistic: For sale by the Supt. of Docs., U.S. Govt. Print. Off., 1978.

Bishop, Patrick, Carme Connors and C. J. G. Sampford, eds. *Management, Organization and Ethics in the Public Sector* (Law, Ethics and Governance Series). Burlington, VT: Ashgate, 2003.

This book brings together the experience and research of a range of ‘reflective practitioners’ and ‘engaged academics’ in public sector management, organizational theory, management theory, public sector ethics and law. It addresses what management and organization theory might suggest about the nature of public organizations and the institutionalization of ethics.

Brewer, Lucy, ed. *Public works administration: current public policy perspectives*. Thousand Oaks, Calif.: Sage Publications, 1997.

Physical structures and facilities that deliver the federal, state, and local governments’ services are essential to the economic and social development of communities, regions, and nations. As our cities age and our government “recreates” itself, can our transportation, water resources, waste management, and public utilities systems absorb the strain? Gathered from experience and applied research, *Public Works Administration* is a collection of modern perspectives on public works administration. Contributors examine public works activities such as federal reservoirs, urban forestry, solid waste disposal, and urban highways and also explore the concepts of privatization, growth management, site location, and funding. This insightful volume makes a substantial contribution to the challenges of growth, professionalism, and accountability in the management of our public works. *Public Works Administration* provides a useful reference book for practitioners in the field and will also be an informative supplemental volume for students and academics in public administration and urban studies.

Brooks, Alexis D. *Case Studies in Public Sector Procurement and Design*. Liverpool: Liverpool Business, 2002.

Central government in Britain spends in the region of GBP24 billion a year in goods and services, presenting a massive opportunity for procurement innovation and design. Customer satisfaction is paramount and failure to provide it can be linked to poor specification or the lack of incorporation of key determinants. The case studies chosen for this book show current best practice processes and display how building in sound procurement and design criteria in the early stages produces decisions that meet the customer’s needs. *Case Studies in Public Sector Procurement and Design* is a study aid to specifically support the professional stage syllabus of the Chartered Institute of Purchasing and Supply Graduate Diploma and other graduate and post-graduate programs available across the UK and abroad.

Christensen, Tom and Per Lægheid, eds. *New public management: the transformation of ideas and practice*. Burlington, VT: Ashgate, 2001.

New public management is often seen as a global reform wave spreading around the world in the last two decades, emphasizing efficiency, managerialism, devolution and market orientation, thus making the public sector and civil service in different countries appear more similar. This book breaks new theoretical ground by developing and using a transformative perspective on the study of public reform which provides a valuable theoretically informed study. In addition, it uses empirically-based case studies which offer a comprehensive foundation and analytical rigor. It is suitable for supplementary course readers in the fields of public administration/management, public policy and political science.

Cox, Richard J. and David A. Wallace, eds. *Archives and the public good: accountability and records in modern society*. Westport, Conn.: Quorum Books, 2002.

This volume widens the perspective of the roles that records play in society. As opposed to most writings in the discipline of archives and records management which view records from cultural, historical, and economical efficiency dimensions, this volume highlights that one of the most salient features of records is the role they play as sources of accountability—a component that often brings them into daily headlines and into courtrooms. Struggles over control, access, preservation, destruction, authenticity, accuracy, and other issues demonstrate time and again that records are not mute observers and recordings of activity. Rather, they are frequently struggled over as objects of memory formation and erasure.

The 14 powerful case studies focus around four closely related themes—explanation, secrecy, memory, and trust. They demonstrate how records compel, shape, distort, and recover social interactions across space and time. The diverse range of case studies includes the ownership of the Martin Luther King, Jr. papers, the destruction of records on Nazi war criminals in Canada, the politics of documents in the Iran-Contra affair, the failure of records management in the U.S. Internal Revenue Service, the publication of tobacco company documents on the World Wide Web, access to records associated with the U.S. government’s infamous Tuskegee syphilis study, the role of the U.S. National Archives in identifying assets looted by the Nazis in the wake of the Holocaust, the destruction of public records by the South African government during apartheid’s final years, the construction of foreign relations of the U.S. documentary histories, the forgery corrupting recordkeeping systems, and the collapse of foreign indigenous commercial banks.

Corby, Susan and Geoff White, eds. *Employee relations in the public services: themes and issue*. London: Routledge, 2002.

Employees working in the civil service, NHS, local government, education, the police and fire services also represent a large and growing body of students taking degree courses at universities. Exploring this important and rapidly changing area, this book outlines the main developments in the public sector since 1979, including topical issues such as the rise of new public management, decentralization and contracting out. Themes which currently affect public sector employees are examined, including:

- Decentralization
- Contracting out
- Fragmentation and the growth of individualism in the employment contract.

This stimulating, up-to-date and intellectually rigorous text is thematic, rather than sector specific, and reflects the way this subject is taught in a range of courses. It will complement alternative texts in this area and will be a valuable resource for students of public policy, public sector management, human resource management, employee and industrial relations.

Croley, Steven P., *Regulation and Public Interests: The Possibility of Good Regulatory Government*. Princeton: Princeton University Press, 2008.

Unlike previous accounts, *Regulation and Public Interests* takes agencies' decision-making rules rather than legislative incentives as a central determinant of regulatory outcomes. Drawing from both political science and law, Steven Croley argues that such rules, together with agencies' larger decision-making environments, enhance agency autonomy. Agency personnel inclined to undertake regulatory initiatives that generate large but diffuse benefits (while imposing smaller but more concentrated costs) can use decision-making rules to develop socially beneficial regulations even over the objections of Congress and influential interest groups. This book thus provides a qualified defense of regulatory government. Its illustrative case studies include the development of tobacco rulemaking by the Food and Drug Administration, ozone and particulate matter rules by the Environmental Protection Agency, the Forest Service's "road-less" policy for national forests, and regulatory initiatives by the Securities and Exchange Commission and the Federal Trade Commission.

Cropf, Robert A., *American Public Administration: Public Service for the 21st Century*. New York: Pearson Longman, 2008.

In addition to addressing the basics, *American Public Administration: Public Service for the 21st Century* stands out from other books in the market by offering a broader context in which to understand public administration and by devoting comprehensive coverage to current topics and trends, many of which are given chapter-length treatment (e.g., civil society, privatization, management information systems, and ethics). The most recent and compelling research is woven throughout every chapter to give students a useful, in-depth understanding of the field today. Real-world case studies and vignettes, helpful chapter pedagogy, an abundance of charts and graphs, and numerous Web listings help students learn and engage them in the text.

- An abundance of real-world case studies and vignettes place the content in a contemporary context, making it concrete and showing its relevance to current society.
- Several brief biographies are included to give students a more personal view of public administration and engage their interest. Examples include Frederick W. Taylor, Abraham Maslow, and an FBI whistleblower.

Daniels, Mark Ross, ed. *Creating Sustainable Community Programs: Examples of Collaborative Public Administration*. Westport, Conn.: Praeger, 2001.

Public opinion polls consistently reveal the lack of confidence, disillusionment, and mistrust that citizens feel toward government. Daniels and his contributors believe that the relationship between citizens and their governments can be changed by facilitating greater citizen collaboration with government, particularly through local sustainable programs. As the case studies show, often sustainable community programs are created through "grassroots" movements that are initiated and managed by citizens themselves, bringing them in contact with their local elected and appointed officials. Unlike traditional programs that are administered by local officials on behalf of their citizens, once sustainable community programs are created, citizens administer their own programs in collaboration with local officials. The case studies look at a variety of sustainable programs, primarily in the United States, that help to deal with issues such as recycling, transportation, microcredit, site redevelopment, pollution, health care, and hunger. *Creating Sustainable Community Programs* is the first book on sustainable programs that is intended for an audience of public administration scholars, researchers, and students as well as practitioners who are searching for ways to change the relationship between citizens and their governments.

Davies, A. C. L., *Accountability: A Public Law Analysis of Government by Contract*. Oxford [UK]: Oxford University Press, 2001.

Many government bodies relate to each other through 'contracts'. But these contracts are not, in general, regulated or enforced by the law. Drawing on the results of a case-study of NHS contracts, this book identifies significant problems faced by the parties to internal government contracts, many of which stem from the lack of legal regulation. This study uses a novel public law analysis to suggest ways of making internal contracts work more fairly and effectively.

- Contains a ground-breaking public law analysis of internal contracts
- It is based on a detailed socio-legal case study in the NHS
- Internal contracts are a controversial, topical issue but they have been neglected by public lawyers

Farazmand, Ali, ed. *Public enterprise management: international case studies*. Westport, Conn.: Greenwood Press, 1996.

Comparative study of public enterprise management in different countries around the world, point to historical trends and current issues and problems. Experts survey an interesting collection of countries in the Americas, Asia, the Middle/Near East, Europe, and Australia. They also discuss public enterprise management education. References with each chapter contribute to the usefulness of this assessment for political scientists, public administrators, international businessmen, and those engaged in international studies.

Favaro, Edgardo, ed. *Small States, Smart Solutions: Improving Connectivity and Increasing the Effectiveness of Public Services*. Washington DC: World Bank, 2008.

Small states face special hurdles in achieving development gains. These states spend significantly more of their GDP on producing public goods and services, and they face higher connectivity costs than do their larger brethren. *Small States, Smart Solutions* examines how some small states use international trade and telecommunications technology to outsource services such as justice, banking supervision, public utilities regulation, high-quality medicine, and education. Sourcing these services internationally poses unique challenges but also opens broad opportunities. The eight case studies in this book, based on interviews with government officers and citizens, describe pioneering initiatives undertaken by some small states to better the quality of life of their citizens.

Garson, G. David, ed. *Handbook of Public Information Systems*, 2nd ed. New York: Marcel Dekker/CRC, 2005.

The *Handbook of Public Information Systems*, Second Edition addresses all aspects of public IT projects while emphasizing a common theme: technology is too important to leave to the technocrats. Doing so imperils democratic values and is poor public management, jeopardizing strategic planning, policy development, and the mobilization of human capital.

The handbook points the way to successful execution of IT projects by offering 39 contributed articles by experts in the field. Content includes introductory material that addresses 21st century public information systems, modern IT needs, and the development of e-government. It follows with an examination of the growth and use of information technology within and among government agencies and organizations. The book addresses current policy issues, offers case studies, and demonstrates successful public sector applications. Each section leads to a holistic approach that emphasizes communication, understanding, and participation from top management, technology teams, and end users.

Garvey, Gerald. *Public Administration: The Profession and the Practice: A Case Study Approach*. New York: St. Martin's Press, 1997.

A fresh alternative to the typical public administration text, Garvey's is the first text to combine a solid analytical framework with in-depth cases portraying the vital, human side of public administration. Garvey's cases turn abstract concepts into human narratives, guiding students through the kind of ongoing, multi-level problems real public administrators face.

Harney, Stefano, ed. *State Work: Public Administration and Mass Intellectuality*. Durham: Duke University Press, 2002.

State Work begins with an ethnographic account of Harney's work as a midlevel manager within an Ontario government initiative charged with leading the province's efforts to combat racism. Through readings of material such as *The X-Files* and *Law & Order*, Harney then reviews how popular images of the state and government labor are formed within American culture and how these ideas shape everyday life. He highlights the mutually dependent roles played in state work by the citizenry and civil servants. Using as case studies Al Gore's National Partnership for Reinventing Government and a community-policing project in New York City, Harney also critiques public management literature and performance measurement theories. He concludes his study with a look at the motivations of state workers.

Horton, Sylvia, Annie Hondeghem and David Farnham, eds. *Competency Management in the Public Sector: European Variations on a Theme*, Vol. 19. Amsterdam: IOS Press, 2002.

Competency Management is increasingly being adopted as an approach to HRM in both the private and public sectors. This book will be of interest to both practitioners and academics as it seeks to inform the reader about the practice of competency management in European public services. It throws light on the origins and meanings of the concept and traces the competency movement from the 1980s in the UK and USA. It links competency management to performance management and HRM and demonstrates how a competency approach can add value to all parts of an organization. The nine country studies provide a rich insight into the practices found across the public sectors of Europe. At one end of the spectrum is Britain with its holistic approach to competency management in the Senior Civil Service and widespread use throughout the rest of the service. Belgium, the Netherlands and Finland provide further examples of recent developments and good practice. In France and Germany, however, competency management has only just appeared on the reform agenda and the reasons for this are identified. Micro studies in Italy and Sweden provide an insight into the problems that arise when the perceptions of reformers diverge from those of managers and managed, while the study of Poland shows the problems faced by countries in transition which lack an appropriate educational sub-structure for public management and HRM.

Knight, Louise, Christine Harland, Jan Telgen, Khi V. Thai, Guy Callender and Katy Maken. *Public Procurement: International Cases and Commentary*. London: Routledge, 2007.

In many countries and sectors, public procurement is developing from a functional orientation to an effective socio-economic policy lever. There is a great interest among managers and academics to learn from other countries' and other sectors' change initiatives and how they dealt with the challenges they encountered. This text provides such learning opportunities, presenting case studies of public procurement, covering diverse nations, sectors and issues.

The cases are combined with editorial commentary and contextualizing chapters to assist the student reader in understanding this complex topic. The text combines descriptions of cases of public procurement with cross case analysis to draw out the key dimensions to enable further examination of the central themes. Each case study concludes with three questions to aid its use as a teaching and training text. Edited by a team of internationally recognized experts in the field this innovative text illustrates the strategies and innovations within public procurement on a global scale and highlights common problems that all countries encounter. *Public Procurement* is vital reading for anyone with an interest in this topical area.

Lawton, Alan and David McKevitt, eds. *Case Studies in Public Services Management*, Cambridge, Ma: Blackwell, 1996.

Case Studies in Public Services Management examines key issues such as managing networks, measuring performance, changing culture, implementing strategy and strategic change. In addressing the key contemporary issues in public services management, the cases cover a range of functions including education, health, community care, welfare benefits and policing.

Löffler, Elke and Mirko Vintar, *Improving the Quality of East and West European Public Services*. Aldershot, England: Ashgate, 2004.

This volume provides a comprehensive overview of current reforms in public sector quality management in Eastern Europe. Comparisons are made with trends in Western European countries to draw out the lessons emerging from current developments (including e-governance). Case studies from twelve countries and five comparative and conceptual studies identify how quality is put into practice, how the level of quality is assessed through quality accreditation systems and how e-government and citizen involvement may help to improve public service quality. The findings make essential reading for academics and students in public policy and public administration who are interested in modernization of the public sector from an international perspective. It also provides helpful guidance for reformers who want to try new approaches to improving the quality of public services.

McCall, Brian, ed. *The Power of the Texas Governor: Connally to Bush*. Austin, TX: University of Texas Press, 2009.

The Power of the Texas Governor takes a fresh look at the state's chief executives, from John Connally to George W. Bush, to discover how various governors have overcome the institutional limitations of the office. Delving into the governors' election campaigns and successes and failures in office, Brian McCall makes a convincing case that the strength of a governor's personality—in particular, his or her highly developed social skills—can translate into real political power. He shows, for example, how governors such as Ann Richards and George W. Bush forged personal relationships with individual legislators to achieve their policy goals. Filled with revealing insights and anecdotes from key players in each administration, *The Power of the Texas Governor* offers new perspectives on leadership and valuable lessons on the use of power.

McCourt, Willy. *Human Factor in Governance: Managing Public Employees in Africa and Asia*. Basingstoke [England]: Palgrave Macmillan, 2006.

This book explores the ways in which governments manage public employees in developing countries and how this in turn impacts on the success of national development and governance strategies. Drawing on governance, development and HRM literature the book presents seven in-depth case studies from developing countries in Africa and Asia. Finally, it proposes ways forward for Human Resource Management in developing countries in the context of government reform strategies.

McKee, Kathy Brittain and Larry F. Lamb, *Applied public relations: cases in stakeholder management*, 2nd ed. New York: Routledge, 2009.

Applied Public Relations provides readers with the opportunity to observe and analyze how contemporary businesses and organizations interact with key groups and influences. Through the presentation of cases covering a wide variety of industries, locations, and settings, authors Kathy Brittain McKee and Larry F. Lamb examine how real organizations develop and maintain their relationships, offering valuable insights into contemporary business and organizational management practices. McKee and Lamb place special emphasis on public relations as a strategic management function that must coordinate its planning and activities with key organizational units including human resources, marketing, legal counsel, finance, and operations, among others. A commitment to the ethical practice of public relations underlies the book, and students are challenged not only to assess the effectiveness of the practices outlined, but also to understand the ethical implications of those choices.

This second edition includes the following key features:

- New and updated cases
- Additional Professional Insight commentaries
- Expanded use of charts and photos
- An appendix with the PRSA Member Code of Ethics and the IABC Code of Ethics for Professional Communicators
- A companion website with resources for the student and the instructor

Mucciaroni, Gary and Paul J. Quirk. *Deliberative Choice: Debating Public Policy in Congress*. Chicago: University of Chicago Press, 2006.

The task of deliberating public policy falls preeminently to Congress. But decisions on matters ranging from budget deficits to the war with Iraq, among others, raise serious doubts about its performance. In *Deliberative Choices*, Gary Mucciaroni and Paul J. Quirk assess congressional deliberation by analyzing debate on the House and Senate floors. Does debate genuinely inform members of Congress and the public? Or does it mostly mislead and manipulate them?

Mucciaroni and Quirk argue that in fashioning the claims they use in debate, legislators make a strategic trade-off between boosting their rhetorical force and ensuring their ability to withstand scrutiny. Using three case studies—welfare reform, repeal of the estate tax, and telecommunications deregulation—the authors show how legislators' varying responses to such a trade-off shape the issues they focus on, the claims they make, and the information they provide in support of those claims.

Pollitt, Christopher and Colin Talbot, eds. *Unbundled Government: A Critical Analysis of the Global Trend to Agencies, Quangos and Contractualisation*. London: Routledge, 2004.

Public sector bureaucracies have been subjected to harsh criticism. One solution which has been widely adopted over the past two decades has been to 'unbundle government' - that is to break down monolithic departments and ministries into smaller, semi-autonomous 'agencies'. These are often governed by some type of performance contract, are at 'arm's length' or further from their 'parent' ministry or department and are freed from many of the normal rules governing civil service bodies. This, the first book to survey the 'why' and the 'how' of this epidemic of 'agencification', is essential reading for advanced students and researchers of public management. It includes case studies from every continent - from Japan to America and from Sweden to Tanzania; these 14 case studies (some covering more than one country) critically examine how such agencies have been set up and managed.

Reese, Laura A. and Karen E. Lindenberg. *Implementing Sexual Harassment Policy: Challenges for the Public Sector Workplace*. Thousand Oaks, Calif.: Sage Publications, 1999.

Widespread sexual harassment in the public sector makes implementing sexual harassment policy a decidedly necessary task. In this book, the authors focus on the implementation of policy in public sector organizations using an analysis of case studies and survey data. The authors identify four major challenges to implementing sexual harassment policies and examine each starting with a description and concluding with specific recommendations for overcoming the challenges in policy-making.

Rhodes, Terrel L. *The Public Manager Case Book: Making Decisions in a Complex World*. Thousand Oaks, Calif.: Sage Publications, 2002.

As academic disciplines, public administration and public policy programs have struggled to link theoretical and conceptual grounding with practical application. Students often have discrete courses in human resources, finance, organizational behavior, policy analysis, and planning, but rarely are they offered an opportunity to pursue these through actual cases and problems facing public managers. The Public Manager Case Book is a collection of eight public administration cases that allows students to practice the decision-making skills they will need in their jobs as public managers. Each case focuses on the local administrative issues managers most often face in their day-to-day responsibilities, and each encourages students to collaborate with others in order to gain the necessary cooperation and information. The cases are multi-dimensional and challenge students and professors to draw from a variety of knowledge areas to develop alternative recommendations, decisions, or actions. An instructor's manual is available for useful background material, references, theoretical and conceptual framework, and teaching tips.

Shafritz, Jay M., E. W. Russell and Christopher P. Borick. *Introducing Public Administration*, 6th ed. New York: Pearson Longman, 2009.

Introducing Public Administration provides students with a solid, conceptual foundation in public administration, and contains the latest information on important trends in the discipline. To further engage students and deepen interest in its narrative, the text uses unique chapter-opening vignettes called “Keynotes,” chapter ending case studies, and a series of boxes throughout that offer real-life excerpts and alternative theories.

- Each chapter begins with a “Keynote”—an engaging vignette pulled from history, literature, popular culture, or real life that focuses on the primary chapter concepts. These keynotes have significant public policy implications that are developed further in the chapter, and include “For Discussion” questions to stimulate class debate.
- A “Case Study” in every chapter presents a real-world situation that demonstrates core concepts in public administration, allowing students to better understand the concrete application of the material presented.

Hundreds of boxed quotes from public administrators, accessible charts and graphs, and photos accompanied by detailed and witty captions teach the material in a dynamic, engaging, and student-friendly way.

Stillman, Richard Joseph. *Public Administration: Concepts and Cases*. Boston: Houghton Mifflin, 1976.

It offers a unique and highly regarded framework in which conceptual readings are paired with contemporary case studies that reflect real-world examples of administrative work, as well as new thinking and developments in the field. Case studies and examples cover topics such as the Columbia space shuttle disaster, the shootings at Columbine High School, and the war in Iraq—making it easy to engage students in the reading.

Stone, Deborah A. *Policy Paradox: The Art of Political Decision Making*. New York: Norton, 2002.

Policy Paradox demonstrates that “you can’t take politics out of analysis.” Through a uniquely rich and comprehensive model, this revised edition continues to show how real-world policy grows out of differing ideals, even definitions, of basic societal goals like security, equality, and liberty. The book also demonstrates how these ideals often conflict in policy implementation.

In this revised edition, Stone has added a full-length case study as an appendix, taking up the issue of affirmative action. Clear, provocative, and engaging, *Policy Paradox* conveys the richness of public policy-making and analysis.

Turner, M.M. and David Hulme. *Governance, Administration, and Development: Making the State Work*, 2nd ed. Basingstoke: Palgrave Macmillan, 2008.

Governance, Administration & Development has become a classic text that evaluates both traditional and new models of public administration. It emphasizes the challenge to the centrality of the state in development, as well as current debates about the conditions of effective governance. The authors incorporate up-to-date case studies based on their broad academic and consulting experience in a range of international agencies.

- A popular introduction to public policy and management in developing countries
- Varying expert perspectives on critical current issues
- Essential reading for students and practitioners alike

Walker, Judith Ann. *Development Administration in the Caribbean: Independent Jamaica and Trinidad and Tobago*. New York: Palgrave, 2002.

A detailed and historical account of both theory and practice, this book attempts to make sense of the loose and little understood field of development administration. The book focuses on development administration over 40 years and identifies key attributes of public bureaucracy which are associated with bureaucratic performance. The associations between bureaucracy's attributes and performance are employed in explaining development differences between Jamaica, Trinidad, and Tobago over the period 1960-1995. Associations are explored at the macro level through aggregate data and at the micro level through fascinating case studies of the Industrial Development Corporations.

Watson, Robert P. *Public Administration: Cases in Managerial Role-Playing*. New York: Longman, 2002.

This unique series of role-playing scenarios gives readers a realistic view of what it is like to manage public agencies, programs, and employees, providing readers with a deeper understanding of the field through active learning. The book features contemporary, realistic cases of typical managerial challenges faced by administrators in both the public and non-profit sectors. Compiled and edited by Professor Robert Watson, the 24 cases in this volume have been written by public administration instructors and practitioners from across the country and, as is often the situation in the real world, there are no easy answers to the challenges presented.

Wong, Hoi-kwok and Hon S. Chan, eds. *Handbook of Comparative Public Administration in the Asia-Pacific Basin*, Vol. 73, New York: M. Dekker, 1999.

This stimulating reference/text examines a wide range of issues and trends in administrative reform in the Newly Industrialized or Industrializing Economies (NIEs) of the Asia-Pacific Basin and offers detailed case studies illustrating the dynamics and etiology of reform protocols. Suggesting new ways of understanding reform within a bureaucratic or political framework, the *Handbook of Comparative Public Administration in the Asia-Pacific Basin* highlights the role of civil service training in fostering strategic, political, social, and economic changes in Hong Kong over the past decade, provides a roadmap into the labyrinth of China's gigantic financial system, and includes nearly 600 references, tables, and drawings.

Public Health

Fallon, L. Fleming and Eric J. Zgodzinski, eds. *Essentials of Public Health Management*, 2nd ed. Sudbury, Mass.: Jones and Bartlett Publishers, 2009.

This timely revision addresses all the important topics in the effective management of public health departments and agencies. Using a practical, non-theoretical approach, the book is ideal for the hands-on management of these complex organizations and their daily operations.

The *Second Edition* has been thoroughly revised with all new case studies for each chapter as well as the most up-to-date information on critical, contemporary topics in management, human resources, operations, and more, all within the context of the public health department.

Imperato, Pascal. *The administration of a public health agency: a case study of the New York City Department of Health*. New York, N.Y.: Human Sciences Press, 1983.

Kane, Nancy M. and Nancy Turnbull. *Managing health: an international perspective*. San Francisco: Jossey-Bass, 2003.

Managing Health provides students and professionals in health care systems with an international perspective on tools and mechanisms that have been used to manage cost, care, and health of populations. This important resource contains eleven teaching cases that professionals and students can use to gain a deeper understanding of the challenges of health care reform. It provides the opportunity for professionals to develop solutions to real-world situations. *Managing Health's* cases are all based on original research conducted during the last five years by Nancy M. Kane and Nancy C. Turnbull—two highly respected researchers in the field from the Harvard School of Public Health. The authors show that no country has a perfect approach to containing costs at affordable levels, improving quality and access, and advancing the health of populations and that the lessons learned in each country are valuable to other involved in health reform. The book offers insight into the roles played by the many stakeholders in the health system including government, employers, insurers, providers, suppliers, and consumers.

Kohn, Linda T., Janet Corrigan and Molla S. Donaldson, eds. *To Err Is Human: Building a Safer Health System*. Washington, D.C.: National Academy Press, 2000.

Using a detailed case study, the book reviews the current understanding of why these mistakes happen. Recognizing that legitimate liability concerns may discourage reporting of errors, the book asks, "How can we learn from our mistakes?" Balancing regulatory versus market-based initiatives and public versus private efforts, the Institute of Medicine presents wide-ranging recommendations for improving patient safety in the areas of leadership, improved data collection and analysis, and development of effective systems at the level of direct patient care.

To Err Is Human asserts that the problem is not bad people in health care -- it is that good people are working in systems that need to be made safer. Comprehensive and straightforward, this book offers a clear prescription for raising the level of patient safety in American health care. It also explains how patients themselves can influence the quality of care they receive.

Levine, Ruth. *Case Studies in Global Health: Millions Saved*. Sudbury, Mass.: Jones and Bartlett Publishers, 2007.

One of the greatest human accomplishments has been the spectacular improvement in health since 1950, particularly in developing countries. With death rates falling steadily, more progress was made in the health of populations in the past half-century than in many earlier millennia. A careful look at that success can yield important lessons about how to tackle the challenges of HIV/AIDS, child health, and global health inequities in the future. This series of twenty case studies illustrates real-life proven, large-scale success stories in global public health. Drawing from a rich evidence base, the accessible case write-ups highlight experiences in scale-up of health technologies, strengthening of health systems, and the use of health education and policy change to achieve impressive reductions in disease and disability, even in the poorest countries. An overview chapter draws attention to factors that contributed to the successes. Discussion questions help to bring out the main points and provide a point of departure for independent student research.

Mason, Diana J., Judith K. Leavitt and Mary W. Chaffee, eds. *Policy and Politics in Nursing and Health Care*, 5th ed. St. Louis, MO: Saunders/Elsevier, 2007.

Seeking a greater role for nursing in defining American healthcare institutions and policies, editors Mason (Editor-in-Chief, American Journal of Nursing), Leavitt (School of Nursing, U. of Mississippi Medical Center), and Chaffee (Deputy Director of Navy Medicine, Office of Homeland Security) present 34 chapters and a number of case studies and illustrative vignettes. After exploring the basics of affecting policy in the United States and the structures and economics of American healthcare, four sections explore how to influence policy change in the workplace, government, professional organizations, and the community.

McLaughlin, Curtis P. and Arnold D. Kaluzny, eds. *Continuous Quality Improvement in Health Care: Theory, Implementations, and Applications*, 3rd ed. Sudbury, Mass.: Jones and Bartlett, 2006.

Through a unique interdisciplinary perspective on quality management in health care, this text covers the subjects of operations management, organizational behavior, and health services research. With a particular focus on Total Quality Management and Continuous Quality Improvement, the challenges of implementation and institutionalization are addressed using examples from a variety of healthcare organizations, including primary care clinics, hospital laboratories, public health departments, and academic health centers. Updated material includes a new focus on reducing medical errors, the introduction of CPOE, Baldrige Award criteria, and seven new case studies.

McNulty, Terry and Ewan Ferlie. *Reengineering healthcare: the complexities of organizational transformation*. Oxford: Oxford University Press, 2004.

Through the use of a real case study within a major NHS hospital, this book attempts to address the idea of Process Transformation in the field of health care. The authors explore three interlined themes: the models and nature of organizational change; the implementation of Business Process Reengineering or BPR and the management of contemporary public sector organizations. Process Transformation reveals the major challenges of reorganization and provides knowledge and feedback on the impact of corporate change, impediments and enablers of lateral organizing structures and contradictions between functional and process principles for organizing.

Schwab, Nicole, Pedro Francke and Alejandra Velasco. *Health sector reform in Bolivia: a decentralization case study*. Washington, D.C.: World Bank, 2004.

Bolivia has made significant progress in health status and equity in the last decade, due to the implementation of a series of health policies directed primarily at reducing maternal and infant mortality and controlling communicable diseases. These policies include the introduction of a focus on health outcomes in the context of decentralization, the implementation of a

public health insurance, the strengthening of vertically-financed public health programs and to a lesser extent, an increase in the size of the sector's workforce and greater participation of indigenous peoples. Health Sector Reform in Bolivia analyzes these policies, draws lessons from their implementation, discusses remaining challenges and provides recommendations in the context of the country's latest policy developments. Findings show that while coverage has increased in almost all municipalities, significant equity gaps remain between the rich and the poor, the urban and rural, and the indigenous and non-indigenous. The analysis suggests that three key issues need to be addressed: first, maintaining the focus on national priorities in the context of the new expanded maternal and child insurance; second, strengthening efforts to extend care to poor rural areas; and third, improving the effectiveness of the system in the context of the new management model.

Umeh, Ogwo Jombo and Gregory Andranovich. *Culture, Development, and Public Administration in Africa*. Bloomfield, CT: Kumarian Press, 2005.

In the past, public administrators have used Western models in the development of emerging countries. Umeh (public affairs and administration, California State U., East Bay) and Andranovich (political science, California State U., Los Angeles) suggest that these models are inadequate and local cultures must become the basis for administration. They consider prior models and present an "interpretive approach" to understanding development in South African Development Community (SADC) nations of South Africa, Botswana, Lesotho, Malawi, Swaziland, Tanzania, Zambia, and Zimbabwe. They describe characteristics of administration, the influence of culture, economic development, democratization, decentralization, and post-apartheid South Africa. Written particularly for undergraduate and graduate students in public administration, political science, and comparative and development public administration, but also for policymakers, managers, administrators, and individuals who seek to understand the challenges of organizing and managing development, this book helps foster a culturally sensitive understanding of public administration in a global context.

Public Budgeting and Finance Management

Finkler, Steven A. *Financial Management for Public, Health, and Not-for-Profit Organizations*, 3rd ed. Upper Saddle River, NJ: Prentice Hall/Pearson, 2010.

One of the few books that addresses financial and managerial accounting within the three major areas of the public sector—government, health, and not-for-profit—the Second Edition provides the fundamentals of financial management for those pursuing careers within these fields.

With a unique presentation that explains the rules specific to the public sector, this book outlines the framework for readers to access and apply financial information more effectively. Employing an engaging and user-friendly approach, this book clearly defines essential vocabulary, concepts, methods, and basic tools of financial management and financial analysis that are imperative to achieving success in the field. This book is intended for financial managers and general managers who are required to obtain, understand, and use accounting information to improve the financial results of their organizations, specifically within the areas of government or public policy and management, not-for-profit management, and health policy and management.

Khan, Aman and W. Bartley Hildreth, eds. *Case Studies in Public Budgeting and Financial Management, Revised and Expanded*, 2nd ed. New York: M. Dekker, 2003.

A resource for administrators seeking innovative ideas and supporting precedents in formulating policy, this book also provides a useful textbook for public administration and policy students. It employs a wealth of case studies in budgeting and financial management to demonstrate strategies in system implementation, policy formulation, government accounting, auditing, and financial reporting. With contributions from leading experts, it clarifies procedures to solve cutback and downsizing dilemmas using theoretical models, and provides pragmatic approaches to managing financial activities under budgetary strain. It also covers the evolution of a debt management policy.

Koven, Steven G. *Public budgeting in the United States: the cultural and ideological setting*. Washington, D.C.: Georgetown University Press, 1999.

Budgeting has long been considered rational a process using neutral tools of financial management, but this outlook fails to consider the outside influences on leaders' behavior. Steven G. Koven shows that political culture (moralistic, traditionalistic, individualistic) and ideological orientations (liberal vs. conservative) are at least as important as financial tools in shaping budgets. Koven examines budget formation at the national, state, and local levels to demonstrate the strong influence of attitudes about how public money should be generated and spent. In addition to statistical data, the book includes recent case

studies: the 1997 budget agreement; Governor George W. Bush's use of the budget process to advance a conservative policy agenda in the state of Texas; and Mayor Marion Barry's abuses of power in Washington, D.C.

Koven demonstrates that administrative principles are at best an incomplete guide for public officials and budgeters must learn to interpret signals from the political environment.

Shah, Anwar, ed. *Budgeting and Budgetary Institutions*. Washington, D.C.: World Bank, 2007.

Budgeting and budgetary institutions play a critical role in resource allocation, government accountability, and improved fiscal and social outcomes. This volume distills lessons from practices in designing better fiscal institutions, citizen friendly budgets, and open and transparent processes of budget preparation and execution. It also highlights newer concepts of performance budgeting, accrual accounting, activity based costing, and the use of information and communication technology in budgeting. These tools of analysis are supplemented by a review of budgeting in post-conflict countries and two country case studies on the reform of budgeting systems.

Public Education

Bray, Mark, ed. *Ministries of education in small states: case studies of organization and management*. London, U.K.: Commonwealth Secretariat, 1991.

The conventional literature on public administration is dominated by the pattern and concerns of large countries. It does not address the needs of small countries, which have very different organizational and managerial frameworks. For example, what degree of specialization is possible in a ministry which has only a small number of professional staff? And what are the implications for management of highly personalized societies in which everybody seems to know everybody else? This book presents 14 studies written by people who are actually grappling with the issues about which they write, and will be of value to academics as well as to administrators and trainers. It is a companion to "Making Small Practical: The Organization and Management of Ministries of Education in Small States."

Davies, Morton R., John Greenwood, Lynton Robins and Nick Walkley, eds. *Serving the state: global public administration education and training*. Aldershot: Ashgate, 2000.

Serving the State is an invaluable two-volume exploration of global trends in public administration education and training. Volume 2 of this important reference work explores traditions and contexts. Included for examination are the French and Islamic traditions, The Netherlands, Scandinavia, Latin America, Small Island States and former communist countries such as Poland and the Ukraine as well as other countries undergoing rapid economic change.

Edwards, Ralph and Charles Vert Willie. *Black Power/White Power in Public Education*. Westport, Conn.: Praeger, 1998.

Edwards and Willie examine the notion of critical mass and its relationship to community decision making. They also analyze the assets and liabilities of coalition politics. They show that specific population groups dominant in one season, and for selected circumstances, may become subdominant at another time. Such change and flexibility, they assert, is beneficial for the total community, because no one group is able to maintain control indefinitely. Their analysis will be of considerable interest to scholars, policymakers, and administrators dealing with public education issues, as well as to parents and concerned citizens.

Goldhammer, Keith and Roland J. Pellegrin. *Jackson County revisited; a case study in the politics of public education*. Eugene: Center for the Advanced Study of Educational Administration, University of Oregon, 1968.

Ethics and Transparency

Bowman, James S. and Donald C. Menzel, eds. *Teaching Ethics and Values in Public Administration Programs: Innovations, Strategies, and Issues*. Albany, NY: State University of New York Press, 1998.

This book offers a comprehensive selection of the latest work on teaching ethics in public administration. It presents in-depth original studies on contemporary innovations, strategies, and issues in ethics instruction and examines the most recent efforts to design ethics education curricula that make an important difference in the lives of professional men and women. The volume features an interesting variety of program innovations from across the nation, and offers an eclectic group of pedagogical strategies, with particular relevance to on-campus learning. The contributors provide examples of ethics training in the field, focusing on three different kinds of practitioners in three different parts of the country, and deal with often-overlooked issues in the teaching of ethics such as program management, faculty-student relations, research, and consulting.

Brown, Lawrence D. and Lawrence R. Jacobs. *Private Abuse of the Public Interest: Market Myths and Policy Muddles*. Chicago: University of Chicago Press, 2008.

The authors support their pragmatic approach with evidence drawn from in-depth analyses of education, transportation, and health care policies. In each policy area, initiatives such as school choice, deregulation of airlines and other carriers, and the promotion of managed care have introduced or enlarged the role of market forces with the aim of eliminating bureaucratic inefficiency. But in each case, the authors show, reality proved to be much more complex than market models predicted. This complexity has resulted in a political cycle—strikingly consistent across policy spheres—that culminates in public interventions to sustain markets while protecting citizens from their undesirable effects. Situating these case studies in the context of more than two hundred years of debate about the role of markets in society, Brown and Jacobs call for a renewed focus on public-private partnerships that recognize and respect each sector's vital—and fundamentally complementary—role.

Cooper, Terry L. *The Responsible Administrator: An Approach to Ethics for the Administrative Role*, 5th ed. San Francisco: Jossey-Bass, A John Wiley & Sons Imprint, 2006.

Those who serve the public trust must take special care to ensure they make ethical and responsible decisions. Yet the realities of bureaucracies, deadlines, budgets, and demands for quick results make the pay-offs for dealing formally with ethics seem unclear. Since its original publication, *The Responsible Administrator* has guided professionals and students alike as they grapple with the challenges of making ethical, responsible decisions in real world situations.

This new edition includes information on coping with new demands for accountability, as well as new cases and examples, an examination of current issues relevant to administrative ethics, and supplementary materials for professors. Cooper's theoretical framework and practical applications and techniques will help you consider all of the factors involved in a decision, ensuring that you balance professional, personal, and organizational values. Case studies and examples illustrate what works and what does not. *The Responsible Administrator* helps both experienced and novice public administrators and students become effective decision makers, provides them with a solid understanding of the role of ethics in public service and the framework to incorporate ethical and values-based decision making in day-to-day management.

Frederickson, H. George and Richard K. Ghere, eds. *Ethics in Public Management*. Armonk, N.Y.: Routledge, 2005.

The groundbreaking *Ethics in Public Administration* set the agenda for a decade's worth of research in the theory and practice of ethics in the public sector. This long-awaited follow-up volume represents the state of the art in research on administrative ethics. It features all new contributions by many of the leading figures in the field, and addresses both the managerial and individual/moral dimensions of ethical behavior as well as new challenges to administrative ethics posed by globalization.

A detailed introduction, opening passage, and conclusion lend context to each of the book's four main sections. *Ethics in Public Management* is must reading for any graduate level course in public sector ethics.

Homeland Security

Beckman, James. *Comparative legal approaches to homeland security and anti-terrorism*. Aldershot, England: Ashgate Pub., 2007.

This unique study looks at homeland security law and policy utilizing a comparative analysis methodology ideal for those interested in law and security. This book explores how various countries have dealt with or are dealing with homeland security in the aftermath of terrorist attacks such as 9/11, the underground tube attacks in London in 2005, the Madrid train bombing in Spain, and compares global approaches and lessons to the US and the world. This unique study looks at homeland security law and policy utilizing a comparative analysis methodology ideal for those interested in law and security.

Forest, James J. F., ed. *Homeland Security: Protecting America's Targets*. Westport, Conn.: Praeger Security International, 2006.

The chapters of each volume of *Homeland Security* revolve around a core of central questions. Are we safer today than we were pre-9/11? What steps have been taken in all these areas to protect ourselves? What are the threats we face, and what new threats have developed since 9/11? Are we staying one step ahead of those who wish to do us harm? In 2002, more than 400 million people, 122 million cars, 11 million trucks, 2.4 million freight cars, and 8 million containers entered the United States. Nearly 60,000 vessels entered the United States at its 301 ports of entry. Clearly the amount of activity this represents will require a long-term commitment to innovation, organizational learning, and public vigilance to complement an already overstretched network of government agencies and security professionals.

Haddow, George D., Jane A. Bullock and Damon P. Coppola. *Introduction to Homeland Security*, 3rd ed. Amsterdam; Boston: Butterworth-Heinemann, 2008.

It was the first book to provide practitioners, educators, and students with a comprehensive account of the original and ongoing developments in the Department of Homeland Security's reorganization, as well as the practices, policies and programs enacted in relation to the government restructure. The new edition continues to prove the standard in providing the latest information on the developments in national security in the context of DHS. Continuing in the tradition of the first edition, the book recounts US Government and private sector actions taken since 9/11 in the areas of legislation, government organization, communications, technology, and emergency management practices. It is packed with reference sections, notations directing the reader to relevant publications and websites, and contributions from media reports or experts. Case studies provide insightful guidance for security managers having to deal effectively with similar situations.

- Case studies included in the book relate to real events.
- Only Homeland Security title to include an Instructor's Manual with Test Bank to support Academic Curricula.
- Includes an up-to date, complete and comprehensive contact list of Federal and State government homeland security offices and officials.
- Full color photographs and illustrations throughout.

Federalism & Privatization & Contracting Out

Farazmand, Ali., ed. *Privatization or Public Enterprise Reform?: International Case Studies with Implications for Public Management*. Westport, Conn.: Greenwood Press, 2001.

Challenging the prevailing view of privatization, this book analyzes the state of privatization around the world and offers policy suggestions. It includes original material of an analytical, empirical, and case study nature on the theory and practice of privatization, its relationship with the globalization of capital, its political and ideological underpinnings, its political, social, and economic consequences around the world. Its originality, currency, and critical perspectives make it a unique source for a wide variety of audiences. The book's opening chapters deal with an extensive theoretical introduction followed by discussions on contracting out, public enterprise reform, and UN-led evaluations of contracting performance. In part two, the book turns to privatization and its flaws in major industrialized nations, including the United States, France, Germany, United Kingdom, and Australia. Part three analyzes privatization and its effects on policy and administration in Asian and Middle Eastern countries, including Post-revolutionary Iran, India, Singapore, Hong Kong-China, and Arab developing countries. Arguing that privatization is a poor policy with many dangers, the book offers suggestions for serious reform of public enterprise management and for alternatives to privatization.

Greve, Carsten. *Contracting for Public Services Delivery*. London: Routledge, 2008.

Insightful and comprehensive and covering new subjects like globalization and IT, this text, international in its approach, provides a thorough introduction to the key phases of the contracting process and the skills required by managers in its implementation.

These include:

- policy for contracting
- strategic purchasing
- understanding markets
- communicating the contracting decision
- designing and drafting the contract
- the role of the consumer
- the regulation of service provision

Illustrated throughout with practitioner case-studies from a range of OECD countries, this book presents an important new theoretical 'contract management model' and a 'mature contract model', and explores the mechanisms, formal rules and informal norms that influence the way governments contract for public services. This book is essential reading for all students of public management and all public service managers.

Jones, Vernon Dale. *Downsizing the federal government: the management of public sector workforce reductions*. Armonk, N.Y.: Routledge, 1998.

The main focus of downsizing has shifted from the private to the public sector. The cutbacks began in the Department of Defense. Now the goal is a federal civilian workforce reduction of 12 percent by the year 2000. This pioneering study looks at the management of workforce reductions in the public sector both in theory and in practice. Three case studies—of the Defense Logistics Agency, the Bureau of Reclamation, and the Food and Drug Administration—illustrate the organizational, managerial, and human dimensions of attempting to improve performance with reduced resources. The author draws on extensive interviews with senior executives and middle managers in the three agencies; at the General Accounting Office, the Office of Personnel Management, and the National Performance Review; the Senior Executives Association and the Federal Managers Association; and scholars and researchers. In a larger sense, this work pushes the boundaries of knowledge concerning organizational change and makes a significant contribution to organization theory. It offers important new insights not only for public sector managers but for organization theorists and management specialists whose work on downsizing has been presumed but not shown to be applicable to the public sector.

World Bank, Afghanistan Research and Evaluation Unit. *Subnational Administration in Afghanistan: Assessment and Recommendations for Action*. Washington, D.C.: World Bank, 2004.

The integrated nature of the political, security, fiscal, administrative, and other reconstruction-related problems facing Afghanistan presents a picture of overwhelming complexity with risks of both action and inaction. One thing that has become increasingly clear, however, is that most Afghans are looking for an alternative to the power of local commanders and are making clear calls for the establishment of a strong central government. While these wishes are often expressed in terms of a desire for a centralized state, this does not necessarily imply a centralization of the rules of operation with all activities based in Kabul. Some modest delegation may be necessary, but such increases in delegated authority should not be taken to mean broad-based decentralization. The task is to make a deconcentrated system work, not to seek heroic or destabilizing radical change.

Drawing on six provincial case studies, *Subnational Administration in Afghanistan* offers some pragmatic next steps for government and for donors to capitalize on the strengths of the existing administrative and fiscal arrangements. The recommendations of this report support the administrative components of the Afghanistan Stabilization Program for the provinces and districts, integrating security, governance, and reconstruction components.

This report is the product of a study undertaken by the Afghanistan Research and Evaluation Unit (AREU) and the World Bank to assist in improving provincial and district delivery of key services, including health care and education. The report draws on six case studies: Faryab and Herat in November 2002; Badakhshan and Wardak in April 2003; Kandahar in June 2003 and Bamyan in July 2003.

Yilmaz, Serdar, Jozsef Hegedus and Michael E. Bell, eds. *Subnational Data Requirements for Fiscal Decentralization: Case Studies from Central and Eastern Europe*. Washington, D.C.: World Bank, 2003.

The need for sub-national demographic, social, economic, and fiscal data in designing effective intergovernmental fiscal systems is becoming increasingly evident. In Central and Eastern European countries, the legacy of the region's communist past are information systems rooted in the centralized economy. Such an approach becomes less acceptable as economic issues become more complex and sub-national governments in these transition economies become responsible for the delivery of local services. As political imperatives support increasingly democratic forms of governance in which people's needs must be considered in the design of policy options, there is a need for information systems that provide data to allow policymakers and citizens to assess the outcomes of policy choices. *Sub-national Data Requirements for Fiscal Decentralization* summarizes the findings of needs assessment activities in five demonstration countries that are at different stages of fiscal decentralization: Bulgaria, Romania, the Slovak Republic, Slovenia, and Ukraine. These assessments are part of a program on sub-national statistical capacity building, launched by the World Bank Institute, the Organization for Economic Co-operation and Development, and the Economic Development Center of the Soros Foundation.

Network & Partnership

Kamensky, John M. and Thomas J. Burlin, eds. *Collaboration: using networks and partnerships*. Lanham, Md.: Rowman & Littlefield Publishers, 2004.

As government faces more complex problems, and citizens expect more, the way government delivers services and results is changing rapidly. The traditional model of government agencies administering hundreds of programs by themselves is giving way to one-stop services and cross-agency results. This translation implies collaboration--within agencies; among agencies;

among levels of governments; and among the public, private, and nonprofit sectors. The first part of this book describes what networks and partnerships are. The second part presents case examples of how collaborative approaches have actually worked in the public sector, when they should be used, and what it takes to manage and coordinate them.

IT & E-Government

Bhatnagar, Subhash C. *E-Government: From Vision to Implementation - A Practical Guide with Case Studies*. New Delhi: Sage Publications, 2004.

In this book, 30 cases from 16 countries considered to be pioneers in developing innovative e-governance applications are analyzed. Using a multidisciplinary approach, the author provides key insights and practical guidelines on: ways to successfully implement e-government projects; selecting application areas, project designs, strategies and their implementation; benefits and impact of e-governance on public sector reform, poverty reduction and empowerment; methodology for evaluating e-government projects; and overall strategy formulation.

Heeks, Richard, ed. *Reinventing government in the information age: international practice in IT-enabled public sector reform*. London: Routledge, 2002.

Will information technology help reinvent government? It might, but only if it is correctly managed. This book provides a new model for management of information age reform, based on international case-studies drawn from the US, UK, mainland Europe, and developing countries. It offers practical guidance and analytical insights and will be of value to practitioners, students, educators and researchers in both public administration and information systems.

West, Darrell M. *Digital Government: Technology and Public Sector Performance*. Princeton, N.J.: Princeton University Press, 2007.

In this book, Darrell West discusses how new technology is altering governmental performance, the political process, and democracy itself by improving government responsiveness and increasing information available to citizens.

Using multiple methods--case studies, content analysis of over 17,000 government Web sites, public and bureaucrat opinion survey data, an e-mail responsiveness test, budget data, and aggregate analysis--the author presents the most comprehensive study of electronic government ever undertaken. Among other topics, he looks at how much change has taken place in the public sector, what determines the speed and breadth of e-government adoption, and what the consequences of digital technology are for the public sector.

Written in a clear and analytical manner, this book outlines the variety of factors that have restricted the ability of policy makers to make effective use of new technology. Although digital government offers the potential for revolutionary change, social, political, and economic forces constrain the scope of transformation and prevent government officials from realizing the full benefits of interactive technology.

Public Library

Council on Library Resources. *Public Libraries, Communities, and Technology: Twelve Case Studies*. Washington, DC: Council on Library Resources, 1996.

Recently, the Council has been interested in addressing the challenges public libraries face in an era of information revolution and the implications of these challenges for the education of the library profession. With a grant from the W.K. Kellogg Foundation, it has established a program to take a closer look at public libraries and determine the most useful avenues for developing leaders, building networks within the library and information science communities, and strengthening the dialog among the people who use and support public libraries.

Within this Kellogg program, the Council has gathered information on public libraries that have developed particularly innovative services, that use emerging technologies to serve the local community, or that have been influential in addressing public policy for information services in their communities. In the long term, the Council plans to use the information gathered to guide the development of programs that will enhance library leadership.

Performance

Carter, Neil, Patricia Day and Rudolf Klein. *How Organizations Measure Success: The Use of Performance Indicators in Government*. London: Routledge, 1995.

Throughout the 1980s the British Civil Service devoted much time and energy developing indicators to measure the performance of government. Never before had so much stress been placed on accountability and performance; a trend which will be reinforced as government continues to devolve activities to agencies and looks for methods to assess their performance. *How Organizations Measure Success* analyses existing methods from their origins in the 1960s to their revival in the 1980s as part of the Financial Management Initiative and its apotheosis in the 1990s Next Steps Initiative.

How Organizations Measure Success reports on two years of field research funded by the Economic and Social Research Council and will be of great interest to students of social policy and public administration as well as professionals working in government and public sector management.

Wang, Xiaohu. *Performance Analysis for Public and Nonprofit Organizations*. Sudbury, Mass.: Jones and Bartlett Publishers, 2010.

The book focuses on application of performance analysis tools, not the theory of performance management. This text is an effective learning tool for students in analytical technique courses in public administration and policy programs. With other texts, students may learn about a statistical concept and calculation, but still don't understand the managerial context where the statistical tool applies. Consequently, they often fail to understand the managerial importance of statistical tools they learn, and worse, fail to recognize the correct tool to use when a managerial issue rises. This book corrects this problem by providing a managerial context that bridges statistical concepts and the managerial reality. The managerial context is performance management, in which performance data are presented, monitored, and analyzed. It is in this performance management context that the usefulness and applicability of statistical tools are illuminated for the learner. Thoroughly classroom-tested, the book is designed as a textbook for courses of analytical and statistical techniques in public administration and nonprofit management. Each chapter starts with a discussion of tools and related concepts with examples, then presents a factual case study to demonstrate the use of the tools, and ends with a list of practice questions. Equipped with the latest research, the book is also designed for public and nonprofit managers on how to use performance information to improve organizational performance.

Bibliographies

Janice Flug

Bibliographies in this section complement the contents under the category “Books & Handbooks” in The PA Gateway.

Introduction

The compilation of subject bibliographies, which serve to guide a researcher to the relevant publications of the field, unfortunately is a dying art. For the field of public administration there are a number of very useful guides to the published scholarship. This compilation attempts to list most of the publications or series that would be useful for someone doing research in public administration and a few related fields. Only a few of the titles are recently published. However, the bibliographies still serve as a guide to the foundations of public administration. The majority of the bibliographies include English language publications and, more specifically, publications on American public administration. The list also includes some general publication guides. As will be discussed, these general publications and others can be used by the researcher to compile their own bibliographies. So, even though formal bibliographies may not exist for a specific subject, there are ways to obtain guidance to the literature that the published bibliographies once provided. The only drawback is that most of the alternatives do not provide annotations.

Each of the entries includes the basic publication imprint information and an annotation. Depending upon the particular publication, some of the annotations are brief because the bibliography can be described in few words. Others are more detailed because the particular work offers the researcher broader coverage and some unique features.

Several important public administration bibliography series are noted. Not all of the titles included in a series are listed and annotated in this chapter. By searching a library catalog using the series name all of the series titles that the library owns can be identified. Even though many of the titles are no longer published, most are available in large libraries. In some instances, the series title will be the only way to locate the bibliographies. For example, in some libraries the Vance Bibliographies are not listed individually in the library catalog. Instead they may be handled as a periodical under the title, *Public Administration Series: Bibliography*. Within this title are indexes to the individual titles or subjects.

In this electronic age researchers can compile their own bibliography if they have access to indexing services on the web. Access can be at the public, university or special library. Often access can be from remote locations if you are an authorized user. Most libraries have a general periodical index or abstracting service. Additionally, for public administration an important index is *PAIS (Public Affairs Information Service) International*. These indexes primarily focus on journal titles; occasionally books, chapters, and reports will be listed. Indexing and abstracting services use different search engines. Some require searching a concept(s), for example “public administration” and “bibliography” (or bibliograph? to include different forms of the term) and then marking to combine the terms and searching again to bring up only those titles that match the criteria. Others have the option of a basic search or advanced search that supports Boolean searching (and, or, not). In both cases the researcher may need to narrow or broaden the terms to find titles on a particular subject. Depending upon the particular index, the results will produce links to the full-text, an abstract or just the citation. Abstracts are a useful substitute to annotations.

To compile a listing of relevant books, *OCLC First Search WorldCat* is an important tool. Basic searching and advanced searching is available. *WorldCat* gives a full citation for the book and subject descriptors, but not annotations. *First Search* does have other components for searching journals, including electronic journals. In those cases, some full-text and abstracts are available. Again,

by narrowing or broadening your search terms you can compile your personal bibliography. A similar tool is *Global Books in Print*. The books listed include current imprints and out-of-print titles. Strategies already noted can be used to develop a listing of public administration titles. One of the constraints with *Global Books in Print* is that it will be difficult to narrow the search significantly. The database does contain book reviews which can assist the researcher or the professor to identify relevant titles.

Other electronic tools are available to assist in compiling a subject bibliography, including the online public catalog in your library. Several databases, including several Congressional Quarterly databases, contain articles relevant to public administration. Many of these articles include a bibliography. One important source not to overlook is the bibliography in the book or journal article on the subject. Some of the work has already been done; updating may be the only step required before research can begin. Printed bibliographic guides may not be as readily available as in previous years. However, the alternatives available today give the individual researcher the ability to customize the compilations, and they are more current.

Aa, H.J. Vander. *Informatics in Government: An Annotated Bibliography*. Rome: The Intergovernmental Bureau for Informatics, 1972.

This is a multi-language annotated bibliography citing books, journal articles and a few documents principally from the 1960s and early 1970s focusing on informatics. Chapters include “national policies for informatics, economical and organizational aspects”; “education, training, social impact”; “informatics systems in government.” The bibliography only has an author index.

Alexander, Ernest R., Anthony James Catanese, and David S. Sawicki. *Urban Planning: A Guide to Information Sources*. Detroit, MI: Gale Research Company, 1979.

The bibliography stresses the urban aspect of urban planning. Focus is on comprehensive planning, as opposed to functional planning, in large central cities and surrounding area. Many aspects of national, state and regional planning are not included. Most of the entries are books divided into three general groupings: history and development, focusing on planning history and development of the profession; theory and context of planning, including significant works that relate to urban planning as a process directed towards improved decision making in urban areas; and methods and techniques, including a wide range of entries dealing with the tools of urban planning for both analysis and implementation. The emphasis is on United States urban planning, with a section on planning outside of the United States. The annotations are brief. The book does contain author, title and subject indexes.

Ashford, Douglas E., Peter J. Katzenstein, and T.J. Pempel. *Comparative Public Policy: A Cross-National Bibliography*. Beverly Hills, CA: Sage Publications, Inc., 1978.

The bibliography is a multi-language listing of materials published in the 1960s and 1970s covering problems arising at high levels of government in the United States, Great Britain, France, West Germany, and Japan. Each policy area for each country has a brief introduction followed by the bibliography. Policy areas include: administrative reform, economic management, local and regional reorganization, labor relations, race and migration, social security, higher education, science and technology. The appendix is a list of the most important books and journals in comparative public policy, as well as a list of current sources of policy information in English.

Bakewell, K.G. B. *Management Principles and Practice: A Guide to Information Sources*. Detroit, MI: Gale Research Co., 1977.

The bibliography is a general guide to books, periodicals, organizations, films and other audiovisual materials from the 1960s and 1970s on management. The book is divided into twenty-one chapters covering a wide-range of topics on management. The entries are briefly annotated. There is a title index and a detailed subject index.

Balachandran, Sarojini. *Decision Making: An Information Sourcebook, Oryx Sourcebook Series in Business and Management*. Phoenix, AZ: Oryx Press, 1987.

The book is an annotated bibliography of English-language books, journal articles, reports and dissertations focusing on the methodology and applications of managerial decision making. The period covered ranges from 1971 to early 1986 for the journal articles and 1960 to early 1986 for books. For materials prior to 1960 see *Decision-Making: An Annotated Bibliography* by Paul Wasserman (1958) and the supplement (1958-63). Indexes include author, title and subject.

Banister, David and Laurie Pickup. *Urban Transport and Planning: A Bibliography with Abstracts*. London: Mansell Publishing Ltd., 1989.

This annotated bibliography covers the broad topics of urban transport and planning. It is a companion volume to *Rural Transport and Planning: A Bibliography with Abstracts* by David Banister, published in 1985. The book is divided into six major sections and each section has a short introduction. The publications cited are English-language titles covering Great Britain, the United States and some of Europe, principally published in the 1980s. Each citation has an abstract. Also included are bibliographies and research registers in English, German, and French. Author and subject indexes are provided.

Bergerson, Peter J. *Ethics and Public Policy: An Annotated Bibliography*, *Public Affairs and Administration Series #20* and *Garland Reference Library of Social Science Vol. 414*. New York: Garland, 1988.

The book assists in refining the primary issues in the area of ethics and public policy. The bibliography provides a comprehensive and exhaustive list of articles published from approximately 1963 to 1988. The author developed a classification system to bring order to the literature. The entries are annotated.

Bibliographie Internationale De Science Administrative [International Bibliography of Administrative Science]. Vol. vol. 44, *Bulletin Signaletique*: Centre National de la Recherche Scientifique. Institute de l'Information Scientifique et Technique., 1990.

The bibliography is international in scope. The entries are in French and annotated.

Bibliography of Bibliographies in Political Science, Government, and Public Policy: An Annotated and Intensively Indexed Compilation of Significant Books, Pamphlets, and Articles, Selected and Processed by the Universal Reference System. Alfred de Grazia, General Editor. *Political Science, Government, and Public Policy Series Vol. 3*. Princeton: Princeton Research Publishing Company, 1968.

The bibliography cites over 2,400 English-language items, including books, journal articles, and books with bibliographies chapters. The volume is divided by subject. Entries have brief annotations. There is also a catalog of documents with full citations and brief annotations. Volume 9 of series is entitled *Public Policy and the Management of Science*. The format is the same as volume 3.

Bick, Patricia Ann. *Business Ethics and Responsibility: An Information Sourcebook*. Phoenix: Oryx Press, 1988.

This sourcebook primarily cites books and journal articles published in the United States between 1980 and 1986. The emphasis is on business literature and in particular corporate issues. There is one chapter on business ethics. Annotations are brief.

Bowman, James S., Frederick A. Elliston and Paula Lockhart. *Professional Dissent: An Annotated Bibliography and Resource Guide*, *Public Affairs and Administration Series #2* and *Garland Reference Library of Social Science Vol. 128*. New York: Garland Publishing, Inc., 1984.

The focus is on ethical standards and professional dissent for individuals working in organizations. The book is divided into sections, including dissent and corruption in business and government; selected professions; philosophical literature; and theoretical literature. Books, journal articles, daily newspaper articles, and popular magazine articles are briefly annotated, but not all entries are annotated. The volume includes a bibliography of bibliographies and a guide to resources.

Bowman, James S. and Ronald L. Monet. *Gubernatorial and Presidential Transitions: An Annotated Bibliography and Resource Guide*, *Public Affairs and Administration Series #19* and *Garland Reference Library of Social Science Vol. 436*. New York: Garland Publishing, Inc., 1988.

The primary focus is on executive, gubernatorial and presidential transitions in government. The annotated bibliography does contain material on management, political leadership, policy-making decisions and executive functions, such as strategic staffing and appointments. Materials from government and scholarly publications are cited. The volume includes descriptive cases, prescriptive studies, handbooks, and anecdotal accounts of political and administrative transition events.

Bowman, Sarah Y. and Jay M. Shafritz. *Public Personnel Administration: An Annotated Bibliography*, *Public Affairs and Administration Series #10* and *Garland Reference Library of Social Science Vol. 170*. New York: Garland Publishing, Inc., 1985.

The ten annotated chapters include topics pertaining to civil service reform; equal employment opportunity; constitutional issues; human resource planning; selection and placement; productivity; training and development; performance appraisal; and job design. The issue of labor-management relations is not covered. In addition to books and journal articles, major court cases are referenced. The time period covered is the 1970s and early 1980s.

Brunk, Gregory G., (compiled by). *Theories of Political Processes: A Bibliographic Guide to the Journal Literature, 1965-1995*. Westport, Conn.: Greenwood Press, 1997.

The book includes a listing of articles focusing on empirical theories of politics and policy. The authors searched multi-discipline literature for models and theories that have potential applicability for the study of political processes. All citations are to English-language publications. There is a detailed subject index, as well as an author index. The citations are not annotated. Chapters include topics such as: economic policy; ethics; organizational behavior; policy analysis, dynamic processes; social policy; social choice; and technology and resources.

Burdette, Franklin L., Jerold N. Willmore and John V. Witherspoon (compilers). *Political Science: A Selected Bibliography of Books in Print*. College Park, Maryland: University of Maryland, 1961.

The volume is an annotated listing of books from the 1950s and early 1960s on political science, public administration, comparative government, public law, political theory, and local and state government.

Caiden, Gerald E., et al. *American Public Administration: A Bibliographical Guide to the Literature, Public Affairs and Administration Series #3 and Garland Reference Library of Social Science Vol. 69*. New York: Garland Publishing, Inc., 1983.

The aim of the author was to identify a basic minimum library that could be used for instructional and research purposes. The authors selected the essential and seminal works, including reference works, books, government documents and journal articles in the field. The majority of entries are annotated. One hundred twenty book titles on American public administration are listed. The book also includes a description of the field, the predominant intellectual landmarks, and a guide to the use of the literature.

Cases in Public Policy and Management: Spring 1979. Boston: Intercollegiate Case Clearing House, 1979.

The bibliography was compiled by members of the Intercollegiate Case Clearing House public policy and management program. It is a comprehensive guide to public sector case materials. The volume covers 577 cases with descriptions. The cases are divided into eleven public policy curricular areas and five major policy areas sections.

Cayer, N. Joseph and Sherry S. Dickerson. *Labor Management Relations in the Public Sector: An Annotated Bibliography, Public Affairs and Administration Series #.7 and Garland Reference Library of Social Science Vol. 168*. New York: Garland Publishing, Inc., 1984.

The annotated entries are books and journal articles from 1962 to 1984 that focus on United States public employee bargaining at all levels of government. Other nations are included only as a comparison with U.S. practice. The appendix lists journals and sources of information on public sector labor relations.

Cherry, Virginia R. and Marc Holzer. *Public Administration Research Guide, Public Affairs and Administration Series #. 26 and Garland Reference Library of Social Science Vol. 537*. New York: Garland Publishing, Inc., 1992.

The research guide includes the core volumes in public administration subfields, including public budgeting, organization behavior, and personnel management. The guide also notes bibliographies that focus on major areas of public administration and titles on topical issues such as ethics and civil service. The authors provide brief annotations for the entries. Guidance on search strategy is also provided. The guide is a good general guide to resources in public administration.

Council of Planning Librarians Exchange Bibliography. Monticello, IL: Council of Planning Librarians, 1961-1978.

This is a series of English-language bibliographies on various subjects, including public administration and government. Generally, each bibliography is a list of books, journal articles and dissertations on a subject. The bibliographies are brief and only occasionally annotated.

Cox, Elizabeth M. *Women in Modern American Politics: A Bibliography, 1900-1995*. Washington, D.C.: Congressional Quarterly Inc., 1997.

Entries are from magazines, journals, books, theses and papers delivered at professional conferences. Entries are not annotated. Of particular interest is the section on women's roles and activities in public policy. The section is sub-divided by subject. There is a fairly extensive subject index.

CQ Public Affairs Collection. Washington, D.C.: CQ Press. <http://www.cqpress.com/product/CQ-Public-Affairs-Collection.html>

This is one of the collections within the *CQ Electronic Library*. A subscription is required in order to access the contents of the database. The collection covers public affairs and current events. As of 2008 in-depth reporting is available for twenty-two public affairs topics. Topics include advocacy and public service, federal budget and tax policy, general government and civil service, as well as specific areas such as education and health. In addition to the analysis, relevant documents, legislation and other data, a bibliography for each topic is also provided. The bibliography is a listing of books and journal articles. The entries are not annotated. The database has web links to other sources of information for each topic.

DeGrazia, Alfred. *Human Relations in Public Administration: An Annotated Bibliography from the Fields of Anthropology, Industrial Management, Political Science, Psychology, Public Administration and Sociology*. Chicago, IL: Public Administration Service, 1949.

According to the authors the bibliography is “useful to administrators and political scientists in their work of solving practical problems of administration, integrating existing studies of public agencies with other fields, and identifying new areas for students of public administration to enter.” Included are books and journals, with annotations.

Dillman, David L. *Civil Service Reform: An Annotated Bibliography, Public Affairs and Administration Series #18 and Garland Reference Library of Social Science Vol. 395*. New York: Garland Publishing, Inc., 1987.

The bibliography is devoted to asking why the 1978 Civil Service Reform Act (CSRA) emerged when it did and in the form that it did; what are the goals and specific provisions of the CSRA; and what are its consequences for politics, management and public policy. Some historical overview is included. There are also references to comparative state and local reform. The authors only included materials generally accessible and only English-language materials. Most of the materials were published between 1976 and 1986. Some historical documents are included in the history overview. The authors did provide author and subject indexes.

Dynes, Patrick S. and Mary K. Marvel. *Program Evaluation: An Annotated Bibliography, Public Affairs and Administration Series #17 Garland Reference Library of Social Science Vol. 172*. New York: Garland Publishing, Inc., 1987.

The bibliography includes books, articles and dissertations published between 1970 and 1985. This time period encompasses most of the materials published on program evaluation as it was defined at the time. The authors defined program evaluation as “publicly funded intervention into the natural courses of events to achieve an objective.” The concept is broadly defined for purposes of this book; including program evaluation studies relevant to politics, personnel administration, organization theory, decision making, administrative leadership, budgeting, regulation, management and legislation. The literature is divided into four general categories: overviews of program evaluation; methodology; organization and management; and utilization. Each entry is annotated.

Englefield, Dermot and Gavin Drewry, eds. *Information Sources in Politics and Political Science: A Survey Worldwide*. London: Butterworth & Co., 1984.

Twenty-four bibliographic essays presenting a critical assessment of English-language materials on the practice of politics and political science. Approximately half the book is focused on the United Kingdom and the other half on other countries. There is a subject index but no author/title indexes.

Ferre, John P. and Shirley C. Willihnganz. *Public Relations and Ethics: A Bibliography*. Boston: G.K. Hall & Co., 1991.

The book is an annotated bibliography of English-language articles and books on public relations with particular focus on morals, values and ethics. The majority of the 285 entries are from the 1960s through the 1980s.

Franklin, Jerome L. *Human Resource Development in the Organization: A Guide to Information Sources*. Detroit, MI: Gale Research Co., 1978.

The book is divided into three sections: organization development: background and overview; development strategies and techniques; and case studies. Annotated entries, some containing detailed content notes, include books, book chapters, reports and articles. The focus of the bibliography is on the enhancement of organizational performance and individual well-being through the development and improved utilization of human resources. Since the study of organizational development began in the early 1960s materials listed are almost all after 1960.

Ghorayshi, Parvin. *The Sociology of Work: A Critical Annotated Bibliography*. New York: Garland Publishing, Inc., 1990.

The bibliography broadly covers books, periodicals and reports focusing on the international and inter-disciplinary dimensions of the nature of work, including historical, economic, political, social and ideological. The entries are annotated and are principally from the 1980s which focus on industrialized countries. The book has author and subject indexes.

Goehlert, Robert J. and Fenton S. Martin. *Policy Analysis and Management: A Bibliography*. Santa Barbara, CA: ABC-Clio Information Services, 1985.

Comprehensive bibliography of early 1980s journal articles, books, research reports and selected essays on policy analysis. Only English-language materials are included. Entries are not annotated. The authors do provide a detailed subject index and author index.

Grasham, W. E. and Germain Julien. *Bibliography Canadian Public Administration; Administration Publique Canadienne Bibliographie*. Toronto: The Institute of Public Administration of Canada, 1972.

English and French books, journals, theses and government documents published from 1930 to May 1971 are listed in fifteen different chapters covering various aspects of public administration. Entries are not annotated and there are no indexes for the volume.

Great Britain. British Council. *Public Administration: A Select List of Books and Periodicals*. London: The British Council published by Longmans, Green and Co., Ltd., 1964.

The materials listed in the bibliography are all by British authors. The bibliography is divided into broad subject categories and entries are not annotated.

Green, Stephen W. and Douglas J. Ernest, editors. *Information Sources of Political Science*. Fifth ed. Santa Barbara, CA: ABC-CLIO, 2005.

This is the revised edition of the fourth edition written by Frederick L. Holler published in 1986. The bibliography is international in scope including English-language titles for the United States and other countries. The subject is not limited to political science; many related subjects including history, anthropology, sociology, psychology, economics and geography are covered. There are approximately 2,500 entries. The authors note indexing and abstracting services, encyclopedias, dictionaries, handbooks, directories, statistical compilations and bibliographical tools. The volume also contains electronic resources. All citations are annotated. The book is available in print and as an e-book.

Grossmann, Jorge (compiled by). *Bibliography on Public Administration in Latin America*. 2nd ed. Washington, DC: Department of Cultural Affairs, Pan American Union, 1958.

The 3,392 principally non-English entries are divided into chapters focusing on different aspects of public administration. Chapters are divided by country. Entries are not annotated and only an author index is provided.

Hammer, Eliot R. *Pay Inequity: A Guide to Research on Social Influences, Public Affairs and Administration Series #16 and Garland Reference Library of Social Science Vol.373*. New York: Garland Publishing, Inc., 1986.

The bibliography is a research tool for social scientists, academic professionals and private/public researchers in fields of administration examining social factors that contribute to actual and/or perceived inequity. The annotated entries are from sociology and management journals published from 1971 to 1985. The annotations are sometimes extensive and provide descriptive information. The author provides an author index and a resource guide.

Hanson, Agnes O. *Executive and Management Development for Business and Government: A Guide to Information Sources*. Detroit, MI: Gale Research Co., 1976.

Entries are principally of 1960s and 1970s books from the United States, Great Britain and, to a lesser degree, France and India. The focus is on the fundamentals of management. The book is divided into fourteen chapters. Entries are briefly annotated. There are author, title and subject indexes.

Harmon, Robert B. *Political Science Bibliographies*. 2 vols. Metuchen, N.J.: The Scarecrow Press, Inc., 1973.

The two volumes are updates for two earlier bibliographies: *A Bibliography of Bibliographies in Political Science* (1964) and *Sources and Problems of Political Science* (1966). The entries are of English-language materials from the 1960s and 1970s and are international in scope, divided by subject. There are limited annotations. Author does provide author and title indexes.

Heady, Ferrel, and Sybil L. Stokes. *Comparative Public Administration: A Selective Annotated Bibliography*. 2nd ed. Ann Arbor, MI: Institute of Public Administration, University of Michigan, 1960.

The bibliography briefly annotates 950 English-language materials. The book excludes references focusing on local and municipal government and administration. The book is divided into chapters focusing on standard public administration topics. An author index is provided.

Herron, Nancy L., ed. *The Social Sciences: A Cross-Disciplinary Guide to Selected Sources*. 3rd ed. Greenwood Village, CO: Libraries Unlimited, 2002.

This general guide has chapters on political science, economics, law and justice; public administration is within the political science chapter. Entries are principally published since the 1996 second edition and are descriptively annotated. Each chapter begins with an introductory essay. General reference sources are included. The volume contains indexes for authors, titles and subjects.

Hills, William G., and et al. *Administration and Management: A Selected and Annotated Bibliography*. Norman: University of Oklahoma Press, 1975.

The purpose of this bibliography is to serve as a practical guide for public administrators and business managers. The emphasis is on practical works, instead of theoretical publications. Entries are annotated. No author is cited more than twice and books cited were readily available at the time of publication. Chapters include: the organization, the administrative process, personnel, the administrative environment, and comparative administration.

Hoffmann, Frank W. and Richard J. Wood. *Guide to Popular U. S. Government Publications*. 5th ed. Englewood, CO: Libraries Unlimited, Inc., 1998.

Approximately 1,500 popular federal documents are briefly annotated. Most of the entries are from 1995 and 1996. A wide range of subjects is covered.

Holler, Frederick L. *Information Sources of Political Science*. 4th ed. Santa Barbara, CA: ABC-Clio, 1986.

The guide covers a broad spectrum of political science topics, including American government, public law, public administration, and international relations. The author provides 2,423 citations in part II. Works cited include printed and computerized reference publications; most with descriptive annotations. Indexes include author, title, subject and typology. The third edition was published in 1981.

Hollings, Robert L. *Nonprofit Public Policy Research Organizations: A Sourcebook on Think Tanks in Government*. New York: Garland Publishing, Inc., 1993.

The bibliographic portion of the book contains references to books, journal articles, newspaper articles and dissertations about public policy think tanks in government. Entries are briefly annotated and most are published after 1960. Chapters include historical development; role in America public policy-making; how think tanks influence public policy; and public policy think tanks and the power elite. Each chapter begins with an essay followed by the bibliographic entries. Appendices and indexes are provided.

Huddleston, Mark W. *Comparative Public Administration: An Annotated Bibliography, Public Affairs and Administration Series #5 and Garland Reference Library of Social Science Vol. 146*. New York: Garland Publishing, Inc., 1984.

Chapter one of the bibliography is a user's guide defining concepts and paradigms of comparative public administration. The volume is divided into general subject categories. Most of the concisely annotated entries are from 1962 to 1981. The author defines comparative as non-American. Publications cited are English-language works selected with emphasis on items found to be more significant and concerned with lesser-known regions and countries. Author and country indexes are provided.

IBSS: *International Bibliography of the Social Sciences*. Compiled by the London School of Economics and Political Science. Coverage begins with 1951. Online database.

Access is available only through an institutional subscription for all commercial and all non-United Kingdom institutions. Members of UK higher learning community have free access. The database includes over two million bibliographic references to journal articles, books, reviews and selected chapters. The coverage is international in scope and includes over 100 languages and countries. About half of the current journal articles have abstracts and some full text is provided. Prior to

online availability the print version of the bibliography was available. The bibliography is still being published as a four-volume annual publication. The volume of particular interest for public administration is *International Bibliography of Political Science*. Publication began in 1954. It is currently compiled by the British Library of Political Science. The listing is by topic. Entries do not have annotations or abstracts. Indexes include author, place-name and subject. The subject index is in English and French.

International Public Policy Sourcebook. Vol. 1 Health and Social Welfare edited by Jack Paul DeSario vol. 2 Education and Environment edited by Fredric N. Bolotin. New York: Greenwood Press, 1989.

The articles are international in scope and covering a limited number of policy issues in eight western countries. The major subject covered are health, social welfare, education and environment. The selected bibliography is not annotated.

Holzer, Marc and Arie Halachmi. *Public Sector Productivity: A Resource Guide, Public Affairs and Administration Series #21 and Garland Reference Library of Social Science Vol. 386*. New York: Garland Publishing, Inc., 1988.

The objective of the guide as stated by the authors "is to provide the practitioner and the researcher a broad range of resources that can be used in the search for new ways to improve the delivery of public services." The introduction examines the definitions of productivity and how to measure it. Included are books, reports, articles, periodicals, newsletters and organizations. Majority of the entries are from the 1980s; each has a brief annotation.

IBSS: International Bibliography of the Social Sciences.

Jreisat, Jamil E., and Zaki R. Ghosheh. *Administration and Development in the Arab World: An Annotated Bibliography, Public Affairs and Administration Series #14 and Garland Reference Library of Social Science Vol. 330*. New York: Garland Publishing, Inc., 1986.

The bibliography contains only English-language books, articles and dissertations published between 1970 and 1985. Twenty-one countries are covered by the 746 annotated studies included. Chapters cover the standard public administration topics including administration; human resources; development; and economics and planning. One chapter is devoted to dissertations written on administration and development in the Arab world. Included are author and country indexes.

Labour Information: A Guide to Selected Sources. Geneva: International Labour Office, 1991.

The purpose of this guide is to assist librarians and information centers in selection and acquiring ILO publications. The guide is divided into two parts: reference sources and references to ILO publications, which are arranged in major subject areas. The entries are annotated. A title index is provided.

Lakos, Amos. *Terrorism, 1980-1990: A Bibliography*. Boulder, CO.: Westview Press, 1991.

The bibliography updates an earlier volume that covered mid 1960s to mid 1980s. Only English-language materials are included; newspapers and newspaper articles are excluded. The citations are arranged into major subject categories but are not annotated. Author and extensive subject indexes are provided.

Leavitt, Judith A. *Women in Administration and Management: An Information Sourcebook*. Phoenix: Oryx Press, 1988.

The principal focus is on women in the business sector. There are some entries on women in government. Materials cited include books, journals, newspaper articles, databases and associations. The entries have brief annotations.

Leistriz, F. Larry, Brenda L. Ekstrom, and et al. *Social Impact Assessment and Management: An Annotated Bibliography, Garland Reference Library of Social Sciences Vol. 205 Applied Social Sciences Bibliographies Vol. 3*. New York: Garland Publishing, Inc., 1986.

The literature cited examines the social and economic effects of policies, programs and projects, as well as the assessment and management of development programs and projects. The geographic scope is international. The majority of the citations are from English-language speaking nations. The books, journals and government reports cited are from 1970 to 1984, with several important works prior to 1970 included, and are annotated. Both author and subject indexes are provided. Lightwood, Martha B. *Public and Business Planning in the United States: A Bibliography*. Detroit, MI: Gale Research Company, 1972.

Included are books, journal articles, serial publications and significant pamphlet materials focused on governmental planning at all levels in the United States and planning by non-governmental public associations, professional groups, research centers and academic bodies. The majority of the materials are published from 1964 to 1972. Most of the entries have brief annotations.

Author, title and subject indexes are provided.

Lovrich, Nicholas P, and Max Neiman. *Public Choice Theory in Public Administration: An Annotated Bibliography, Public Affairs and Administration Series # 8 and Garland Reference Library of Social Science Vol. 167*. New York: Garland Publishing, Inc., 1984.

The authors define public choice as the bridge between the behavior of person who acts in the marketplace and the behavior of persons who act in the political process. Approximately 200 English-language books, articles, monographs, dissertations and research papers are included. Introductory essays serve as prefaces to the annotated entries. The publications cited were published in the 1970s and 1980s and are divided into normative works and empirical studies. Both author and subject indexes are provided.

Lowenthal, Mark M. *The U.S. Intelligence Community: An Annotated Bibliography*. New York: Garland Publishing, Inc., 1994.

The bibliography includes books, journal articles, as well as Congressional hearings dating from 1946 to the early 1990s. The focus of the work is to provide research materials on the specific roles that intelligence plays in the national security policy process. The citations have brief annotations. Author and subject indexes are provided.

Marshall, Marion B. *Public Finance: An Information Sourcebook*. Phoenix: Oryx Press, 1987.

The majority of the sources cited are from the United States and were published in the 1980s. The subjects covered include public finance theory at the federal, state and local levels; federal fiscal policy; and intergovernmental fiscal relations. The entries are annotated. Author, title and subject indexes are provided.

Matczak, Sebastian A. *Philosophy: A Select, Classified Bibliography of Ethics, Economics, Law, Politics, Sociology*. Louvain: Editions Nauwelaerts, 1970.

The bibliography is directed principally to English-speaking students; thus, English materials related to the topics are particularly emphasized. There are limited non-English materials cited. The entries are divided into the topics noted in the subtitle with no annotations. Most of the materials were published in the twentieth-century prior to 1970. An author index is provided.

McCurdy, Howard E. *Public Administration: A Bibliography*. Washington, DC: College of Public Affairs, The American University, 1972.

The bibliography is divided into thirty-three sections, with nine chapters and further subdivisions. Only books that were cited at least twice are included. Of the 1,000 books listed, 187 are annotated because they had been cited by five or more scholars. An introductory chapter describes the development of public administration.

McKerns, Joseph P. *News Media and Public Policy: An Annotated Bibliography, Public Affairs and Administration Series #11 and Garland Reference Library of Social Science Vol. 219*. New York: Garland Publishing, Inc., 1985.

The entries in this bibliography are annotated, cross-referenced and organized into chapters and further subdivided within the chapters. Citations are to books, monographs, journals, periodicals, surveys, theses and dissertations on journalism and mass communication dating from the late 1960s to 1985. The materials cover a wide spectrum, including philosophical, theoretical, historical and quantitative research on the relationships between mass media and federal, state and local governments.

Miewald, Robert D. *The Bureaucratic State: An Annotated Bibliography, Public Affairs and Administration Series # 6 and Garland Reference Library of Social Science Vol. 166*. New York: Garland Publishing, Inc., 1984.

The majority of the 2,700 works on some aspect of bureaucracy were published in the 1960s and 1970s. The citations have short annotations. Chapters include the study of bureaucracy; problem of bureaucracy; American, international and national bureaucracy; as well as other topics.

Motes, Kevin D. "Annotated Bibliography of Government Documents Related to the Threat of Terrorism and the Attacks of September 11, 2001." Oklahoma City: U.S. Government Information Division, Oklahoma Department of Libraries, May 17, 2004. Copyright 2008. <http://www.odl.state.ok.us/usinfo/terrorism/911.htm> (accessed March 30, 2008).

The bibliography is intended to serve as a means of access to the information produced by the U.S. government concerning the relations of the U.S., the greater Middle East and the terrorist threat of U.S. persons and interests. There are over 700 pages of entries and it continues to evolve. The website is divided into three main sections and then further subdivided. The

Superintendent of Documents (SuDoc) numbers are included. The majority of the annotations are taken directly from the documents. The URL address are provided, as well as links to web documents on the original site. All reports are pdf files.

Olive, Betsy. *Management: A Subject Listing of Recommended Books, Pamphlets and Journals*. Ithaca, NY: Cornell University. Graduate School of Business and Public Administration, 1965.

The bibliography grew out of a project to assist a school in Turkey in developing a collection in management. Both public and private administration is covered, with primary emphasis on private. Inter-disciplinary subjects are included. The entries are not annotated.

Palic, Vladimir M. *Government Organization Manuals: A Bibliography*. Washington, DC: Library of Congress, 1975.

This is a list of manuals and other publications that outline the organization of national governments. Included are works of a general scope that address the history and legislative background of government agencies. The first part of the bibliography lists works on public administration and governmental organizations in general. The second part cites organization manuals and other publications by individual countries. The citations are not annotated.

Palumbo, Dennis J., and George A. Taylor. *Urban Policy: A Guide to Information Sources, Urban Studies Information Guide Series V. 6*. Detroit, MI: Gale Research Company, 1979.

The guide includes citations to books, chapters in books and scholarly articles principally from the 1960s and 1970s. Chapter 5 addresses policy evaluation methods. The entries are briefly annotated. Author, title and subject indexes are provided.

Payad, Aurora. *Organization Behavior in American Public Administration: An Annotated Bibliography, Public Affairs and Administration Series #15 and Garland Reference Library of Social Science Garland Reference Library of Social Science Vol. 320*. New York: Garland Publishing, 1986.

The bibliography is divided into three parts: user's guide, bibliography and resource guide, plus author and subject indices. The book focuses on what types of behavior contribute to efficient and effective service delivery. The author states that the choice of entries are examples of individual motivations and creativity, as well as the group dynamics and managerial styles that come together for a productive organization. Chapters include: "Ecology of Public Organizations," "Individual Behavior," "Intergroup and Intra-Group Behavior," and "Managerial Behavior." Journal articles, books, book chapters, reviews and dissertations are covered in the bibliography. The bibliography covers 1940 - 1984, with the majority of the entries published 1974 - 1984. The books try to be comprehensive. Entries are annotated.

Pegnetter, Richard. *Public Employment Bibliography*. Ithaca, New York: Cornell University, 1971.

The bibliography includes primarily works published from December 1999 to January 1970. It is a useful guide for major aspects of public employment bargaining for the time period covered. The book is arranged by level of government and by occupational group. The overall categories are then further subdivided. Chapters are by type of employee, including: federal; state; primary and secondary education; professional and non-professional; library; health care and others. The entries are not annotated.

Political Resources on the Net. Radio Radicale, 1995-2009. <http://www.politicalresources.net/> (accessed March 30, 2008).

The Internet source is a gateway to political websites. The information is sorted by country with links to parties, organization, government media sites.

Public Affairs and Administration Series and Garland Reference Library of Social Science. New York: Garland Publishing, Inc., 1983-1993.

Series Note: Series consists of three tiers: 1) core volumes keyed to the major subfields in public administration such as personnel management, public budgeting and intergovernmental relations, 2) bibliographies focusing on substantive areas of administration such as community health, 3) titles on topical areas in the profession.

Public Automated Systems Service. *Automation in the Public Service: An Annotated Bibliography*. Chicago: Public Administration

Service, 1966.

The bibliography is useful for a researcher conducting historical research on government automation. Principally the 1950s and 1960s are covered. The focus of the bibliography is state and local governments, with over 700 listings. Entries are briefly annotated and divided by subject. There is an author and subject index.

Pugliese, Donato J. *Voluntary Association: An Annotated Bibliography, Public Affairs and Administration Series #13 and Garland Reference Library of Social Science Vol.165*. New York: Garland Publishing Inc., 1986.

The author identifies eight major areas of research on voluntary associations and has divided the bibliography to reflect the areas. The eight areas are: development; nature; roles and functions; individuals and voluntary associations; general management; organizational structure; leadership; and membership participation. Each research area begins with an introductory discussion. The bibliography is international and covers approximately fifty countries. However, the citations are only to English-language articles with publication dates of 1920 - 1982, with many published in the 1970s. The appendices include disciplines and fields with an interest in voluntary associations, as well as a resource guide. The index is divided by author, country and ethnic group, journal and title. The author also provides cross-references.

Rabin, Jack and et al. *Public Budgeting and Financial Management: An Annotated Bibliography, Public Affairs and Administration Series #25 and Garland Reference Library of Social Science Vol.430*. New York: Garland Publishing Inc., 1991.

The annotated bibliography serves as a guide to the literature on public budgeting from the 1940s. Many of the entries were published in the 1970s and 1980s. The concentration is on scholarly publications focusing on theoretical, historical, comparative and empirical studies. Three fields of public budgeting are addressed: decision-making; financial management; and economic and financial management. The bibliography is divided into eight chapters. The authors provide the context of public budgeting and financial management; basic concepts; budget types; budgeting expenditures, implementation and control. There is one chapter on budgeting in other countries. The volume does have an author and subject index.

Robey, John S. *Public Policy Analysis: An Annotated Bibliography, Public Affairs and Administration Series #9 Garland Reference Library of Social Science Vol.171*. New York: Garland Publishing, 1984.

The literature is divided among ten public policy areas, including agriculture, education, military and foreign policy, social welfare, energy, the environment, civil rights, minorities and women. There are also chapters on policy analysis and policy-making. Books and articles from prestigious journals are cited covering a period from 1977 through 1982. All 749 annotated entries are English language publications. The volume does contain both author and subject indexes.

Robey, John S. *The Analysis of Public Policy: A Bibliography of Dissertations, 1977-1982*. Westport, CT: Greenwood Press, 1984.

The bibliography includes dissertations principally submitted to United States universities, along with some from Canadian universities. All are English-language dissertations. The dissertations are also listed in *Dissertation Abstracts International*. The dissertations cover sixteen fields of public policy. Entries have short annotations. Longer abstracts appear in *Dissertation Abstracts International*. The volume includes an author index and a detailed subject index.

Ross, Lynn C. *Career Advancement for Women in the Federal Service: An Annotated Bibliography and Resource Book, Public Affairs and Administration Series #28 and Garland Reference Library of Social Science Vol.867*. New York: Garland Publishing, Inc., 1993.

The book is useful for practitioners and researchers. Chapters address career advancement, barriers to advancement, affirmative action and equal employment opportunity, sexual harassment, pay equity, mentors, networking, training, women in non-traditional occupations, as well as work and family issues. In addition to the annotated citations, principally covering the 1980s and 1990s, the book offers a resource guide. Federal, state, local and international research are covered. There are also citations from private industry research and practice that are transferable to government service. An index by author, including corporate and government authors, is provided.

Rouse, John E., Jr. *Public Administration in American Society, Gale Information Guide Library*. Detroit: Gale Research Company, 1980.

The goal of this publication is to be a comprehensive annotated bibliography of the published literature of public administration. The eleven chapters contain over 1700 entries. The author approaches the study of American society and culture from the political, organizational, bureaucratic, economic, psychological, business, sociological, administrative and management viewpoints. Some of the chapters focus on federalism and administrative structure; discipline of public administration; practice of public administration; public personnel administration; productivity; and political economy and

finance. The volume contains an author, title and subject index. The majority of publications annotated were published in the 1970s.

Rowat, Donald C., editor. *Public Administration in Developed Democracies: A Comparative Study, Public Administration and Public Policy* #32. New York: Marcel Dekker, Inc., 1988.

This is a book of essays with an extensive bibliography entitled “Bibliography of Cross-National Comparisons.” The bibliography is divided into two sections: general comparisons and theoretical works; and comparisons of specialized fields or aspects of public administration. Some of the entries include very brief annotations.

Seckler-Hudson, Catheryn. *Bibliography on Public Administration: Annotated*. 4th ed. Washington, DC: The American University Press, 1953.

The bibliography contains over 1100 references, each with brief annotations. The coverage is primarily national and international administration with only limited attention given to local administration. The coverage is selective and includes only English language books and journals, divided into broad categories. The journal coverage is by journal title, not at the article level. The index is divided by authors and corporate entries. This is considered to be a classic in the field.

Simpson, Antony E. *Guide to Library Research in Public Administration*. New York: Center for Productive Public Management, John Jay College of Criminal Justice, 1976.

According to the author this is a reference guide that provides guidance in conducting efficient and effective methods of doing library research in the social and policy sciences in general, but especially in the field of public administration. Chapters include, but not limited to, the research problem, information finding, overviews of theory in applied contexts, sources of current books, published bibliographies, published statistics, archives and other primary sources. One appendix is devoted to a listing of annual reviews in various social and policy sciences. Chapters begin with introductory comments. The entries are annotated.

Simpson, Antony E. *Information-Finding and the Research Process: A Guide to Sources and Methods for Public Administration and the Policy Sciences*. Westport, Conn.: Greenwood Press, 1993.

This book also contains a chapter on the research problem and search strategy. It is a guide on how to construct a bibliography for research purposes. The author covers the journal literature. The author notes the expansion of journals in public administration. In 1975 there were just over 300 titles in the field. By 1992/1993, approximately 1500 journals address issues in public administration. The purpose of the book is to be used as a general guide and starting point for one to conduct research in the field. The author includes a list of published bibliographies.

Special Libraries Association. *Source Materials in Public Administration: A Selected Bibliography Reprinted from Public Administration Libraries* #102. Chicago, IL: Public Administration Service, 1948.

This volume represents an early guide to literature in the field of public administration. Noted are basic sources and reference books with brief annotations. There is a list of recent texts, treaties and special studies. The bibliography is classified by subject.

Spitz, Allan A. *Developmental Change: An Annotated Bibliography*. Lexington, KY: University of Kentucky, 1969.

The 2,493 annotated entries focus primarily on political, social and economic factors of modernization and development. The time period covered is 1945 to the summer of 1967. The annotations include a general outline of the article scope, summary of major points, hypothesis and conclusions about development and modernization. The material covered includes scholarly journals, symposia and conference reports. The materials are primarily English-language with some French and Spanish titles. The author includes 234 journals from 25 countries. The appendix includes a list of relevant books.

Steiner, Michael and Clarence Mondale. *Region and Regionalism in the United States: A Source Book for the Humanities and Social Sciences*. New York: Garland Publishing, Inc., 1988.

The focus of the book is on cultural regionalism. One of the chapters, “Political Science”, focuses on the political dimension of regionalism. It is a useful bibliography for those researching regional solutions to political problems. The annotated book and article entries are historical and those current to the 1980s. Another chapter focuses on economic regionalism. This chapter contains a very selective annotated list of resources, including government documents, books and articles. The book does have an author index.

Sturm, Albert L and Cemal Mihcioglu. *Bibliography on Public Administration in Turkey: 1928-1957, Selective and Annotated*. Ankara: Institute of Administrative Sciences, Faculty of Political Sciences, University of Ankara, 1959.

The year 1928 was chosen because it marked the introduction of the new Turkish alphabet. The majority of the material on Turkish public administration is by Turks and published in Turkey. English translations for Turkish titles are provided. The entries are briefly annotated and cover materials in four languages, Turkish, English, French and German.

Suljak, Nedjelko D. *Administration in a World of Change: An Annotated Multidisciplinary Bibliography (Monographs from 1960 to 1969)*. Davis, Calif.: Institute of Governmental Affairs, University of California, 1970.

According to the author this annotated bibliography at the time of publication was to serve as an aid to administrators in government and other fields in their understanding of the concrete relations of concepts and theories as applied to organizations and behavior. Scholars conducting research would have also found it useful. The bibliography is divided into eight chapters, including behavioralism and organizational structure; utilization of human potentiality; administrative team work; and organization by decision. Many of the annotations are extensive. An author index is provided.

Tompkins, Dorothy Campbell. *Research and Service: A Fifty-Year Record*. Berkeley, Calif.: University of California, Bureau of Public Administration, Institute of Governmental Studies, 1971.

This is a listing of the Institute of Governmental Studies publications current to 1971. The entries are not annotated. Author and subject indexes are included.

Vance Bibliographies. Monticello, IL: Vance Bibliographies, 1978-1991.

Vance Bibliographies are not always listed individually in a library catalog. Sometimes they are classified as a periodical, *Public Administration Series: Bibliography*. There are several subject and general indexes, sometimes listed separately in the catalog or found with the periodical title. The individual bibliographies cover a broad definition of public administration. Some are simply alphabetical lists of publications on a particular subject, while others are annotated compilations.

Walden, Graham R. *Public Opinion Polls and Survey Research: A Selective Annotated Bibliography of U.S. Guides and Studies from the 1980's*, *Public Affairs and Administration Series #24* and *Garland Reference Library of Social Science Vol.575* New York: Garland Publishing, Inc., 1990.

A comprehensive guide to sources covering public opinion polls and survey research published in the United States in the 1980s. Half of the book addresses methodological issues and the other half includes studies related to politics; law; print and electronic media; and education. The descriptive annotations are lengthy in some cases. The materials selected for inclusion are instructional guides, handbooks, reference works, textbook, research studies, and evaluative studies on public opinion polls and survey research. U.S. dissertations on the subjects are also included. However, newspaper articles, proceedings, master's theses, and mass market periodicals are excluded. The book contains bibliographies on questionnaires; public opinion polls; and survey and questionnaire design. The appendices are useful for the researcher. The author included appendices that list acronyms; a list of journals; dissertations; monograph series names; basic bibliographic sources, indexing and abstracting resources; and organizations. An author index and selective key word index are also provided.

Wasserman, Paul and James R. Kelly and Desider L. Vikor, editors. *Encyclopedia of Public Affairs Information Sources: a bibliographic guide to approximately 8,000 citations for publications, organizations, and other sources of information on nearly 300 subjects relating to public affairs*. Detroit: Gale Research Co., 1988.

The volume is a bibliographic guide to approximately 8,000 citations of publications, organizations, and other information sources covering almost three hundred subjects related to public affairs. Included are abstract services, indexes, annuals, reviews, bibliographies, handbooks, and manuals. The entries are not annotated and no index is provided.

Weatherspoon, Floyd D. *Equal Employment Opportunity and Affirmative Action: A Sourcebook*, *Public Affairs and Administration Series #12* and *Garland Reference Library of Social Science Vol.164* New York: Garland Publishing, Inc., 1985.

Covering approximately a twenty-year period from 1964 through 1984, the volume includes over 1,000 articles and treatises on equal employment opportunity and affirmative action. The majority of the entries are annotated. The author provides an introductory synopsis on the subject. The sourcebook is divided into three major sections: equal employment opportunity, affirmative action and litigation. Materials cited include published and unpublished works including dissertations, law journals, professional journals and popular magazines. Preference is given to publications of the federal government and articles

published in legal, personnel and labor journals. The targeted audiences are scholars, students, attorneys, and professionals working in personnel, EEO/AA, and labor relations.

Webb, William H. and Associates. *Sources of Information in the Social Sciences: A Guide to the Literature*. Third ed. Chicago: American Library Association, 1986.

The volume is divided by subject. Chapters on political science, economics and business administration are relevant for this work. Mini-essays introduce the field and key aspects of the field covered. The principally English-language sources are selectively annotated, plus the majority are focused on the United States. Most sources listed are published after 1960. The volume does contain an author, title and subject index.

West, Jonathan P. *Career Planning, Development, and Management: An Annotated Bibliography, Public Affairs and Administration Series #1 and Garland Reference Library of Social Science Vol.145* New York: Garland Publishing, Inc., 1983.

The volume is divided into three sections: individual career planning, individual career development and organizational career management. Within this third section is a chapter on the public sector. There are references to government careers throughout the work. The period covered is 1960 through 1982. The entries are annotated. The volume does have an author and title index.

Websites and Web Searching

Ray Schwartz and Marc Fudge

Introduction

The goal of this chapter is to provide information about the how to accurately and efficiently use web-based search engines to “mine” resources, such as datasets and documentations, about public affairs, policy, and administration. Many of us who have “surfed” the web are not aware of the rubrics of its underlying technology, which determine, for example, which web sites and web pages will be included in a search engine’s index and which will not. This chapter will illustrate these processes to show readers how to become sophisticated users of search tools and to improve their research by using online resources. Additionally, this chapter will focus on the broad scope of the web and the explicit functions of its various resources and services, rather than on terms such as blog, portal, gopher or RSS (Really Simple Syndication). Although these terms signify a function and, or group of functions, their meanings are more often than not connected to social movements, trends, fads, or even particular brands of software. Examples of websites, particularly as they relate to public administration, that offer enhanced search capabilities enabling users the opportunity to obtain information in a simple and direct manner will be discussed. Finally, recommendations for websites to improve search capabilities and functions will be offered.

Definition and discussion of web indexing and searching

How exactly do we find the information we need from the web accurately? As with most databases, rather than searching directly through all the records stored in the database, search engines use an index. Within computing nomenclature, an index is a highly structured file or set of files (or even part of a file, depending on the database management software employed) in which all the database records are broken down into individual “words” and are arranged in an alphanumeric sort. Each “word” listed in the index has corresponding pointers to the location of each occurrence of the word in the database record set. In general (and in all cases with search engines), the database management system submits the user’s search query to the index rather than to the data and uses the results as the pointer to direct the user to the occurrence of the data in the database. The advantage of using an index is that it speeds up the performance of the search query.

Many state government websites now offer customizable search capabilities powered by Google search engines. Examples include the Oregon state government (oregon.gov) and New Jersey state government (nj.gov). Searching government web sites using sophisticated engines allows users the ability to quickly sort through an array of information until they retrieve what is of particular interest. Instead of having the software search through the entire set of data to find every occurrence of the search term(s), the software simply jumps to the alphanumeric line or lines that contain the search term(s) and, using the listed pointers, directs the user to all occurrences of the term(s) in the database. This process thereby gives the user much faster results.

The U.S. Government Accountability Office, known as the “investigative arm of Congress” provides reports and testimonies and legal decisions by report number and by specific topic of interests (national defense, education and science, space and technology). Since the amount of information contained on their website is immense, users can enter keywords or report numbers into the search field to locate the information they are interested in.

How an index is designed and built has enormous implications for a database’s function and usefulness. Some databases do not have all their data indexed. For example, a database of local statutes could have one index for a statute’s title, another for the

statute's number, and no index for the text of the law. Another, more common example would be a database of audio CDs that may have an index of performers' names and another index of CD titles, but no indexes for song titles, notes, genres, and so on. With search engines, building indexes takes a different twist. Prior to addressing those issues, it is important to understand what data is included and what data is not included in search engines.

In all databases, there is some discretion used to determine the kind and amount of data to include and search engines are no different. Most people believe that search engines include all data from the web; however, this belief is far from the reality. Search engines, in general, do not include more than .03 percent of the total web in their databases (Bergman, 2001). This is the case, in part, because of the size of the web, the nature of its content, its structure, and how it is accessed.

USA.gov is the federal government's primary portal of information. USA.gov is considered one of the best government websites because it allows users to search for information based upon their own particular need (healthcare, small business information, benefits and grants, etc.) and not by the agency or department. In addition to federal government data, USA.gov also allows users to obtain state and local government information as well. Organizing the website in this manner is especially important because of the enormous amount of information that is available for citizens to access.

So how do search engines determine which web pages to include in their indexes? Of course, web sites can and do submit their pages to search engines for indexing. Search engines' prime method for locating this content is to unleash automated software programs called "crawlers" or "spiders" that follow a link to a web page and then follow all the links on that web page to other web pages, and so on and so on. Search engines like, "Google Scholar" allows users to search scholarly literature, from a variety of disciplines, as journal articles, books, and other publications. If one were to go onto Google Scholar and type "web searching" into the search area, links to articles titled "A Taxonomy of Web Search" (Broder, 2002) and "Searching the World Wide Web" (Lawrence and Giles, 1996) would appear. As one can imagine, search engines like Google Scholar are continuously updating the information they provide to users so that it remains current. Many search engines work at a constant pace to keep up both with new pages and changes in the pages that they have already indexed. However, all search engines selectively index the web—that is, not all sites are indexed, and of those sites that are indexed, not all of their pages are retrieved and indexed. Many web site administrators have reported on the various differences among search engines regarding which pages they retrieve and which of these pages are ultimately indexed fully, partially, or at all (Sullivan, 2005).

Besides search engines' selectivity in indexing, not all web pages themselves can be retrieved and indexed. What search engines can retrieve by web linkage alone is called the "surface" web. What search engines cannot retrieve is referred to as the "deep" web. The kinds of content that cannot be indexed are: 1) sites needing a username and password to access, and/or 2) pages that are created dynamically by user interaction with web forms. Bright Planet report (Bergman, 2001), estimates that the deep web is about 1,000 to 2,000 times the size of the surface web.

Estimating the World Wide Web's size is a difficult endeavor. With all the claims, it is hard to know what to believe. In early 2005, Google, considered the largest search engine to date, claimed to have indexed eight billion pages while Microsoft Search Network (MSN) claimed to have indexed five billion pages. Yahoo, on the other hand, claimed four billion, but by August 2005, was reporting 19 billion. A study (Gulli, 2005) completed in the summer of 2005 estimated the surface web's size to be 11.5 billion pages. The study also estimated that Google had indexed 76 percent of the indexable web, while Yahoo had indexed 69 percent. Another study (Cheney, 2005) completed after Yahoo's latter claim showed that Google produced 65 percent more results than Yahoo. Given these findings, it is difficult to believe that Yahoo's numbers are justified. Confounding these estimates are the various ways pages can be counted. For example, duplication complicates the issue. Danny Sullivan of Search Engine Watch explains the difficulty in counting pages accurately, "especially in a period of syndicated content and much near-duplicated content, measuring comprehensiveness is a much more subjective task" (Sullivan, 2005).

Though these difficulties exist, there are efforts to build an infrastructure and "work-arounds" to make the deep web accessible. For instance, search engine companies, Google in particular, have approached many publishers for the metadata of their deep web content. This way, rather than "surfing" the web to build their searchable indexes, Google and the other companies can load publishers' descriptive data and links directly into their databases. Though this data still constitutes only a fraction of the deep web, these endeavors nevertheless illustrate the industry's efforts to minimize the issue of the invisible web.

Earlier the discussion centered around the structure of databases and having indexes for the different data fields, however, most web pages are not highly structured. Many search engines compensate for the lack of structure by applying a variety of algorithms to the search terms that rank the relevance of the results. Factors upon which the most common ranking techniques are based include:

- Frequency of the search terms
- Order of the search terms
- Placement of the search terms in the document (Are the terms in the document's title? Are the terms at the beginning of the document's body or towards the end?)
- Coding of the search terms in the document (Are the search terms prominently coded in the document, such as with HTML's Heading 1 code?)

Techniques for ranking results vary across search engines. For example, Google ranks a web page by the number of times other web pages link to it and by the rank of those pages doing the linking. At the state and local level of government, similar efforts are taking place. For example, New York City's official government website places infrequently searched items farther down the search results screen because of a lack of activity, ultimately removing these links and information that are not commonly searched. This technique has the advantage of giving a higher rank to pages considered "authoritative" in their subject field (Henzinger, 2004). We may assume that the sites linking to a particular site are correct in their assessment, but any one site cannot be linked to exclusively by only high-quality sites. This technique could also point to the fact that the site is popular, not necessarily of high-quality. Unfortunately, like all ranking techniques, this technique is susceptible to manipulation. For example, a group of web site authors can manipulate the search results of another site's web page by adding an agreed upon set of words in their links to the target page. This kind of linking is referred to as 'Google bombing.' An example from 2002 to September 2007 was a search on the phrase "miserable failure", which brought George W. Bush's official biography page at the top of the search results (BBC News, 2003).

Despite these issues, the technique of ranking according to links has served Google and the World Wide Web very well in maximizing the quality of searches. In addition, Google has modified their search algorithms to 'defuse' the results of 'Google bombing' (Sullivan, 2008).

Searching Government Web Sites

In the early 1990's the federal government began the process of requiring all federal agencies and departments to utilize information technology to store prominent information. The Government Printing Office Electronic Information Access Enhancement Act of 1993 was meant to establish a means of enhancing electronic public access to a wide range of Federal electronic information in the Government Printing Office (GPO) (Cruse and Jahns, 1996). The Act included several key provisions, which required the Superintendent of Documents to:

- Maintain an electronic directory of Federal electronic information.
- Provide a system of online access to the Congressional Record, the Federal Register, and, other appropriate publications distributed by the Supervisor of Documents.
- To operate an electronic storage facility for federal electronic information.

Providing a system of online access to various government records was enabled by the GPO's Wide Area Information Server (WAIS) known as "GPO Access." GPO Access (<http://www.gpoaccess.gov/>) is a website that disseminates the U.S. Government Printing Office (GPO) official information from all three branches of the Federal Government. "The creation of a WWW interface to GPO Access allows direct access to the database using a graphical browser such as Netscape rather than having to install WAIS client software on a particular machine." (Cruse and Jahns, 1996).

In 1998, the Government Paperwork Elimination Act (GPEA) instructed agencies to allow electronic maintenance, submission, and disclosure of information including electronic signatures. This process was required to be complete by October 2003 (Stowers, 2002).

The results of federal acts like these along with a concerted effort by state and local governments, to improve methods of making information available, has created a need for search engines and other search mechanisms to be able to disseminate information in an efficient and effective manner. Many citizens realize that a vast amount of data, forms and other information are available from the government via their web sites and they expect it to be easily retrievable. Web developers are constantly seeking methods that will increase visits to their particular web sites. Web sites that users find beneficial, resolving questions they may have along with search engines that yield current and up-to date results, are ways to ensure users continue to visit those web sites in the future.

Over the past decade, the public sector has begun to incorporate the use of information technology within their organizations as they seek to improve service delivery to citizens. Along with general search capabilities, the city of San Francisco, California, offers users enhanced search capabilities that allow one to search and track 311 incidents, conduct searches of blogs from the mayor and find news broadcasts from San Francisco Government Television (SFGTV). As public administrators consider

Citizen-to-Government (C2G) interaction when designing and enhancing their web sites, it is only natural that web developers will be forced to improve web sites and search capabilities.

Discussion

Searching for information on the web can be an arduous and time-consuming process. While search engines have improved their ability to retrieve the most popular and common sought information, it can still be a daunting task. "The About.com Guide to Online Research," by Wendy Boswell (Adams Media, 2007) is a good resource for novice and advanced web search users to rely upon for guidance. Her book provides practical examples in an easy to understand and enjoyable manner.

Academic institutions realize the complexity associated with electronically searching for information and many universities and college libraries offer tutorials or classes for those interested in increasing their knowledge and capabilities while conducting researching.

So, is this period just a continuation of what started in the mid 1800s or truly another information surge? It all depends on how we characterize events and to what end. More importantly, what will future civilizations agree upon as the story of our efforts? The answer to that depends primarily on how we think about our time and how we direct it to develop and change.

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Teaching Resources and Multimedia Archives

Ray Schwartz, Jaeduk Keum, and Yuguo Liao

Teaching resources in this section complement the contents under the category “Teaching Resources” in Public Administration Gateway. For more information on teaching in the field of Public Administration, the Teaching Resource Guide, available on The PA Gateway website under Teaching Resources, provides guidance in a variety of areas. This includes instructional resources, such as case studies, simulations, and technology for course content; programs, courses, and syllabi; and information on learning outcomes. This book is an excellent resource for PA educators.

Introduction

There are numerous resources that focus on the teaching of public administration. These can include collections of articles, citations of print and/or electronic documents, forums for interaction and discussion, or collections of instructional materials such as syllabi, textbooks and case studies. This chapter will cover the core materials from each these groups, as well as literary and multimedia works.

Literary and multimedia works are very useful for helping students learn through indirect and symbolic experience. Literary resources may include fiction, literary nonfiction, and literary criticism. Multimedia archives may include feature films, documentaries and any other kinds of visual resources including television serials, animation, graphic arts, murals, simulation software, and MP3 computer files. These works not only reflect the culture of a specific society under certain historic and social contexts but also shape students’ understanding of the institutions and traditions in that society (Lee and Paddock, 2001:167).

In this sense, many narratives either lampoon inefficient, rigid, immoral governments or laud heroic bureaucrats. Sometimes these artistic works illustrate rapid technological developments and show how to apply them to governmental activities. Also, it is important to note that visual resources can enhance student learning as model cases of leadership, organizational behavior, management, and ethics.

Motion pictures and other visual resources can help students visualize theories in textbooks and link theories to practices under certain contexts. Simulation software can be an attractive teaching resource. For example, SimCity allows students to act as the mayors and city planners of their own metropolises and fight against social problems such as crime, unemployment, and pollution with limited time and scarce resources. On the Internet, there are a number of ‘virtual worlds,’ or 3-D online environments, that allow a number of users to create and participate in various virtual environments. The most well-known virtual environment application currently used for these purposes is Second Life (<http://secondlife.com>). In any number of Second Life’s ‘communities,’ there are virtual cities established with their own governments, currencies, city services and so on.

Multimedia Archives

Application of Digital Materials in Higher Education

EDUCAUSE (<http://www.educause.edu>) is an organization whose main focus is the intelligent use of information technology in higher education. EDUCAUSE has an annual conference, several regional conferences, two journals (*EDUCAUSE Quarterly*

and *EDUCAUSE Review*) and other publications. The EDUCAUSE Learning Initiative (ELI) (http://www.educause.edu/content.asp?Section_ID=86) is a community whose mission is to help institutions advance learning through IT innovation. The ELI Discovery Tools section (http://www.educause.edu/content.asp?page_id=10564&bhcp=1) offers a variety of resources such as workshop and technology guides, and student input tools. One of these tools is a set of guides, called “Applying Technology to Teaching and Learning” (http://www.educause.edu/content.asp?page_id=11816&bhcp=1), which helps users select and integrate technology into teaching and learning.

Other ELI useful links are

- Emerging Technologies and Practices (http://www.educause.edu/content.asp?page_id=5673&bhcp=1).
- Games and Simulations (http://www.educause.edu/content.asp?page_id=11263&bhcp=1).

Archival Collections

- **The British Library Sound Archive** – The catalogue includes entries for millions of recordings held in the Sound Archive and is updated daily. It is one of the largest catalogues of its kind anywhere in the world, covering both published and unpublished recordings. - <http://www.bl.uk/reshelp/bldept/soundarch/about/soundarchive.html>.
- **The British Library’s Images Online** – This archive provides access to thousands of images from the British Library’s collections, including manuscripts, rare books, musical texts and maps spanning almost 3,000 years. The range of available images includes illustrations, drawings, paintings and photographs - <http://www.imagesonline.bl.uk/>.
- **Learning at the British Library** – This site includes educational resources from the British Library including the categories of learning, language & culture, citizenship, history, art & images, culture & knowledge, creative research, visits & workshops, learning news & events - <http://www.bl.uk/learning/index.html>.
- **The Library of Congress’ Digital Collections and Programs** - Online access to print, pictorial and audio-visual collections and other digital services - <http://www.loc.gov/library/libarch-digital.html>.
- **The United States National Archives and Records Administration** – The National Archives and Records Administration (NARA) is the nation’s record keeper. Of all documents and materials created in the course of business conducted by the United States Federal government, only 1%-3% are so important for legal or historical reasons that they are kept by the National Archives forever. - <http://www.archives.gov/>.
- **Repositories of Primary Sources** – This is a listing of over 5,000 websites of institutions with holdings of manuscripts, archives, rare books, historical photographs, and other primary sources for the researcher. Many of these institutions have digitalized parts of their collections - <http://www.uidaho.edu/special-collections/Other.Repositories.html>.

Simulations and Virtual Environments

Public Sector Management

- **Budget Hero** is an interactive game that allows you to decide how to allocate funds for the federal budget allowing you the opportunity to understand that choices are both fiscal and value driven. The game is interactive and includes extensively researched policy choices. It allows for players a better, non- partisan objective understanding of the considerations of government officials and politicians when constructing the federal budget. www.marketplace.publicradio.org/features/budget_hero.
- **Cyber Nations** is a free browser-based government simulation game. In it you can choose a nation and run it as you see fit. You may choose the type of government, currency, taxes, religion, and more. You can expand your nation by making strategic purchases of land, technology, military forces, infrastructure, and you even have the ability to declare war. A ranking system allows you to see how well your nation is performing against others. Mismanagement will run your nation into the ground, or you can choose to build the strongest, most powerful empire. <http://www.cybernations.net/>.
- **Floodsim** allows you to control spending in the UK for 3 years. The player controls where to build homes, what’s the best method to inform people about flooding and most importantly how much money to allocate to flood resources. Once the game is loaded, an intro is provided so that you may navigate through the game with ease. Statistics such as population density, economic output and Floor Risk are provided for different UK regions. Further in the game, you are given the option of viewing both National and Regional policies, which will either decrease or increase your funding. The overall goal is to decrease flood

damage and make wise choices in policy. You are also provided a policy adviser who will provide both pros and cons to your choices. <http://floodsim.com/>.

- **Hidden Agenda** is a simulation game where the player takes the on the role as the ruler of a fictional South American country. As the president of Chimerica you are faced with extreme poverty, lack of health care, and political and economic corruption. The challenge of the game is to interpret information from a variety of sources (including your own cabinet members), make decisions that will benefit the progress of the country and balance your goals for the country with the competing interest of political factions. If you rely too heavily on any one faction you risk the possibility of a revolt. <http://www.abandonia.com/en/games/138/Hidden+Agenda.html>.
- **I Can End Deportation (ICED)** gives players the opportunity to understand and experience the impact of our current immigration laws on detention and deportation. The purpose of the game is to give raise awareness about the issues immigrants face and citizen attitudes towards immigrants. Players choose their ethnicity and immigration status and are chased by immigration officers. As a player, you need to make choices and are required to answer questions that will impact your fate. www.icedgame.com.
- **Serious Games Initiative**
Founded at the Woodrow Wilson Institute for International Scholars, the Initiative is focused on the uses of games for exploring management and leadership challenges facing the public sector (Woodrow Wilson International Center for Scholars, 2007) - <http://seriousgames.org/>.
- **SecondLife**
Second Life is a 3-D virtual world built entirely by its “residents.” Second Life is free and open to all users, and is maintained by Linden Lab – <http://secondlife.com/>.
Sources about Second Life
 - Nonprofits in Second Life - <http://www.nonprofitcommons.org/>.
 - Reuters Second Life News Center - <http://secondlife.reuters.com/>.
 - Second Life Reader (<http://slreader.com/>) – This is a blog of news and events concerning Second Life. A variant of and very useful interface to Second Life Reader is at <http://technorati.com/blogs/slreader.com> on Technorati.
- **Urban Planner** allows for you to build an urban community. The game gives you a budget and you can add whatever you want to your community. Once things are added, the game lets you know about the crime rate, unemployment rate and what is needed to rebuild the community. <http://www.123-games.net/games/urban-planner-game>.
- **Uncle Sam's Budget Balancer** uses real congressional numbers from the 1995 federal budget. The purpose of the game is to allow citizens to understand governmental finance and show in a dissected ‘dollars and cents’ model what it takes to get government numbers right and actually balance the budget. <http://www.klhess.com/unclesam/>.
- **Wild Style City** developed by *Earthmine*, simulates a virtual city (San Francisco). It collects three-dimensional data using stereo photography capturing two images to create a three-dimensional map. You can click on any corner of a building and get a real-world measurement as well as its location. It is real world equivalent on all three levels longitude, latitude and elevation. www.wildstylecity.com.

Political Science

- **Commander-in-Chief** is a game in which one player or multiple players can act as the Head of State of any government of their choice. Players have the possibility of navigating various scenarios such as declaring war, shuffling cabinet members, passing legislation and addressing social issues. A player can even alter the form of government. <http://www.commander-in-chief.net/>
- **Democracy 2** is a downloadable political strategy/simulation game. It simulates the loyalties, motivations and desires of your citizenry. You will play the role of the prime minister or president and it will be your responsibility to do a fair and balanced job at running your country. Demands of the voters play an important role as you decide how to tax your citizens. You decide how your country will be run-will you give into pressure from the conservatives, religious lobbyist, liberals, or socialists? Important decisions will be made as you weigh the need for crime control against your citizens civil liberties. Each decision you make in this strategy game will have a direct effect on the future of your country. A free demo is available for download. <http://www.positech.co.uk/democracy2/index.html>.

- **Election Day** aims to educate and encourage citizens to become more involved in U.S. government elections. Participants can get more of an insight to the election process and hopefully translating this knowledge into the real world. Participants have an opportunity to become knowledgeable about the following areas: political parties, public opinion, campaign financing, election law, political marketing, strategic planning, and the media. <http://www.election-day.info/>.
- **The Game of Politics** simulation link can be used as an educational tool for one to better their understanding of the American government and political system. Professors, the “coordinators” in this virtual experience, can use this program as a teaching tool for students, who are categorized as the “participants.” The participants take on different roles in the government and carry out their designated duties accordingly. A participant may act as a Member of Congress, the President, the Vice-president, a Supreme Court Justice, Speaker of the House, Senate Majority Leader, Domestic Advisor, Foreign and Military Advisor, or a slew of other figures; participants learn from these virtual experiences as they carry out the actual duties of the government officials and make crucial decisions which affect the nation and its citizens. This online simulation discusses topics in the areas of budgeting, amendments, Congress (and the roles and challenges of the two houses, Senate and House of Representatives), leadership, media, legislation and various public issues. <http://www.gameofpolitics.com/>.
- **LegSim** players create their own district, personal profile complete with contact information, create caucuses, committees hold hearings, etc. The game experience takes the player back to the basics of the American Government’s core. The game provides an extremely comprehensive explanation of every detail of the game, which is very helpful and refreshing. <http://www.legsim.org>.
- **Middle East Political Simulator** is a game set in 1997 where the prime minister of Israel has been assassinated. The player is left in control of Israel and has to find a way to defeat the four surrounding states. There are multiple political and militaristic methods of completing that goal. The player uses diplomacy, espionage, the military, and surrounding countries to his advantage to achieve the desired outcome of his leadership. <http://www.eastman.me.uk/conflict.htm>.
- **NationStates** is emulated after the novel *Jennifer Government* by Max Barry. In this simulation game, one chooses a country name, a national slogan, a national animal, and a national currency. Such choices are followed by a questionnaire which implements the politics of the nation. One will make decisions in the type of government instituted (liberal or conservative), in the type of leader he or she will be (authoritative or passive), and the involvement of a country in international relations issues (i.e. joining the World Assembly). Many users aim to advance in the World Assembly by becoming involved in the organization moving up the ranks of this association. The simulation game touches upon the politics, civil rights, and economic issues in a country, and one is able to exercise their power over a country. <http://www.nationstates.net/page=faq#general>.
- **Particracy** gives the player the opportunity to interact with other political parties, introduce legislation, form cabinets, become involved in economic policy, and international treaties. <http://classic.particracy.net/>.
- **President Forever 2008** is a political simulation link that incorporates realism mixed with fiction. It simulates United States presidential elections and primary elections in 1960, 1980, 1992, 2000, 2004, and 2008. *President Forever 2008* was developed and released by TheorySpark, a developer specializing in political games, on October 12, 2006. The game is an updated version of the original *President Forever*. <http://www.theoryspark.com/>.
- **Rise to Supremacy** allows for the player to create a country and then allows them to determine how they would prefer to lead the country. The individual can determine what military training to have for their military, the type of science research they would prefer to conduct and even the type of government they would prefer to have. <http://www.gamediscovery.com/ideas/archive/Video-Game-1392.asp>.
- **Senate Seeker** allows players to create a candidate and run for Senate. As a candidate running for Senate, the player is able to run ads to either strengthen himself or to attack his opponent. The player can also give speeches about various issues, sell out to interest groups, fundraise money for re-election, prepare for debates, and can visit actual schools. <http://www.senateseeker.com/>.
- **Virtual Worlds Review**
Second Life is not the only platform for virtual worlds and simulations. This site has information and links to other implementations - <http://www.virtualworldsreview.com/>.
- **World Simulations** allows participants to role play in the form of elected officials. It allows members from all over the country to participate. Just like the real government, Govism simulates the House, the Senate, the White House, the Executive Cabinet, State Governors, the Supreme Court, as well as the media that influences government and the special interest groups that accompany it. <http://worldsimulations.com/USG/index.shtml>.

Online Television Networks

- **5 City TV (Lincoln, NE)** - Government TV. - City of Lincoln and Lancaster County, Nebraska - <http://www.lincoln.ne.gov/>.
- **Access Tucson** - Access Tucson was established as an independent, non-profit, membership based organization for the management of public access in 1984. Access Tucson provides the training and facilities for Tucsonans to communicate with the community utilizing electronic media. Public access producers provide the ideas, information, and diversity to create the most visible part of our organization, the programming. <http://www.accesstucson.org/>.
- **Boston City TV** - Boston City TV is the city television service featuring city news, announcements and notices as well as public affairs and educational programming on Comcast's Channel A-24 and RCN's Channel 16. Boston City TV features a number of regular public affairs programs designed to inform Boston viewers. <http://www.cityofboston.gov/cable/live.asp>.
- **Youtube: C-Span Channel** - C-SPAN programs cover Capitol Hill, the White House and national politics and public affairs events in Washington D.C. C-SPAN is a private, non-profit public service of the cable television industry. <http://www.youtube.com/user/cspan?blend=1&ob=4>.

Related Cases

- **Citizens budget commission, New York, NY** - <http://www.bbcny.org/>.
The Citizens Budget Commission is a nonpartisan, nonprofit civic organization devoted to influencing constructive change in the finances and services of New York City and New York State government. CBC was founded in 1932, a time of great fiscal crisis, when a group of distinguished civic leaders decided to start a research organization that would analyze the City's finances, evaluate the management of City government, report on these matters to its members, and recommend improvements to municipal officials. In 1984 CBC expanded this analysis to the fiscal affairs of State government.
- **Citizens' economy efficiency commission, LA county, CA** - <http://eec.co.la.ca.us/>.
In 1964 the Los Angeles County Board of Supervisors adopted County Ordinance 3.16 which established the Los Angeles County Citizens' Economy and Efficiency Committee. After nine years, the Board re-designated the Committee as a Commission. The County Ordinance under which the Commission derives its authority provides for the appointment of twenty-one Commissioners; four appointments by each of the five Supervisors with the twenty-first appointment being the preceding year's Foreperson of the Los Angeles County Grand Jury. Commissioners are appointed to serve a two-year term, but may serve longer if requested to do so by their appointing Supervisor.

The commissioners, as recognized leaders within the public service, corporate, legal and academic segments of society, bring a uniquely focused perspective to the Commission's review and analysis of local government policy, management and operations. This capability is exemplified throughout the history of the Commission by the background and experience of its members. Capitalizing on their experience in these diverse backgrounds, the commissioners are able to provide local government with a distinctive and valuable advisory resource, while acting as a vital bridge between local government and its citizens.

- **Community review program, Montgomery County, MD**
<http://www.montgomerycountymd.gov/hhstmpl.asp?url=/content/hhs/ACS/commreviewpanels.asp>.

Montgomery County's Department of Health and Human Services has had a system in place to conduct Community Reviews since the fall of 1999. These reviews are conducted by teams of Montgomery County community members who have knowledge of the health and human service field are particularly sensitive to issues of ethnicity, economic and cultural diversity.

Community reviews provide a consistent mechanism for determining how well DHHS programs and contractors are contributing to the Department's outcomes of ensuring that Montgomery County's residents are safe, healthy, and self-sufficient. They are a crucial link in the Department's commitment to continuous improvement. Reviews indicate whether programs are moving in the right direction in delivering quality services. They also serve as an alert to identify programs that need a more formal evaluation.

Most reviews take three to four days and involve a team of three reviewers. In special circumstances, a review panel might consist of up to five members. Reviewers also attend an orientation and initial team meetings to prepare for the reviews, as well as follow-up meetings to summarize their findings in a written report. The reviewers present the final report at a meeting with the Department Director, the Chief of Accountability and Customer Services, the chief of the particular service area being reviewed and other appropriate department staff.

Reviewers rely on a questionnaire and rating scale to do their jobs. The questionnaire is divided into three sections: Achieving Outcomes, Providing Customer Service and Building an Effective Infrastructure. Panel members review a self-assessment and other program-related documents; observe program services, and interview staff, customers, volunteers, students and provider of services. The self-assessment, given to programs 60 days before the review, allows program staff to prepare for the review and begin to identify some program strengths and areas where work may be needed. Panel members also work with program staff to identify strengths and best practices, and recommend improvements to programs where they might be needed. Through these recommendations, a follow-up plan is identified for each program.

Teaching Resources

The following is a list of traditional teaching resources. For more extensive and comprehensive guides, see the *Teaching Resources Guide for Public Affairs and Administration* by Marc Holzer, Portia Diñoso, Michelle LeDuff Collins; Rutgers University. School of Public Affairs and Administration. Washington, D.C.: National Association of School of Public Affairs and Administration, 2007 at <http://spaa.newark.rutgers.edu/PDF%20Files/Teaching%20Resources%20FINAL.pdf> and The Public Administration Teaching Roundtable website maintained by the National Center for Public Productivity (NCP) at Rutgers University, Campus at Newark at <http://andromeda.rutgers.edu/~ncpp/roundtable/index.htm>. In addition, the National Center for Public Productivity website at <http://www.ncpp.us/> has numerous other resources.

Journals

- **The Journal of Public Affairs Education** (NASPAA) ISSN: 1523-6803 - *The Journal of Public Affairs Education* is the leading scholarly light for promoting change in teaching, learning, and quality in public affairs education. *JPAE* is a source of expertise towards professors, administrators, students and practitioners concerned with the preparation of the next generation of professionals in public service.
- **Teaching Public Administration** (Public Administration Committee of the Joint University Council) ISSN: 0144-7394 - *Teaching Public Administration* is published twice a year, Spring and Autumn, by the Policy Research Centre, Sheffield Business School, Sheffield Hallam University, on behalf of the Public Administration Committee of the Joint University Council. The journal provides for the analysis and review of approaches, concepts and practices in public administration teaching and training. Articles which consider innovative teaching methods and applications, analyze teaching and training needs in public administration, case studies and teaching aids will be of particular interest. Bibliographical notes, literature reviews and relevant book reviews will also be welcomed.

Citations from Abstracting and Indexing Databases

- **Catalog of U.S. Government Publications (Monthly Catalog)**
The Catalog of U.S. Government Publications (CGP) is the online counterpart of the Monthly Catalog of United States Government Publications and contains records for electronic and print publications from the legislative, executive, and judicial branches of the U.S. government, with links to those that are available online. These publications make up the National Bibliography of U.S. Government Publications which currently covers materials that were cataloged by the U.S. Government Printing Office beginning in July 1976, and includes items distributed to Federal depository libraries. - <http://catalog.gpo.gov/F>.
- **CIAO: Columbia International Affairs Online**
Columbia International Affairs Online provides access to the literature of theory and research in international affairs. CIAO incorporates the following:
 - Working papers from over 100 institutions.
 - Recent conference proceedings from more than 30 academic and nonprofit research institutes.
 - Texts and references from selected journals in the field of public policy.
 - Summaries and selected full text of selected books published by a number of important organizations in the field of public policy, including U.S. government reports.
 - A selection of full-text policy briefs and economic indicators from major organizations devoted to international affairs, including the Federal government.
 - Case studies, written by leading scholars, examine the effects of important events in history.
 - Course packets and syllabi for introductory and graduate level courses in international affairs.

CIAO also includes links to other sources for information on international affairs, a schedule of scholarly events in foreign affairs and security policy, and extensive information on nations and regions of the world, including maps. <http://www.ciaonet.org/>.

- **Education Resources Information Center**

The Education Resources Information Center (ERIC) is a national education database sponsored by the U.S. Department of Education. Presently the largest education database in the world, ERIC contains over 1.2 million citations for materials in the field of education. This site includes indexing for more than 650 journals, about 500 of which are comprehensively indexed. It also indexes over 100,000 documents (ED numbers), many of which are full text online. <http://www.eric.ed.gov/>.

- **The Education Research Information Center (ERIC)**

The Education Research Information Center is sponsored by the U.S. Department of Education, Institute of Education Sciences. The database provides free access to over 1.2 million citations of journal articles and other education-related materials. The database contains citations to a number of public administration journals (e.g., *Public Administration Review* and the *Journal of Public Affairs Education*) – <http://www.eric.ed.gov>.

To find citations pertaining to the teaching of public administration, search by “Thesaurus Descriptor” with the term “public administration education” (as of June 2007, the search retrieved 295 citations dated from 1965 to 2003).

- **Index to current urban documents (Greenwood Electronic Media)**

This is a guide to reports and research generated by local government agencies, civic organizations, academic and research organizations, public libraries, and metropolitan and regional planning agencies in approximately 500 cities in the United States and Canada - <http://gem.greenwood.com/products/factsheets/IndexCurrentUrbanDocsFactSheet.pdf>

- **Journal Citation Reports**

Journal Citation Reports is a comprehensive and unique resource that allows you to evaluate and compare journals using citation data drawn from over 7,500 scholarly and technical journals from more than 3,300 publishers in over 60 countries. It is the only source of citation data on journals, and includes virtually all areas of science, technology, and social sciences. Journal Citation Reports can show you the:

- Most frequently cited journals in a field
- Highest impact journals in a field
- Largest journals in a field

Citation and article counts are important indicators of how frequently current researchers are using individual journals. By tabulating and aggregating citation and article counts, JCR offers a unique perspective for journal evaluation and comparison. (Thomson) - www.isiknowledge.com/

- **Polling the Nations**

Polling the Nations is a compilation of the full-text of the questions and responses from over 14,000 national, state, and local surveys conducted since 1986 by more than 1,400 polling organizations in the United States and more than 100 other countries. Polling organizations represented include such standards as Gallup and Roper; major networks, newspapers, and magazines; universities; and foundations, associations, and corporations.

There are over 6,000 topics covered in the database. The subjects cover myriad issues such as gun control, abortion, government, women, race relations, the economy, and children. In addition to these recurring themes, episodic events such as reactions to September 11--trust in government, Americans' willingness to take military action against countries assisting terrorists, whether the rights of average Americans are being protected, are added in a timely fashion.

Polling the Nations is a significant source for marketing information and a rich source of measures of attitude and social behavior of people around the world, explaining both what they do and why. Each record includes the text of the question posed and the responses tabulated. Records can be searched by topic, question text, universe polled, date, polling organization, and response categories - <http://www.poll.orspub.com/>.

- **Public Administration Abstracts**

Public Administration Abstracts is produced by Sage, including books, textbooks, reference books, journals, databases, and research methods - <http://www.sagepub.com/>.

- **Public Affairs Indexing Service (PAIS) International and PAIS Archive**

The PAIS International and the PAIS Archive databases offer access to international literature in public affairs, public and social policies, and international relations. The two databases combined contain references (556,400 and one million respectively) to more than 1.5 million journal articles, books, government documents, statistical directories, grey literature, research reports,

conference reports, publications of international agencies, microfiche, Internet material, and so on. The total sets of references are 63% journal articles, 25% books, 11% government documents, and 1% websites. PAIS International provides coverage from 1977 to the present, while the PAIS Archive provides retrospective coverage of the PAIS Annual Cumulated Bulletin, Volumes 1 – 62, published between 1915 and 1976. In addition, more than 3,800 journals published in over 120 countries and five different languages have been indexed and abstracted by PAIS - <http://www.csa.com/factsheets/pais-set-c.php>.

To find citations pertaining to the teaching of public administration, search by the descriptor, “public administration”, combined with the two descriptors, “study and teaching” and “training”, as illustrated in the following search statement: (DE=“public administration” and (DE=“study and teaching” or DE=“training”)). As of June 2007, this search retrieved 531 citations dated from 1928 to 2007. It is important to use the operator OR to combine the two descriptors, “study and teaching” and “training” and include any citation that has either descriptor or both.

- **Wilson Social Sciences Full Text**

Part of Wilson Omnifile, Wilson Social Sciences Full Text covers the latest concepts, trends, opinions, theories and methods from both applied and theoretical aspects of the social sciences. It includes citations and abstracts from a broad array of important international, English-language periodicals, and full-text for selected key periodicals. Subject coverage in Wilson Social Sciences Full Text includes: anthropology, area studies, community health and medical care, economics, geography, gerontology, international relations, law and criminology, planning and public administration, police science and corrections, politics and policy, psychiatry and psychology, social work and public welfare, sociology, urban studies, and other related areas - <http://www.hwwilson.com/Databases/socsci.htm>.

Other General Academic Databases

- **Academic Search** – available from www.ebsconet.com.
- **ABI/Inform** – available from www.proquest.com.
- **Business Source** – available from www.ebsconet.com.

Monographs

- **Amazon and Other Online Booksellers for Titles in Print**

Country	Website
Australia	www.angusrobertson.com.au
Canada	www.amazon.ca
India	www.bagchee.com
South Africa	www.exclusivebooks.com
United Kingdom	www.amazon.co.uk
United States	www.amazon.com

- **OpenWorldCat**

Open WorldCat is a free subset of the subscription-based WorldCat database from the Online Computer Library Center (OCLC). WorldCat is the world’s largest network and database of library content – <http://www.worldcatlibraries.org>. Use the search terms “public administration study and teaching.”

Conferences

The following are conferences available for public administration educators and researchers to attend and give presentations:

- American Society for Public Administration (ASPA) Annual Conference - <http://www.aspanet.org/>.
- Public Management Research Conference (PMRC): <http://pmranet.org/conference/>
- Association for Public Policy Analysis and Management (APPAM) Fall Research Conference - <http://www.appam.org/>.
- International Conference on Public Administration - <http://www.icpa-uestc.cn/en/home/default.php>.
- National Association of Schools of Public Affairs and Administration (NASPAA) Annual Conference - <http://www.naspaa.org/>.
- Public Administration Committee (PAC) Annual Conference - <http://www.juc.ac.uk/>.
- Teaching Public Administration Conference (ASPA) - <http://www.teachingpa.org/>.

Teaching Methods

Aggarwal, Anil K. ed. (2003), *Web-based learning and teaching technologies*, Hershey, PA; London: Idea Group Inc. (IGI).

During the past two decades, telecommunication technologies combined with Web-enabled technologies have created a new technology-based focus-Web-based learning and teaching. This new area has changed the concept of education around the world, creating new challenges and opportunities offered by this new technology-based concept. *Web-Based Learning and Teaching Technologies: Opportunities and Challenges* address many issues, trends, opportunities and problems facing colleges and universities in the effective utilization and management of Web-based learning and teaching technologies.

Aggarwal, Anil (2003), *Web-based education*, Hershey, PA; London: Idea Group Inc. (IGI).

A range of investigative, problem-solving articles pertaining to current developments in educational systems, this collection draws from faculty experiences gained while implementing and utilizing a combination of telecommunications and web-enabled technologies. Addressing trends and issues, and exploring the opportunities and problems confronting colleges and universities related to this relatively new practice, the articles present numerous academic perspectives and provide concepts for effectively utilizing and managing web-based education in a teaching environment. Discussing issues relating to peer-to-peer networks, e-course management, and MIS needs, this book attempts to move from questions concerning “what” to issues relating to “how.”

Bowman, James S., Menzel, Donald C. (1998), *Teaching ethics and values in public administration programs*, Albany, NY: SUNY Press.

This book offers a comprehensive selection of the latest work on teaching ethics in public administration. It presents in-depth original studies on contemporary innovations, strategies, and issues in ethics instruction and examines the most recent efforts to design ethics education curricula that make an important difference in the lives of professional men and women. The volume features an interesting variety of program innovations from across the nation, and offers an eclectic group of pedagogical strategies, with particular relevance to on-campus learning. The contributors provide examples of ethics training in the field, focusing on three different kinds of practitioners in three different parts of the country, and deal with often-overlooked issues in the teaching of ethics such as program management, faculty-student relations, research, and consulting.

Brooks, David W. (2001), *Web-teaching: a guide for designing interactive teaching for the World Wide Web*, New York; London: Kluwer Academic/Plenum Publishers.

Based on the author's experience using computers and multimedia in teaching multi-section courses, this groundbreaking text demonstrates how teaching professionals at all levels of instruction can use paperless' electronic dialoguing to dramatically improve classroom instruction. The book explains how to employ such tools as: hypertext, animation, morphs, CAD, and virtual reality interactive strategies using of e-mail self-regulation, a means of enhancing students' independence and efficiency and intranets, networks that are off the Web but operate on the same basic principle.

Cannon, Harold C. (1999), *The elements of teaching*, New Haven, Conn.; London: Yale University Press

What are the characteristics of a great teacher? What qualities of mind and spirit are necessary to help others acquire the knowledge through which they can understand and live a good life? In this book, James Banner and Harold Cannon draw on many years of experience to set forth the intellectual, moral, and emotional capacities that they believe the best teachers must possess. Their book is an inspiring guide to current and future schoolteachers and to college and university professors - indeed to everyone who teaches anything to anyone else. Arguing that teaching is an art, Banner and Cannon help teachers understand its components. They analyze the specific qualities of successful teachers and the ways in which these qualities promote learning and understanding. Throughout, they illustrate their discussion with sharply etched portraits of fictional teachers who exemplify - or fail to exemplify - a particular quality. Neither a how-to book nor a consideration of the philosophy, methods, or activities of teaching, this book, more precisely, assesses what it takes to teach. It encourages teachers to consider how they might strengthen their own level of professional performance.

Hansen, Abby J., Christensen, Carl Roland (1994), *Teaching and the case method: text, cases, and readings*, Boston, Mass: Harvard Business Press

Teaching and the Case Method delves into the special role of teacher and students in the case method learning process. Schools that want to use the case method more effectively can use this book to teach groups of faculty how to apply case method techniques. For the first time, too, a book about case method teaching attempts to show how the method can be applied in a liberal art setting. A liberal arts module in the book presents an innovative program for instructors who want to experiment

with discussion teaching in traditional arts and science areas. The book focuses on a wide range of knotty problems faced by most instructors, experienced or new, creating an opportunity for them to learn from each other. Its main purpose is to provide a rich opportunity for both professional school and liberal arts instructors to develop their own discussion leadership skills, and to further the process of learning for both themselves and their students.

Lundeberg, Mary A., Levin, Barbara B., Harrington, Helen L. (1999), *Who learns what from cases and how?* Mahwah, N.J.; London: Lawrence Erlbaum Associates.

Gathers and presents major empirical work done to date on cases and case-based pedagogy; aims to stimulate continued research and dialogues about case-based pedagogy.

Mahony, Hextall (2002), *Reconstructing Teaching*, London; New York: RoutledgeFalmer.

One of the greatest resources a school has is its staff. How teachers themselves, and their work, are defined is therefore matters of utmost importance. Major trends of increased control and 'new managerialism' are occurring in most OECD countries, radically altering both the content and form of teacher education. This book outlines recent changes in teacher education and professional development and, by drawing on recent research findings, explores the positive and negative impacts on the nature of teaching and the shape of the profession.

Nagel, Stuart S. (2002), *Teaching public administration and public policy*, 3rd ed, New York: Nova Science Publishers.

This book is divided into three parts on what to teach, how to teach, and new teaching technologies regarding public administration and public policy. What to teach includes the core of public administration, research methods, ethics education, professionalism, research design and portfolio development. How to teach includes the administrator as teacher, reading/writing case studies, team teaching and instructional design. New teaching technologies include distance learning, Hollywood films and the Internet. Both public administration and public policy are included. Public administration emphasizes personnel, financial and accountability administration. Public policy emphasizes economic, technology, social, political, international and legal policy.

Stephenson, John (2001), *Teaching & learning online: pedagogies for new technologies*, London; New York: RoutledgeFalmer.

Over 10 million students now study online Sets out the theory and latest approaches to making sure online teaching is effective Includes material and case studies from the BBC, BT, ICL and leading international academics. There has been a rapid expansion of online teaching and learning - over 10 million students now study online, and millions more use educational multimedia products and services from commercial and broadcasting organizations. However, in the rush to get online teachers, educators and developers often complain about the lack of solid theory underpinning the end materials. This book is the first to present a wide range of experience and research findings from leading practitioners and organizations around the world and will be invaluable for researchers, developers and teachers, as well as anyone with a critical interest in developing successful online teaching and learning.

Secondary Data

Data Archives

Survey Data and Analysis (SDA) Project (UC Berkeley), easy to access archive for some important social and policy surveys <http://sda.berkeley.edu/index.htm>.

Social Science Data Archives - The SocioSite is designed to get access to information and resources which are relevant for sociologists and other social scientists. It has been designed from a global point of view - it gives access to the world-wide scene of social sciences. The intention is to provide a comprehensive listing of all sociology resources on the Internet - <http://www.sociosite.net/databases.php>.

U.S. government data

FedStats - which has been available to the public since 1997, provides access to the full range of official statistical information produced by the Federal Government without having to know in advance which Federal agency produces which particular statistic. With convenient searching and linking capabilities to more than 100 agencies that provide data and trend information on such topics as economic and population trends, crime, education, health care, aviation safety, energy use, farm production and more, FedStats is your one location for access to the full breadth of Federal statistical information - <http://www.fedstats.gov/>.

U.S. Census Bureau - The *Statistical Abstract of the United States*, published since 1878, is the authoritative and comprehensive summary of statistics on the social, political, and economic organization of the United States. Use the Abstract as a convenient volume for statistical reference, and as a guide to sources of more information both in print and on the Web. Sources of data include the Census Bureau, Bureau of Labor Statistics, Bureau of Economic Analysis, and many other Federal agencies and private organizations - <http://www.census.gov/compendia/statab/>.

U.S. Social Surveys

General Social Survey - wide-ranging survey on American attitudes and behaviors - <http://sda.berkeley.edu/archive.htm>.

American National Election Studies - The American National Election Studies (ANES) produces high quality data on voting, public opinion, and political participation to serve the research needs of social scientists, teachers, students, policy makers and journalists who want to better understand the theoretical and empirical foundations of national election outcomes. Central to this mission is the active involvement of the ANES research community in all phases of the project. <http://www.electionstudies.org/>.

International Data and Social Surveys

United Nations Statistics Division - It provides a global center for data on international trade, national accounts, energy, industry, environment and demographic and social statistics gathered from national and international sources - <http://unstats.un.org/unsd/default.htm>

International Social Survey Program - The ISSP is a continuing annual program of cross-national collaboration on surveys covering topics important for social science research. It brings together pre-existing social science projects and coordinates research goals, thereby adding a cross-national, cross-cultural perspective to the individual national studies. The ISSP researchers especially concentrate on developing questions that are meaningful and relevant to all countries, and can be expressed in an equivalent manner in all relevant languages - <http://www.issp.org/>.

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Writing Aids

Mary Mintz, Gwendolyn Reece, and Terry Hall

Tips in writing in this section complement the contents under the category of “Writing” in the Public Administration Gateway.

Introduction

In *The Power of Communication: Managing Information in Public Organizations*, author Ruth Graber reminds readers that President Bill Clinton issued an executive order in 1998 requiring all government agencies to write in plain English beginning the following year. She notes that “major government agencies obviously face staggering tasks in interacting with their publics, even without considering the difficulties inherent in all bureaucratic situations.”

Clear writing is obviously an important element in the field of public administration whether the writing takes place in academia or in the public or private realm of the practitioner. The chapter is intended to assist a range of researchers from undergraduates to post-doctoral professionals and practitioners. Writers of research papers, theses, dissertations, scholarly and popular articles, books, and policy reports will find useful suggestions here. Teachers of public administration at the undergraduate and graduate level will also find recommendations here.

This chapter contains book and other recommendations from the political science and government literature for authors engaged with public administration. It includes general resources such as citation manuals and usage guides intended for scholarly and professional use in many disciplines as well as more subject-specific guides. In addition to a bibliography of useful titles, this chapter offers practical advice about several areas commonly encountered by writers in public administration. These areas include copyright, report writing, Web page publication, citation management software, and maintaining awareness of some future trends in the collection and dissemination of information. When appropriate, titles are repeated in different sections within this chapter.

The universe of handbooks published for writers in the fields of political science and government and related social science disciplines is potentially a very large one. This chapter is not, therefore, intended to be a comprehensive list of works. It does, however, contain recommendations of the most important general works and many works specific to political science and government. Except in the case of a few classic works and other works that may easily come to the attention of the audience, most of the recommendations here were published after 2000. Where they are available, electronic resources or electronic versions of print resources are also noted.

Given the rapidly changing information environment of the early twenty-first century, researchers should be aware of the necessity of supplementing this work with regular updates. In the field of public administration as in other fields, frequent consultation with professional reference librarians is recommended. They can share the information about the most recent additions and updates to reference materials in the discipline or techniques for locating those additions. Their assistance will aid scholars in locating both electronic and print resources.

Copyright

One of the greatest sources of confusion for an author can be correctly navigating copyright laws. It can be challenging to determine whether or not permission is required to use another's work. Ascertaining whether or not material is in the "public domain", and therefore exempt from copyright protection, is a critical skill for academic authors. Furthermore, the process of requesting permission is rarely straightforward. This process is further complicated by the fact that copyright and intellectual property laws vary internationally.

Authors also need to understand how their own works are protected by copyright, what the limits of their protection are, and how to ensure that their rights are respected. Finally, the emergence of digital publishing and media is prompting changes in copyright laws. This domain is currently in tremendous flux. One of the most effective resources available to authors is their local reference or law librarians, who can assist in locating the most recent peregrinations of copyright law as it applies to digital media.

The following resources are particularly valuable as an orientation to copyright law.

Kozak, Ellen M. *Every Writer's Guide to Copyright & Publishing Law*. New York: Henry Hold and Company, LLC., 2004.

This text is one of the best resources for writers about copyright. It is written in plain language by a lawyer specializing in copyright and entertainment law who is also a novelist. It is a reasonably priced reference for anyone building a personal collection.

Thody, Angela. *Writing and Presenting Research*. Thousand Oaks, California: SAGE Publications Inc., 2006.

Chapter fifteen, "Standing on the Shoulders of Giants—Without Violating their Copyright", communicates those aspects of copyright that are most important for scholars. Included are discussions about authorial relationships with funders and universities, and the application of copyright law to republishing parts of a dissertation.

Vassar College. *Vassar College Guide to Copyright*. <http://copyright.vassar.edu/index.html> (accessed January 24, 2008).

Vassar's excellent site, containing their university's copyright policy and background information about copyright law, is useful for any academic. The site contains an excellent section on Fair Use, which includes instructions for discerning whether a work is in the public domain.

United Nations Educational, Scientific and Cultural Organization. "Collection of National Copyright Laws." http://portal.unesco.org/culture/en/ev.php-URL_ID=14076&URL_DO=DO_TOPIC&URL_SECTION=201.html (accessed January 24, 2008).

This site links to English language versions of copyright laws for 123 countries, as of January 2008. Many of these laws are also provided in French and Spanish. Since there is no such thing as international copyright law, this is an invaluable resource.

United Nations Educational, Scientific and Cultural Organization. "Copyright." http://portal.unesco.org/culture/en/ev.php-URL_ID=12313&URL_DO=DO_TOPIC&URL_SECTION=201.html (accessed January 24, 2008).

UNESCO's portal on copyright contains many articles about developing copyright laws and standards. A particular emphasis is how copyright relates to digital publishing. "Information on the Intergovernmental Copyright Committee and "Guide to the Collective Administration of Authors' Rights" are two invaluable sections.

University of Texas. *Crash Course in Copyright*. <http://www.utsystem.edu/ogc/intellectualproperty/cprtindx.htm> (accessed January 24, 2008).

This tutorial gives a plain-language introduction to the intricacies of copyright law. More specific guidance concerning adherence to copyright law while using materials in publications is provided in the following resources.

American Association of Publishers. "Copyright Resources." <http://www.publishers.org/about/copyrightresources.cfm> (accessed January 24, 2008).

The AAP site furnishes the author with detailed instructions and sample forms for requesting copyright permission. This site does not give sufficient advice to help people determine if copyright permission is needed. To ascertain if permission is required, the previously mentioned "Crash Course" from University of Texas and the "Vassar College Guide to Copyright" are excellent resources.

Bielstein, Susan M. *Permissions, A Survival Guide: Blunt Talk about Art as Intellectual Property*. Chicago: The University of Chicago Press, 2006.

For any author who is considering using someone else's artwork in a publication, this text helps untangle the confusing process of ascertaining whether copyright permission is required and, if so, how to obtain it.

Russell, Carrie. Ed. *Complete Copyright: An Everyday Guide for Librarians*. American Library Association, 2004.

Although the primary audience for this text is librarians, chapter six, "Charles Seeks Permission from a Copyright Holder", is one of the clearest discussions available about how to request permission and when one needs to do so. The first issue addressed is how to identify who holds copyright. This is frequently an opaque process. An entire section on seeking permission to use foreign works is included. Many practical tips are supplied in this chapter, including how to find out if copyright has been renewed and instructions for constructing an agreement in writing. This text is outstanding for its combination of theoretical material and practical instructions and tips.

U.S. Copyright Office. *How to Investigate the Copyright Status of a Work*. <http://www.copyright.gov/circs/circ22.html> (accessed January 24, 2008).

A critical and often confusing step in securing permission to use copyrighted materials is identifying the copyright status and holder. This site, from the U.S. Copyright Office, provides detailed guidance on uncovering this information if the material has been registered in the United States.

Wilson, Lee. *Fair use, Free Use and Use by Permission: How to Handle Copyrights in All Media*. New York, Allworth Communications, Inc., 2005.

The particular value of this text is its advice about determining when the use of a work falls under Fair Use and when permission is required. Especially useful are chapters four, "Public Domain Materials", and seven, "Fair Use in Creative Works." Chapter twelve covers requesting permission and the appendices provide sample forms and letters. Throughout the text, scenarios powerfully illustrate the principles.

Although copyright exists from the moment of creation, in many circumstances it is advisable for authors to formally register their work with the appropriate governmental agency. These sources explain how to register work with the U.S. Copyright Office.

Russell, Carrie. Ed. *Complete Copyright: An Everyday Guide for Librarians*. American Library Association, 2004.

Chapter one, "Maggie Discovers Copyright" is a clear introduction to copyright law. It coherently explains the rights protected by copyright, duration of copyright, and how to determine who possesses copyright. A discussion on page nine addresses the relationship between professors, institutions of higher education, and "work made for hire." Although copyright exists, whether the materials are registered or not, this chapter gives step-by-step instructions on registering materials with the U.S. Copyright Office.

U.S. Copyright Office. *Copyright Registration*. <http://www.copyright.gov/register> (accessed January 24, 2008).

This site provides step-by-step instructions for registering literary works, visual works, performing art works, sound recordings, serials and periodicals, and mask works with the U.S. Copyright Office. The forms are available directly on the site. Included is a discussion about the advantages of registering copyright.

Report Writing

Scholars of public administration and professionals working in the field are often called upon to compose specialized documents that have different conventions than scholarly papers. These include policy analysis reports, policy briefs, *amicus curiae* briefs, executive summaries, and possibly annual reports for non-profits. These are all types of "functional" writing and differ from scholarly prose. Many books that teach this type of writing do so under the guise of "business writing." Any library will own books on this topic and the advice is similar. Included in this section are texts geared specifically towards public administration report writing and a few business writing books that have something in particular to recommend them.

Bardach, Eugene. *A Practical Guide for Policy Analysis: The Eightfold Path to More Effective Problem Solving*. Washington, DC: CQ Press, 2005.

The eight-step process for policy analysis supplies a pragmatic sequence that is a useful guide to those who are new to formal policy analysis. The process begins at defining the problem and walks all the way through telling “your story.” Bardach is pragmatic in his approach, including useful advice on such topics as “defending against politically inspired criticism,” “leveraging the defensive informant,” and “preparing for premature exposure.” The clean, linear process described obscures the often-iterative nature of *de facto* policy analysis, but is helpful as a model.

Barrass, Robert. *Writing at Work: A Guide to Better Writing in Administration, Business, and Management*. New York: Routledge, 2002.

Chapter eight, “Something to Report,” furnishes concise instructions about writing business reports. Particularly useful are detailed checklists for the various stages of the report writing process. Unless instructions are required for a specific type of report writing, this text is recommended for its clarity and brevity.

Duitch, Suri. *The Big Idea: A Step-by-Step Guide to Creating Effective Policy Reports*. New York: The Center for an Urban Future, 2002.

Duitch and The Center for an Urban Future present a stellar resource for anyone writing policy reports, especially those who work from the perspective of advocacy. This text demonstrates how to combine aspects from journalistic writing style with more traditional research writing. Duitch draws from real-life experiences with this type of writing. Chapter six, “Selling the Report,” includes crucial information often not covered in writing sources.

Dunn, William N. *Public Policy Analysis: An Introduction*. Upper Saddle River, New Jersey: Pearson Prentice Hall, 2004.

Dunn’s text is, as a whole, an excellent guide to the art of policy analysis, from problem inception to result communication. Chapter nine, “Communicating Policy Analysis,” provides exceptional advice for professionals authoring this type of report. One of the significant challenges in writing policy analysis reports is that the audience is usually comprised of non-expert decision-makers. Dunn’s work directly addresses the communication challenges and necessary strategies that arise in such a context. The “Checklist” for policy issue papers, provided in “Appendix 1: The Policy Issue Paper,” is an invaluable tool for authorial self-assessment during the draft process.

Hager, Peter J., and H.J. Scheiber. *Report Writing for Management Decisions*. New York: Macmillan Publishing Company, 1992.

This textbook provides a comprehensive discussion about report writing. It includes a detailed discussion about the purpose of reports, the role of the report writer, the planning process, and the writing itself. Reports are classified by their function and the various types are discussed. Chapter ten, “Organizing and Outlining Management Reports” is an excellent and thought-provoking treatment of options available to the report writer, and chapters thirteen and fourteen furnish guidance and examples about how to assemble short and long reports. Chapter twelve, “Designing and Integrating Graphic Aids” provides clear and comprehensive counsel about the use of graphics in reports. Although this text does not specifically address policy analysis, the material is relevant for the type of functional writing required of people working in the field of public administration.

John F. Kennedy School of Government, Harvard University. *The Policy Analysis Exercise: The Writing Guide*. <http://www.ksg.harvard.edu/comprg/pae.htm> (accessed February 4, 2008).

This site presents an excellent set of instructions for composing policy analysis reports. The section dedicated to writing executive summaries is particularly valuable.

Musso, Juliet, Robert Biller, and Robert Myrtle. “Tradecraft: Professional Writing as Problem Solving.” *Journal of Policy Analysis and Management* 19. no. 4 (2000): 635-646.

This succinct guide to functional writing for decision-makers supplies numerous significant tips and discusses the difference between this type of writing and academic prose.

RAND Communications Consulting Group and Publications Department. *Guidelines for Preparing Briefings*. http://www.rand.org/pubs/corporate_pubs/CP269/CP269.pdf 1996 (accessed February 4, 2008).

These guidelines from RAND provide detailed instructions on creating a compelling policy briefing. The presumption of this document is that the briefing is given in the form of an oral presentation.

Schmidt, Diane E. *Writing in Political Science: A Practical Guide*. New York: Pearson, 2005.

Schmidt's guide is a wonderful resource for all types of political science writing. Chapter eight includes information on writing effective abstracts and executive summaries. Chapter ten teaches how to write a case brief. Chapter twelve covers legislative analysis reports and policy evaluations. Other useful types of documents that are discussed include curriculum vitae, resumes, cover letters, autobiographical essays, book reviews, and opinion papers.

Scott, Gregory M., and Stephen M. Garrison. *The Political Science Student Writer's Manual, Fifth Edition*. Upper Saddle River, New Jersey: Pearson Education, 2006.

Chapter twelve, "Policy Analysis Papers," supplies detailed outlines and instructions for how to write both policy analysis proposals as well as policy analysis papers. Both content and format are considered. This chapter includes a helpful section about composing executive summaries. Chapter thirteen, "*Amicus Curiae* Briefs," provides guidance on composing these "friend of the court" briefs. Included in this chapter are recommendations for creating the argument and the summary of argument. These instructions are for writing *amicus curiae* briefs for the Supreme Court of the United States, but many of the principles are applicable to other courts. Although this text is ostensibly for students of Political Science, these two chapters are equally useful for scholars and professionals.

Smith, Catherine F. *Writing Public Policy: A Practical Guide to Communicating in the Policy-Making Process*. New York: Oxford University Press, 2005.

Smith's work covers many of the specialized types of documents in public policy work. This concise and cogent work addresses requirement for position papers, petitions, policy proposals, briefing memos, opinion statements, testimony in public hearings, and written public comment.

Taylor, Caroline. *Publishing the Nonprofit Annual Report: Tips, Traps, and Tricks of the Trade*. San Francisco: Jossey-Bass, 2002.

This is an invaluable resource for anyone creating an annual report, especially for a non-profit. It functions as a step-by-step guide from the initial decision of whether or not to create an annual report through evaluating the finished product, process, and effectiveness of the report. The checklists, graphic arts glossary, and practical advice are especially useful.

Thomsett, Michael. C. *The Little Black Book of Business Reports*. New York: American Management Association, 1988.

Most of the material covered in this book is covered in any of the texts that address business writing; however, chapter five, "The Financial Form," is a particularly cogent discussion of a financial report. Chapter nine, "When Not to Write a Report," is also a welcome contribution.

Weiss, Edmond H. *The Elements of International English Style: A Guide to Writing Correspondence, Reports, Technical Documents, Internet Pages, for a Global Audience*. Armonk, New York: Routledge, 2005.

Although this text does not focus on report writing as such, it is an invaluable resource for anyone writing a report for which the audience is likely to be international. Weiss's work teaches writers to compose in a way that is "translation-ready."

Tables, Figures, Maps and Other Visual Displays

Often the most effective way to communicate quantitative data is through visual displays. Unfortunately, if not carefully constructed, these displays can obscure the information rather than clarifying it and can even be misleading.

Booth, Wayne C., Gregory G. Colomb, and Joseph M. Williams. *The Craft of Research*, 2nd Edition. Chicago: The University of Chicago Press, 2003.

Chapter Fifteen, "Communicating Evidence Visually," is a superior discussion about the art of transforming quantitative data into clear and compelling visual representations that help the reader see the information in a new way. This chapter cogently conveys when the writer may want to present data visually and how to choose and construct the best visual format for the data. Detailed instructions on how to effectively create and use tables, line graphs, bar charts, stacked bar charts, horizontal bar charts, and pie charts are included with examples.

Robbins, Naomi B. *Creating More Effective Graphs*. Hoboken, New Jersey: John Wiley & Sons, Inc., 2005.

The insight Robbins shares is clearly based upon immense experience in creating visual displays of quantitative data. The principles enunciated in this text provide advice about choosing which type of graph to use. It is an excellent guide to

optimizing graphs and gives clear, detailed information about how to avoid common pitfalls. This text functions both as a primer and a useful reference.

Schmid, Calvin F. *Statistical Graphics: Design Principles and Practices*. Melbourne, Florida: Krieger Publishing Co., 1992.

For most social science writers, one of the more concise sources listed in this section will be sufficient. Sometimes a report requires specialized graphics or has an especially high density of statistics. For those instances, Schmid's work is helpful.

Smyth, T.R. *The Principles of Writing in Psychology*. New York: Palgrave Macmillan, 2004.

Although this text is written specifically for those working in the field of Psychology, most of the advice contained within is applicable to academics in other fields. Chapter seventeen "Reporting Statistics," chapter eighteen, "Using Figures and Tables," and chapter nineteen, "Preparing Figures and Tables," are especially useful for scholars and discuss the norms of scholarly publishing as contrasted with other forms of writing, such as report writing.

Thody, Angela. *Writing and Presenting Research*. Thousand Oaks, California: SAGE Publications Inc., 2006.

This entire tome is an invaluable guide about how to write and present academic research. Chapter eight, "Quantified Data," contains pragmatic advice about presenting quantitative information. Thody provides examples and then explains what is effective and ineffective in the presentation of data.

Tufte, Edward R. *The Visual Display of Quantitative Information*. Cheshire, Connecticut: Graphics Press, 1997.

Tufte is one of the foremost scholars of visual rhetoric. This text advances the criteria for graphic excellence and is, therefore, valuable for learning the intellectual principles behind good graphics. Chapter five, "Chartjunk: Vibrations, Grids, and Ducks," critiques examples of poor graphics. Specific instructions for creating visual representations are outside the scope of this work.

Tufte, Edward R. *Visual Explanations: Images and Quantities, Evidence and Narrative*. Cheshire, Connecticut: Graphics Press, 1997.

Case studies demonstrate principles of appropriate and inappropriate use of visuals as explanatory tools. This text is a critical analysis of the use of graphics. Instructions on creating different types of graphic displays are not within its scope.

Zelazny, Gene. *Say It with Charts Toolkit*. New York: McGraw-Hill, 2007.

This book is specifically written to help executives create compelling visual displays of data for the purposes of presentations. It is not concerned with incorporating those visual displays into print. However, this text is useful to writers who need help thinking creatively about how to represent data in a compelling, visual format. The book includes a large portfolio of successful charts with notes pointing out different features that make the graphics effective. Included in the toolkit is a workbook and a CD with model PowerPoint presentations.

Designing an Internet Site as an Informational Source

Creating an Internet site or writing a Web page is fundamentally different than composing a print document. Users do not approach the internet the same way they interact with printed text. People scan more than read the internet and they do not necessarily approach materials in a linear order. Both the technology and the social norms of the internet are evolving so rapidly that any material directly addressing them is likely to be outdated by the time this text is published. Writers who want to compose for the Web should look for a text on Web publishing that is no more than two years old.

The following sources were selected because they are not based on particular technologies but are more theoretical treatments that address concepts of good design. The most important thing to remember is that people do not read on the Web the way they read in print.

Editors of EEI Press. *The Elements of Internet Style: The New Rules for Creating Valuable Content for Today's Readers*. New York: Allworth Press, 2007.

With chapters contributed from some of the current leading writers in the Web 2.0 world, the advice given is intended to create some standards for good Web writing that can be generally agreed upon and shared.

Garrand, Timothy. *Writing for Multimedia and the Web: A Practical Guide to Content Development for Interactive Media*. Burlington, Massachusetts: Elsevier, Inc., 2006.

Part II of Garrand's work covers designing for information Websites. This important text explores the concept of interactivity and its relation to numerous goals in informational Websites. Developing appropriate Web architecture for information Websites is covered in depth. Case studies are provided for different types of informational Websites, including an e-learning case study and a site devoted to informational articles.

Jeney, Cynthia. *Writing for the Web: A Practical Guide*. Upper Saddle River, New Jersey: Prentice Hall, 2006.

The principles expressed in Jeney's work should apply to Web design, regardless of changes in technology. Chapter seven, "Important Styles for Informative Web Sites", is particularly applicable for public affairs professionals and academics.

Linderman, Matthew and Jason Fried. *Defensive Design for the Web: How to Improve Error Messages, Help, Forms, and Other Crisis Points*. Boston: New Riders, 2004.

Linderman and Fried focus on "crisis points", by which they mean instances in which a user of a site has a potentially negative or frustrating experience when interacting with the site. The forty guidelines supplied should be used as rules for good Web design. This is a clear book with good examples that is based on principles of design rather than on the technology. This book, therefore, will not go out of date as rapidly as most on this topic.

Redish, Janice. *Letting Go of the Words: Writing Web Content that Works*. San Francisco: Elsevier, Inc., 2007.

This manual to the Web is not only clear, but is in color. Given the importance of graphics in Web design, this makes the examples clearer than black and white texts. The principles illustrated in this text are for general Web writing, most of which is also applicable to scholarly sites.

Tullis, Thomas S., Michael Catani, Ann Chadwick-Dias, and Carrie Cianchette. "Presentation of Information." In *Handbook of Human Factors in Web Design*, edited by Robert W. Proctor and Kim-Phuong L. Vu, 107-133. Mahwah, New Jersey: Lawrence Erlbaum Associates, Publishers, 2005.

This scholarly essay discusses the research on human and computer interactions with Web designs and enunciates a series of "best practices" for Web design that are grounded in user-centered research.

Open Access and Institutional Repositories

A major development to watch in the area of academic publishing is the advent of Web sites that contain digitized scholarly material. Most of these sites are sponsored by individual academic institutions, usually libraries and/or library consortia, or scholarly organizations. In many instances, the institutional repositories contain primary source or other unique materials that are not available elsewhere, including theses and dissertations. Other potential and actual uses for the repositories include the publication of scholarly works in progress or completed works.

The prevalence of peer review as a requirement for academic work is viewed by some as a challenge to the growth of these repositories. Individual institutions and organizations are taking steps to address these challenges. Institutional repositories offer the advantage of providing permanent digital archives as well as appropriate searchable access points for the material stored in the archives. Most of the repositories use software such as bepress, dspace, or eprints to provide their content, but the choice of software should not matter to the end-user. Authors in public administration interested in making their work available to a wider readership should contact their libraries about using a repository.

Repositories can be located through www.openoar.org, a directory of open access repositories. The repositories are listed by continent and within continent, by country and can be searched by institution or organization name as well as by content. A search there of "public administration," as a phrase has many returns. Another Web site directory can be found at <http://roar.eprints.org>, which has an alphabetical listing as well as geographic and other access points. Both directories have links to the repositories. For additional information about repositories, http://works.bepress.com/ir_research offers a selected electronic bibliography.

Virtual Reference

Some researchers and writers may recognize this service as "chat reference." Libraries have long provided information to users via telephone or more recently, via e-mail correspondence as well as to users who visited a reference or research desk in person. Virtual reference is a newer form of remote communication that commonly takes advantage of internet services such as "instant

messaging” offered by providers such as AOL to facilitate communication between librarians and users who may be located anywhere that internet services are available.

Initially, “virtual reference” services were offered primarily through special software purchased by libraries specifically for that purpose. This special software offered the advantage of allowing a librarian temporarily to control an internet session on the user’s computer. If the librarian opened an internet page, the researcher would see that same page through his internet browser. This kind of co-browsing software is still in use, and more sophisticated, effective versions of it will probably be developed in the future. In the meantime, many libraries now prefer to offer the faster chat services such as those provided through AOL, Google, Yahoo, and other general commercial providers. While co-browsing is not currently possible with those services, many potential users are already more familiar with those interactive approaches to communication.

To consult with a virtual or chat reference service, researchers should check with their affiliated libraries. Library Web sites often contain links and directions for such services. After determining what services are available, the researcher can either launch a chat session using the special software connection or subscribe to the appropriate free service (AOL, Yahoo, Google, MSN, etc.). Some libraries may offer a “meebo” connection that does not require a particular subscription. Like walk-up reference services, virtual reference services may have specific schedules (again check the Web site), but they offer a greater convenience for students and other researchers and writers in public administration who can access them from offices or other locations. Questions with briefer, more specific answers such as the specific format for a kind of citation are often more readily addressed in this medium than other extended research questions. Brevity is particularly important if the questions originate through a SMS (short message service) or texting service which some libraries also support.

Writing Guides and Aids

Dictionaries

Writers need certain tools at their side at all times. Two that are essential are a functional desk dictionary and a high-quality thesaurus. In addition to these, writers should have access to an unabridged dictionary and other specialized dictionary tools, such as quotations dictionaries and, if necessary, dictionaries of foreign words and phrases. It bears repeating that an author should never use a quotation unless its accuracy and attribution can be verified. Similarly, one should never use foreign words unless their meaning is double-checked. Choosing the “desk” tools is largely a matter of personal preference, but the format should be comfortable enough to encourage use.

Before purchasing a copy, these are some characteristics to evaluate. Is the dictionary using American or British English? Does it include variant spellings for whichever it is not using? (A quick test is to look for “color” and “colour”). Does it include biographical entries as either an appendix or incorporated into the text? Does it include geographical references as either an appendix or incorporated into the text? Are there helpful appendices? Are there helpful graphics, where appropriate? Try looking up several entries and evaluate the tool’s physical usability, including whether it lays open easily, is too heavy, has tabs to help look things up, whether the typeface is large and clear enough for comfort, and whether the paper “feels good.” These are tools for regular use and they must fit the writer’s preferences. Some examples of these resources will be listed below under “Desk Dictionaries” and Thesauri.”

Desk Dictionaries

Editors of the American Heritage Dictionaries. *American Heritage College Dictionary*. Boston: Houghton Mifflin, 2007.

Editors of the American Heritage Dictionaries. *The American Heritage Dictionary of the English Language, Fourth Edition*. Boston: Houghton Mifflin, 2000.

Jewell, Elizabeth J. and Frank Abate, eds. *The New Oxford American Dictionary*. New York: Oxford University Press, 2001.

Lexico Publishing Group, LLC. *Dictionary.com*. <http://dictionary.reference.com> (accessed February 4, 2008).

This free Website draws on material from numerous reputable reference sources, including Merriam-Webster and American Heritage. The sources for each entry are provided. For those who prefer to be online and toggle while writing, this is a useful “desk” dictionary.

Merriam-Webster’s Collegiate Dictionary, 11th Edition. Springfield, Massachusetts: Merriam-Webster, 2003.

Oxford University Press. *The Oxford American Desk Dictionary and Thesaurus*. Berkley: Oxford University Press, 2001.

Thesauri

Bartlett's Roget's Thesaurus. Boston: Little, Brown and Company, 1996.

Laird, Charlton and The Editors of the Webster's New World Dictionaries. Webster's New World Thesaurus, Third Edition. New York: MacMillan, 1997.

Lexico Publishing Group, LLC. *Thesaurus.com*. <http://thesaurus.reference.com> (accessed February 4, 2008).

This free site draws from *Roget's New Millennium Thesaurus*. For those who prefer to be online and toggle while writing, this is a useful "desk" thesaurus.

Lindberg, Christine A., ed. *The Oxford American Writer's Thesaurus*. New York: Oxford University Press, 2004.

Merriam-Webster's Collegiate Thesaurus. Springfield, Massachusetts: Merriam-Webster, 1994.

Merriam-Webster's Dictionary of Synonyms: A Dictionary of Discriminated Synonyms with Antonyms and Analogous and Contrasted Words. Springfield, Massachusetts: Merriam-Webster, 1984.

Urdang, Laurence and Nancy LaRoche, eds. *The Synonym Finder*. Emmaus, Pennsylvania: Rodale Press, 1978.

Unabridged Dictionaries

Gove, Babcock and The Merriam-Webster Editorial Staff. *Webster's Third New International Dictionary of the English Language, Unabridged*. Springfield, Massachusetts: Merriam-Webster, 1993.

Oxford English Dictionary. Oxford, England: Oxford University Press, 2000-.

The OED is the gold standard in unabridged English dictionaries and has detailed etymological information for each entry. Many scholars will have access to the online edition through their university libraries. The advantage of the online edition is that additions and revisions are continually incorporated.

Random House Webster's Unabridged Dictionary. New York: Random House, 1998.

Quotations Dictionaries

Bartlett, John, ed. *Bartlett's Familiar Quotations, Seventeenth Edition*. Boston: Little, Brown and Company, 2002.

Knowles, Elizabeth, ed. *The Oxford Dictionary of Quotations, Fifth Edition*. New York: Oxford University Press, 1999.

McGovern, Una, ed. *Webster's New World Dictionary of Quotations*. Hoboken, New Jersey: Chambers Harrap Publishers Ltd., 2005.

Ratcliffe, Susan, ed. *The Oxford Dictionary of Thematic Quotations*. New York: Oxford University Press, 2000.

Shapiro, Fred R. ed. *The Yale Book of Quotations*. New Haven: Yale University Press, 2006.

Sommer, Elyse and Dorrie Weiss, eds. *Metaphors Dictionary*. New York: Gale Research Inc., 1995.

Foreign Words and Phrases

Room, Adrian. *Cassell's Foreign Words and Phrases*. London: Cassell & Co., 2000.

Speake, Jennifer, ed. *The Oxford Dictionary of Foreign Words and Phrases*. New York: Oxford University Press, 2005.

General Handbooks

Many users of this work may recall having an assigned "handbook" such as Harbrace or Harper or some other guide in a college composition course. While such handbooks are numerous and can be put to good use by authors who retained them, this section is devoted primarily to works useful beyond the regular composition course.

The American Heritage Book of English Usage. Boston: Houghton Mifflin, 1996.

This now classic work differs from most guides to English language usage in that it is arranged by subject rather than alphabetically by word. The subjects covered include grammar, style, word choice, science terms, gender, names and labels, pronunciation challenges, word formation, and even a surprisingly thorough early discussion of e-mail. A grammar toolkit which is actually a glossary, word index, and subject index are also included. This work is also unique in that each recommendation is supported by a survey of prominent academics as well as popular and creative writers and journalists. As the introduction explains, periodically, the 158 members of the usage panel were surveyed for their responses on many questions. This well-written book offers clear advice ranging from the pronunciation of nuclear to a discussion of “domestic partner” and though the usage panel surveys were collected between 1964 and 1987, the work reflects many of the best practices still in use by good writers today.

The American Heritage Guide to Contemporary Usage and Style. Boston: Houghton Mifflin, 2005.

One of the best contemporary usage guides, this publication is descriptive rather than prescriptive in approach. It is readable, up-to-date, and takes advantage of a very fine panel of expert practitioners of the English language. While addressing many of the same usage questions as the 1996 American Heritage usage guide above, it also adds information about capitalization, punctuation, and other aspects of style.

Barzun, Jacques and Henry G. Graff. *The Modern Researcher*. Belmont, CA: Thomson/Wadsworth, 2004.

First published in 1957, this classic work has been updated many times. The latest sixth edition is written for the “internet age.” Not a simple handbook for occasional consultation about a particular grammatical rule, it is instead a discussion of what constitutes good writing and thorough research. It can be most effectively used if read in its entirety, partly because it is a model of good writing itself. The opening essay makes a persuasive case that report writing is fundamental and ranges from freshman composition to the U.S. president’s state of the union address. Some of the other essays cover selection of subject, drawing conclusions, correcting bias, organizing works, avoiding jargon, and revising and preparing material for publication. A section on “making the most of time” is one of the frankest and most useful pieces ever written about writer’s block. This work is highly recommended for those who are interested in improving style and tone as well as gathering practical advice about writing well.

Butterfield, Jeremy, ed. *Oxford A-Z of English Usage*. Oxford: Oxford University Press, 2007.

A “pocket-sized” guide that nonetheless draws on many Oxford dictionaries, this small handbook has the merit of being both up-to-date and concise. It definitely has a slant toward British English in its recommendations for pronunciations and uses of words, but definitely takes American (e.g. “Native Americans”) into consideration. Longer “articles” though still brief help clarify particular issues such as use of gender neutral language.

Copperud, Roy H. *American Usage and Style, the Consensus*. New York: Van Nostrand Reinhold, 1980.

“This book revises, brings up to date, and consolidates [the author’s] two earlier ones: A dictionary of usage and style and American usage,” according to the preface. In his first book, *A Dictionary of Usage and Style*, (1964), Copperud gave his personal opinions about usage. In his second book, *American Usage: the Consensus* (1970), he gave the opinions of seven different experts (when available). This work consolidates the two. Copperud, a former journalist and journalism professor, sometimes expresses his opinions wittily and strongly in this guide which is very good for applying standard English.

Fowler, H. W. *Fowler’s Modern English Usage*. Ed. R.W. Burchfield. Oxford: Oxford University Press, 2004.

Fowler’s, as it is most popularly known, is the classic work in the genre of guides to English usage. From its original publication to the many editions, updates, and reprints that have followed, it often provides the last word on usage. Arranged in a traditional alphabetical dictionary format, users of Fowler’s can be assured of finding essays on such questions as the distinctions between the use of that and which. Fowler’s is prescriptive and strongly opinionated, as for example the entry on “teenager”, then a relatively new word at the time of the original publication: “We have given a warm welcome to these Americanisms, no doubt because we felt the need for suitable and colorless word for what the pseudo-scientific jargon fashionable today calls members of the 13-19 age-bracket. Juvenile is tainted by its association with delinquent and court. Adolescent is a starchy word, also faintly tendentious. Youths are one sex only...” Obviously, some of Fowler’s advice has become anachronistic, but it makes for interesting consultations about the use of the English language and for pronunciation of some words, and as a classic remains important to those who seek traditional interpretations and their origins.

Loreto, Todd, and Hancock Ian. *International English Usage*. London: Croom Helm, 1986.

The authors of this title were prescient to write this guide prior to the more pronounced effects of globalization/globalisation. The book is based on the premise that English is written and spoken in far more places than U.S. United Kingdom, and Canada. One author is based in the U.S.; the other in the U.K, but their contributors are from every continent. The approach is intentionally a mix of prescriptive and descriptive in order to acknowledge international differences and approaches, but the result is still largely American and British centered. Given the emphasis on defining linguistic terms as well as describing rather than prescribing usage, writers in public administration, even in a global context, will find this title less useful than others.

Morris, William, and Mary Morris. *Harper Dictionary of Contemporary Usage*. New York: Harper & Row, 1985.

Like most usage guides this one is alphabetically arranged, by terms. Periodically it is punctuated by fuller discussions such as one on the use of “hopefully”, by listing the responses of the panelists who served as experts for the preparations of the work. It is only “contemporary” as far as the date though some of the classic confusion of terms are not likely to go out of date (for example a and an).

Peters, Pam. *Cambridge Guide to English Usage*. Cambridge: Cambridge University Press, 2004.

This work helpfully considers differences among US and UK usage. It is notable for its contemporary approach which can be seen in the accessible and thorough discussion of many words, “classic” and “classical”, for instance. It includes an interesting variety of appendices that range from world currencies to metric conversion, additions that expand its usefulness as a desk reference. From an authoritative publisher, this work is also available as an electronic book.

Safire, William. *On Language*. New York: Time Books, 1980.

This work was the first of many by William Safire, the popular language columnist for the New York Times and former speechwriter for President Richard Nixon. Most of his books are collections of his columns and amusingly, if not systematically, call attention to newer terms and phrases, their origins, use, and misuse. Writers in the discipline who seek to improve their style may do so through regular readings of his column or the books with column collections which provide an opportunity for learning in an entertaining fashion. Use of language by politicians and government officials at all levels receives attention. Of particular note, is the 2005 *How Not to Write: The Essential Misrules of Grammar* which more systematically calls attention to common errors.

Schwartz, Marilyn and the Task Force on Bias-Free Language of the Association of American University Presses. *AAUP Guidelines for Bias-Free Writing*. Bloomington: Indiana University Press, 1995.

This work grew out of a task force of the American Association of University Presses (AAUP) with the goal of eliminating bias-free language in scholarly publications. The preface notes that such policies and guidelines had already been adopted by some textbook associations and professional organizations. In a multi-year process, the AAUP task force worked to arrive at recommendations for usage that support its position statement: “Books that are on the cutting edge of scholarship should also be at the forefront in recognizing how language encodes prejudice. They should also be agents for change and the redress of past mistakes. . . Insensitivity to racial and ethnic identities and to differences of religion, age, ability, and sexual orientation reinforces the conscious and unconscious attitudes that allow. . . ignorance.” Five different chapters focus on gender, race, ethnicity, citizenship and nationality, and religion, disabilities and medical conditions, sexual orientation, and age. The recommendations throughout are clear and concise as well as practical. For instance, the writers provide several strategies to help authors avoid the use of “he” and other masculine pronouns. Users of this highly recommended work will find that using these strategies does not cause a sacrifice of eloquence for “political correctness.”

Siegal, Allan M. and William G. Connolly, eds. *The New York Times Manual of Style and Usage*. New York: Three Rivers Press, 1999.

As the subtitle for this work notes, it is the official style guide for the “world’s most authoritative newspaper.” First produced as early as 1962 and then again in 1976, this most recent edition is also now available as an electronic book. This title is recommended for any writers who wish to capture the distinctive and distinguished tone of *The New York Times*. Alphabetically arranged, this usage guide is particularly helpful in establishing proper names as well as providing best practices to resolve ordinary usage questions. Of particular note are the discussions on anonymity, fairness, and impartiality, topics that may do not always appear in other usage manuals. Entries on slang and more typical topics are also helpful.

Strunk, William and E.B. White. *Home Elements of Style*, New York: Penguin Press, 2005.

This classic work needs no introduction here. Most recently re-published with illustrations by Maira Kalman, this gracefully written work is a model of the good writing it promotes.

Subject Specific Handbooks

This section also lists some journal articles and internet sites as well as more handbooks for writers working in public administration or a related field.

Aaron, J.E. & Repetto, E.K. (2011). *The Compact Reader: Short Essays by Method and Theme* (9th ed.). Boston, MA: Bedford/St. Martins.

This reader is composed of 35 essays and 20 short paragraphs that emphasize different methods and themes in writing. The works are brief and used as models to reinforce concepts of effective writing. Beginning with a chapter on the importance of critical reading, the guide approaches writing skills from the preparation to finalization stages. It concentrates on structural fundamentals, such as developing and revising essays, in its first section. It extensively discusses methods and themes in its second section. These include narration, description, comparative analysis, persuasive argument and working with different types of sources among others. It also contains an instructor's manual.

APSA Style Manual for Political Science. Washington, DC: American Political Science Association, Committee on Publications, 2006.

From the related discipline of political science, the style guide of the American Political Science Association is intended for writers who submit articles to the American Political Science Review (APSR). Because APSR is the most prestigious journal in the discipline with an acceptance rate lower than ten percent, it is very influential, not only in disseminating the best research, but also in influencing style. APSR uses the Chicago Manual of Style which this slim volume and its electronic counterpart do not reproduce. Writers in public administration may, however, find the prescriptive tone a spur to good writing. It also concisely settles such usage questions as "that" and "which", and assists with typical referrals to Congressional materials and data from the Inter-University Consortium for Political and Social Research (ICPSR).

Baglione, Lisa A. *Writing a Research Paper in Political Science: A Practical Guide to Inquiry, Structure, and Methods* Belmont, CA: Thomson Higher Education, 2007.

Although the author's claim that "there are no works that are explicitly designed to help students write a research paper [in political science], from start to finish" is not exactly accurate, she has indeed written a unique and helpful work based on many years of teaching and of interaction with colleagues and students. The uniqueness comes in part from the frankness with which she addresses the problem--she writes of the two most typical reactions to research paper assignments--dread or lack of dread. Lack of dread she notes is based on the misconception that writing a research paper is equivalent to "writing a report." Using analogies of courtroom, a work of art, and a marathon, she describes the process forthrightly and writes down what usually goes unwritten. With a friendly second-person voice, she writes about finding a topic or research question, writing the literature review as "addressing the scholarly debate", writing an introduction, and revising and editing and "submitting with pride." Much of her advice such as the material about completing documentation and avoiding plagiarism is extremely practical. She uses examples of writing throughout and skillfully interweaves the more technical material about analysis and methodology into the process. This work is intended for undergraduates, but it could be beneficially used by graduate students. Exercises and suggested schedules for each section of the paper are included make this an excellent text for courses. Any users will find it full of commonsense, but also sophisticated its approach.

Charlton, Lucille and Mark William Charlton. *Thomson Nelson Guide to Research and Writing in Political Science*. Toronto: Thomson Nelson, 2006.

Best used by undergraduates, this work has a Canadian orientation. It is nonetheless useful to any new writers in political science who are writing in English anywhere. The opening introduction answers the question, "What is good writing in political science?" It has four chapters including one on "Writing and documenting a research essay", and one on "special writing assignments in political science." Writers in public administration will find the latter chapter is particularly useful in the specifics it presents on several types of papers: argumentative writing and issue reaction papers, policy analysis papers, briefing papers, critical reviews, op-ed articles, and literature reviews.

Duffy, Sean. "Writing in Political Science" in *Direct from the Disciplines: Writing Across the Curriculum*, edited by Mary T. Segall and Robert A. Smart. Portsmouth, NH: Boynton/Cook, 2005.

This chapter by a political science professor would of course be most useful to faculty in the discipline or related disciplines. He recounts his experience with a "writing across the curriculum" project and its effect on both introductory and advanced courses for undergraduates. For the introductory courses, he reports on his use of linked assignments, in class exercises, and "writing-to-learn" exercises. For the upper level courses, he reports on his use of question-driven research projects. The author notes that in addition to improvement in writing, he has found that students have become more engaged, and course evaluations more positive.

Edwards, Anne Michaels. *Writing to Learn in Political Science*. Boston: McGraw-Hill Primis Custom Pub., 2001.

Aimed at undergraduates who are studying political science for the first time, this work is based on the premise that writing essays is one of the best ways to learn about political science. It is unique among the writing texts in this list in that it begins with chapters on how to read political science. The detailed chapters are particularly useful because they deconstruct the elements that typically form a scholarly essay such as paraphrasing, summarizing, using examples, using "counter-examples", and making concluding remarks. Other chapters deal with thesis development, argument, plagiarism, and how to quote and paraphrase. "Getting Started" and "Rewriting" also give practical advice. New graduate students might also find this work a helpful or fundamentals.

Garnett, James and Alexander Kouzmin. *Handbook of Administrative Communication*. New York: Marcel Dekker, 1997.

Though not a handbook per se, this compilation of essays addresses many different aspects of communication in public administration. Intended for practitioners and students, the work is divided into four parts: theoretical issues, specialized arenas, global arenas, and new directions. Writers will find that much of the work is devoted to communication within or among organizations or from organizations to external audiences, and it gives a useful introduction to these areas. Occasionally, however, some specificity on writing emerges as it does in Chapter 32 with a brief section on "Communication Practice: Use a Common Vocabulary and Language that is Clear and Consistent."

Glenn, C. & Goldwaite, M.A. (2008). *The St. Martin's Guide to Teaching Writing* (6th ed.). Boston, MA: Bedford/ St. Martin's.

This book is a comprehensive guide to teaching writing. It is thorough in its coverage of teaching a class; beginning with preparation of the course. One of the resource's key strengths is addressing the impact of technology on contemporary writing techniques. It discusses written work, visual and oral presentations. It also provides advice for multilingual writers. The first part of the book covers choosing resources and creating syllabi. It moves onto the expectations for the first days of classes and useful everyday exercises. The source moves on to developing successful writing assignments and evaluation methods. The second part of the book is centered on good rhetorical practices for teaching students. It addresses innovation, style and delivery, among other skills. The third part of the book is an anthology of scholarly essays that exemplify the best practices in writing.

Goel, M. Lal. *Done Political Science Research: A Methods Handbook*. Ames: Iowa State University Press, 1988.

In this now-dated work, this writer, like many others, focuses on political science methodology. A few pages in a final chapter, "The Research Report", focus on preparation for writing and then on execution. One value of this brief discussion is that it calls attention to an even earlier work by Louise Kidder who espoused the "hourglass" as a model for presentation of research in her 1981 book. The writer begins with a broader area, focuses on a narrower question for research and then broadens back out to report implications and suggest questions for further research and study.

Green, Stephen W., and Douglas J. Ernest. *Information Sources of Political Science*. 5th ed. Santa Barbara, CA: ABC-CLIO, 2005.

The editors here are updating the classic fourth edition prepared by Frederick L. Holler twenty years earlier. Holler, of course, prepared the most important bibliography for political science, and it remained so for many years. For scholars and practitioners who research and write regularly in the discipline of public administration, this bibliography remains essential.

Hacker, D. & Sommers, N. (2010). *The Bedford Handbook: Instructors Annotated Edition* (8th ed.). Boston, MA: Bedford/ St. Martin's.

The Bedford Handbook is an extensive guide to academic writing. It explores the basics of the writing process. An instructors guide, it explains constructing strong arguments and evaluating academic writing across multiple disciplines. The guide spends extensive time on the mechanics of grammar, syntax and vocabulary. It addresses the particulars of researched writing across

different formats (APA, MLA, Chicago). The guide is also useful in explaining ways to meet the needs of multilingual writers. The source is well organized and uses color coding and various visual aids for quick referencing. It also features helpful notes and exercises for the benefit of instructors.

Holzer, Marc, Audrey Redding-Raines, and Wenxuan Yu. *Research and Information Resources for Public Administration*. Washington, DC: United Nations Public Administration Network. <http://unpan1.un.org/intradoc/groups/public/documents/aspa/unpan020144.pdf> (accessed March 30, 2008).

Every item in this 400-page annotated bibliography has an internet link to either a free site or a commercial publisher/vendor. A search of this large pdf document indicates that it contains more than 300 occurrences of the word, writing. Many of these occurrences are links to Websites that are potentially useful to writers of grant proposals. Near the end of the bibliography (p. 428) is a separate section titled “Writing Assistance”, which is followed by a section of links to writing centers (p. 432), and then a group of miscellaneous online writing resources (p. 438). For the most part, the resources in this online bibliography are not repeated in this chapter, and consultation of this list is recommended to supplement what is listed here.

Johnson, Gail *Research Methods for Public Administrators*. Westport, CT: Quorum Books, 2002.

Though this title focuses on providing a thorough introduction to conducting research in public administration, it also contains an appendix, “Guidelines for Reporting Research Results.” Those in need of quick advice or checklists may find the appendix useful since it uses a “bullet point” format. Separate sections provide bullet points for writing research reports and executive summaries as well as sections for using charts and tables. Another section of bullet points is labeled “formatting”, but it is essentially a set of recommendations on how to outline a report with the usual elements of the literature review, findings, etc. This title is also available as an electronic book.

Johnson, Janet Buttolph, and H.T. Reynolds. Washington, D.C.: CQ Press, 2005.

Now in its fifth edition, this text focuses on how to conduct “a scientific investigation of political phenomena”, and provides a thorough discussion of every possible research methodology. Particularly useful to writers in public administration is one of the concluding chapters, “The Research Report.” With this chapter, *Political Science Research Methods* is one of the few resources to provide a complete example of a published research report. Furthermore, the report is “annotated” with responses to twelve questions that a writer might helpfully ask about his or her own writing. The questions range from “Do the researchers clearly specify the main research question or problem?” to “Are the statistics used appropriate for the level of measurement of the variables?” to “Are the research findings presented and discussed clearly?” A model essay of this kind is extremely useful to potential writers who wish to clearly present their own research methodologies and findings.

Kalvelage, Carl, Albert P. Melone, and Morley Segal. *Bridges to Knowledge in Political Science: A Handbook for Research*. Pacific Palisades, CA: Palisades Publishers, 1984.

While most of this work is out-of-date since it refers to using a card catalog and other print resources (much of that information probably held over from an earlier 1976 edition), the introductory chapter, “The Research Paper: Crisis or Opportunity”, still offers some helpful suggestions for writing, though on a very basic level. The focus of the chapter is largely on using information resources to help with selecting, narrowing, and developing a topic. New writers in the field may find the suggestion to focus on a person, event, entity, law or policy useful. Additional information about developing a hypothesis, again on a very basic level, is also provided.

Katzenstein, Mary Fainsod. “Writing Political Science: Asking A Question Then (Actually) Answering It”, in *Local Knowledges, Local Practices: Writing in the Disciplines at Cornell*, edited by Jonathan Monroe. Pittsburgh: University of Pittsburgh Press, 2003.

The title of this chapter describes its focus well. Teachers and others in the field will find the essay about asking and answering an interesting question a useful discussion about the intersection of political science and writing. Other chapters in this same work--all of them written by Cornell faculty--may also be of interest. A couple of chapters focus on writing about international relations, others about a field experience, human rights, sociology, etc.

Krieger, Martin H. “The Inner Game of Writing”, in *Journal of Policy Analysis and Management* 7, No. 2. (1988), 408-416. www.jstor.org.

Based on his experience as a professor of planning, the author of this essay offers many practical tips for writing and addresses the psychological barriers that often impede the writing process.

Lester, J. D. & Lester Jr., J.D. (2013). *The Essential Guide: Research Writing Across Disciplines* (6th ed.). Boston, MA: Pearson.

The guide is a quick reference manual to develop research papers across different academic disciplines. It is written concisely, listing step-by-step instructions to aid students in every step of the research process. The first half of the book focuses on the research process itself, beginning with asking the right questions to target one's research. It continues by teaching students how to manage hardcopy and online resources. Student will also learn how to conduct field research. The guide also dedicates an entire chapter to discussing plagiarism. The second half of the book is focused on the various requirements of academic studies, including APA, MLA, CMS, CSE and creating electronic research projects.

Londow, David Z. "Writing in Political Science: A Brief Guide to Resources." *PS, Political Science and Politics* 26 no. 3 (1993): 529-33. <http://jstor.org>.

Though now somewhat dated, this bibliography lists many interesting articles and books about writing in political science from an academic perspective at both the undergraduate and graduate levels. The author provides a brief introduction about the contemporary challenges to good student writing. Only slightly annotated, the bibliography is subdivided by topic and multidisciplinary in approach with literature from the general social sciences and from rhetoric and composition. It definitely should be consulted as a supplement to this list by those with an interest in academic issues related to writing in political science or public administration.

McNabb, David E. *Research Methods in Public Administration and Nonprofit Management: Quantitative and Qualitative Approaches*. Armonk, N.Y.: Routledge, Inc., 2008.

The second edition of one of the most comprehensive and useful works on research in public administration appears in 2008 and retains two chapters of particular interest to writers in public administration. The 2002 chapter on "Organizing and Structuring the Research Report", has been updated and re-titled to, "Preparing and Presenting Research Findings." This chapter is highly practical in approach with recommendations about how to present and how to organize a research report with an emphasis on point of view, titles, abstracts, and the other sections such as literature reviews, methodologies, conclusions, references, and appendices. Students, researchers, and practitioners in the discipline can easily outline and write logical, coherent papers and reports by following this chapter. Another chapter, "Writing the Research Report", retains the same title and a discussion on style which refers here to bibliographic format. Some of the most common formats such as Chicago, APA, etc. are discussed as are types of references and styles used by major journals in the field. The two chapters on writing logically follow other chapters that clearly explain how to conduct various kinds of research in public administration and make the work in its entirety one of the most helpful to new writers in the discipline. Some users may have access to this work in an electronic format.

McWhorter, K.T. (2012). *Successful College Writing: Skills, Strategies, Learning Styles* (5th ed.). Boston, MA: Bedford/ St. Martin's.

This instructor's edition guide is a comprehensive guide to writing academic papers. It helps students by offering step-by-step instructions about various elements of strong writing. These include writing methods, individual readings and study skills. Beyond writing procedures, it covers the proper use of external resources. The book features a helpful handbook that reviews key principles. Furthermore, the book explores applied writing skills in both academia and business settings. The book is well organized and color coded. It uses helpful illustrations, charts and diagrams.

Miller, Gerald J, and Marcia L. Whicker. *Handbook of Research Methods in Public Administration*. New York: M. Dekker, 1999.

This title is exclusively devoted to research and appears only in this section to remind developers of questionnaires that it has one of the most helpful essays available on wording and writing questions. See the essay by Donijo Robbins.

Musso, Juliet, Robert Biller, and Robert Myrtle. "The Tradecraft of Writing for Public Policy and Management", *Journal of Policy Analysis and Management* 19 no. 4 (2000) 635-646. www.jstor.org.

Written by three policy and/or public administration experts on the faculty at the University of Southern California, this article would be helpful to either the "practicing student" or practitioners in the field. Very practical in approach, the authors address "tradecraft" with frankness and sometimes, humor, as when they say, "Writing is excruciating, but becomes less so with practice." Presented as a "manual", the article presents nine areas for discussion that are further subdivided in specific tips. This article is highly recommended for all wishing to improve their writing skills in public administration.

Ng, Pedro Pak-tao. *Done Effective Writing: A Guide for Social Science Students* Hong Kong: Chinese University Press, 2006.

This work was prepared for the Chinese University of Hong Kong for social science students who are expected to read, write, and “think” in the English language. The author has taught writing for sociology at the university for more than ten years and has used his experience and expertise to prepare a thorough introduction to writing in the social sciences that provides an excellent introduction for English-speaking students everywhere. This guide may also be particularly useful to international students who are studying in the United States. Many of the chapters focus on the writing process, including the following: “The Importance of Writing,” “Characteristics of Academic Writing,” “Writing as a Process,” “Writing a Well-Organized Paper,” and “Reporting Research Findings.” Examples are given throughout the work, and additional chapters and appendices usefully cover citations, grammar, and usage as well as such topics as how to read and to summarize and what verb tense to use in research papers. The value of this work for beginners or those who struggle with writing cannot be underestimated.

O’Sullivan, Elizabethann, Gary R. Rassel, and Maureen Berner. *Research Methods for Public Administrators*. New York: Pearson Longman, 2008.

Like preceding editions, this work is intended to be used as a textbook for advanced undergraduate courses or introductory graduate courses. The majority of the text is devoted to research strategies and methodologies, but writers in public administration will also find the fifteenth chapter on “Communicating Findings and Completing the Project” useful. This chapter covers how to differentiate among audiences and provides a set of procedures for audience analysis. It also gives the components of quantitative reports and includes a sample table of contents, and a sample executive summary. Information about writing literature reviews and how to describe methodology and findings are helpfully emphasized. Useful information about presenting graphs and tables is also included. Additionally, the text provides suggestions about the differences in oral and written presentation of quantitative research findings with an emphasis on presenting the latter with clarity. Ethical issues, including research misconduct, research errors, and data retention also receive some attention in this chapter. Composition of questionnaires is covered in another chapter. Writers in the field may also find the glossary of terms that concludes the text helpful.

Scott, Gregory M., and Garrison Stephen M. *The Political Science Student Writer’s Manual*. Upper Saddle River, N.J.: Pearson, 2007.

In its fifth edition, this handbook is one of the few in the field to focus extensively on how to write, as well as how to conduct research. Taken as a whole it makes an excellent introduction for undergraduates and even graduate students who face writing challenges. Part One focuses on the writing process including planning, selecting and narrowing a topic, finding and developing a thesis, organizing and outlining a paper, and proofreading and editing. It also contains a guide to usage with a focus on grammar, style, and punctuation as well as suggestions for formatting a paper and directions on how to cite sources and another particularly helpful section that defines plagiarism and how to avoid it. Beyond those practicalities and the excellent examples given to illustrate them, Part One also contains an acknowledgement of how and why writing may seem daunting along with valuable suggestions about how to develop and maintain confidence in writing. Part Two covers the research process. Parts Three, Four, and Five cover different genres in the field including book reviews, article critiques, traditional research papers, letter to editors, op-ed essays, letters to elected representations, and for advanced students, policy analysis and amicus curiae (friend of the court) briefs. The material on policy analysis is obviously particularly relevant to writers in public administration and includes recommendations for a table of contents for a research proposal and for a policy analysis paper which would be useful to practitioners as well as students. Some critical thinking exercises also appear in Part Four. The guide itself is characterized throughout by a straightforward style and tone; it models its own advice. This text is highly recommended for assignment to students in introductory political science courses as well as major courses that require papers.

Schmidt, Diane E. *Writing in Political Science: A Practical Guide*. New York: Pearson, 2005.

Now in its second edition, Schmidt’s excellent work is one of the most comprehensive available and is highly recommended. The author notes that the book is “particularly skewed toward...public administration”, as well U.S. government and public policy. Her use of examples and models is particularly strong and extensive. In fourteen chapters, she covers every possible avenue of writing by addressing such subjects as critical thinking, choosing a topic, conducting internet and traditional research, properties of essays and research papers, common writing problems, organization, documentation, and many other topics. One particular strength of this handbook is the attention to genres of writing which include but are not limited to: annotated bibliographies, book reviews, comparative papers, position papers, case studies, legislative analyses, policy analyses, policy evaluations, policy recommendations, exams, and literature reviews. Distinctions are clearly made between these genres and others. Finally, as the author notes, the guide can be used by undergraduates, graduates, and those “pursuing a professional career.”

Silbergh, David M. *Doing Dissertations in Politics: A Student Guide*. London: Routledge, 2001.

Prepared by a professor in the U.K. with a bachelor's degree in public administration and advanced study in a related field, this work intended for undergraduate dissertation writers. The result is an interesting combination of informal language, e.g. in his discussion of writing the literature review, the author advising purchasing some research materials so "you will not be left cursing at a recall notice issued by the library", and theory in the author's discussion of quantitative and qualitative research. Obviously, this work will be more useful for its intended audience of undergraduate dissertation writers in the U.K. and is another work that is better taken as a whole rather than a part. Other readers may find the sections on the research proposals literature reviews, and drafting, completing and submitting the dissertation helpful in their circumstances. His style is certainly whimsical where chapter titles refer to "putting the cat out" as well as "feline frolics" and "feline fun."

Simpson, Antony E. *Information-Finding and the Research Process: A Guide to Sources and Methods for Public Administration and the Policy Sciences*. Westport, Conn.: Greenwood Press, 1993.

This 1993 title has the same major drawback as Kalvelage (see above); it too is outdated. Written almost a decade later, however, it does incorporate many electronic resources. Another point of comparison with Kalvelage is the much greater sophistication with which Simpson addresses the relationship between research and writing, particularly in the first two sections on the topic selection and topic definition and refinement. Some discussion of the differences between research/writing at the term paper level and dissertation level is also provided. An entire chapter is also dedicated to a list of the "Major Journals in Public Administration and Related Fields", and therefore, suggests outlets for and exemplars of writing in the discipline.

Smith, Catherine F. *Writing Public Policy: A Practical Guide to Communicating in the Policy-Making Processes*. Oxford University Press, 2005.

This highly recommended book is one of the newest and best resources available to practitioners in the field of public administration and to students who are preparing to enter the field. The latter would benefit from being introduced to it in academic coursework and could also use it in internships or other field experiences that require writing. In addition to providing sound advice about how to communicate in a public process and how to define a policy problem, the author provides guidance for specific occasions that call for written communication: writing a legislative history, arguing in a position paper, writing a policy proposal, writing a briefing memo, delivering oral testimony based a written statement, and writing an influential public comment. Excellent "real-life" examples of each genre are included.

Stanford, Karen A. "Disarming the Hunter: Improving Administrative Writing in the Classroom," in *PS: Political Science and Politics* 25, No. 4. (1992), 696-699. www.jstor.org.

Though dated, this article offers practical suggestions for the academy to respond to a mandate from the National Association of the Schools of Public Administration and Affairs that "MPA programs will graduate students who can write clearly."

Troyka, L. Q. & Hesse, D. (2013). *Simon & Schuster Handbook for Writers* (10th ed.). Boston, MA: Pearson.

The handbook is a thorough writing aid that can benefit students and instructors. At 850 pages, it breaks down the writing process in a balanced way from planning and research to formatting, proper execution and increasing the effectiveness of a piece. The book is an excellent reference guide for students to learn how to properly document their resources and review rules concerning grammar and syntax.

The handbook is well organized. The front and back cover include helpful brief and detailed contents for quick reference. It uses a system made of color coding and multiple fonts to attract the eye. The system addresses a variety of people with different learning styles. There are numerous full-page layouts with arrows and indicators, graphics, and photographs. It includes lists of rules, examples, and exercises for students. The authors also include full essays with notes in the margins for further instruction.

The book gives tips to help writers with thinking critically, developing ideas, avoiding common mistakes and applying concepts in one's writing. It also dedicates an entire section to students for whom English is a second language. Finally, the writers observe specific situations that writers may find useful. Finally, the handbook features a high level of interactivity. It references several websites and e-books that can be accessed online. Students can consult contemporary multimedia sources, such as www.mywritinglab.com, to learn composition, store their work and engage in further tutoring.

VCU Libraries, Virginia Commonwealth University. Public Administration Resource Guide.
<http://www.vcu.edu/guides/pubadm.html> (accessed March 30, 2008).

A recognized Web site for public administration (e.g. see Green and Ernest), this resource does not specifically address writing in the discipline, but it presents a helpful range of internet resources for consultation and is a recommended bookmark/favorite for scholars. For general political science sites, two popular ones to consult include “Poly-Cy”, at www.polsci.wvu.edu/polycy maintained by Bob Duval and a more UK oriented site, www.psr.keele.ac.uk maintained by Richard Kimber.

White, Brian C. *The Houghton Mifflin Guide to the Internet for Political Science*. Boston: Houghton Mifflin, 2000.

Out of date immediately on publication--Google is not discussed in the section on search engines, for instance, this slim work which is intended as a kind of textbook, could nonetheless be useful to recent adapters of the Web or others who do not have the regular benefit of interacting with knowledgeable librarians. Recommendations though by no means comprehensive are given for each branch of government, the constitution, etc.

Wholey, Joseph S., Harry P. Hatry, and Kathryn E. Newcomer. “Handbook of Practical Program Evaluation.” San Francisco: Jossey-Bass, 1994.

Though this handbook obviously focuses on program evaluation rather than writing per se, practitioners will find some sound advice about presenting results in chapters such as “Synthesizing Evaluation Findings,” and even more so in “Making a Splash: Reporting Evaluation Results Effectively,” by Michael Hendricks. Hendricks addresses many of the issues that confront report writers and provides a table on “How to Write an Action-Oriented Evaluation Report.” He provides advice for other types of documents and has an especially good section on “Reporting via Graphics,” with examples and steps for incorporating effective graphics. This annotation specifically refers to the 1994 rather than the 2004 edition which was significantly revised.

Wysocki, A.F. & Lynch, D. (2014). *The DK Handbook* (3rd ed.). Boston, MA: Pearson.

The handbook is a thorough guide to the writing process from development of ideas to finalization of a research paper. It covers evaluating and analyzing resources. It continues by addressing good structure and organization to inform and persuade the audience. It provides a comprehensive guide to editing and revision. Finally, it addresses the proper ways to document findings. The book features helpful exercises and checklists of key concepts in its final chapter. It is well organized, using color coded tabs for quick reference, as well as pictures and charts to emphasize its finer points.

Young, Eóin and Lisa Quinn. *Writing Effective Public Policy Papers*.
<http://www.publicpolicy.umb.edu/documents/policywriting-toc.pdf> (accessed March 30, 2008).

Subtitled “A Guide for Policy Advisers in Central and Eastern Europe”, this book currently available on the Web at the address indicated above. Though published in Hungary with the intention of improving public policy writing in the Eastern European region, the book is written in English and provides a sound introduction to the writing of policy papers that would be useful to beginning students in any region of the world. Various chapters focus on structure, argumentation, conclusions, scholarly conventions, and on manuscript submission to publishers. Many examples and models from previously published papers add to the value of the work.

Citation Management

Citation Style Guides

Several citation styles are acceptable in the field of public affairs. If writing for a publication, always check with the publisher to determine the preferred citation style. Typically, the citation style will either be *The Chicago Manual of Style*, the American Political Science Association (APSA) style, which is a modified Chicago Style, or the American Psychological Association (APA) style. If no style is specified, the author may choose a style but must be consistent within the composition.

American Political Science Association Committee on Publications. *Style Manual for Political Science*. Washington, DC: American Political Science Association, 2001.

The APSA Style Manual is based on *The Chicago Manual of Style* with in-text citations. This is one of the primary citation styles used in Public Administration.

American Psychological Association. *Publication Manual of the American Psychological Association*. Washington, DC: American Psychological Association, 2001. <http://apastyle.apa.org> (accessed April 4, 2008).

The APA Style is the preferred citation style for many of the Social Sciences.

American Sociological Association. *American Sociological Association Style Guide*. Washington, DC: American Sociological Association, 2007. http://www.asanet.org/cs/root/topnav/sociology_depts/quick_style_guide (accessed April 4, 2008).

The ASA Style Guide is based on *The Chicago Manual of Style*, but modifies certain elements. The current version of ASA includes their preferred style for citing electronic sources as well as the manuscript format requirements for submission to any ASA journal.

Chen, Debora. *Citing Government Information Resources, Third Edition: A Manual for Social Science and Business Research*. Bethesda, Maryland: Congressional Information Service, Inc., 2002.

Chen's work covers the gamut of government information resources. If the one is using a particular style guide (for example, APA), then that style guide takes precedence over the style in Chen's work. The guide helps in untangling which body is the "author" and which is the "publisher" in governmental publications.

Editors of the Columbia Law Review, the Harvard Law Review, the University of Pennsylvania Law Review, and the Yale Law Journal. *The Bluebook: A Uniform System of Citation, Eighteenth Edition*. Cambridge, Massachusetts: The Harvard Law Review Association, 2005.

The Bluebook is the style guide used in legal research. When using a different style manual, unless it specifically addresses legal sources (which, for example, *The Chicago Manual of Style* does), the Bluebook style can be used for citing legal code, regulations, and case law.

Gibaldi, Joseph, ed. *MLA Handbook for Writers of Research Papers, Sixth Edition*. New York: The Modern Language Association of America, 2003. <http://www.mla.org/style> (accessed April 4, 2008).

MLA is one of the main citation forms used by those writing in the Humanities.

Hacker, Diana. *Research and Documentation Online*. <http://www.dianahacker.com/resdoc/home.html> (accessed January 29, 2008).

Hacker's Website is an outstanding resource for MLA, Chicago/Turabian, APA, and CSE citation styles. For writers who learn better by looking at examples, this site provides a plethora covering almost all types of sources that would be used and in each of the formats. Additionally, sample papers are provided that demonstrate the document formatting. This is an invaluable and free resource.

Scott, Gregory M. and Stephen M. Garrison. *The Political Science Student Writer's Manual, Fifth Edition*. Upper Saddle River, New Jersey: Pearson, 2006.

Chapter four, "Citing Sources", provides a clear discussion about The American Political Science Association (APSA) author-date citation system, which is a modified form of the *Chicago Manual of Style*. This chapter includes instructions on how to use the manual as well as examples. When particular types of sources are not referenced in the APSA *Style Manual*, then the *Chicago Manual of Style* is to be used. Scott and Garrison's work brings the two together in a single work and, for each type of material, indicates which style manual and which edition is being used in the creation of the examples. A sample bibliography is included. This chapter includes a brief, cogent discussion about avoiding plagiarism.

Thody, Angela. *Writing and Presenting Research*. Thousand Oaks, California: SAGE Publications Inc., 2006.

Chapter twelve, "Citations: Bibliographies, Referencing, Quotations, Notes", introduces citations styles and the contexts in which the various styles are preferred. A brief discussion about the purposes for citing sources is included.

Trimmer, Joseph F. *A Guide to MLA Documentation with an Appendix on APA Style*. Boston: Houghton Mifflin Company, 2006.

This text is a brief summary of the MLA style guide and includes only the most common types of sources.

Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*. Chicago: The University of Chicago Press, 2007.

Turabian is a modified and more accessible form of *The Chicago Manual*. When a type of material is not addressed in Turabian, it is appropriate to next consult *The Chicago Manual*.

University of Chicago Press. *The Chicago Manual of Style, Fifteenth Edition*. Chicago: The University of Chicago Press, 2003. <http://www.chicagomanualofstyle.org/home.html> (accessed April 4, 2008).

This is the standard and default style manual for academic publishing. Some organizations, such as The American Society for Political Science and The American Sociological Association, have modified the *Chicago* style. If using those styles, it is important to refer back to *The Chicago Manual* for issues not treated in the modified forms.

Citation Management Software

Writers in public administration often need to cite references as they prepare articles, reports, or papers. Several software programs designed especially for the purpose of facilitating preparation of citations or bibliographies are available for purchase. Some Web services that enable the preparation of citations or bibliographies are also available on a subscription basis. Researchers in the field probably want to check with libraries or computing support services in their organizations to determine if such software or services are already available. If individuals want to purchase the software or subscribe to a service, it is important to keep in mind that this software and the online subscription services change frequently in terms of features, prices, and other characteristics. Some services charge for upgrades; others do not. Most software is available for purchase on the specific vendor Web sites and through other regular channels. Some software is “open source” software and can be downloaded for free on the internet. Basic features to look for when selecting a software or service include 1) availability of a wide variety of citation styles and the ability to change easily from one style to another, 2) ability to import citations from online library catalogs and journal and other databases, and 3) the ability to interact with word processing programs. The latter feature allows easy import of citations from the software or the Web service to a word processing program. Some of the most frequently used products are listed here.

EndNote

www.endnote.com

EndNote XI is available as software for individual personal computers and Macs and also available as EndNote Web, a product that currently interacts only with the ISI Web of Science database. EndNote XI can import citations from many different databases. EndNote XI offers many different styles and easy “cite while you write” (CWYW). A free trial version and tutorials are available at www.endnote.com. EndNote supports hundreds of different styles, including many specific journal styles required by individual journal publishers. EndNote support services are readily available through www.endnote.com. EndNote upgrades have to be separately purchased.

ProCite

www.procite.com

From the same vendor that offers EndNote, ProCite shares many similarities with earlier versions of that software, including CWYW. ProCite 5.0 is the latest version, but some features such as the output styles have not been recently updated. One of the earliest citation management software packages developed and marketed for personal computers, ProCite is no longer available for purchase for Macs; nor is support available for Macs. In addition, as of this writing, the ProCite vendor has no plans to upgrade the software to work with Microsoft Word 2007, the latest release of that popular word processing software. Writers considering ProCite are advised to select a different product.

Reference Manager

www.refman.com

From the same vendor of EndNote and ProCite, at this time Reference Manager, a software program, is available in version 11.0 which is compatible with WordPerfect 12 and can be adapted for Microsoft Word 2007 (the Reference Manager Web site offers guidance for the adaptation). Many features of Reference Manager are comparable to EndNote, including numerous styles, compatibility with many databases, and CWYW. Technical support is available through email and a helpful FAQ is available on the Web site.

RefWorks

www.refworks.com

RefWorks is solely an internet-based product available for individual and institutional subscriptions and compatible with any kind of computer and internet access. RefWorks is also compatible with many different online databases and facilitates easy transfer of citations from databases to RefWorks. When a RefWorks user writes a paper in a word processing program such as Microsoft Word, he/she assigns RefWorks' automatically generated numbers for individual citations. Then the paper is transferred to RefWorks which uses the numbering to automatically generate citations for notes and bibliographies. Upgrades for RefWorks do not require a separate download and are therefore instantaneous. Upgrades are included in the annual subscription fee.

Zotero

www.zotero.com

Zotero has the distinction of being the only free, open source software in this list. Other open source products have been developed but none has proved as viable and popular as Zotero which developed by the Center for History and New Media at George Mason University with grants from the Mellon Foundation and the Institute of Library and Museum Services. Zotero is actually an extension for the popular internet browser, Firefox. It is also currently compatible with two other browsers, Netscape 9.0 and Flock 0.9.1. Zotero is designed to capture citations from Web pages opened in any of these browsers. Zotero works by recognizing information on Web pages, bibliographic databases, and library catalogs, and to transform that information into a citation. The user clicks a button to download the citation information and add it to a file. Additional software (plug-ins) can be downloaded to make Zotero compatible with Windows and Mac versions of Microsoft Word. At this time, ten commonly used styles are automatically downloaded with Zotero, and others are available through additional downloads.

Stylewriter 4 by Editor Software

<http://www.editorsoftware.com/StyleWriter.html>

Stylewriter 4 is editing and proofreading software that serves as an application for word processors. The system helps writers to simplify their work to ensure clarity and conciseness. The software can be customized to fit a range of assignment types, including academic papers, career materials and legal writing. More than just a spelling and grammar checker, the software trains writers to develop versatile sentence structures while eliminating passive writing, wordiness and jargon.

Grants from Governments and Foundations

Jennifer Nason Davis, Neil De Haan, and John Vadnais

Grants information in this section complements the contents under the category “Grants” in The PA Gateway.

Grant Seeking and Grant-Writing Overview

Introduction

There are many sources of grants. However, for any one grant, the odds of winning are low – typically in the range of 1 in 4 to 1 in 25. The chance of winning a grant improves greatly if an organization:

- Proposes a project that fully meets the grant maker’s goals and objectives;
- Follows and conforms to the grant maker’s grant application instructions;
- Writes the grant application with care;
- Follows the many guides for grant writing provided here and in major grant writing guides;
- Confers with the grant maker prior to submission, when and if possible.

This section provides guidance as to the major types of grants, the major types of funders, and the major sections that normally are required in a grant application or proposal. The remainder of this chapter provides specific bibliographic references for finding grant funding.

Types of Grants

Grants to Nonprofits, Governments, and Individuals

The primary recipients of grants are nonprofit organizations and government entities. There are few grants to individuals, aside from scholarship and fellowship grants, and even these are usually made through a college or university. Private corporations may be the recipient of a contract (see <http://www.fedbizopps.gov/>), but usually not of a grant, except for specific purposes such as flood relief or community development.

For non-profit organizations seeking grants, it is important that they obtain non-profit (503(c)) status before seeking a grant. One criterion grantors use is the length of time an organization has operated, so it is important to obtain nonprofit status well before any grants will be needed.

Research Grants

A research grant has many specific performance provisions that must be met in order to maintain funding. In that sense, it is similar to a contract. A research-type application usually consists of an introduction, background or need, goals and objectives, and program narrative which includes the research design, methodologies, and procedures, significance, and qualifications and resources.

For research topics using human or animal subjects, the approval of the designated Institutional Review Board (“IRB”) approval is necessary. The IRB is a committee that, according to Federal law, must evaluate the potential physical or psychological risk of research involving human and animal subjects. The IRB review must be addressed in the program design of the grant application.

Social Action Grants

A social action or program grant usually proposes an intervention that addresses a specific problem or need. Evaluation measures and an evaluation Plans are almost always required, though they may be less rigorous and specific than for a research grant. The social action type application, described by Bev Browning's *Grants Writing for Dummies* (2005) and on the Foundation Center's Web site (<http://www.fdncenter.org/>), usually consists of an abstract, needs assessment or problem statement, a conceptual context, goals and objectives, methods and a budget, and an evaluation component. Perhaps the best and most succinct description of grant writing comes from The Grantsmanship Center in Los Angeles, which makes available a 48-page booklet through an order form on its website, <http://tgci.com/>.

Formula Grants and Discretionary Grants

A formula grant is given to virtually all entities which meet the criteria. Examples are state aid to school districts, which may be by a formula based on various social-economic indicators, or a Federal grant based on state, regional, or local unemployment statistics.

Discretionary grants, on the other hand, are competitive. The funder gives the grant at will, and the funder has the right to change criteria, to give no grants, or to select an applicant even if the official criteria are not met.

The grants most people deal with are discretionary, or competitive. Because they are competitive, a well-written and responsive grant application is very important. If one application has many errors or is non-responsive, another competitive application may be better, and will win the grant. For that reason, the grants process, and especially grant writing, as highlighted in these pages, is important to winning grant funding.

University, Departmental, and Individual Grants

In a university setting, most grants must be obtained through and on behalf of the university rather than through the department or an individual. New academics may not be aware that they need to frame their proposal as a university project, not an individual endeavor. Nevertheless, most grant or research offices expect individual departments to be very proactive in writing and preparing the application. The university research or grant office's role is to make sure the grant-seeker is not promising results or resources that he or she cannot deliver, that applications are not going out to the same foundation or government agency, and that multiple applications are not too similar or conflict in any way. Once a grant is obtained, the funds are distributed to and through the university administration.

The need to coordinate grant applications through the university can create some difficult situations, particularly in the area of grant writing. A university typically has a limited grant writing staff, and it may be internally competitive to get them to work for a particular department, program, or individual. Further, even if an academic does the grant writing, he or she must leave sufficient time for the review of the application by the university research office. Given the time-honored tradition of writing almost to deadline, this can be a big challenge indeed. To summarize, it is an important first step for a new university researcher, academic or student to coordinate with their department, school or research officer.

Types of Grant Funders

Charitable funding in the United States, excluding state and local government, breaks down approximately as follows:

Funding Source	2006 Amount (billions)	Percentage
U.S. Government	\$488.5	62.3%
Individuals	\$245.8	31.4%
Foundations	\$36.5	4.7%
Corporations	\$12.7	1.6%
Total Funding	\$783.5	100.0%

Clearly, the largest funder by far is the U.S. federal government, followed by individuals, with foundations and corporations a distant third and fourth in amount of funding.³

One area of growth has been health care. The past decade has seen a significant increase in research funds for medicine and related fields. In the 2006 Federal fiscal year, the National Institute of Health's (NIH) level of funding was \$28.4 billion, which reflects a threefold increase over the past fourteen years.⁴ State and local government grants not originating with the Federal government provide an additional amount of funding.

Government

Most government grant money comes from the U.S. government either directly or as block grants to state or local governments. Government grants encompass both program grants, which provide projects and services that address social problems and societal needs, and research grants, which are intended to expand the nation's and the world's knowledge base. Writing a Federal government grant proposal is challenging. Usually the government request-for-proposal (RFP) is a lengthy, complex document that requires a very specific format in return. It also requires extensive metrics and other information. If the RFP is not followed, expect to be denied the grant. Even if the cause is worthy, there will be many other qualified applicants in line for the same funding. For more information on sources of government grant information, see the section "Directories of Public Funding Sources" later in this chapter, but make sure that you visit the government's portal to all grants: <http://www.grants.gov/>. Another excellent source for tracking current grants and contracts is from the Office of Management and Budget: <http://www.usaspending.gov/>.

Foundations

Foundations prefer to help nonprofits to launch new programs, prove new methods, and to get started, but they are not good sources for ongoing funding. A foundation proposal is much shorter and simpler to write than a government grant proposal.

Some foundations suggest that you begin with a letter of inquiry. For example, the Carnegie Corporation of New York, which expects that the Corporation's grant making will total more than \$80 million during fiscal year 2005-2006, advises that, after you take a quiz for eligibility, your letter of inquiry should address the following points, per its web site <http://www.carnegie.org> :

- What problem does your project address? Why is this issue significant? What is the relationship of the problem/issue to the Corporation's current program interests as noted in its Information Pamphlet and website?
- What strengths and skills does your organization and personnel bring to this project? What makes your organization the right one to conduct this project?
- Who will lead the project? Identify key personnel and attach resumes.
- What do you intend to demonstrate or prove? What means will you use? If the project is already under way, what have you accomplished so far?
- If you are requesting funding from the Carnegie Corporation for a component(s) of a larger project, specify which activities you are requesting the Corporation to fund and how they relate to the larger project.
- What outcomes do you expect, both immediate and long term?
- If you have requested funds from other sources (or plan to), please list those sources and note the status of your request.
- What plans do you have to disseminate information to the public about your project?

Corporations

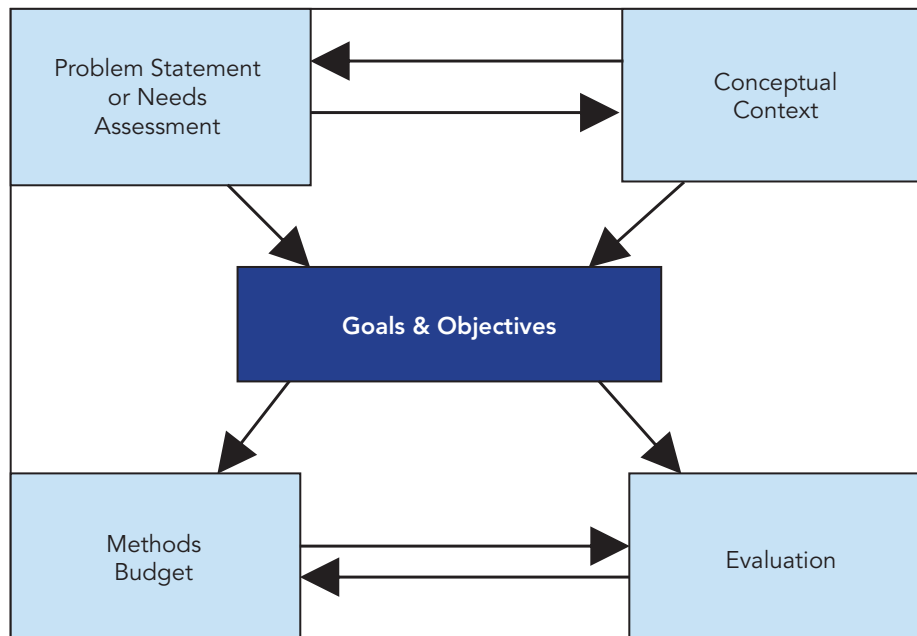
The dollar value of a corporate grant often is small, with many in the range of \$2,000, and a few as large as \$100,000. Corporate grants often are focused in the geographical areas where the company operates. If a company moves from an area, the funding may leave as well. Often grants are made in areas of corporate interest or focus; it pays to look at a company's materials or web site prior to applying for a grant. Corporate applications are the shortest of all, requiring the applicant to get to the point quickly and present succinctly.

Although corporate support sometimes comes at just the right time to support a project or a program, it should be remembered that as a percentage of private (non-governmental) philanthropic giving, corporate support has decreased from 6% of a \$190 billion base in 1999⁵ to 4.3% of \$295 billion in 2006.⁶

Content of a Typical Grant Proposal

Funders provide their own requirements for grant proposals. Regardless of the specific format that is required, a grant proposal generally contains common content. This is shown in the following illustration and is further described below.

Figure 1. Major Components of a Typical Grant Application



Executive Summary

Funders must read grant applications quickly. In some cases, the Executive Summary is the only part of many applications that may be read. Therefore, the Executive Summary should state what kind of program you wish to or are operating, a brief overview of your credentials, and how much funding you are seeking. If you pique interest and there may be a fit, the funder will keep on reading. Although the Executive Summary comes first, it should be written last.

Statement of Need / Problem Statement

How one states the problem or describes the need is important to the solution and to finding funding. Here are some hints on developing an effective needs assessment or problem statement:⁷

- 1) State the specific problem
- 2) Describe the nature of the problem at the local level
- 3) Describe the number of persons impacted by the problem
- 4) Cite statistics and research that support the problem statement
- 5) Present recent findings of your own surveys, interviews, or focus groups
- 6) Stay focused on need, not solutions
- 7) Use words that create compassion and urgency

Browning also challenges the grantwriter to give the reader enough information to understand the problem and to “use descriptive words to give the grant reader a virtual visual introduction to your organization’s operating environment.”⁸

Program Description / Program Design

Program design is key to the success of the grant. Funders may use many terms to describe program design and its many components, and it is important to use those terms in the grant proposal. The conceptual context and the logic model are common elements of the for the program design.

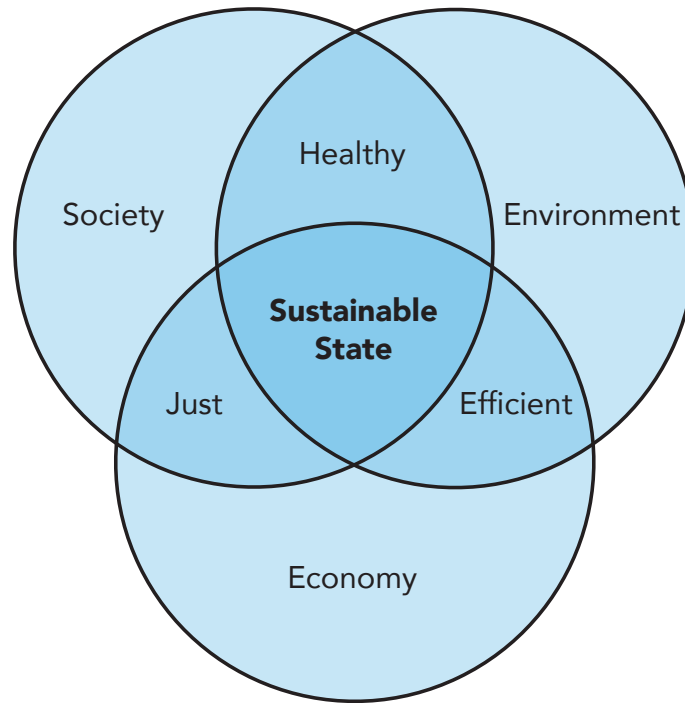
Conceptual Context of the Grant Application

The conceptual context of a grant application is the system of concepts, assumptions, expectations, beliefs and theories that support the problem statement. The conceptual context must support the project design. One definition states “...a conceptual framework explains, either graphically or in narrative form, the main things to be studied—the key factors, concepts, or variables—and the presumed relationships among them.”⁹ Federal agencies and large foundations usually expect that the conceptual context for the

program design be explicitly stated in the grant narrative. For proposals that are of a smaller or more modest nature, there may be an implicit conceptual context, but there may not be an expectation to define or explain the conceptual context.

The following diagram is an example of conceptual context for a social services project:

Figure 2. Diagram for the conceptual context of social services project



The Logic Model

The logic model is “a picture of how you believe your program will work... [It] ...uses words and/or pictures to describe the sequence of activities thought to bring about change and how these activities are linked to the RESULTS the program is expected to achieve.”¹⁰ As advised by Browning, “it’s hard to avoid the Logic Model,” if you “live and work in the world of grants.”

Many funders want a logic model included “in the program design or action plan.”¹¹

Every social program is based on a theory of change—a theory about how and why the program will work. This must be reflected in the logic model.

The logic model contains five major components: Inputs/Resources, Processes, Outputs, Outcomes, and Impact. The Inputs/Resources include human, financial, technological, and organizational. All of the other components flow from these. The logic model is not complex in form. An illustration of a logic model form and suggestions for its content is provided in Figure 3, below.

Figure 3: Diagram for a Logic Model, based on Figure 15-2, Browning, p. 205.

Inputs / Resources	Processes / Activities	Outputs	Outcomes	Impact
List the resources needed to operate your program.	List the planned activities: “Provide”, “Educate”, “Counsel”, “Create”, “Conduct”, And so forth.	List your process objectives in numerical format. For example: # of participants served; # of hours of services delivered; # of sessions conducted; # of public education events.	List short-term, mid-term, and long-term outcomes. Focus on new knowledge, increased skills, changed attitude des or values, modified behaviors, improved conditions, or altered status.	List the changes that will occur to your organization, your partnering organizations, and communities or systems.

Goals and Objectives

As indicated in Figure 1 above, the goals and objectives are heart of the proposal. A clear statement of your proposal's goals and objectives should be easily identified in the narrative, if possible on one page. Browning's personal hint for this crucial component is that "I usually write a minimum of three goals and a maximum of six, and each goal always has one to three measurable objectives."¹²

A goal is "A broad statement generally describing a desired outcome for an agency and/or its program. [Goals...] determine a) the agency's priorities; b) a clear direction for future agency action; c) what impact or outcome will result from an agency's work, and d) the basis for formulating clear objectives."¹³ Examples of goals are statements such as: "to improve the living conditions of children" or "to ensure a safe and accessible roadway system."

Objectives are more specific and measurable than goals. There are two types of objectives: a) process (or activity) objectives; and b) outcome objectives. Process objectives, sometimes referred to as activity or output objectives, state what will be developed, provided or performed. It is "a measure of the number of units produced, goods and services provided, or people served by an agency or its programs."¹⁴ An example is "serve 200 out-of-school youth in 5 different Adult Secondary Education programs." Another example is "to conduct 24 one-day training sessions, each with 10 trainees, covering the area of community resources, over the first six months."¹⁵

An outcome objective (or behavioral, performance, or program objective) is "a measure of the extent to which a service or program has achieved its goals and objectives or desired impact on its clients or society."¹⁶ The focus is not on what activities were performed, but what outcomes were achieved. An example is "at least 100 participants who completed 80 percent or more of the workshops will demonstrate a pre/post-test gain in knowledge as measured by the evaluator's competency test covering the subject matter." Here are some additional examples of outcome objectives:¹⁷

- "To reduce theft rate by 2006."
- "To reduce waiting time by 15% by 2006."
- "To reduce tuberculosis rate to 12 cases per 1000 by 2007."
- "At the conclusion of the five-day."

Browning also introduces an additional type objective—the impact objective. This type is not in as common use as the process and outcome objective terminology. The impact objective refers to a broad topic such as "to end homelessness in this metropolitan region within five years." Its purpose is to connect the activities and outcomes of this particular project with the broader overall desired effect.¹⁸

Kiritz offers the following checklist for objectives: 1) describes problem-related outcomes of our program; 2) does not describe your methods; 3) defines the population served; 4) states the time when the objectives will be met; and 5) describes the objectives in numerical terms, if at all possible.¹⁹

Methods

The methods section explains how the project is going to meet its goals and objectives. Kiritz reminds the grant writer that "just as objectives should flow naturally from the problem statement, so should methods follow from the objectives."²⁰ The methods section describes the major service components to be undertaken (e.g. individual counseling, support groups, etc.), the sequence of activities, and the specific techniques to be used, materials to be developed and the level of service to be provided (e.g. two training sessions per week, 3 hours each).

Additional topics in the methods section include your staffing and management plan, linkages within the organization to other programs, linkages with other organizations (and here letters of support can be quite helpful), how the program will be publicized, and a history of your organization that supports its ability to carry out this work. The staffing plan should include an enumeration and description of your projected staff and the management plan should include an organization chart and specify how the project will be supervised, managed, monitored and evaluated. Action plans which specify specific tasks with specifics to answer "by when" and "by whom" and time lines are often required and usually recommended.

Evaluation Plan

The evaluation plan shows that you intend to monitor and evaluate results. It shows your understanding of what you should measure. If this agrees with what the funder thinks is important, it can solidify your proposal. If it is weak, the funder may believe that you are not attuned to the same outcomes and/or are not disciplined in achieving them.

The evaluation plan should state what type of information you plan to collect, how often the information will be collected, who will collect the information, and who will analyze the information and report the results.²¹

There are many online sources of excellent, free information to help you understand program and project evaluations and to prepare an evaluation plan as part of your grants narrative. One of the two sources is the website of the Center for Substance Abuse Prevention (CSAP), which is part of the Substance Abuse and Mental Health Services Administration (SAMHSA) in the U.S. Department of Health and Human Services (USDHHS): <https://preventionplatform.samhsa.gov>.

The second source is the Web site of the W.K. Kellogg Foundation (<http://www.wkkf.org/>).

Perhaps both CSAP and the Kellogg Foundation can be accused of giving us too much information (TMI). Nevertheless, the free handbooks that are available from both sources introduce us to crucial information about the relation of program evaluation to program design and, once understood, can be readily applied to both preparing an evaluation plan for the grants narrative and implementing such a plan, if the grant is funded. In brief, the evaluation section can propose a process evaluation or an outcomes evaluation, or a combination of both.

A definition of process evaluation, as suggested by one of CSAP's online documents, is a useful guide: "Process evaluation measures program fidelity by assessing which activities were implemented and the quality, strengths, and weaknesses of the implementation."²² CSAP's handbook points out that a well-planned process evaluation should be developed prior to beginning a program and should continue throughout the program's duration. CSAP also offers a definition of an outcomes evaluation, suggesting that "outcome measures determine the extent to which your program has accomplished its goals."²³ Outcomes are changes that occur as a result of your program. For example, in alcohol, tobacco, and other drug prevention programs, the desired outcomes often include changes in knowledge, attitudes, skills, and behaviors.

If the grants writer has done a good job in preparing process and outcome objectives, and if these objectives are integrated into the logic model, the challenge of preparing an effective evaluation section for the grants narrative should be made considerably easier.

Budget

Finally, and very importantly, the proposal must include a budget and budget narrative. This is important for many reasons, and especially to show that your organization is realistic and able to project and manage money. The budget tells the story of how you envision the program, how you are integrating other funding sources, and how well you have thought it through. Almost every grant proposal requires a budget. The following is a typical budget template:

Item	TOTAL	Total Requested	Other Funds (In Kind)
I. Personnel			
A. Salaries & Wages			
B. Fringe Benefits			
C. Consultants & Contract Services			
Subtotal - Personnel			
II. Non-Personnel			
A. Space Costs			
B. Equipment Costs			
C. Consumable Supplies			
D. Travel			
E. Telephone & Utilities			
F. Other Costs			
1. Assistance to Clients			
2. Training			
3. Insurance			
III. Indirect Costs			
TOTAL BUDGET			

Organizational Information

Who you are may be as important as what you are doing. If you have a high level of credibility in your field, there may be more of an inclination on the part of a funder to partner with you. However, no matter how prominent in your field, you cannot assume that a funder knows who you are. You must state your credentials clearly and fully, including a full description of your organization and its management and staff.

Funders often look at the Board of Directors to understand who is behind the organization, their credentials, and their skill sets. Grant-makers are much more likely to give a grant if the organization has an experienced board in place to oversee the project. In the Organization Information section of the grant application, one definitely should address the credentials of Board members.

Conclusion

The conclusion provides you one more opportunity to state why you should get the grant. For our conclusion, we want to suggest that one of the best guides to grant writing is readily available and that is Bev Browning's *Grant Writing for Dummies*, which has been cited several times in this brief overview. Most books, articles, booklets, courses, and workshops tend to agree as to how to write a grant. Perhaps you could say it is like baking a cake—if you follow the directions, you should get it right. Of course, some folks can bake better cakes than others, and that is where many other variables also come into play—factors such as time invested, creativity, writing skills, research, and input from experts, practitioners, workers on the front lines, and participants from the target group to be served. Browning's bestselling guide to funding success will give you all the information you need for a broad range of grants—from the complex Federal grant to the simple letter to a local foundation—and will also give you the inspiration and motivation that grant writing is something you can do, and do it with results!

Submitting the Grant Application

Grants must be submitted on time and in the form requested by the funder. For example, a funder may request one electronic and two paper copies to be delivered by a certain date and time. It is important to comply with the requested delivery terms to the letter.

Sources of Grant-Writing Information

There are many sources of information on the grants process. Almost every foundation and the government offer guidance on how to write grant proposals, including grant writing, the logic model, and evaluation. The following are a few good sources on these subjects.

Grant Writing

Browning, Beverly A. *Grant Writing for Dummies*. 2nd ed. Hoboken, NJ: Wiley Pub, 2005.

Its title aside, this is one of the best books for grant writing, covering government and foundation grants.

Brunner, Elizabeth. "Aesthetics and Technicalities for Grant Writers." <http://www.grantproposal.com/>.

An online tutorial. This useful site provides examples of effective grant writing and advice for writing each section of the proposal.

De Haan, Neil. "Applying for Research Grants." In *Handbook of Research Methods in Public Administration*, 2nd ed., Gerald J. Miller and Kaifeng Yang, eds. Boca Raton: CRC Press, 2007. Available through <http://www.crcpress.com>.

This chapter addresses grant-writing with a specific focus on research grants, using a biomedical grant as an example.

Foundation Center. "Proposal Writing Short Course." <http://foundationcenter.org/getstarted/tutorials/shortcourse/index.html>.

This web site provides a short course in grant writing. The course covers the following aspects: gathering background information, components of a proposal, executive summary, statement of need, project description, budgeting, organizational information, and the letter proposal. Packaged in an easy to use format this is a valuable resource for grant writers who need a review of the grant writing process.

Geever, Jane C. and Foundation Center. *The Foundation Center's Guide to Proposal Writing*. 5th ed. New York: The Foundation Center, 2007.

This book is used as the basis for The Foundation Center's "Basics of Grant Writing" course. It provides an outstanding introduction to or refresher in grant writing.

Kiritz, Norton J. *Program Planning & Proposal Writing*. Expanded version. Los Angeles: Grantsmanship Center, 1980. See <http://tgci.com/publications.shtml> for availability.

Knowles, Cynthia R. *The First-Time Grantwriter's Guide to Success*. Thousand Oaks, Ca: Corwin Press, 2002.

This is a step-by-step primer with checklists, worksheets, and forms, on how to write a grant proposal. It addresses both governmental and foundation grants.

Minnesota Council on Foundations (MCF). "Writing a Successful Grant Proposal." <http://www.mcf.org/mcf/grant/writing.htm>.

This website provides a roadmap on how to write and submit a grant proposal, including step-by-step instructions.

Non-Profit Guides. "Non-Profit Guides: Grant-Writing Tools for Non-Profit Organizations." <http://npguides.org/index.html>.

Non-Profit Guides are free web-based grant-writing tools for non-profit organizations, charitable, educational, public organizations, and other community-minded groups. Highly instructive, this site contains sample documents of all the forms included in a typical grant proposal.

Schladweiler, Kief and Foundation Center. *The Foundation Center's Guide to Grantseeking on the Web*. 2003 ed. New York: Foundation Center, 2003. Summary at: <http://fdncenter.org/getstarted/onlinebooks/grantseek/summary.html>.

This book provides information about government funding sources, prospecting for individual donors, searchable databases, journals, newsletters, discussion lists, and message boards. It provides a list of online resources and annotated entries of more than 3,000 foundations, public charities, corporate grant makers, and nonprofit organizations.

Thackrey, Don, "Proposal Writers Guide." <http://www.research.umich.edu/proposals/PWG/pwgcontents.html>.

Provides instruction and examples of how to write a grant proposal. It is written in simple, yet informative, language. From the University of Michigan.

U.S. General Services Administration. "Developing and Writing Grant Proposals." http://12.46.245.173/pls/portal30/CATALOG.GRANT_PROPOSAL_DYN.show.

On the website of the Catalog of Federal Domestic Assistance. This resource shows how to write an effective grant proposal. It guides the reader through the proposal writing process from format development to mailing the final draft.

Program Design and the Logic Model

Kellogg Foundation. "Foundation Logic Model Development Guide." <http://www.wkkf.org/Pubs/Tools/Evaluation/Pub3669.pdf>.

This is available at no charge. Kellogg is viewed as an authoritative source on logic models. This material is thorough and perhaps a little too detailed for initial exposure to the logic model, but excellent nonetheless.

United Way. "Program Outcome Model." <http://national.unitedway.org/outcomes/resources/mpo/model.cfm>.

This web site presents an understandable way to look at the logic model. A search on the phrase 'logic model' in the United Way website, <http://national.unitedway.org/>, will show examples of how many local United Way chapters have implemented their own logic models.

Program Evaluation

American Evaluation Association. <http://www.eval.org/>.

Devoted to the application and exploration of program evaluation, personnel evaluation, technology, and many other forms of evaluation. It involves assessing the strengths and weaknesses of programs, policies, personnel, products, and organizations to improve their effectiveness. AEA has approximately 5000 members representing all 50 states in the US as well as over 60 foreign countries.

Center for Substance Abuse Prevention, U.S. Department of Health and Human Services. "Communities That Care: Community Planning System." <https://preventionplatform.samhsa.gov>.

This site provides a source of excellent, free information to help you understand program and project evaluations and to prepare an evaluation plan as part of your grants narrative. Free registration required.

Festen, Marcia and Marianne Philbin. *Level Best: How Small and Grassroots Nonprofits can Tackle Evaluation and Talk Results*. San Francisco, CA: Jossey-Bass, 2007.

This is a practical book addressing how nonprofits can approach evaluation for both external use and internal improvement.

Free Management Library. "Basic Guide to Program Evaluation." http://www.managementhelp.org/evaluatn/fnl_eval.htm.

This Guide provides guidance toward planning and implementing an evaluation process for for-profit or nonprofit programs. Several other references are provided for Program Evaluation.

Innovation Network. "Point K: Practical Tools for Planning, Evaluation and Action." <http://www.innonet.org/>.

This is a nonprofit organization working to build nonprofit evaluation capabilities. See the "Point K Learning Center" for free tools on how to improve evaluation.

National Center for Charitable Statistics (NCCS). <http://nccs.urban.org/>.

This is a national clearinghouse of data on the nonprofit sector in the United States. NCCS is a program of the Center on Nonprofits and Philanthropy (CNP) at the Urban Institute.

National Center for Public Productivity (NCPP). <http://www.ncpp.us/>.

NCPP focuses on public performance measurement and evaluation, including a special initiative to facilitate the use of performance measurement in municipal governments in New Jersey. NCPP is affiliated with the School of Public Affairs and Administration at Rutgers University. It publishes the respected journal, *Public Performance & Management Review*. See also its Public Performance Measurement & Reporting Network at <http://www.ppmrn.net/>.

United Way. "Outcome Measurement Network." <http://national.unitedway.org/outcomes/>.

The United Way has long had a major influence on other nonprofits through its funding and training programs. This reference is to an online discussion of program evaluations and outcomes.

Urban Institute and The Center For What Works. "Outcomes Indicators Project." <http://www.urban.org/center/cnp/projects/outcomeindicators.cfm>.

This site shows outcome and performance indicators for 14 specific program areas such as youth tutoring, employment assistance, and others.

Wholey, Joseph S., Harry P. Hatry, and Kathryn E. Newcomer. *Handbook of Practical Program Evaluation*. 2nd ed. San Francisco, CA: Jossey-Bass, 2004.

This is typical of Jossey Bass publications in that it is thorough and often used as a college textbook on program evaluation.

Directories of Private Funding Sources

This section includes databases and directories of foundations and grants from private sources. Foundation Directory Online and the other Foundation Center resources are the most important sources of grant information available from private sources. Grant-seekers should also be sure to try two key databases listed in Section IV, Research Grants: Community of Science (COS) and Sponsored Programs Information Network (SPIN), for grants and fellowships from both private and public sources.

Domestic Foundations

Foundation Directory Online. New York: Foundation Center. <http://fconline.fdncenter.org/>.

Foundation Directory Online is the single most comprehensive database of grants from private sources, providing information on grants and grant programs from over 92,000 U.S. foundations. FD Online is produced by the Foundation Center, a New York-based nonprofit organization devoted to matching grant-seekers with foundations. This database is available as an online subscription called Foundation Directory Online or as a stand-alone CD-ROM called FC Search. Subscriptions to FD Online are available at five plan levels, granting various degrees of access to the database and flexibility of searching. The highest plan levels offer profiles of nearly all private U.S. grantmakers, including private foundations, grant-making public charities, community foundations and corporate-giving programs. Researchers not affiliated with an institution that subscribes to FD Online may take advantage of one of the Foundation Center's five regional libraries or 345 Cooperating Collection libraries

nationwide. Though not all Cooperating Collections subscribe to FD Online, most subscribe to either FD Online or FC Search, and all Cooperating Collections are open to the public. To locate a regional library or cooperating collection in your vicinity, go to: <http://foundationcenter.org/collections/>.

There are two main modes of searching in FD Online, searching for grantmakers and for individual grants that have been awarded in the recent past. Searching for grantmakers offers the most sophisticated search mode for locating potential funders. FD Online allows searching in very specific ways, such as by subject ('fields of interest'), types of support and geographic focus. Clicking on Fields of Interest reveals the hundreds of specific subjects indexed in FD Online. Researchers can add terms such as 'political science', 'public policy' and 'public affairs' to their search just by clicking on these phrases in the display. Users should beware of limiting their search to these terms alone, however, as many valuable grants may be available under more general terms such as 'social sciences', or more specific headings, such as 'aging' or 'drop-out prevention'.

Types of Support includes categories relevant to graduate students, such as 'fellowships', 'scholarship fund', 'student loans' and 'grants to individuals', as well as 'research' and 'program development'. Researchers should note that while most private foundations do not award grants directly to individuals, they may support research for scholars who apply through a college or university. As many grants have geographic restrictions on where the project may take place, it is important to use the Geographic Focus field, which can be limited to one state or many, and can include the term 'National', to capture grants open to applicants anywhere in the country. The International geographic focus contains over 1,000 U.S. foundations willing to fund projects overseas. Searchers can eliminate unwanted results by including the term "not operating foundation" in the keyword field or by ticking the box marked 'exclude grantmakers not accepting applications'.

The Grantmaker search area provides succinct profiles of foundations and their grant programs, from the largest grantmakers for political science and public affairs, such as the Ford Foundation and The Annenberg Foundation, down to those limited to specific types of projects in a particular locality. Each profile provides important information such as how best to make initial contact with the foundation, its schedule for grant applications, a link to the foundation's webpage, and links to its 990 or 990-PF for the past several years. The 990 is the form filed annually with the Internal Revenue Service detailing which organizations or individuals received funds from the foundation in that year.

The Search Grants form searches the Foundation Center's records on 1.1 million recently-awarded grants, ranging in size from several million dollars to grants of only a few hundred dollars. For example, the grant database can identify 506 grants given in 2005 for topics on political science, public affairs or public policy. Grant searching is done primarily by keyword, as the grant database does not have a subject index. Because of the size of this database, however, it is possible to identify grants that have been given on a very wide variety of topics. Researchers can use this function to identify foundations that have awarded grants for projects similar to theirs.

In addition to Foundation Directory Online, the Foundation Center offers several other services, described on their website, <http://foundationcenter.org/>:

- Information on foundations and fundraising, including research studies and statistics on philanthropy
- Foundation Finder, a free foundation name search for quick look-up of foundation contact information, 990 forms and websites
- Web tutorials and classroom-based tutorials and seminars, both free and fee-based, on proposal writing and grantseeking
- Philanthropy News Digest, a weekly digest of philanthropy news, available on the Foundation Center website, by e-mail or RSS feed. Includes RFPs
- Catalog of Nonprofit Literature (formerly Literature of the Nonprofit Sector), an index of current articles and books on grants and nonprofits

The Foundation Center also publishes many well-known directories of grants and foundations and guides on proposal writing. Most information in the sub-databases, such as Foundation Grants to Individuals Online, and directories, including *Grant\$ for Public Policy and Public Affairs*, *Grant\$ for Social and Political Science Programs*, *The Foundation Directory*, *The Foundation 1000* and *Guide to U.S. Foundations, Their Trustees, Officers and Donors*, is included in the full-access version of Foundation Directory Online. Beginning grant-writers may find the Foundation Center's three guides to proposal writing to be a good starting-point, however: Collins, Sarah. *The Foundation Center's Guide to Winning Proposals*, 2003; Margolin, Judith B. and Gail T. Lubin. *The Foundation Center's Guide to Winning Proposals II*, 2005; and Geever, Jane C. *The Foundation Center's Guide to Proposal Writing*, 5th ed., 2007.

Annual Register of Grant Support. 41st ed. Medford, NJ: Information Today, 2008.

The Annual Register of Grant Support is a print directory of over 3,500 grant-giving organizations. Includes private foundations, corporate giving programs, public funding sources, educational associations and unions. For each entry, provides eligibility requirements, restrictions and application deadlines.

Council on Foundations. "Council on Foundations." <http://www.cof.org/>.

A non-profit membership organization operating since 1949 to serve grant-making foundations and corporations with philanthropic programs. The Council on Foundations provides services such as legal advice, online courses, legislative updates and networking opportunities to its membership. Publishes several online newsletters on philanthropy, some of which are free and others are accessible only to members. Provides lists of member websites, community foundations and foundation activity by state. Does not provide services for those seeking grants, but refers grant-seekers to resources on this page: <http://www.cof.org/council/content.cfm?ItemNumber=586&navItemNumber=2477>.

GrantSelect. Phoenix, AZ: Oryx Press. <http://www.grantselect.com/>.

Web-based version of Grants database, including the former annual print directory, *Directory of Research Grants*. Lists details on grants from foundations, associations, commercial organizations, Federal, state and local governments. Focuses on research grants and scholarships. Available by subscription.

GuideStar: The National Database of Nonprofit Organizations. Williamsburg, VA: Philanthropic Research. <http://www.guidestar.org/>.

A searchable database of 1.7 million tax-exempt organizations, including 118,000 private foundations and 900,000 public charities. Basic Search, available upon free registration, is mainly for potential donors to verify the legitimacy of charities. Access to the full database, with 12 search fields and several sorting options, is available at two levels of subscription, Select and Premium. Database searchable by subject and geographic area, limiting search to just private, non-operating foundations. GuideStar enables the easy comparison of nonprofits, including financial details and information on officers and trustees. Gov@GuideStar is a customized interface for government agencies. Journalists and academics will find the historical and statistical information in GuideStar to be valuable, as well as the ability to download datasets to Excel. GuideStar UK provides a free database of charities in Britain:

<http://www.guidestar.org.uk/index.aspx>.

Guide to Grants. Washington, DC: Chronicle of Philanthropy. <http://www.philanthropy.com/grants/>.

Searchable database of all grants listed in the Chronicle of Philanthropy, from 1995 to the present. Includes grants from corporations, foundations and nonprofits. Updated semi-weekly. Can be searched by keyword, grant-maker or recipient. Full use of the database limited to subscribers to the Guide. Chronicle subscribers can search by keyword, or browse recent grant listings.

Lauffer, Armand. "Grants, etc: Your Gateway to Nonprofit Funding and Management Resources." <http://www.ssw.umich.edu/public/currentProjects/grantsetc/>.

Meta-site on grant-seeking from both private and public sources, and educational resources on non-profits, from the author of a book of the same name on fund-raising and proposal-writing with a social science emphasis: Lauffer, Armand. *Grants, etc.*, 2nd ed. Thousand Oaks, CA: Sage Publications, 1997.

International Foundations

Africa Grantmakers' Affinity Group (AGAG). "Africa Grantmakers' Affinity Group: A Resource for Grantmakers." <http://www.africagrantmakers.org>.

AGAG is a networking organization for foundations that operate in Africa. The 'Search for Funding' area allows searching by country or region and subject to identify relevant AGAG member foundations. Descriptions are brief but include a link to each foundation's website for grant details.

Aubin, Pierre and Beverly Hennigan. *Agencies for Development Assistance*. 6th ed. Cape Vincent, NY: Mission Project Service, 2002.

A directory of church charities and other agencies world-wide that fund “community-based socio-economic and religious projects in less-industrialized countries.” The directory is available in English, French and Spanish. The Mission Project Service website promises the publication of a new edition of the directory in the near future, co-edited by Br. Marcel Sylvestre: <http://www.missionprojectservice.org/>.

Canadian Directory to Foundations and Corporations. Toronto: Imagine Canada. <http://www.imaginecanada.ca/?q=en/node/22>.

This database provides details on 3,100 foundations, 150 corporations and 90,000 grants from Canadian sources. Updated weekly. Available by subscription to individuals and libraries. The print publication of the same name is now in its 20th, and final edition, having been superseded by the online database. Imagine Canada, formerly known as the Canadian Centre for Philanthropy, also provides support services for Canadian nonprofits and charities. The Imagine Canada library catalog of literature on Canadian philanthropy, “Nonprofit Library Commons”, includes over 7,000 publications; many of them can be freely downloaded: <http://library.imaginecanada.ca/>.

Europa International Foundation Directory 2007. 16th ed. New York: Routledge, 2007.

Provides details on over 2500 foundations, trusts, charitable and grant-making NGOs world-wide. Each entry includes the aims and activities of the organization, grant restrictions, financial data and contact information. Indexes list foundations by name, by region of concern (rather than origin), and by main areas of activity.

Foundation Center. “International Directories of Foundations: A Resource List.” <http://foundationcenter.org/getstarted/topical/international.html>.

List of foundation directories, world-wide in scope, arranged by region or country. International funding directories produced by the Foundation Center itself include: *Guide to Funding for International and Foreign Programs*, 8th ed. (2006), *Grants for Foreign & International Programs* (2007), and *International Grantmaking III: An Update on U.S. Foundation Trends*, 3rd ed. (2004). Many grants from U.S. foundations which can be used for work overseas are also included in the Foundation Center’s subscription-based web directory, Foundation Directory Online, and its CD-ROM equivalent, FC Search.

French, Alan, Sarah Johnston, Denise Lillya, et al. *Directory of Grant Making Trusts, 2007-08*. 20th ed. London: Directory of Social Change, 2007.

Includes all UK-based trusts that give at least 25,000 annually to organizations, about 2,500 grantmakers. Does not include those that provide only grants to individuals. Arranged alphabetically by trust name, with indexes by geographic area, field of interest and grant-type.

Funders Online. Brussels, Belgium: European Foundation Centre. <http://www.fundersonline.org/index.html>.

Free database of profiles on 500 foundations and corporate funders based or operating in Europe. Use the advanced search feature to narrow by topic and geographic area. The European Foundation Center website contains statistics and general information on European philanthropy: <http://www.efc.be/default.asp>.

Fundsnet Online Services. “International Grants and Funders.” <http://www.fundsnet services.com/>.

Privately-owned, advertising-driven list of foundations, grants and fundraising schemes. Fundsnet Online is arranged primarily into broad subject areas, but this part of the site contains lists of funding sources from Australia and the UK, Canada and ‘International’. Includes private foundations, corporate giving programs, public sources and NGOs.

Harrison, Jon. “International and Foreign Grant Makers.” <http://www.lib.msu.edu/harris23/grants/privint.htm>.

Jon Harrison, of Michigan State University Libraries, has compiled one of the most comprehensive and popular grant sites nation-wide. This page is an annotated list of websites for foundations willing to fund international projects, and of print directories of international funders.

Grantmakers Without Borders. “Advice for Grantseekers.” <http://www.internationaldonors.org/advicegs/index.htm>

Grantmakers Without Borders is a networking organization and service for foundations dedicated to social change in the developing world. Grantmakers Without Borders does not itself make grants but this site lists organizations that provide

support or maintain directories of funders, such as the National Endowment for Democracy and the International Human Rights Funders Group.

Social Edge. "Funding." <http://www.socialedge.org/resources/edge-wiki/Funding>.

A wiki of international funding sources provided by Social Edge, a project of the Skoll Foundation for 'social entrepreneurs'. The site is arranged by region or country, and each entry is annotated with the purpose of the organization and a link to the resource's webpage, though many entries are for support programs rather than grant-giving foundations.

Zils, Michael and Frank Kirchner, eds. *World Guide to Foundations*. 3rd ed. Munich: K.G. Saur, 2004. 2 vols.

This large print directory provides brief information on over 42,000 foundations in over 100 countries. Volume 1 covers Europe; Volume 2 covers Africa, the Americas, Asia and Oceania. Includes index of 200 subject areas in which grants may be awarded. Entries include geographic area where grant may be used, grant restrictions and contact information.

Corporate Giving

Foundations and charities established and funded by companies are included in the Foundation Directory Online, described above, and in the directories below. Information on direct corporate giving programs may be more difficult to find, as companies are not required to report this through publicly-available sources such as the 990 or 990-PF IRS forms. Some of the directories below do include information on corporate giving programs however, as well as corporate foundations.

Databases such as Corporate Affiliations, Dun & Bradstreet's The Million Dollar Database, Hoover's, and Standard & Poor's are not the best source of information on foundations, and they do not include details on the philanthropic activities of companies, but they do provide details on companies that have been identified in other sources. They may also be searched by industry type and by geographic area, which may help in narrowing the search for companies that may be approached for donations.

Abshire, Michael. *Giving by Industry: A Reference Guide to the New Corporate Philanthropy*, 2003 ed. Gaithersburg, MD: Aspen, 2002.

This directory is unique in that it is arranged by donor industry, but with indexes such as by organization name and by type of giving. Describes the philanthropic activities of each company listed, summarizing the general character of its giving activities. Includes employee gift-matching programs, volunteer efforts and product donations. Allows researchers to identify companies that operate nationally or locally community for how they might contribute to a particular organization or cause.

Benioff, Marc and Karen Southwick. *Compassionate Capitalism: How Corporations Can Make Doing Good an Integral Part of Doing Well*. Franklin Lakes, NJ: Career Press, 2004.

Explains corporate giving from the companies' point of view. Defines various types of corporate giving and explains how and why corporations undertake philanthropy programs.

Clark, David L. and Foundation Center. *National Directory of Corporate Giving*. 12th ed. New York: Foundation Center, 2006.

Annual print directory of corporate giving programs. Includes 3,736 companies that donate money to nonprofits. Includes not only foundations and grantmaking charities established by companies, but also over 1300 direct corporate giving programs. Extensive entries on each foundation describe all of the grants and giving programs for that company. Data in this directory is included in the Foundation Center's database, Foundation Directory Online, described above.

Corporate Affiliations. New Providence, NJ: LexisNexis Group. <http://www.corporateaffiliations.com/>.

Contains profiles on about 200,000 international and U.S. publicly-traded and private companies with annual revenues of over \$10 million. Details on corporate hierarchies help users to determine 'who owns whom'. An eight-volume print equivalent, *LexisNexis Corporate Affiliations*, and CD-ROM edition, *Corporate Affiliations Plus*, are published annually.

Hubbard, Monica M. *The Directory of International Corporate Giving in America & Abroad*, 2000. 11th ed. Detroit: The Taft Group, 2000.

Lists 626 companies with international connections, including both foreign-owned U.S. companies' contribution programs and U.S. multinationals with grant programs. Arranged in the same way as the Corporate Giving Directory, below, including a section of grants for civic and public affairs organizations and social services organizations.

Hoover's. Austin, TX: Hoover's Inc. <http://www.hoovers.com/free/>.

Hoover's is a comprehensive database of U.S. and Canadian company information. The free site offers basic company descriptions and financial data. The full Hoover's database, available in many libraries, has extensive company information and industry profiles. Includes private and public-traded companies, charitable organizations, foundations and membership organizations. Allows searching by SIC and NAICS codes. Dun & Bradstreet's Million Dollar Database, <http://www.dnbmdd.com/mddi/>, provides similar information for companies with annual revenues of over one million dollars. Million Dollar Database links to Hoover's for full company reports.

Levy, Reynold. *Give and Take: A Candid Account of Corporate Philanthropy*. Boston, Mass: Harvard Business School Press, 1999.

A good introduction to corporate philanthropy. The chapter on "the secrets and rewards of asking well" will be a particular help to grant-seekers, especially the top ten lists of "corporate supplicant's sins" that will cause an application to be rejected.

Muirhead, Sophia A. *The 2006 Corporate Contributions Report*. Research Report R-1399-06-RR. New York: Conference Board, 2007.

Detailed results of the Conference Board's annual survey of corporate giving. Available in paper or PDF download from the Conference Board website, <http://www.conference-board.org/>, but non-member may find the price to be prohibitively expensive. Conference Board reports may be available from libraries that subscribe to Board publications online.

Corporate Contributions: The View From 50 Years. Research Report R-1249-99-RR. New York: The Conference Board, 1999.

Takes the long view of corporate philanthropy, showing how corporate giving evolved from 1947 to 1999. Particular emphasis is placed on education partnerships and programs to address social problems.

Sheldon, K. Scott. *Successful Corporate Fund Raising: Effective Strategies for Today's Nonprofits*. New York: Wiley, 2000.

Designed to help nonprofits design and implement corporate fundraising programs. Explains types of support available and walks the reader through the grant-seeking process. Includes case studies and a sample proposal.

Standard & Poor's NetAdvantage. New York: Standard & Poor's. <http://www.netadvantage.standardandpoors.com/NetAd/demo/home.htm>.

A subscription-based web portal to a wide range Standard & Poor's databases, including Company Profiles, Corporation Records, Industry Surveys and Registers of Private and Public Companies.

Thompson, Verne. *Corporate Giving Directory*. 29th ed. Detroit: Taft, 2007.

Includes companies that provide at least \$200,000 annually in cash and non-monetary support to nonprofits. Many listings are for companies that have direct giving programs. For each entry, lists company's giving philosophy, areas of interest, restrictions and contact details. Indexes include location of grant recipient, grant type and recipient type such as grants for civic and public affairs organizations and social services organizations.

Directories of Public Funding Sources

Although print directories of government grants do exist, the best source for this information is Grants.gov and the other Federal government websites listed here. Many state government websites, too numerous to list here, have a web-page on grants for both funding from the state government itself and for Federal block grants administered by that state.

Catalog of Federal Domestic Assistance. U.S. General Services Administration. <http://12.46.245.173/cfda/cfda.html>.

Formerly the U.S. government's clearinghouse for grant information. Though this function is now served by Grants.gov, the CFDA database still provides valuable information on Federal assistance programs available to state and local governments, Indian tribal governments, organizations, institutions and individuals. Includes information on grants, training, loans and surplus equipment. Can be searched by keyword, functional area, government agency and type of assistance. Program descriptions are provided in a standard format, including the authorizing legislation, program objectives and restrictions. It is not possible to apply directly for grants through the CFDA, but applicants can follow links from the CFDA to the issuing government agency. Includes general information on how to apply for government assistance and "Developing and Writing a Grant Proposal", mentioned earlier. Those searching for government assistance will also want to visit GovBenefits.gov, http://www.govbenefits.gov/govbenefits_en.portal.

Combined Federal Campaign. U.S. Office of Personnel Management. <http://www.opm.gov/cfc/>.

CFC is a workplace charity campaign for U.S. government employees. Charities may apply to be included on the list of over 2,000 organizations employees can donate to through the CFC.

Grants.Gov. U.S. Department of Health and Human Services, et al. <http://www.grants.gov/>.

Portal for over 1,000 grant programs from 26 Federal partner agencies, including the Department of Health and Human Services and the National Science Foundation. Grants.gov not only has information on grant programs, it allows grantseekers to submit their applications online. After registration, users can track their applications from the beginning to the end of the process. Email alerts can be set up to notify grantseekers of new grants in their areas. Grants can be browsed by subject or searched by a variety of criteria, including government agency, applicant eligibility, and time remaining before deadline.

GrantsNet. U.S. Department of Health and Human Services. <http://www.hhs.gov/grantsnet/>.

A good place to begin for those who seek grants from the HHS, the largest grant-making agency in the Federal government. Provides links to HHS agencies with together over 300 HHS grant programs. General grant policy information and “Tips for Writing a Grant Proposal” can be found here. GrantsNet provides news on upcoming HHS grant programs, but use Grants.gov to identify programs currently accepting applications and to make the application itself. The National Institutes of Health, Office of Extramural Research, also has an extensive website on NIH grants, <http://www.grants.nih.gov/grants/oer.htm>, primarily for research scientists and programs.

National Science Foundation. “Find Funding” <http://www.nsf.gov/funding/>.

This site is the starting-point for those seeking funding from the NSF, though the application itself will be need to be made through Grants.gov. The NSF supports research and education in science, computer science, engineering and the social sciences. With an annual budget of about \$5.6 billion (FY2006), the NSF “is the funding source for approximately 20 percent of all federally supported basic research conducted by America’s colleges and universities.” Political science researchers will particularly want to look at the site of the Division of Social and Economic Sciences (SES), <http://www.nsf.gov/div/index.jsp?div=SES>, part of the Social, Behavioral and Economic Sciences (SBE), <http://www.nsf.gov/dir/index.jsp?org=SBE>. *Federal Funds for R & D* is an annual report that lists all Federal research grants, broken down by subject and government agency. It can be found at <http://www.nsf.gov/statistics/fedfunds/>.

USA.gov. U.S. General Services Administration. <http://www.usa.gov/index.shtml>.

The U.S. government’s official web portal, providing a list of links by subject to most government agencies and services. Includes a large section called ‘Benefits and Grants’ with links to government assistance programs of all types.

USAspending.gov. U.S. Office of Management and Budget. <http://usaspending.gov/>.

Created by the Federal Funding Accountability and Transparency Act of 2006 to allow the public to track Federal grants and contracts of over \$25,000. Mainly searchable by award recipient, but some browsing is also possible. Provides details such as amount of award, name and location of recipient and funding agency.

Political Science Research Grants

There are literally tens of thousands of specialized grants available, from local civic clubs to worldwide organizations. Many of these grants are known only to organization members. What follows is a sampler of a few organizations providing specialized grants.

American Political Science Association (APSA). “Research and Training Support.” <http://www.apsanet.org/PS/grants/>.

The American Political Science Association, founded in 1903, is a leading professional organization for the study of political science and serves more than 15,000 members in over 80 countries. In addition to offering and administering grants itself, APSA provides information about grants others are offering.

Community of Science. Baltimore, MD: COS/ProQuest CSA. <http://www.cos.com/>.

COS helps individuals and organizations find funding and collaborators for scientific and social science research, with more than 24,000 records representing nearly 400,000 funding opportunities. Includes grants and fellowships from both private and public sources, US and international. Aimed specifically at academic research. Registration allows identification of experts and collaborators.

Directory of Research Grants 2006. Westport, CT: Oryx Press 2006.

A treasure chest of information on more than 5,100 current programs from 1,880 sponsors, including U.S. and foreign foundations, corporations, government agencies, and other organizations. Find grants for basic research, equipment acquisition, building construction/renovation, fellowships, and 23 other program types. Government grants include CFDA, NSF, and NIH program numbers.

Grants Register: The Complete Guide to Postgraduate Funding Worldwide. 26th ed. New York: Palgrave Macmillan, 2008.

Annual print directory providing information on 3,800 research grants, fellowships and other awards for graduate students and professionals.

IRIS Database. Urbana, Illinois: Illinois Researcher Information Service, UIUC Library. <http://www.library.uiuc.edu/iris/>.

Search the IRIS Database for funding opportunities in every field from agriculture to zoology, or view upcoming deadlines in 25 subject areas. Must be part of a subscribing institution. Particularly good for locating research grants from corporations. With the IRIS Alert Service, at the same site, grant-seekers can set up automatic email notifications of new grant opportunities as they are posted to the database.

National Science Foundation. <http://www.nsf.gov/>.

See description under Directories of Public Funding Sources.

SPIN: Sponsored Programs Information Network. Albany, NY: InfoEd International. http://www.infoed.org/new_spin/spin.asp.

SPIN is a searchable database of Federal, corporate, and other funding opportunities designed to assist with identification of external sources of support for research, education and development projects. SPIN is a subscription database.

Szabo, Stephen F., American Political Science Association, and Departmental Services Program. *Research Support for Political Scientists: A Guide to Sources of Funds for Research Fellowships, Grants, and Contracts*. 2nd ed. Washington, D.C: Departmental Services Program, American Political Science Association, 1981.

Keeping Current

The following are professional associations, journals, and web sites to consult on an ongoing basis. Look to organizations that specialize in your areas of interest for further funding programs. Some of the resources listed above, such as Grants.gov, the IRIS Alert Service and Community of Science have email alert services that will notify you of relevant grants as they become available.

Professional Associations

American Association of Grantmaking Professionals (AAGP). <http://www.grantprofessionals.org>.

The American Association of Grant Professionals is a national professional organization serving primarily grant writers. AAGP has chapters throughout the country and offers courses through its AAGP University. It offers the Grant Professional Certification™ (GPC) credential through its affiliated Grant Professionals Certification Institute (GPCI).

American Evaluation Association (AEA). <http://www.eval.org/>.

Devoted to the application and exploration of program evaluation, personnel evaluation, technology, and many other forms of evaluation. It involves assessing the strengths and weaknesses of programs, policies, personnel, products, and organizations to improve their effectiveness. AEA has approximately 5000 members representing all 50 states in the US as well as over 60 foreign countries.

American Political Science Association (APSA). <http://www.apsanet.org>.

The American Political Science Association, founded in 1903, is a leading professional organization for the study of political science and serves more than 15,000 members in over 80 countries. In addition to offering and administering grants itself, APSA provides information about grants offered by others in the field of political science.

American Society for Public Administration (ASPA). <http://www.aspanet.org>.

ASPA is a leading public service organization that advances the art, science, teaching, and practice of public and non-profit administration. With adverse membership of approximately 9,000, ASPA provides networking and professional development opportunities to public service professionals, as well as operating an extensive award program to advance excellence in public administration. Local chapters provide the opportunity for direct involvement with other ASPA members.

Association of Fundraising Professionals (AFP). <http://www.afpnet.org>.

The Association of Fundraising Professionals (AFP) represents nearly 28,000 members in more than 190 chapters throughout the world, working to advance philanthropy through advocacy, research, education and certification programs. Focused more on fundraising than on grants, it serves a meeting place for thousands of nonprofit professionals.

Council for Advancement and Support of Education (CASE). <http://www.case.org>.

CASE is a professional organization for advancement professionals who work in education in alumni relations, communications, fundraising, marketing and other areas. Membership includes more than 3,300 colleges, universities, independent elementary and secondary schools, and educational associates in 59 countries around the world and 22,300 professional members. CASE serves as a resource for increasing educational funding.

Key Journals and Informational Web Sites

There are many publications and websites that can serve as a resource on available grants. Some leading ones, among many, are shown below.

Charity Channel. <http://www.charitychannel.com>.

CharityChannel is a resource that connects nonprofit colleagues around the world. It presents a huge body of information in distinct sections. One of these is a Grant Opportunities section that shows grants currently open for application. This site is a key nonprofit resource.

Chronicle of Philanthropy. <http://philanthropy.com/>.

The Chronicle of Philanthropy is a key newspaper in the nonprofit world. Published biweekly, it offers insights into grant makers, discussions of specific large gifts, summaries of annual reports from foundations, and extensive information on new grants made. Its web site contains the complete contents of the latest issue, an archive of past issues, and two issues' worth of the most recent grant listings, all fully searchable. *The Chronicle Guide to Grants*, available to print subscribers, is a database containing all foundation, corporate, and nonprofit grants listed in *The Chronicle of Philanthropy* since 1995. It contains information on hundreds of thousands of grant listings, with hundreds of millions of dollars in new grant listings added monthly.

Idealist.org. <http://idealist.org/>.

Idealist is an interactive web site run by Action Without Borders. It provides information and a forum that connects people, organizations, and resources to help build a world where all people can live free and dignified lives. It is a large and significant site that is cited often by people in connection with nonprofit information. While not focused particularly on grants, the Programs section offers some grant opportunities.

Joseph and Matthew Payton Philanthropic Studies Library, Indiana University. <http://www.ulib.iupui.edu/special/psl/>.

This collection provides a great cross-section of nonprofit information sources, notably including the Philanthropic Studies Index (PSI) which is an index to literature published in both popular and scholarly journals on voluntarism, nonprofit organizations, fundraising, and charitable giving.

Michigan State University Libraries. "Grants and Related Resources." <http://www.lib.msu.edu/harris23/grants/index.htm>.

Michigan State maintains these extensive resources on nonprofits and grants. It offers useful information to community-based organization for grants and technical assistance and maintains listings on RFPs and training programs for grant writers. The Funding Center offers training to grant writers on how to use the resources contained on the website and a librarian on call to aid grant seekers. Use the "Quick Search" function to find relevant materials.

Nonprofit Quarterly. <http://www.nonprofitquarterly.org/>.

A print magazine that focuses on management themes for the nonprofit world, as well as topical issues. A useful website is provided.

Nonprofit Times. <http://www.nptimes.com/>.

The masthead of the Nonprofit Times says, “The Leading Business Publication for Nonprofit Management.” This weekly magazine provides readers with news, helpful hints and proven ways to improve their organizations and covers all areas of nonprofit management including fundraising, financial, endowment, asset, board governance, operations, technology and legal issues.

Notes

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- 2 Norton J. Kiritz, *Program Planning & Proposal Writing* (Los Angeles: Grantsmanship Center, 1980). Available for \$7, as of December 26, 2007.
- 3 Giving USA (Glenview, IL: AAFRC Trust for Philanthropy, 2007) and <http://www.usaspending.gov/>.
- 4 Neil De Haan, “Applying for Research Grants,” chapter 46 in *Handbook of Research Methods in Public Administration*, 2nd ed., ed. Gerald J. Miller and Kaifeng Yang (Boca Raton: CRC Press, 2007), 934.
- 5 Barbara L. Cicone and Jeanne G. Jacob, *Fundraising Basics*, 2nd ed. (Boston: Jones and Bartlett, 2005), 4.
- 6 Giving USA (Glenview, IL: AAFRC Trust for Philanthropy, 2006).
- 7 Beverly Browning, *Grant Writing for Dummies*, 2nd ed. (Hoboken: Wiley, 2005), 178 and Kiritz, 19.
- 8 Browning, 178.
- 9 Joseph A. Maxwell, *Qualitative Research Design: An Interactive Approach* (Thousand Oaks, Ca: Sage Publications, 1996).
- 10 Kellogg Foundation, “Kellogg Foundation Logic Model Development Guide,” 1, <http://www.wkkf.org/Pubs/Tools/Evaluation/Pub3669.pdf>, (accessed November 11, 2007).
- 11 Browning, 203.
- 12 Browning, 187.
- 13 Cheryle Broom, Marilyn Jackson, Vera Vogelsang-Coombs and Jody Harris, *Performance Measurement* (Washington, DC: American Society for Public Administration, 1999), 13.
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- 21 Browning, 194.
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- 23 Center for Substance Abuse Prevention, 45.



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