

This is an annotated list of selected print and online research tools concerned with the study of activities having to do with the formulation, implementation, and assessment of government policies and programs. The guide is intended to identify and describe general resources for research in public administration and its related disciplines. All the sources described in this guide are located in the U.S.C. Library system. To search for books, conference proceedings, and other monographs, search HOMER, the online library catalog [<http://library.usc.edu/>]. To identify articles concerning this topic in scholarly journals, consult the section in this guide entitled, "Indexes and Abstracts." A separate research guide is available focusing on public policy studies. Other research guides are also available that cover specific regions of the world and should be used when appropriate to your topic. Please consult a reference librarian if you need further research assistance.

DICTIONARIES

Collin, P. H. *Dictionary of Politics and Government*. 3rd ed. London : Bloomsbury, 2004
Electronic Book, JA61 .C65 2004eb

The *Dictionary of Government and Politics*, now in its third edition, covers the broadly defined fields of government and politics and that which affects them; it includes wide-ranging definitions of national legislatures, elections, local government, parliamentary and council procedures, intra-national affairs, and political parties and political theories. A feature of this second edition is a phonetic pronunciation guide for all headwords, of which there are now more than 7,500. Definitions include both quotations and examples. A special supplement covers and explains the differences between the political and legislative systems in the United States and Great Britain; thus, the Dictionary not only defines government and politics but provides comparisons of the political systems and government structures of the two countries.

Fox, William. *Public Administration Dictionary*. Capetown, South Africa: Juta and Co., 1995.
VKC Library [Reference] JA61 .F69 1995

This subject dictionary gives students, lecturers and practitioners a constructive resource to better understand the terms used in public administration. Provides definitions of both local and international terminology and provides easy access to key concepts of public administration. Useful dictionary for students unfamiliar with the government and administrative jargon.

Hill, Kathleen and Gerald N. Hill. *The Facts on File Dictionary of American Politics*. New York: Checkmark Books, 2001.

VKC Library [Bookstacks]; Leavey Library [Lower Commons] JK9 .H54 2001

This dictionary includes more than 1,600 up-to-date entries that concisely define American politics terminology. The book also includes appendices providing the full text to important American documents such as the Constitution and Declaration of Independence, biographical profiles of the presidents and vice presidents, and election results.

McLean, Iain, ed. *The Concise Oxford Dictionary of Politics*. 2nd ed. New York: Oxford University Press, 2003.

VKC Library [Bookstacks]; Leavey Library [Lower Commons] JA61 .C665 2003x

Written by an expert team of political scientists, sociologists, philosophers, and political economists, this is a fully updated and revised edition of this best-selling dictionary of political terms. Containing more than 1,700 entries including new material on topics such as NGOs, butterfly ballots, decentralization, ethnic cleansing, and direct action, this dictionary has been written by a leading team of political scientists and covers political thinkers, institutions, and concepts. The dictionary contains entries ranging from John Adams and Young Hegelians to Additional Member System and zero-sum game, this comprehensive and entertaining work offers international coverage of major political institutions, thinkers, and concepts. All significant political thinkers and designers of political institutions in the West are included, and special attention is given to Muslim and Chinese political thought. There are many entries on new and thriving branches of the subject, such as international political economy, voting theory, and feminism. The Dictionary also gives clear and precise definitions of technical terms such as Condorcet winner, Droop quota, and ultra vires, and includes an appendix of political leaders for a wide range of countries and international institutions.

Shafritz, Jay M. *Dictionary of Public Policy and Administration*. Boulder, CO: Westview Press, 2004.

VKC Library [Public Reference] H97 .S483 2004

The *Dictionary of Public Policy and Administration* offers definitions of all the key terms, concepts, processes and practices of contemporary public policy and administration. Included are brief biographies of major scholars and influential practitioners, summaries of major rulings by the U.S. Supreme Court, overviews of significant laws, descriptions of important government agencies, and explanations of historical trends and governing doctrines. The Dictionary is designed to be the single most useful tool that a student or practitioner of public administration and the policy sciences could have while they are reading other textbooks in the field.

HANDBOOKS

Farazmand, Ali and Jack Pinkowski, eds. *Handbook of Globalization, Governance, and Public Administration*. Boca Raton, FL: CRC/Taylor and Francis, 2007.

VKC Library [Bookstacks] JF1351 .H269 2007

Mapping the multi-dimensional relationships between the people, local and national governments, international organizations, global corporations, natural resources, and the world market, this encyclopedic volume is both a primer and a guide for researchers, academics, and policy-makers both public and private. Using country-specific cases, the essays examine globalization as a threat to national sovereignty, the environment, and public health, and as a contributor to increasing worldwide inequality and global insecurity. The authors explore ethics and the need for future global consciousness, and call for sustainable development to be grounded in community-based institutions while governments seek growth through market expansion worldwide. The Handbook also addresses such topics as the global factory, provision and regulation of public goods, international monetary policy, the stability of sovereign nations, and the concept of regional governance and explores how these implications affect national and corporate policies.

Gargan, John J., ed. *Handbook of State Government Administration*. New York: Marcel Dekker, 2000.

VKC Library [Bookstacks] JK2443 .H35 2000

Devised to meet the ongoing challenge of identifying the skills and knowledge necessary for expanding the governing capacity of state and local authorities, this book discusses the fiscal consequences of "get tough" approaches to crime and presents more effective and less expensive policy options. Surveying the range of administrative and management practices employed by state governments, the editor and contributors explore the results of the governmental reform tradition, the impact of federalism and intergovernmental relations, and the effects of political culture on state government by focusing on economic development, welfare, corrections, and environmental programs and policies.

Miller, Gerald J. and Marcia L. Whicker. *Handbook of Research Methods in Public Administration*. New York: Marcel Dekker, 1999.

VKC Library [Bookstacks] JF1338 .A2H34 1999

This comprehensive handbook covers a wide variety of quantitative methods used for research in public administration, public policy, and nonprofit management, including theory-building and testing, increasing the readers awareness and command of analytical tools critical to the resolution of complex problems. Providing bibliographic citations and over 370 tables, equations, and drawings, the book compares the function of quantitative techniques in past and present public administration literature and practices, furnishes information for visualizing, planning, and implementing research projects, and explores potential applications of quantitative public administration.

Peters, B. Guy and Jon Pierre, eds. *Handbook of Public Administration*. Thousand Oaks, CA: Sage Publications, 2003.

VKC Library [Bookstacks] JF1351 .H36 2003

The past two decades have been marked by a period of substantial, and often fundamental, change in public administration. This major international handbook provides a complete review and guide to past and present knowledge in this essential field of inquiry. Essays are written by scholars from around the world. It comprehensively explores the current state of the art in academic thinking and the current structures and processes for the administration of public policy following this period of rapid transformation and change. A dominant theme throughout the Handbook is a critical reflection on the utility of scholarly theory and the extent to which government practices inform the development of this theory. The volume calls attention to the peculiar nature of public administration, with its complex mixes of tasks, objectives, types of personnel and resources, forms of organization and governing, and environmental circumstances.

Rabin, Jack et al, eds. *Handbook of Public Administration*. 3rd ed. Boca Raton, FL: CRC/Taylor and Francis, 2007.

VKC Library [Bookstacks] JF1351 .H275 2007

This standard reference enters its third edition with substantially revised, updated, and expanded coverage of every facet of public administration history, theory, and practice. It examines all major areas in public administration from the perspectives of history and the five key concepts or theories framing each topic, including public budgeting, financial management, decision making, public law and regulation, and political economy. Edited by the preeminent authorities in the field and contributed by renowned experts, this work is unparalleled in its thorough coverage and exhaustive references. The book includes an entirely new unit on information technology. Providing a strong platform for further research and advancement in the field, this book remains a necessity for anyone involved in public administration, policy, and management.

Vogel, Ronald K. *Handbook of Research on Urban Politics and Policy in the United States*. Westport, CT: Greenwood Press, 1997.

VKC Library [Bookstacks] HT110 .H36 1997

A comprehensive reference work which provides a way to access research on urban politics and policy in the United States. The handbook consists of twenty-nine bibliographic essays that describe the various subfields and the relevant literature. Experts in the field guide readers through major controversies, while evaluating and assessing the subfields of urban politics and policy. Each chapter follows the same basic organization with topics such as methodological and theoretical issues, current states of the field, and directions for future research. This work provides a starting place to guide the reader to the most important works in a particular subfield and a context to place their work in a larger body of knowledge. The handbook provides a wealth of information and allows quick identification of existing academic knowledge and research relevant to the problem at hand.

ENCYCLOPEDIAS

Anttiroiko, Ari-Veikko and Matti Mälkiä, eds. *Encyclopedia of Digital Government*. 3 vols. Hershey, PA: Idea Group Reference, 2007.

VKC Library [Bookstacks] JF1525 .A8E63 2007

The Encyclopedia offers the most comprehensive coverage of the issues, concepts, trends, and technologies of digital government (or electronic government). The challenges and future prospects faced by governments at different institutional levels and in different parts of the world are described in explicit detail in this commanding encyclopedia. With over 250 detailed articles, this three-volume set provides a broad basis for understanding the issues, theories, and applications faced by public administrations and public organizations as they strive for more effective government through the use of emerging technologies. The work also features in-depth definitions for over 1,900 key terms and more than 5,500 comprehensive references to existing literature and research on digital government.

Bevir, Mark, ed. *Encyclopedia of Governance*. 2 vols. Thousand Oaks, CA: Sage Publications, 2007.

VKC Library [Reference] JC11 .E53 2007

The *Encyclopedia of Governance* provides an interdisciplinary one-stop point of reference for the diverse and complex topics surrounding governance for the period between the collapse of the post-war consensus and the rise of neoliberal regimes in the 1970s. This resource concentrates primarily on topics related to the changing nature and role of the state in recent times and the ways in which these roles have been conceptualized in the areas of political science, public administration, political economy, and sociology. Key features include a determinedly global scope through approximately 550 entries written by international contributors that explicitly address global, regional, and transnational topics; cover theories and concepts that are debated globally; highlight similarities and differences around the world; and offer examples from diverse regions and countries. The Encyclopedia examines the changes in the state associated with the transfer of powers, rights, and functions to organizations within civil society as well as the rise of new types of regional and international linkages and problems and explores how the state has become both increasingly dependent on organizations in civil society and increasingly constrained by international linkages. Offers comprehensive coverage of topics including policy analysis, public sector management, sociological theory, economic governance, democratic theory, security, and global governance.

Europa World Yearbook. 2 vols. London: Europa, 1959-. Annual.

VKC Library [Reference] JN1 .E85

This annual guide provides detailed surveys of over 250 countries and territories. The essays outline recent history, government, economic affairs, education, social welfare, etc. Also included with each profile is a directory of essential names and addresses and other information covering such areas as the constitution, government, legislature, political organizations, diplomatic representation, religion, the media, finance, trade, industry, transportation, and tourism. Each volume also includes the following: a comprehensive list of over 1,650 international organizations with contact information, organizational activities, and principle officials and publications; tables to the latest statistics; and an up-to-date overview of world affairs. This resource offers an excellent starting point for country information.

Hawkesworth, Mary and Maurice Kogan. ***Encyclopedia of Government and Politics.*** 2 vols. New York: Routledge, 1992.

VKC Library [Public Reference] JA61 .E53 1992

The Encyclopedia of Government and Politics provides comprehensive coverage of contemporary trends in world, regional, and national government and politics. In eighty-four detailed essays, it captures the international changes--both theoretical and factual--that postdate the collapse of the Communist regimes in Eastern Europe. An invaluable reference resource, the *Encyclopedia of Government and Politics* provides a systematic and authoritative analysis of the discipline, including political theory, processes and behavior, policy-making, pressure groups, contemporary ideologies, international relations, arms control and disarmament, human rights, and democratization. Each topic under investigation offers essential information for study and research, and includes extensive bibliographies and suggestions for further reading. An international team of experts contribute articles containing concise facts, concepts, and analyses of key issues. The entire collection provides an unprecedented contemporary overview of political theory, science, and policy studies. The volumes begin with an introductory essay intended to advance the conceptual treatment of political science to a new level. The articles which follow are organized under nine main headings: 1) Political Theory: Central Concepts, 2) Contemporary Ideologies, 3) Contemporary Political Systems, 4) Political Institutions, 5) Political Forces and Political Processes, 6) Centripetal and Centrifugal Forces in the Nation-State, 7) Policy Making and Policies, 8) International Relations, and 9) Major Issues in Contemporary World Politics.

Kurian, George Thomas, ed. ***World Encyclopedia of Parliaments and Legislatures.*** 2 vols. Washington, DC: Congressional Quarterly, 1998.

VKC Library [Reference] JF511 .W67 1998

Produced under the auspices of the Research Committee of Legislative Specialists, International Political Science Association, and Commonwealth Parliamentary Society, this encyclopedia offers readers a timely and inclusive survey of parliamentary systems containing 185 entries describing almost 200 national assemblies; information is current through June 1997. An informative introductory essay outlines variations in structure, character, influence, and purpose among parliamentary governments. These differences are subsequently given greater detail in the country profiles. So far as possible contributors follow a standard format for each country that includes the historical background of parliamentary development, organization and procedures, the legislative process, elections, and parties. Not surprisingly the focus and length of parliamentary profiles varies according to national history and the openness of political systems. Profiles range in length from one to more than 15 pages. The work concludes with a collection of specialized essays on selected themes (e.g., legislative committees, voting behavior, lobbying, minority members, the new democracies of Central Europe) and essays on the UN General Assembly and the European Parliament. Contributors include more than 90 experts in the field. The writing is clear and accessible and there is a useful glossary.

Shafritz, Jay M., ed. *International Encyclopedia of Public Policy and Administration*. Boulder, CO: Westview Press, 1998.

VKC Library [Reference] H97 .I574 1998

Public administration—the implementation side of government—is becoming an increasingly international discipline. Public policy—the decision-making side of modern government—has often been segregated from the administration of policy decisions. This four-volume encyclopedia is the first major international and comprehensive reference to combine public administration and policy in a single work. Containing approximately 900 articles by over 300 experts, the *International Encyclopedia of Public Policy and Administration* covers all of the core concepts, terms, and processes of the following areas: applied behavioral science, budgeting, comparative public administration, development administration, industrial/organizational psychology, industrial policy, international trade, labor relations, management, nonprofit management, organization theory and behavior, policy analysis, political economy, political science, public administration, public finance, public law, public management, public personnel administration, public policy, and taxation. The reader will also find entries on individuals who made significant intellectual and technical contributions to the development of public policy and administration, such as Louis Brownlow, John Maynard Keynes, and Leonard White; significant organizations such as the American Society for Public Administration, the International Institute of Administrative Sciences, and the National Academy of Public Administration; and historically important committees or commissions, such as the Fulton Committee in Great Britain or the Hoover Commission in the United States. Each article tackles its subject from a generic perspective with examples from as wide a range of states as practical. Typically, an article deals with historical and theoretical developments, then explains how relevant concepts and practices are applied in varying cultures, such as the United States, Western Europe, or Asia, and in varying regimes, such as presidential, parliamentary, or monarchical.

Schultz, David, ed. *Encyclopedia of Public Administration and Public Policy*. New York: Facts On File, 2004.

VKC Library [Reference] JK9 .E526 2004

With the establishment of the Department of Homeland Security by act of Congress in 2002, much of the bureaucratic structure of the U.S. government was fundamentally reorganized. This reorganization has brought with it renewed public interest in understanding the way the government works. *Encyclopedia of Public Administration and Public Policy* is a unique, accessible, and current reference to public administration and public policy. Focusing on the American bureaucracy, this encyclopedia is directed toward students of political science, government, and civics, as well as a general audience desiring basic knowledge of public administration. Looking at legal and political processes and procedures, social and economic institutions and processes, and the primary concepts and organization of public administration and policy-making, this volume presents a logically ordered and broad overview of an essential segment of government affairs. The Encyclopedia provides clearly written and focused A-to-Z entries on critical concepts, personalities, events, and topics in public administration. It explains how government works, defining theories and differentiating between the various agencies that are responsible for creating, enacting, and following through on public policy. Comprehensive and up to date, the book guides non-specialists to vital information on the subject and provides professionals with an easy-to-use, quick reference for basic facts. From health and the environment to education and the economy, this definitive guide covers the bureaus and agencies that manage the day-to-day activities of the government.

BIOGRAPHICAL RESOURCES

Current Biography Yearbook. New York: H. W. Wilson, 1940-. Monthly.

Doheny Library [Reference]; Leavey Library [Lower Commons] CT100 .C8

Published since 1940, *Current Biography* is a convenient source of well-documented, accurate, and objective reporting on the lives of the artists, politicians, businesspeople, journalists, actors, authors, sports figures, scientists, and others who make today's headlines and tomorrow's history. In addition to fifteen to twenty 2,000 to 4,000-word articles per issue, this publication also contains obituaries for people previously profiled. Excellent resource for detailed background information on leading government officials and leaders throughout the world.

Wigfall, Patricia Moss. ***Biographical Dictionary of Public Administration***. Westport, CT: Greenwood Press, 2001.

VKC Library [Bookstacks] JA61 .W54 2001

Complementing texts that introduce students to the major theories of public administration, this biographical dictionary introduces the reader to the individuals who originated or had a significant impact on those theories. Including subjects from a spectrum of disciplines and from such diverse areas as organizational theory, personnel, and budgeting, the book covers the original pioneers and their contemporaries. A distinct crystallization covering the subject's personal, social, educational, and philosophical dimensions, each entry includes a short personal history followed by the subject's major contribution to the discipline and a bibliography of his or her works on the subject. By providing information on the individuals who developed the major theories in the field, this book will introduce readers to ideas from a variety of disciplines and thus enable students to consider public administration theories in context.

DIRECTORIES

Encyclopedia of Associations. Detroit, MI: Gale Group, Inc. Annual.

Doheny Library [Reference] HS17 .G3362

Encyclopedia of Associations: International Organizations. Detroit, MI: Gale Group, Inc. Annual.

Doheny Library [Reference] HS17 .G3364

Encyclopedia of Associations: Regional, State and Local Organizations. Detroit, MI: Gale Group, Inc. Annual.

Doheny Library [Reference] HS17.G3363

The most comprehensive source for detailed information on more than 22,000 nonprofit American membership organizations of national scope. Every entry offers a wealth of valuable data, typically including the organization's complete name, address and phone number together with the primary official's name and title; fax number, when available; founding date, purpose, activities and dues; national and international conferences; and more. Also featured is an alphabetical name and keyword index so you can quickly locate the name and address of the organization you need to contact without ever having to consult the main entry. *Encyclopedia of Associations* has two companion volumes: Volume 2, Geographic and Executive Indexes and Volume 3, Supplement, which updates contact information from the previous edition and provide coverage of new or newly identified associations and projects. The *Regional, State and Local Organizations* volume provide detailed information on U.S. nonprofit membership organizations with interstate, state, intrastate, city or local scope and interest. The *International Organizations* volume covers multinational and national membership organizations from Afghanistan to Zimbabwe, including U.S.-based organizations with a binational or multinational membership.

INDEXES AND ABSTRACTS

ABI/Inform Global. Ann Arbor, MI: ProQuest Corp., 1971-.

Electronic Resources Web Page

http://www.usc.edu/e_resources/isd/gateways/740.php

This is the premier business and management database providing extensive coverage of North America and the world. The database covers more than 1,600 leading business and management publications, including over 350 English-language titles from outside the U.S. The system provides fast, easy access to information on 60,000 companies, with coverage from 1971 forward. This database covers more than 1,100 current sources. With *ABI/INFORM Global*, you also get complete articles for more than 700 of the most popular and important sources—in full text, page image, or our unique Text+Graphics format. For each article, the abstract may be as long as 150 words, and about 20 elements are indexed, including not only bibliographic information but also subjects companies, people, and geographic areas. Much of the literature cited in this database covers the public and non-profit sector.

Alternative Press Index. Baltimore, MD: Alternative Press Center, 1969-. Quarterly.

Electronic Resources Web Page

<http://was.usc.edu/eresources/isd/gateways/3119.php>

Indexes approximately 200 alternative, radical, and liberal journals and newspapers published in North America and a select number from other nations. The purpose of the Index is to provide access to the practices and theories of radical social change. The Index is international and interdisciplinary, spanning the social sciences and humanities, with its central focus on the practice and theory of socialism, national liberation, labor, indigenous peoples, gays/lesbians, feminism, ecology, democracy, and anarchism. Citation are arranged by subject and title of article. All areas of social change and public policy are covered, including issues related to social justice and conflict resolution.

America: History and Life. Santa Barbara, CA: ABC-Clio, 1964-. Quarterly.

Electronic Resources Web Page

<http://was.usc.edu/eresources/isd/gateways/936.php>

This bibliographic database covers the history of the United States and Canada. It includes key English-language historic journals, selected historic journals from major countries, state and local history journals, and selected relevant journals in the social sciences and humanities. Most articles included are in English; all abstracts are in English. The index also covers book reviews and selected dissertations. This is the best place to go to find historical literature concerning all aspects of peace and security concerning the United States. Please note that access to this database is limited to six simultaneous users. If you experience access problems, please try again later.

EconLit. Nashville, TN: American Economic Association, 1969-. Monthly.

Electronic Resources Web Page

<http://was.usc.edu/eresources/isd/gateways/188.php>

EconLit is the fundamental research tool in economics, providing bibliographic citations, with selected abstracts, to the international literature on economics since 1969. The database covers a broad range of document types published world-wide, including journal articles, books, and dissertations, as well as articles in collective works, such as conference proceedings and collected essay volumes. The database also includes Abstracts of Working Papers in Economics from the Cambridge University Press database and the full text of the *Journal of Economic Literature* book reviews. Topics covered include economic development, forecasting, and history; fiscal theory; monetary theory and financial institutions; business finance; public finance; and international, labor, health care, managerial, demographic, regional,

agricultural, and urban economics; country studies, and government regulations. Searches may be limited by one or more document type(s). Specify "Journal Article", "Book", "Collective Volume Article", "Dissertation", "Working Paper", or "Book Review" for more particular results. Book records in EconLit are identified by the word "Book" in the Document Type Field. A search specifying the word "Book" in the Document Type Field will locate records of both books and full-text book reviews, if available.

Ethnic NewsWatch. Stamford, CT: Softline Information, Inc., 1985-. Monthly.

Electronic Resources Web Page

<http://was.usc.edu/eresources/isd/gateways/1032.php>

Ethnic NewsWatch is a comprehensive full-text collection of the newspapers, magazines and journals of the ethnic, minority and native press. A rich collection of articles, editorials, columns, reviews, etc. provide a broad diversity of perspectives and viewpoints. With over 500,000 articles from more than 200 publications, the titles in *Ethnic NewsWatch* represent the diversity of the American population in ways that are not seen in the mainstream media. Topics addressed include the arts, business, education, the environment, history, journalism, political science, and sociology. Period covered if from 1985 to the present and the database can be searched in either English or Spanish. Note: Access to this database is limited to 5 simultaneous users. If you experience access problems, it is likely that all 5 users are using the database. Please try again later.

Gender NewsWatch. Stamford, CT: Softline Information, Inc., 1970-. Monthly.

Electronic Resources Web Page

<http://was.usc.edu/eresources/isd/gateways/1033.php>

GenderWatch is a full text database of publications that focus on the impact of gender across a broad spectrum of subject areas. Subjects covered include: business, education, literature and the arts, health sciences, history, political science, public policy, sociology, gender and women's studies and more. The database provides in-depth coverage of the subjects that are uniquely central to women's lives. It includes content on the impact of gender and gender roles on areas such as: the arts, popular culture and media, business and work, crime and criminology, education, research and scholarship, family, health care and medicine, politics, policy and legislation, pornography, religion, sexuality and sexology, sports and leisure. Publications include academic and scholarly journals, magazines, newspapers, newsletters, regional publications, books, booklets and pamphlets, conference proceedings, and government, n-g-o and special reports. *GenderWatch* also contains archival material making it a repository of an important historical perspective on the evolution of the women's movement and the changes in gender roles and understandings over the last fifteen to twenty years.

Historical Abstracts. Santa Barbara, CA: ABC-Clio, 1954-. Quarterly.

Electronic Resources Web Page

<http://was.usc.edu/eresources/isd/gateways/937.php>

This index service covers history of the world, 1450 to the present, but excluding the United States and Canada (see *America: History and Life* cite above). Includes key history journals from major countries, as well as relevant selected journals book review articles, and dissertations from the social sciences and humanities. All abstracts are in English. Use this database to find historical literature on issues derived from non-U.S. sources. Please note that access to this database is limited to six simultaneous users. If you experience access problems please try again later.

LEXIS-NEXIS Academic Universe. Dayton, OH: Reed Elsevier, Inc., 1995-. Daily.

Electronic Resources Web Page

<http://was.usc.edu/eresources/isd/gateways/110.php>

Searchable full text resource of major, regional, and foreign newspaper articles, magazine articles, governmental news, as well as medical and legal journal articles. Also includes U.S. state and foreign country profiles, state legal materials, U.S. code, federal case law, and biographical information. In addition, there is corporate news and profiles. Use the Transcripts File to search the full-text of transcripts from television and radio broadcast news programs, such as Meet the Press and All Things Considered. An excellent source, especially for very current materials and to obtain a regional perspective on a topic.

LEXIS/NEXIS Congressional Universe. Bethesda, MD; Congressional Information Service, 1970-. Daily.

Electronic Resources Web Page

<http://was.usc.edu/eresources/isd/gateways/40.php>

This service is the best place to look for information published by and about Congress from 1970 to the present. With *CIS Congressional Universe*, researchers can: pinpoint expert testimony on the leading issues of the day; tap authoritative sources of statistics, projections, and analyses; discover a law's intent by tracing its legislative history; gauge congressional attitudes toward current topics; find out how members of Congress voted on legislation; investigate the finances of members of Congress; monitor legislation and public policy on almost any topic; review the federal regulations that implement legislation; and learn the makeup and mission of congressional committees. The service provides a seamless link to the full range of legislative and public policy resources, including hearing transcripts and submitted testimony from 1988 forward; committee reports from 1989 forward; bills—all versions of legislation introduced from 1989 forward; bill tracking reports from 1989 forward; selected committee prints from 1995 forward; congressional documents from 1995 forward; the *Congressional Record* from 1985 forward; and the *Federal Register* from 1980 forward. The vast range of subject matter on *CIS Congressional Universe* encompasses topics in public policy, history, sociology, political science, technology and society, and more. With links to related web sites, this system also enhances the user's ability to explore the legislative scene even further. The system is thoroughly cross-referenced with controlled vocabulary that lets users find information from virtually any starting point. Researchers can find information by subject, source committee, bill number, session of Congress, government document number, publication number, title, witness name and affiliation, public law number (for legislative histories), and date. Use this database, for example, to look at the expression of emotions by legislators on the floor of Congress as transcribed in the Congressional Record.

LEXIS/NEXIS State Capital Universe. Bethesda, MD: Congressional Information Service. Daily.

Electronic Resources Web Page

http://www.usc.edu/e_resources/isd/gateways/1770.php

CIS State Capital Universe is the world's most comprehensive access to state government information from Congressional Information Service, Inc. The service provides access to: state bills and laws, constitutions, proposed and enacted regulations, and newspapers articles about legislative issues affecting the states and the legislative membership. Users can search for information about one state, any combination of states, or all 50 states from a single source.

National Journal Group's Policy Central. Washington, DC: National Journal Group, 2001-. Daily.
Electronic Resources Web Page

<http://was.usc.edu/eresources/isd/gateways/2376.php>

This is a comprehensive resource on United States politics and public policy for the academic community. Among the services provided in this online directory is: the text of the *National Journal*, the leading nonpartisan weekly on politics, policy and government; the ability to track American politics and campaigns with coverage of each day's political news and to follow the key players and legislative process on Capitol Hill; full-text access to the Almanac of American Politics providing analysis and data on every member of Congress and their states and districts; the "Markup Reports & Bill Status" directory that offers complete coverage of every Congressional markup session, as well as constantly updated reports on key legislation; and, the online Ad Spotlight that allows the users to explore political and issue television ads with streaming audio or video. Also included is the Poll Track file is a database of public opinion surveys from across the country. Updated daily.

PAIS: Public Affairs Information Service. New York: Public Affairs Information Service, 1972-. Monthly with annual cumulations.

Electronic Resources Web Page

<http://was.usc.edu/eresources/isd/gateways/415.php>

A selective list of the latest books, periodical articles, government documents, pamphlets, microfiche, and reports of public and private agencies relating to business, economics and social conditions, public policy and administration, and international relations. The system provides selective subjects and bibliographic access to periodicals, books, hearings, reports, gray literature, government publications, Internet resources, and other publications from 120 countries. Materials are in English, French, German, Italian, Portuguese, and Spanish with English language abstracts and subject headings. Contains more than 480,000 records, each with bibliographic information and brief, descriptive abstracts. Use *PAIS Archive*, a retrospective database chronicling global public policy and social issues from 1915 through 1976 at http://was.usc.edu/eresources/isd/lists/db_P.php.

Polling the Nations. Silver Spring, MD: ORS Publishing, 1986-. Monthly.

Electronic Resources Web Page

<http://was.usc.edu/eresources/isd/gateways/940.php>

Published in print as the American Public Opinion Index and the American Public Opinion Data on microfiche, this online version contains more than 12,000 surveys conducted in the U.S. and sixty other countries are included, with 250,000 questions and responses and some 3,000 subject headings. Keyword searching is possible and is important since the precise form of words used in a survey question may influence the results. Data from 700 polling organizations is surveyed and included in the database. Searches can provide historical highlights and explanations of polling terms; and the ability to limit searches to one or a combination of topic, question, universe, data, source, and results. Also included in each record is the polling organization responsible for the work, the date the information was released, the sample size, and universe, i.e., the groups or areas included in the interview, such as parents with children in public schools, Great Britain, the United States, or California. All the surveys reported here were conducted using scientifically selected random samples. Callers to 900 numbers, readers who clip surveys from newspapers or magazines and send them in, or other similarly self-selected respondents are excluded because it is not possible to generalize from the findings of such polls.

Roper Center iPOLL. Storrs, CT: University of Connecticut, 1939-.

Electronic Resources Web Page

http://www.usc.edu/e_resources/isd/gateways/10509.php

The Roper Center for Public Opinion Research is one of the world's leading archives of social science data, specializing in data from surveys of public opinion. Most of the data are from the United States, but over 50 nations are represented. The iPOLL database produced by the Center contains nearly half a million survey questions and answers asked in the U.S. over the last seventy years by more than 150 survey organizations, including all the major academic, commercial and media survey organizations in the United States. The database offers nearly half a million survey questions and is the best discovery aid to locate public opinion polls rich in a particular subject to analyze further. The system allows the user to search within results and store search criteria for future use and updating. There are also direct links to study documentation and data sets ready for instant access and express download through RoperExpress.

Sage Public Administration Abstracts. Thousand Oaks, CA: Sage Publications, 1998-. Quarterly.

Electronic Resources Web Page

<http://was.usc.edu/eresources/isd/gateways/1842.php>

Provides the most current information on public administration-related publications worldwide. Organized in one convenient resource, this service presents concise, descriptive summaries of the most relevant journal articles and books in the public administration field today. Each abstract gives complete bibliographic data in a format that lets you easily select the material you need. *Sage* brings you 1,200 abstracted articles annually covering such areas as administration and economy, administration and politics, administration and society, administrative structures and organization, public and social services, public service personnel, and theory and method. In addition, the publication also brings you author and subject indexes with each update, as well as cumulative author and subject indexes and a current source list annually. Available in print from 1974 to the present in the Reference section of VKC Library [JA1 .S22].

Sage Urban Studies Abstracts. Thousand Oaks, CA: Sage Publications, 1973-. Quarterly
VKC Library [Public Reference]

Each issue of *Sage Urban Studies Abstracts* contains 300 individual abstracts of important recent literature, from legislative groups, research institutions, public research agencies, universities, and scholars from around the world. Each abstract provides complete bibliographic data as well as a concise summary of content, allowing you to select resources efficiently. *Sage Urban Studies Abstracts* is designed to keep you up-to-date on the most recent and important literature available in urban studies. Published quarterly, it provides access to critical developments on all aspects of urban studies, including, business and employment, crime, criminal justice, and law enforcement, education, environment and resource conservation, housing and real estate, rural development, social and public services, urban development and redevelopment, and urban fiscal and budgetary policy. In addition, *Sage Urban Studies Abstracts* also brings you author and subject indexes with each issue, as well as cumulative author and subject indexes and a current source list annually.

Sociological Abstracts. San Diego, CA: Sociological Abstracts, Inc., 1957-. Six times per year.

Electronic Resources Web Page

<http://was.usc.edu/eresources/isd/gateways/183.php>

International in scope, *Sociological Abstracts* indexes the international literature in sociology and related disciplines in the social and behavioral sciences such as the most comprehensive index to the literature of sociology and related disciplines such as economics, community development, political science and public policy. The database provides annotations for books, selected book chapters, journal articles, and selected papers presented at professional conferences as well as citations to book reviews drawn from over 1,700 serials publications. Records added after 1974 contain in-depth and non-evaluative abstracts of journal

articles. Many records from key journals in sociology, published since 2001, also include the references cited in the bibliography of the source article. Each individual reference may also have links to an abstract and/or to other papers that cite that reference; these links increase the possibility of finding more potentially relevant articles. Also indexed are relevant dissertations. Includes an author index and subject index.

Web of Science Citation Indexing Service. Philadelphia, PA: Institute for Scientific Information, 1987-. Daily.

Electronic Resources Web Page

<http://was.usc.edu/eresources/isd/gateways/732.php>

The *Web of Science* ISI Citation Databases are multidisciplinary databases of bibliographic information indexed so that you can search for specific articles by subject, author, journal, and/or author address. U.S.C. has access to three citation databases. The *Science Citation Index* is a database with searchable author abstracts, covering the journal literature of the sciences. It indexes 5,300 major journals across 164 scientific disciplines, covering approximately 2,000 more journals than its SCI print and CD-ROM counterparts, with all cited references captured. The *Social Sciences Citation Index* indexes 1,700 journals spanning 50 disciplines, as well as covering individually selected, relevant items from over 3,300 of the world's leading scientific and technical journals. *Arts & Humanities Citation Index* indexes 1,100 of the world's leading arts and humanities journals, as well as covering individually selected, relevant items from over 6,800 major science and social science journals. Excellent source for obtaining a multi- or cross-disciplinary perspective on a specific topic.

Women Studies International. Baltimore, MD: National Information Services Corporation, 1972-. Quarterly.

Electronic Resources Web Page

<http://was.usc.edu/eresources/isd/gateways/935.php>

Women's Studies International covers the core disciplines in women's studies to the latest scholarship in feminist research. The resource supports curriculum development in the areas of sociology, history, political science & economy, public policy, international relations, arts & humanities, business and education. Nearly 800 essential sources include: journals, newspapers, newsletters, bulletins, books, book chapters, proceedings, reports, theses, dissertations, NGO studies, important websites & web documents, and grey literature. Over 2,000 periodical sources are represented. Note: Access to this database is limited to 5 simultaneous users. If you experience access problems, it is likely that all 5 users are using the database. Please try again later.

YEARBOOKS/ANNUALS

Congressional Quarterly Almanac. Washington, DC: Congressional Quarterly, 1948-. Annual.
VKC Library [Public Reference]; Leavey Library [Lower Commons] JK1 .C66

Each volume covers the important developments of a Congressional session, including appropriations, elections, and vote studies. Summaries of legislation are arranged by broad categories, such as defense, health, education, science and technology, etc. Complete roll call votes are provided for both the House and Senate. Public laws are listed in order of signature by the President. Includes a section describing how a bill becomes law.

Congressional Quarterly's Guide to Current American Government. Washington, DC: Congressional Quarterly, Inc., 1986-. Semiannual.
VKC Library [Public Reference] JK1 .C14

This semiannual guide to the federal government of the United States contains reprinted articles from *CQ Weekly*. The articles are arranged under one of four categories—foundations of American government, political participation, government institutions, and politics and public policy. The final section includes articles on major social policy issues and discussion of key legislation from Congress. Each volume includes an index.

INTERNET RESOURCES

Council for Excellence in Government. Washington, DC: The Council, 2007-.

Web: <http://www.excelgov.org/index.php>

The *Council for Excellence in Government* works to improve the performance of government at all levels; and government's place in the lives and esteem of American citizens. With its experienced staff, network of experts and members, and diverse partners, the Council helps to create stronger public sector leadership and management, driven by innovation and focused on results; and increased citizen confidence and participation in government, through better understanding of government and its role. Founded in 1982, the organization is nonpartisan, nonprofit and national in scope.

National Institute for Research Advancement (NIRA) Directory of Think Tanks. Tokyo, Japan: The Institute, 2005.

Web: <http://www.nira.go.jp/ice/nwdtt/2005/index.html>

Since the dawn of the new century, clear trends have been observable in the research scope and focus of activity of the world's public policy research institutions, often referred to as "think tanks." These trends are most apparent in three geographical regions: the United States, East Asia, and Europe. This site provides a systematic introduction to the world's most prominent and innovative public policy research institutes, better known as think tanks. NWDTT provides details of the organizational structures of these think tanks and research activities in which they engage, functioning as the "soft infrastructure" for a global network of think tanks. In order to expand access to this useful reference source on think tanks, basic organizational information on approximately 500 institutions from 100 countries is available.

Transparency International. Berlin: Transparency International Secretariat, 2007-.

Web: <http://www.transparency.org/>

Transparency International, the global civil society organization leading the fight against corruption, brings people together in a powerful worldwide coalition to end the devastating impact of corruption on men, women and children around the world. It's mission is to create change towards a world free of corruption. The organization is a global network including more than 90 locally established national chapters and chapters-in-formation. These bodies fight corruption in the national arena in a number of ways. They bring together relevant players from government, civil society, business and the media to promote transparency in elections, in public administration, in procurement and in business. TI's global network of chapters and contacts also use advocacy campaigns to lobby governments to implement anti-corruption reforms. Politically non-partisan, TI does not undertake investigations of alleged corruption or expose individual cases, but at times will work in coalition with organizations that do.

United Nations Online Network in Public Administration and Finance. New York: United Nations, 2007-.

Web: <http://www.unpan.org/>

The Division for Public Administration and Development Management of the Department of Economic and Social Affairs of the United Nations was entrusted by the General Assembly in late 1999 to develop an important programme entitled "The United Nations Online Network in Public Administration and Finance (UNPAN)" for implementation. UNPAN is designed to help countries, especially developing countries and countries in economic transition, to respond to the new challenges that governments are faced with in bridging the digital divide between the 'haves and have-nots' and forge ahead for their development. The objective is to establish an internet-based network linking the regional and national institutions devoted to public administration and finance online for information exchange, experience sharing and on-the-job training in the area of public sector policy and management and, long-term, to build the capacity of these regional and national institutions to access, process and disseminate relevant information via up-to-date information and communication technologies (ICTs) for the promotion of better public administration.