

Scope Statement:

This subject details professional writing resources available for state employees through the State Library of Ohio. Additionally, state employees can contact the State Library for more information about available services, reference help and publications at 614-644-7051 or refhelp@library.ohio.gov.

Electronic Collections:

- **OhioLINK- Electronic Journal Center (EJC):** Full text of 7000+ research journals.
- **Academic Search Complete (EBSCO):** Academic Search Complete provides access to more than 7,100 full-text periodicals, including more than 6,100 peer-reviewed journals. In addition to full text, this database offers indexing and abstracts for more than 11,200 journals and a total of more than 11,700 publications including monographs, reports, conference proceedings, etc. The database features PDF content going back as far as 1887, with the majority of full text titles in searchable PDF format.
- **Business Source Complete (EBSCO):** Business Source Complete provides full text journals in all disciplines of business, including marketing, management, MIS, POM, accounting, finance and economics. Additional full text, non-journal content includes financial data, books, monographs, major reference works, book digests, conference proceedings, case studies, investment research reports, industry reports, market research reports, country reports, company profiles, SWOT analyses and more.
- **Learning Express Library:** Learning Express Library offers a wide variety of ebooks and computer tutorials that will prepare you for career success, from the job search to interviewing and beyond.

eJournals/eBooks:

Title	Collection	From
Business Communication Quarterly	Business Source Complete (EBSCO)	1993
Journal of Business Communication	Business Source Complete (EBSCO)	1963
Communication World	Communication & Mass Media Complete (EBSCO)	1994
Journal of Technical Writing & Communication	Communication & Mass Media Complete (EBSCO)	2003
Technical Communication Quarterly	Communication & Mass Media Complete (EBSCO)	1993

Federal and Commercial Websites:

- **Purdue Online Writing Laboratory** (<http://owl.english.purdue.edu/>): The Online Writing Lab (OWL) at Purdue University houses writing resources and instructional material, and we provide these as a free service of the Writing Lab at Purdue. Students, members of the community, and users worldwide will find information to assist with many writing projects.
- **Free Management Library** (http://managementhelp.org/commskls/cmm_writ.htm): The Library provides easy-to-access, clutter-free, comprehensive resources regarding the leadership and management of yourself, other individuals, groups and organizations. Content is relevant to the vast majority of people, whether they are in large or small for-profit or nonprofit organizations.
- **Plain Language.Gov** (<http://www.plainlanguage.gov/usingPL/privsector/index.cfm>): The Plain Language Action and Information Network (PLAIN) is a group of federal employees from many different agencies and specialties. We develop and maintain the content of this site. Our original site was launched in 1994 and for a decade served federal advocates for clarity in government. The redesign began in Fall 2003 by students and volunteers and launched with new information architecture in March 2005.
- **Citation Machine** (<http://www.citationmachine.net>): Citation machine helps students and professional researchers to properly credit the information that they use. Its primary goal is to make it so easy for student researchers to cite their information sources, that there is virtually no reason not to

- **Documentation Guidelines** (http://www.lib.duke.edu/libguide/works_cited): In academic communities, the ethics of research demand that writers be credited for their work and their writing. Not to do so is to plagiarize, to intentionally or unintentionally appropriate the ideas, language, or work of another without sufficient acknowledgement that such material is not one's own. We offer the following sections as guides to help you understand how to cite the sources you have used in writing your papers, as well as to understand the nature of plagiarism and how to avoid it.

New Books at the State Library:

- [DITA best practices a roadmap for writing, editing, and architecting in DITA](#) by Laura Bellamy, Michelle Carey, and Jenifer Schlotfeldt
- [A scientific approach to scientific writing](#) by John Blackwell and Jan Martin
- [Writing for the web creating compelling web content using words, pictures and sound](#) by Lynda Felder

Library of Congress Classification/Dewey Classification:

- Library of Congress: HF- Commerce
- Dewey Decimal System: 384- Communication; 395- Etiquette; 658- General Business Management

Search Terms:

- Professional Development
 - Professional Writing
 - Professional Communication
- Business Communication
 - Business Writing
- Communication Skills
- Technical Writing
- Communication in Management