

# Guide to...

## Company Information

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### 1. Introduction

There are a number of types of organisation involved in business activities: sole trader, partnership, co-operative, the private limited company and the public limited company (PLC). The form taken by the business determines how much information about it has to be made available. It is very difficult to obtain data on sole traders and partnerships, because they are not obliged to register information with a central body. Enterprises setting up as limited companies in the UK must register and file data with the Companies Registration Office at Companies House. Elsewhere the registration system is organised regionally; in other European countries they often have to register with local Chambers of Commerce and in the USA, they register in their state.

Information about companies can be divided into three categories:

- information which the company is obliged by law to reveal, the amount depending on whether it is a public or private company;
- information supplied by the company voluntarily;
- information supplied by a third party, e.g. newspaper/journal articles .

Most limited companies are private ones. Most, but not all, public companies are quoted on the Stock Exchange and these are easier to research than unquoted or private companies.

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### 2. Books, e-books and other materials

Use the Library website Quick Search at [www.libweb.anglia.ac.uk](http://www.libweb.anglia.ac.uk), to locate books, e-books and multimedia materials on your subject. You can search for specific items, such as those on your reading list, or to find out what is available on a specific topic. A demonstration of searching for a specific book can be found in Pilot, the University Library's online tutorial, at [www.libweb.anglia.ac.uk/pilot/module1/1\\_2/2/index.html](http://www.libweb.anglia.ac.uk/pilot/module1/1_2/2/index.html)

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### 3 Annual Reports

The key source of company financial data is the annually produced report and accounts which UK companies are legally required to deposit with Companies House and which public companies must produce for their shareholders. This information is available via;

- FAME, Osiris,
- Company Annual Reports OnLine (CAROL), Hemscoff and Hoovers
- Financial Times Annual Reports Service (<http://ft.ar.wilink.com>);
- The British Library Business Information Service;
- Companies House/Companies Registration Office (<http://www.companieshouse.gov.uk>).

- SCORE (national catalogue of company reports [www.score.ac.uk](http://www.score.ac.uk)).  
The library stocks guides to understanding company reports. Use the Library website Quick Search [www.libweb.anglia.ac.uk](http://www.libweb.anglia.ac.uk) to find them.

## 4 Journal articles, research papers

The Library website at [www.libweb.anglia.ac.uk](http://www.libweb.anglia.ac.uk) provides access to **databases** containing journal articles, market research reports and company financial information. To access these resources choose Advanced Search, then 'Business' from the drop-down menu next to 'Journal articles, research papers etc'. You can choose Company Information from the sub-categories menu. You could also use the 'Database Finder' to go straight to an individual database.

Relevant databases include:

Database	Description
<b>Academic OneFile</b>	Journal and newspaper articles, most in full text
<b>Business Source Premier</b>	Journal articles, company profiles & SWOT analyses, country reports, industry profiles, product reviews, and market research reports.
<b>Datamonitor 360</b>	Management reports on specific industries, based on surveys of trends and industry opinion
<b>Emerald Fulltext</b>	Full text journal articles back to 1994. Subject coverage spans a spectrum of management disciplines.
<b>FAME</b>	A database containing up to 10 years UK company financial information.
<b>Passport GMID (Global Market Information Database)</b>	International market intelligence on industries, countries and consumers.
<b>Mintel</b>	UK and European market research reports. When accessing from off campus please click on
<b>OSIRIS</b>	Financial information on 36,000 listed and major unlisted/delisted companies worldwide (25,000 are non-US companies).
<b>UK Newspapers Online</b>	Access to the full-text of the Times, Telegraph, Financial Times, Guardian, Independent and associated Sunday papers.
<b>Zetoc</b>	Citation details of almost 15 million article and conference records, the database covers every imaginable subject

You can find specific **journal articles** from the Library website by searching for a particular journal title in 'Journal Finder'. This search includes both our electronic and print journals. To access the electronic journal articles you need to be logged in. Print journals are available in the Journals Collection, arranged alphabetically by title.

Key journal titles include **The Economist** and **The Financial Times**. Journals such as the **Harvard Business Review** often contain useful case studies of companies and their approaches to particular problems. Companies House produces its own magazine called **The Register** which not only describes their work, fees for service, personnel changes etc, but contains statistics and articles, for example on company law. Use the Library website Journal Finder to check library holdings.

Demonstrations of finding both print and electronic journals articles can be found in Pilot,

the University Library's online tutorial, at [www.libweb.anglia.ac.uk/pilot/module1/1\\_2/2/index.html](http://www.libweb.anglia.ac.uk/pilot/module1/1_2/2/index.html)

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#### 4. Resources from other Libraries

Books and journal articles that are not available either printed or online from any of the University Library sites may be obtained by submitting an Interlibrary Loan request. The form can be found by logging into the Library website and then selecting Interlibrary Loan from the left-hand menu. There is a charge of £2 per item.

You may also wish to visit other libraries. See the 'Using other libraries' section of the Library web-site ([www.libweb.anglia.ac.uk/helpdesk/others.htm](http://www.libweb.anglia.ac.uk/helpdesk/others.htm)) for details of other libraries that you can visit.

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#### 6. Statistics

Statistics are available online from National Statistics at [www.statistics.gov.uk](http://www.statistics.gov.uk); you can get to this by using the Library website 'Database Finder'. Print material is available in the statistics and journals collections of the main campus libraries, for example The Register in the Journals Collection and search the Library website Quick Search for sources in books.

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#### 7. Internet Searching

**Google Scholar** covers peer-reviewed papers, theses, books, abstracts, and other scholarly literature from all broad areas of research. The University Library has now registered its holdings with Google so, **after logging in to the Library website**, its electronic collections can be accessed directly via the Google Scholar interface. It is now possible to search Google Scholar and link directly to the full text of journal articles where they are available at Anglia Ruskin. Additional information is available on our website at [www.libweb.anglia.ac.uk/scholar.htm](http://www.libweb.anglia.ac.uk/scholar.htm).

When searching the web it is essential that you evaluate the information that you find. Pilot, the University Library's online tutorial, details the criteria you should consider when evaluating information. [www.libweb.anglia.ac.uk/pilot/module3/3\\_3/index.html](http://www.libweb.anglia.ac.uk/pilot/module3/3_3/index.html)

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#### 8. Help

Help from the library is available in a variety of ways.

**Pilot** - Our online information literacy tutorial provides students with the skills and tools to find and manage information effectively. [www.libweb.anglia.ac.uk/pilot](http://www.libweb.anglia.ac.uk/pilot)

**Skills@Uni** - Each semester the library runs a series of study skills drop-in sessions in conjunction with Student Support Services. These cover topics such as essay writing, evaluating information, and referencing. Details of our up-coming sessions can be found at [www.libweb.anglia.ac.uk/helpdesk/train.htm](http://www.libweb.anglia.ac.uk/helpdesk/train.htm).

**AskUS** - If you need help or advice about using any of our Library services, you can use the online enquiry form to contact us, or our online chat service for you to ask us library questions in real time during chat service hours. It is available on the Library website at [www.libweb.anglia.ac.uk/helpdesk/enquiry.htm](http://www.libweb.anglia.ac.uk/helpdesk/enquiry.htm).

**Enquiry Desk** - If you are in the library you can visit the Enquiry Desk for information about our services or help using the library resources.

**Appointments** - If your enquiry is lengthy/detailed you can make an appointment with a librarian at [www.libweb.anglia.ac.uk/bookalibrarian](http://www.libweb.anglia.ac.uk/bookalibrarian). We can also offer seminars and workshops for small groups, by arrangement