

Accounting and Financial Management Services

Financial Accounting and Reporting - Business A600

Course Outline

Professor: Dr. S. M. Khalid Nainar

Fall, 2011

Office: DSB-316; and for Fall 2011 @RJC-222

Telephone: (905) 525-9140, Ext. 23990; @RJC: 20560

Fax: (905) 521-8995

Email: nainar@mcmaster.ca

Office Hours (@RJC): Tuesdays: 10:30 am - 11:30 pm

Wednesdays: 10:30 pm – 11:30 pm

Thursdays: 5 pm – 6 pm

Other hours: By appointment and Walk-in (?)

Teaching Assistants:

Chelsea Zylstra

zylstrem@mcmaster.ca

Diwakar Malik

malikd6@mcmaster.ca

Rohit Dubey

dubeyr@mcmaster.ca

Mohamed Abdel-Aziz

abdelm24@mcmaster.ca

Course Sites:

Avenue <http://avenue.mcmaster.ca>

Libby text (Connect) http://connect.mcgraw-hill.com/class/s_nainar_fall_2011

Course Objective and Description:

The focus of this course will be on accounting and reporting function **external** to organizations. We will take a broad view of financial accounting and reporting as virtually any external *information* or *incentive* system. The objectives of this course are the following:

- (1) Develop an appreciation for the objectives and limitations of financial reporting - theory and practice.
- (2) Examine several issues in financial reporting with regard to how researchers and practitioners are addressing them in the new millennium, particularly post-Enron and current financial crises.
- (3) Develop a feel for the knowledge base one needs to develop to understand and practice financial reporting in industry and elsewhere.

Various items on the financial statements are examined with a view to *financial reporting policy choice and economic consequences of such choice*. Upcoming trends in financial disclosure will be identified and discussed. A key aspect of the course is a group project report where students have to analyze the annual reports of a sample of firms in a selected industry. This would sensitize the students to financial accounting as an exercise in “**mapping or representation**” and help them to become good “**navigators**” on the choppy financial seas.

This orientation will help **all** students (whether or not you are aiming for an *accounting* (a.k.a *finance* on the street) career), understand **what** accounting can do for decision makers, and via that **why** accounting exists, **why** and **how** it works the way it does, and **why** and **when** there are controversies over financial reporting methods.

Course Elements

Credit Value: 1	Team Skills: Yes	IT skills: Yes	Global: Yes
Verbal Skills: Yes	Numeric: Yes	Political: Yes	Participation: Yes
Written Skills: Yes	Innovation: Yes	Social: Yes	Web: Yes

Textbook

Code

LLG Libby, R, P. Libby and D.G. Short, Financial Accounting, 7th Edition, 2011, McGraw Hill
ISBN: 0071321004 (shrink-wrapped with MBA companion below and ebook access)

LLGH MBA Companion to accompany LLG Text above
ISBN: 0071320423 - standalone

E-book format: ISBN: 0077329015 - standalone

References (on reserve)

Code

IFRS 2. Wiecek, I and N. Young, IFRS Primer: International GAAP Basics, 2009, John Wiley.

LF 3. Fraser, L.M and A. Ormiston, Understanding Financial Statements, 6th Edition, Prentice Hall

PZ 4. Pratt, J.W and R.J. Zeckhauser, Principals and Agents: The Structure of Business,
(Harvard Business School Press, 1991)

WZ 5. Watts and Zimmerman, Positive Accounting Theory, (Prentice-Hall, 1986)

KWIS 6. Kieso, D.E., J. Weygandt, W. Irvine and W. Silvester, Intermediate Accounting,
Ninth Canadian edition, (Wiley, 2010).

RANC 7. Relevant articles and Newspaper Clippings.

SES 8. Suggested Assignment Exercises Solutions.

WAQ 9. Written Assignment Questions

GJJ 10. Gregory J. Jenkins, The Enron Collapse, Pearson Education, 2003
Prentice Hall, Upper Saddle River, NJ 07458)

CCH 11. Sarbanes-Oxley Act, Commerce Clearing House, 2002

Note: Students are strongly advised to subscribe to a financial newspaper, such as Wall Street Journal, The Globe and Mail or the Financial Times or read these papers in the Innis Room regularly. From time to time, we will draw on these sources for relevant current articles.

Internet Information Resources:

Textbook

Libby et.al.

<http://www.mhhe.com/libby7e>

Accounting Organizations

International Accounting Standards Board

<http://www.iasb.org>

Deloitte – IAS PLUS

<http://www.iasplus.com>

Accounting Standards Board (AcSB)

<http://www.acsbcanada.org>

Canadian Academic Accounting Association

<http://www.caaa.ca>

Canadian Institute of Chartered Accountants'

<http://www.cica.ca>

Society of Management Accountants' of Canada

<http://www.cma-canada.org>

The Institute of Chartered Accountants' of Ontario

<http://www.icao.on.ca>

American Accounting Association

<http://aaahq.org>

Financial Accounting Standards Board

<http://www.fasb.org>

AICPA

<http://www.aicpa.org>

Regulators

Canadian Public Accountability Board

<http://www.epab-ccrc.org/>

Public Company Accounting Oversight Board

<http://www.pcaobus.org/default.asp>

Investment Industry Regulatory Organization of Canada (IIROC)

<http://www.iiroc.ca>

Ontario Securities Commission

<http://www.osc.gov.on.ca>

Securities and Exchange Commission

<http://www.sec.gov>

News

Wall Street Journal

<http://www.wsj.com>

CFO

<http://www.cfo.com>

The Globe And Mail

<http://www.TheGlobeAndMail.com>

Financial Times

<http://www.FT.com>

CNNfn

<http://www.cnnfn.com>

Project

Toronto Stock Exchange (TSX)
<http://www.tsx.com>

ROB magazine
<http://www.robmagazine.com/top1000>

Strategis
<http://www.strategis.ic.gc.ca/engdoc/main.html>

SEDAR
<http://www.sedar.com>

EDGAR Online
<http://www.edgar-online.com>

CAROL
<http://www.carol.co.uk/>

SEClaws
<http://www.seclaw.com>

Earnings Whispers
<http://www.earningswhispers.com>

Briefing
<http://www.briefing.com>

Investopedia
<http://www.investopedia.com>

McMaster Trading Room (a.k.a Gould Trading Floor)
<http://gtf.mcmaster.ca>

Career
<http://www.careerjournal.com>

Final Grade in Course

Examination:

There will be a mid-term and a final examination. There will be **no makeup** for the midterm examination. If you miss the midterm for a **legitimate** reason, the midterm weight will be reallocated to the final examination. The rules customarily followed by the Faculty of Business will govern absence from the final examination.

Evaluation:

The final course grade will be based on the following inputs:

Percentage

30	Mid-Term Examination
35	Final Examination
10	Homework Assignments
5	Class participation
15	Project Report (in groups of 5)
<u>5</u>	Project Presentation
<u>100%</u>	

The instructor reserves the right to take trends and participation into consideration in assigning the final grade. (Some students do not "fit all of the pieces together" until the final weeks of the course.)

Homework Assignments:

Students are expected to complete homework assignments **individually** in line with the "Academic Integrity Policy" (http://www.mcmaster.ca/senate/academic/ac_integrity.htm) available in the Academic Integrity Office.

Students who are found copying each other's work will receive a grade of **zero** for the assignment. Assignments that are late will not be graded and accordingly, a grade of **zero** will be given.

Academic Integrity:

Please note that students involved in academic dishonesty will receive a **ZERO** grade on the particular component in which the infraction occurred and a notation of academic dishonesty in the Dean's Office; and may receive a **ZERO** grade on the course, and a notation of academic dishonesty on their transcripts. The University Senate Resolutions on Academic Dishonesty states:

Academic dishonesty is not qualitatively different from other types of dishonesty. It consists of misrepresentation by deception by other fraudulent means. In an academic setting this may take any number of forms such as copying or use of unauthorized aids in tests, assignments, examinations, lab reports, term papers, or cases, plagiarism; talking during in-class examinations; submission of work that is not your own without citation; submission of work generated for another course without prior clearance by the instructor of both courses; submission of work generated by another person; aiding and abetting another student's dishonesty; and giving false information for the purpose of gaining admission or credits; and forging or falsifying McMaster University documents. No excuses for violation of this policy, including ignorance of the policy, are accepted.

Please be careful when handing in assignments, reports, essays, and/or cases that are based on individual work. TA's have been instructed to **NOT** grade any paper that is deemed to have similar content with another person's work. In instances, when work is suspected to be copied, all students involved will be notified and the case reviewed by the Dean's Office.

Missed Tests and Assignments:

When students miss a regularly scheduled midterm, test or class participation for legitimate reasons as adjudicated by the MBA Academic Services Office, the weight for that midterm/test/participation will be distributed across other evaluative components of the course at the discretion of the instructor. Documentation explaining such an absence must be provided to the MBA Academic Services Office within five (5) working days upon returning to school.

To document absences for health related reasons, please provide the Petition for Relief for MBA Missed Term Work and the McMaster University Student Health Certificate, which can be found on the DeGroote website at: <http://www.degroote.mcmaster.ca/MBA/registration.html>

University policy states that a student may submit a maximum of three (3) medical certificates per year after which the student must meet with the Director of the program.

To document absences for reasons other than health related, please provide documentation supporting the reason for the absence and the Petition for Relief for MBA Missed Term Work:

<http://www.degroote.mcmaster.ca/MBA/documents/relief.pdf>

Students unable to write a midterm at the posted exam time due to the following reasons: religious; work-related (for part-time students only); representing university at an academic or varsity athletic event; conflicts between two overlapping scheduled midterm exams; or other extenuating circumstances, have the option of applying for special exam arrangements. Such requests must be made to the MBA Academic Services Office at least ten (10) working days before the scheduled exam along with acceptable documentation. Instructors cannot themselves allow students to unofficially write make-up exams/tests. Adjudication of the request must be handled by the MBA Academic Services Office.

All applications for deferred and special final examination arrangements must be made to the MBA Academic Services Office. Failure to meet the stated deadlines may result in the denial of these arrangements. Deferred examination privileges, if granted, must be satisfied during the examination period at the end of the term immediately following. There will be one common sitting for all deferred exams. Please refer to the MBA Calendar for further details.

If any exam is missed without a valid reason, students will receive a grade of Zero (0) for that component.

Suggested Assignment Exercises:

This is a list of problems for **self-study**. The solutions to these assignment exercises are on Avenue and on reserve. Students are strongly encouraged to attempt these problems on their own and consult the teaching assistant or myself if difficulties are encountered.

Class Participation:

The basic approach to class sessions is a combination of lectures and discussions. Class participation, is an integral part of the learning experience in this course. Therefore, it is expected that every student will be prepared for each class and be a *willing participant* in the discussions. Voluntary class participation is expected; however, I will also *cold-call* on you to discuss issues related to assigned material and topical issues. To provide incentives for you to do so, 5 % of your course grade is based on class participation. A **seating chart** will be prepared based on **your own self-selected class seating** during the **second week's** class.

The emphasis in class discussion is neither on *quantity* (maximizing airtime) nor on having the "*right answer*". Typically, there is no single "*right*" solution to many business problems, and there is always something to be gained from examining a variety of *well-reasoned* viewpoints. My basic standard for class participation is that it reflects adequate and thoughtful preparation for class. I also encourage you to bring to the attention of the class (including myself), articles in the Wall Street Journal / The Globe and Mail or other business periodicals that are relevant to the topics covered in the course.

Project Report:

The major project will be done in groups of five (5). In rare situations, groups of 4 or 6 persons may be permissible. Please remember that a **team** is a small number of people with **complementary skills** who are committed to a common purpose and high performance for which they hold themselves **accountable**. (Please note the teamwork exhibited by Canadian Geese in flight!).

The project will involve the selection by each group of an industry in Canada in which many public companies operate and analysis of accounting policy choice of 3 to 4 firms in that industry.

The objective of the project will be **two-fold**:

(1a) analysis of accounting problems at the overall industry level. Here, groups should identify the major accounting measurement problems in their chosen industry or segment, discuss those problems, and conclude on the success the industry has had in resolving those problems.

(1b) analysis of accounting policy choices at the intra-industry level. Here, groups will identify the accounting principles utilized by each of the selected companies for at least six line items on the financial statements. Differences in accounting principles should be identified and compared, speculating and/or computing where possible the effect of using alternative accounting principles. Conclusions should be drawn as to why those accounting principles implemented were selected.

(2) development of a price target for **two** of your sample firms and making a recommendation.

In other words, you get to pretend (dry run) to be a **Financial Analyst**.

The project will be marked out of 15 and that mark will be assigned to each of the group members unless the instructor is advised that the group has agreed that there has not been equal participation and that the mark should not be assigned on an equal basis. For this purpose, you will be given an opportunity to make your confidential peer evaluation in writing. **Non-completion** of this peer evaluation forms will be understood as implying equal effort participation by individual group members.

The annual reports which the group used must be submitted with the report and should be appropriately referenced. **The written project report is due no later than 4:30 p.m. on Thursday, December 8, 2011 in RJC-230.**

Project Presentation:

Each group must be ready to give a presentation of their report in class, at least 2 weeks prior to the final submission date of the written project report. The presenting group will have **15 minutes** maximum to present the highlights of its project. Following the presentation, the rest of the class is expected to fully participate in the discussion of the highlights presented for a maximum of about **10 minutes**. All students are expected to attend all presentations.

Format of Project Report

Effective communication is an essential component of success in the business world. This course amongst other things emphasizes effective communication, both oral and written. All assignments will be evaluated both in terms of their substantive content and their communication effectiveness.

The format of your written project report should be as follows:

* Table of Contents

* Executive Summary

This is a free-standing summary of the total report. It should be written **last** and should **not** exceed **one** page.

* Introduction

This may include brief history of the companies chosen and why they were chosen for study etc.

* Inter-Industry Analysis

Identification and analysis of accounting measurement problems at the level of the industry. What is special, if any, about the industry chosen ?

* Intra-Industry Analysis

Identification of accounting policy choice by individual firms in your sample. If differences are noted, such differences should be explained based on materials done in class and from the readings for the course.

* Development of Price Target

* Conclusion

This section will state the important findings etc.

* References

Ensure all references are cited in the body of the report and vice-versa.

* Appendices

Overall, the body of the report excluding the table of contents, executive summary and appendices should **not exceed 15 double-spaced printed pages with font size not below 12 pitch.**

It is **in your interest** to make the project report as good as possible, for in the past, students (particularly, co-op students) have used these as **evidence of their skills during the job interview process.**

Important Course Dates

Week 2	Seating Chart passed out
Week 3	Written Assignment #1 due Form Project groups. Each team will hand in the following: <ul style="list-style-type: none">* Industry name and sample firms* A list of team member names (showing the name of the team coordinator and contact information)
Week 6	Written assignment #2 due Project Plan due <ul style="list-style-type: none">* A plan indicating the major steps and dates of carrying out the project (including the role and responsibilities of each member of the team)
Week 7	Mid-Term Examination (Thursday, October 27 th , 7 pm – 10 pm)
Week 10	Written Assignment #3 due
Week 12	Day Classes Project Presentations Begin Written Assignment #4 due
Week 13	Project Presentations (continued)
Dec. 8 th	Written project report due (Thursday, 4:30 pm; RJC-230)

Final Exam as per School Calendar

Topic Schedule (tentative)

- Week 1 Introduction - Overview of Financial Reporting Process
Agency Theory, Ethical Behaviour (Enron, WorldCom, Financial Crises 2008/9 and Corporate Governance
Sarbanes-Oxley Act (July 2002), *OSC Guidelines* (June 2003)
IFRS Year 1 - Year 2011 ; Transition Year (Last year - 2010)
The two Thornton articles will be handed out and discussion questions taken up later.
- Read: LLG, Chapters 1, 5
PZ, Chapters 1, 2
- References: KWIS, Chapters 1, 2
RANC, Agency Model and Annual Report section
LF, Chapter 1
IFRS, Chapters 1, 2
- Week 2 Agency Theory (continued)
Thornton Discussion questions
Lemonade Stand
Balance Sheet
Income Statement
- Read: Thornton articles
PZ, Chapters 1, 2
LLG, Chapters 1, 2 and 3
- References: KWIS, Chapters 1, 2, 3, 4 and 5
WZ, Chapter 8
RANC, Agency Model and Annual Report sections
LF, Chapters 1, 2 and 3
SES, Chapters 1, 2 and 3
IFRS, Chapters 2, 3, 6
- Suggested Exercises: Chapter 1: E -1, 2, 3, 4, 5,8,9,11,13
P – 4
EXCEL: P1-1
Chapter 2: E - 1,2,3,4,5,7,8,12,14,15,20
P - 1, 2
EXCEL: P2-5
Chapter 3: E - 1,2,3,4,5,7,11,12
P – 3
EXCEL: P3-5
- Week 3 Income Statement (continued)
Double Entry bookkeeping
Accrual accounting concept
- Read: LLG, Chapters 3, 4 and 5
- References: KWIS, Chapters 3, 4 and 5
RANC, Accrual Accounting
SES, Chapters 3, 4 and 5

Suggested Exercises: Chapter 3: E - 1, 2, 3, 4, 5, 7, 11, 12
P - 3
EXCEL: P3-5
Chapter 4: E - 1, 3,4,5,11,14
P - 4, 9
EXCEL: COMP-1
Chapter 5: E - 1, 2,4,10
P - 1
EXCEL: P5-6

Written Assignment #1 (WAQ, Question 1) due

Week 4 Accrual Accounting (continued)
Accounting Policy Choice (Revenue Recognition)
Cash Flow Statement

Read: LLG, Chapters 4, 5, 6, 13

References: KWIS, Chapters 3, 5 and 24
RANC, Revenue Recognition, Accounting Policy Choice
SES, Chapters 4, 5 and 6
IFRS, Chapter 3

Suggested Exercises: Chapter 4: E - 1, 3, 4,5,11, 14
P - 4, 9
EXCEL: COMP-1
Chapter 5: E - 1, 2, 4, 10
P - 1
EXCEL: P5-6
Chapter 6: E - 1, 4, 5
P - 1
Chapter13: E-1, 3, 7, 14, 19
P-1
EXCEL: P13-6

Week 5 Cash Flow Statement (continued)
Financial Statement Analysis

Read: LLG, Chapter 13, 14

References: KWIS, Chapter 24 and 26
RANC, Financial Statement Ratios
SES, Chapter 14
IFRS, Chapter 27

Suggested Exercises:

Chapter13: E-1, 3, 7, 14, 19
P-1

EXCEL: P13-6
Chapter 14: E - 1, 5, 7, 8, 10
P - 1, 4,9,10
EXCEL: CP14-3

Week 6 Financial Statement Analysis (continued)
Tie Loose Ends, Exam Review

Read: LLG, Chapter 14

References: Exam 2008, 2009, 2010

Written Assignment # 2 (WAQ, Question 2) due

Week 7 **Mid-Term exam** (Thursday, October 27th, 7 pm – 10 pm)
Classes (Day sections) cancelled

Week 8 Liquidity Concept
Cash
Bank Reconciliation Statement
Cash, Investments and Receivables

Read: LLG, Chapter 6

References: KWIS, Chapter 7.
RANC, Rev. Recognition
SES, Chapter 6
IFRS, Chapter 11

Suggested Exercises: LLG, Chapter 6: E - 23, 24
P - 4, 5
EXCEL: P6-7

Week 9 Inventory
Read: LLG, Chapter 7

References: KWIS, Chapters 8 and 9.
RANC, Inventory
SES, Chapter 7
IFRS, Chapter 7

Suggested Exercises: LLG, Chapter 7: E - 2, 3, 7, 9, 13, 16
EXCEL: P7-3

Week 10 Long-lived Assets
Depreciation
Intangible Assets, Off Balance Sheet Assets

Read: LLG, Chapter 8

Reference: RANC, Intangibles and Long-lived Assets section.
KWIS, Chapter 11, 12 and 13.
SES, Chapter 8
IFRS, Chapters 10, 12, 15, 16, 26

Suggested Exercises: LLG, Chapter 8: E - 1,2,6,7,12,16,21
P - 2
EXCEL: P8-3

Written Assignment #3 (WAQ, Question 3) due

Week 11 Liabilities
Lease Accounting / Pensions
Off Balance Sheet Financing; Special Purpose Entities
Future Developments
Project Presentations

Read: LLG, Chapter 9 and 10
LLGH, Leases
GJJ, The Enron Collapse

References: KWIS, Chapter 14 and 15
RANC, Liabilities and Future Development section.
SES, Chapters 9, 10
IFRS, Chapters 5, 24

Suggested Exercises: LLG, Chapter 9: E – 8, 11, 15,17,18,22
P - 2, 7, 8,11,12,13
EXCEL: P9-11
Chapter 10: E – 2, 7,12,13,14
P – 1
EXCEL: P10-12
LLGH, M – 1, 3, 4
P – 1

Week 12 Ownership Equity
Income Taxes
Project Presentations (continued)

Read: LLG, Chapter 11
LLGH, Income Taxes

References: KWIS, Chapters 16 and 17
IFRS, Chapter 23

Suggested Exercises: LLG, Chapter 11: E - 1, 6, 9,15,19,24
P – 1
EXCEL: CP11-3
LLGH, E – 5, 6
P – 3, 4

Written Assignment #4 (WAQ, Question 4) due

Week 13 Review, Project Presentations (cont'd.)

**Project Report Due
(Thursday, December 8th, 4:30 pm, RJC-230)**

Final Exam as per School Calendar

And....

Some Further Readings

1. Berenson, Alex, The Number – How the Drive for Quarterly Earnings Corrupted Wall Street and Corporate America, 2004, Random House, New York.
2. Bitner, Richard, Confessions of a Subprime Lender: An Insider's Tale of Greed, Fraud and Ignorance, 2009, John, Wiley and Sons.
3. Lewis, Michael, Liars Poker, 1989, W.W. Norton and Company, New York.
4. Lewis, Michael, The Big Short, 2010, W.W. Norton and Company, New York.
5. Heffernan, Margaret, Willful Blindness: Why We Ignore the Obvious at Our Peril, 2011, Doubleday Canada,
6. Morgenson, Gretchen and Joshua Rosner, Reckless Endangerment: How Outsized Ambition, Greed, and Corruption Led to Economic Armageddon, 2011, Times Books/Henry Holt & Company, New York.

Criteria for Grading the Written Project Report

CRITERIA FOR AWARDING GRADE
CONSIDERED BY MARKER

ASSESSMENT

S- S S+

ANALYSIS AT THE OVERALL INDUSTRY LEVEL

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 1. Group <u>identified</u> the interesting accounting problems in chosen industry or segment (not-for-profit segment, for example) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Group <u>discussed</u> the above problems in a <u>clear, concise, effective</u> manner. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Group able to come to grips with the overall picture how successful have accountants been at resolving above problems in chosen industry? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

ANALYSIS AT INTRA-INDUSTRY LEVEL

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| 4. Choice of line items discussed follows <u>logically</u> from above. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Groups discussed <u>differences</u> across firms, line by line, or documented the <u>similarity</u> in selected accounting policies. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Discussion <u>interesting</u> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Discussion <u>clear, concise</u> and <u>effective</u> . | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

PRICE TARGET ANALYSIS

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| 8. Reasoning and Discussion <u>clear, concise and effective</u> . | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|--------------------------|

GRADE OUT OF 15

OVERALL COMMENT

PEER EVALUATION OF GROUP WORK

Write the names of all of the members of your group below, starting with your own.

Then allocate a total of 100 points across all of the names that appear, in proportion to the contribution of each group member to the group effort. You may use the following points as guideline to help you form your evaluation:

Consider whether the group member has:

1. demonstrated responsibility by attending and participating in all team meetings and keeping contact with members throughout the project;
2. demonstrated effective interpersonal skills by showing sensitivity to others' needs and feelings and helping others to become involved;
3. demonstrated effective leadership by assuming the initiative, setting goals and guidelines, leading discussions, working out problems, handling conflicts positively, and generally facilitating the task;
4. contributed significantly, in special ways, to completing the project by, for example, making a table, drawing a chart, or referencing outside material;
5. produced well-prepared individual assignments to all team members and completed an equitable share of work.

Group Member's Name	Points
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
	100 Points

Business Databases at McMaster/DeGroot

McMaster University Libraries subscribe to the following electronic databases for research in the area of Business. Please click on the title to access the resource.

Database Name		Description
*	BestCase	Contains the full-text of some of Canada's leading law reports including <i>Labour Arbitration Cases</i> and <i>Dominion Law Reports</i> .
* +	Business Monitor International	Provides country risk, industry and competitive intelligence for 175 countries.
*	Business Source Complete	Contains citations and full-text of articles from over 11,000 sources, including academic journals, magazines, and trade publications. [Online Tutorial with Audio]
+	Canadian Business Database	Brief profiles of 1.5 million Canadian companies, including privates. Search by company name, by SIC or NAICS, by geography, etc. [Online Tutorial with Audio]
+	CANSIM via CHASS (updated daily) CANSIM via E-STAT (updated annually)	Time series statistical tables from Statistics Canada, Bank of Canada, CMHC and Labour Canada.
*	CBCA Reference & Current Events	Articles from 500 key Canadian journals, magazines and newspapers. Selected full-text.
*	Conference Board of Canada e-Library	Full-text database containing research publications on economic trends, public policy issues and organizational performance.
*	CPI.Q (Canadian Periodical Index)	Articles from 400 Canadian newspapers, magazines and journals.
* +	DBRS.com (Dominion Bond Rating Service)	Credit ratings on issuers of Canadian commercial paper, bonds, long/short term debt, preferred shares and asset-backed securities. Also includes Canadian industry studies and press releases.
*	EIU (Economist Intelligence Unit)	Provides access to economic data and commentary on countries around the world. [Online Tutorial with Audio]
+	E-STAT	Contains Canadian census data and current & historical statistics on a wide variety of topics.
*	Factiva	Provides full-text access to current and archived news and business information from around the world.
*	FAITS (Faulkner Advisory for IT Studies)	Provides hundreds of industry reports and company profiles related to information technology worldwide.
+	FPinfomart.ca (FPAdvisor)	Contains corporate and financial data for Canadian companies.
*	IBISWorld	Contains over 700 U.S. and over 100 global industry reports at the

Database Name		Description
		five digit NAICS level.
*	InfoSci-Books	Collection of full-text books published by IGI Global. Covers research, trends, technologies, and challenges in the fields of information science, technology and management.
*	Knotia: Accounting and Assurance	Provides full-text access to key accounting manuals such as the <i>CICA Handbook</i> and the <i>International Financial Reporting Standards</i> (IFRS).
* +	LexisNexis Academic	Provides full-text access and/or indexing to thousands of sources relevant to business research including international newspapers, company directories, and legal materials. [Online Tutorials]
* +	MarketResearch.com Academic	Contains hundreds of full-text market research reports. U.S. emphasis.
+	Mergent Online	Business and financial information on 25,000 companies (U.S., Canada and the world). Also includes country profiles useful for international business research.
+	ODESI (Ontario Data Documentation Extraction Service and Infrastructure)	Includes data files from Statistics Canada, Gallup Canada and other polling companies, public-domain files and selected files from the Inter-University Consortium for Political and Social Research (ICPSR)
* +	OECD iLibrary	Provides full-text access to books, reports, working papers, periodicals and statistical data published by the Organization for Economic Co-operation and Development.
* +	Passport GMID (Global Market Information Database)	Provides key business intelligence on countries, companies, markets and consumers around the world.
* +	SEDAR (System for Electronic Document Analysis and Retrieval)	Contains annual reports, financial statements, and press releases from Canadian public companies. [Online Tutorial with Audio]
o	Web of Science	Indexes and abstracts articles from over 8,000 international scholarly journals in a variety of subject areas including business. Search by topic, cited works and more.
+	WRDS (Wharton Research Data Services)	WRDS is a Web based interface providing access to recent & historical financial data from CRSP (Center for Research in Security Prices), Standard & Poor's COMPSTAT , Mergent's FISD (Fixed Income Securities Database) and other important financial and business data sources.

Titles marked with a:

* contain some full-text

+ contain numeric and/or financial data

o contain citations and/or abstracts only - check MORRIS to determine if the Library owns the publication

Note: An online version of this guide is available at: <http://library.mcmaster.ca/guides/top-business>

Citation Guide for Business
Summer 2011
Innis Library
McMaster University, Hamilton, ON

Contents

Part One: Introduction

Citation Style	1
Order of Elements in Paper	1
Headings and Subheadings	1
Page Numbers	2
Title Page	2
Text/Body.....	2
Appendixes	3
Tables and Graphs in the Text/Body	4
Endnotes	5
Formatting of Endnotes	6
Subsequent or Repeating Endnotes	6
Ibid.....	7
Annotations: Adding Explanations, Clarifications to Notes	7
Citation to Several Sources in One Endnote	7
Multiple Pages from the Same Work	8
Full-Text Documents in PDF and Web Formats	8
Bibliography	9
Differences Between Notes and Bibliographies	10
Authors-Anonymous	10
Punctuation and Spacing Within Citations and Text	10
Missing Information	11
URLs (Uniform Resource Locators) and DOIs (Digital Object Identifiers)	11
Access Dates	12
Sources with No Citation Examples	12
Citation Tools	12

Part Two: Citation Examples for Selected Secondary Sources

Advertisements	13
Allen H. Gould Trading Floor Data	13
Bloomberg	13
Reuters Kobra	13
Annual Reports (Printed)	14
Annual Reports (Online) in a Database	14
Articles (Printed)	15
Article or Chapter in a Printed Book	15
Article in a Printed Journal	15
Article in a Printed Magazine	16
Article in a Printed Newspaper	16
Articles (Online)	16
Article from an Online Journal	16
Article from an Online Magazine	17
Article from an Online Journal or Magazine in a Database	18
Article from an Online Newspaper or News Service	18
Article from an Online Newspaper or News Service in a Database	19
Books (Printed)	19
Books, Printed - One Author 19	22

Books, Printed - Two or Three Authors	20
Books, Printed - Four or More Authors	20
Books, Printed - Editor or Compiler as Author	20
Books, Printed - Edition Other Than First	21
Books, Printed - Four or More Authors, Edition Other Than First	21
Books, Printed - No Author	21
Books (Online)	22
Brochures, Pamphlets, Handouts, Catalogues, etc.	22
CD-ROM	23
DVDs/Videocassettes	23
Indirect Sources (“Quoted in”)	23
Lecture Notes	24
Letters (Unpublished)	24
Reports in a Database	25
Slides or Papers Presented at Meetings or Conferences	25
Web Pages/Sites	26

Part Three: Frequently Cited Secondary Sources

Associations Canada	27
Blue Book of CBS Stock Reports	27
Business Source Complete	27
Canadian Business Database	28
Canadian Key Business Directory	28
CICA Handbook	28
Craighead’s International Business, Travel, and Relocation Guide to 84 Countries	29
Dominion Bond Rating Service	29
Economist Intelligence Unit	29
E-STAT	30
FAITS (Faulkner Advisory for IT Studies)	30
FP Markets: Canadian Demographics	30
FPinfomart.ca	31
Human Development Report	31
IBISWorld	32
Market Share Reporter	32
MarketResearch.com Academic	32
Mergent Industry Reports (within Factiva)	33
NAICS Code Manual	33
Passport GMID	33
SIC Code Manual	34
World FactBook	34

Part Four: Citation Examples for Sources of Primary Data

Focus Group	34
Interviews	35
E-Mail Interview	35
In-Person Interview	36
Phone Interview (or Conference Call)	36
Observation	37
Survey/Questionnaire	37

More detail information is available at the following website:
<http://library.mcmaster.ca/sites/default/files/businesscitation.pdf>

With Workday Financial Management, you get deep finance and accounting capabilities and real-time business insight wherever and whenever you need it. Watch our demo, and improve the way you work.Â With HR, workforce planning, recruiting, and talent management working together in one system, you gain complete visibility into your global workforce. OVERVIEW. Features. strategic accounting and financial management. international business. marketing planning and strategy.Â The School of Management has joined the prestigious worldwide AWS Academy program from Amazon Web Services (AWS). All students will be given an opportunity to enhance their employability skills, helping to make them ready for the world of work. AWS Academy is a global program that provides educational institutions with access to cloud computing content to support student learning in a competitive digital workplace.