



# Madigan Library

## FHD268 – Facilities Planning

Professor M. Bodnar, Librarian, Instructional Initiatives  
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### Style Manuals

[Citation Creator](#)

Use the Citation Creator to create the correct citation in APA 5<sup>th</sup> format for the source that you used for your research paper.

[BF 76.7 .P83 2001](#) (The 2010, 6<sup>th</sup> edition, is on order.)

American Psychological Association. (2001). *Publication Manual of the American Psychological Association*. (5th ed.). Washington DC: Author.

Main Library - Reference Desk - 1st Fl.

[APA Electronic References](#)

This uses APA 5th edition and illustrates how to cite electronic, not print, resources.

[LB 2369 .G53 2009](#)

The Modern Language Association of America. *MLA Handbook for Writers of Research Papers*. Ed. Joseph Gibaldi. New York: The Modern Language Association, 2009.

Main Library - Reference Desk - 1st Fl.

[Applying Boolean Logic](#)

[Webopedia: About URL's \(web addresses\)](#)

Source: INT Media Group, Inc. c. 2002; internet.com

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## **Terminology: SIC#, NAICS, MSA, ...**

Sort data by the NAICS Code, SIC#, or MSA.

### **SIC #:**

Standard Industrial Classification #

### **NAICS:**

North American Industrial Classification System(1/97-)

### **MSA:**

Metropolitan Statistical Area (must have at least 50,000 people, and a center of population)

### **Company information:**

Information about 1 specific company

### **Industry information:**

Information about many companies who produce similar products

### **Directory information:**

Includes name, address, telephone #, and email address

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## **Demographics: People, wages, etc.**

### **Demographics**

[American Fact Finder via the U.S. Census Bureau](#)

A key source for population, housing, economic and geographic data. Sort by state, county, city, MSA, etc. Includes maps.

To access the American Community Survey:

1. On the left side, click "Data Sets"
2. Then click "American Community Survey"
3. Click "Detailed Tables".

4. Under "geographic type", arrow to "Metropolitan Statistical Area".
5. Select an MSA.
6. Add it; click "next".
7. Select a table.
8. Add as many as needed.
9. Click "Show Results".

To access the Decennial Census:

1. On left side, click "Data Sets", then "Decennial Census".
2. Click "Census 2000 Summary File 3 (SF 3) - Sample Data".
3. Click "Detailed Tables".
4. Under "geographic type", arrow to "Metropolitan Statistical Area".
5. Select an MSA.
6. Add it; click "next".
7. Select a table.
8. Add as many as needed.
9. Click "Show Results".

#### [Google Maps](#)

Map the locations of your competition.

1. Use the "Search Maps" feature to enter your location.
2. Click on "Show search options."
3. Select "Businesses" from the drop down menu to plot the locations of your competitors.

#### ["State and County Quick Facts"](#)

This link is more specific than the one to the entire US Census Bureau. It includes the census data for 2000 and estimates for 2008.

#### [United States Census 2000](#)

This is the homepage for the US Census 2000. Careful: The information was published in 2000.

#### [HA 202 .S84 2006](#)

State & Metropolitan Area Data Book  
Main Library - Reference Collection - 1st Fl.

#### [HA 203 .C68 2009](#)

County City Extra  
Main Library - Reference Collection - 1st Fl.

### [HA 203 .P58 2007](#)

Places, Towns & Townships, 3d ed.  
Main Library - Reference Collection - 1st Fl.

### [G 1019 .R2 2006](#) (2 vols.)

Rand McNally Commercial Atlas & Marketing Guide  
Main Library - Atlas Case 1 - Reference - 1st Fl

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## **Economics**

### [Census Bureau Economic Programs](#)

Choose the economic census that you would like to see. Sort that specific census by MSA ,county, or zip code. For example, find "County Business Patterns" or "Housing Starts/ Building Permits."

### [U.S. Economic Accounts](#)

Source: U.S. Department of Commerce - Bureau of Economic Analysis.  
Find GDP, personal income, etc. nationally or regionally.

### [BizStats.com](#)

"Free business statistics and financial ratios."

An impressive site produced by Patrick O'Rourke, CPA. Benchmark 1 company's total revenues against the industry averages. Within 5 seconds, average profitability and expense percentages for US businesses are given.

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## **Off Campus Resources: Small Bus Admin., Chambers ...**

### [Small Business Administration](#)

Mouse over the pictures to find more specific information. For example, underneath "Small Business Planner," mouse over the picture to find "Plan Your Business."

### [Pennsylvania: State of Independence](#)

Choose the "Work" tab to locate information about "Doing business in PA."

### [US Chamber of Commerce](#)

At the top of the page, click the "Chambers " tab.  
Click "Chamber Directory" located on the right side.  
Search accordingly.

[The Pennsylvania Chamber of Business and Industry: The Statewide Voice of Business](#)

[Williamsport/Lycoming Chamber of Commerce](#)

[State Transportation Web Sites](#)

[USA.gov](#)

The U.S. Government's official web portal. Remember to use the "Search" box located near the top of its page.

### **Sources of Financing & Mentoring**

[Small Business Administration](#)

Mouse over the pictures to find more specific information. For example, underneath "Services," mouse over the picture to find "Financial Assistance" or "Grants."

[Business Finance.com](#)

Careful...this is from a dot com. However, it may lead you other sources of financing if you cannot use the Small Business Administration site.

[moneyhunter.com](#)

Careful...this is from a dot com. However, it may lead you other sources of financing if you cannot use the Small Business Administration site.

[SCORE: Counselors to America's Small Business](#)

330 Pine St., Williamsport, PA 17703 (570-322-3720)

Search the online site by state, person, language, zip code, or industry.

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### **Market Information**

[PN 4867 .B77 \(annual\)](#)

Broadcasting & Cable Yearbook

Main Library - Reference Collection - 1st Fl.

[PN 4700 .E4 \(annual\)](#)

Editor & Publisher Market Guide

Main Library - Reference Collection - 1st Fl.

[Knowthis.com](#)

Produced by Know This LLC. Powered by Mambo Open Source. Contains links to "Writing a Marketing Plan," marketing definitions, "sample marketing plans,"

advertising, leading marketing trade associations, industry and professional groups, links to jobs, etc.

[HF 5410 .M35 \(We have 1992, 1994, 1997, 1999, 2001, 2003-2009\)](#)

Market Share Reporter

Main Library - Reference Collection - 1st Fl.

[G 1019 .R2 2006](#) (2 vols.)

Rand McNally Commercial Atlas & Marketing Guide

Main Library - Atlas Case 1 - Reference - 1st Fl.

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## **Media**

[PN 4867 .B77 \(annual\)](#)

Broadcasting & Cable Yearbook

Main Library - Reference Collection - 1st Fl.

[PN 4867 .G3 2009](#) (5 vols.)

Gale Directory of Publications and Broadcast Media

Main Library - Reference Collection - 1st Fl.

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## **Forms, Business Plans, Sourcebook**

[TX911.3 .M27 B7597 2004](#)

The Encyclopedia of Restaurant Forms

Main Library - Reference Collection - 1st Fl. (Note: This is on "Reserve.")

[HD 62.7 .B865](#) (14+ vols.)

Business Plans Handbook

Main Library - Reference Collection - 1st Fl.

[Small Business Administration](#)

Mouse over the pictures to find more specific information. For example, underneath "Small Business Planner," mouse over the picture to find "Plan Your Business."

[HD 2346 .U5 S66 2009](#)

Small Business Sourcebook (6 vols.)

Main Library - Reference Collection - 1st Fl.

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## Product Information

### [TX 907 .F6 2008 \(3 vols.\)](#)

Thomas Food & Beverage Market Place (Also available online)  
Main Library - Reference Collection - 1st Fl.

### [T12 .T6 2006 \(16 vols.\)](#)

Thomas' Register of American Manufacturers  
Main Library - Reference Collection-1st Fl. [Thomas Register](#)  
This is free and one of the largest product catalogs.

### [TH 7687 .R4](#)

SAM" Service Application Manual for heating ventilation, air conditioning and refrigeration.  
Main Library - Reference Collection - 1st Fl.  
Includes design, basic information and schematics for ice machines, beverage coolers, etc.

### [TH 435 .M44 2009](#)

Means square foot costs: residential, commercial, industrial, institutional  
Main Library - Reference Collection - 1st Fl.

### [Hospitality & Culinary Arts](#)

Search J. McConnell's webpage under "Restaurant Equipment"

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## Legal Resources

### [Black's Law Dictionary](#)

Use the database Campus Research. On the left side, click on Black's Law Dictionary.

### [KF 156 .B53 2004](#)

Black's Law Dictionary  
Main Library - Reference Desk Collection - 1st Fl.

Purdon's PA Statutes, Annotated  
Statutory law passed by the General Assembly in Harrisburg, PA.

### [Pennsylvania Code](#)

Rules and regulations in PA that have the force of law.  
(This is also in print form in the Law Alcove.)

Dunlap-Hanna PA forms

This is a set of books with legal forms included.

Main Library - Law Alcove Collection - 2nd Fl.

[Pennsylvania Legal Research Web Sites](#)

[FindLaw](#)

[Martindale.com](#)

This contains a directory of attorney's, a summary of state law, a summary of international law, and a list of expert witnesses.

[HG.org Worldwide Legal Directories](#)

[Campus Research \(Westlaw\)](#)

[LexisNexis Academic](#)

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## **Databases**

[ABI/INFORM Research](#)

Many full text business articles are located here.

[ReferenceUSA](#) | [related info](#).

Information about specific companies will be found here.

[Campus Research \(Westlaw\)](#)

A law database.

[LexisNexis Academic](#)

A business and law database.

[Business and Management Practices](#) (BusManagement)

This is not a full text database but has many citations to relevant management articles.

[More Databases](#) are available.

Some may not be accessible from off-campus.

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