

RESEARCH GUIDE

Public Administration

George Mason University Libraries

The study of public administration covers the practice of public program management at all levels of government. Because it draws upon contributions from a number of fields including political science, business administration, economics and law, the sources needed for research will cross several disciplines. The following guide offers suggestions and starting points for research by highlighting print and electronic resources in public administration from the GMU Libraries. Please contact a reference librarian if you need further assistance or instruction.

THE LIBRARY CATALOG

Books, documents and media on public administration topics can be searched in a number of ways in the GMU Libraries online catalog. Author, title, and ISBN number are some of the ways to search for library holdings. Subject searches must use the standardized subject headings created by the Library of Congress; the following list is a sampling of headings that are useful for locating public administration books.

Public Administration

Public Administration – Case Studies

Administrative Agencies – Management

Bureaucracy

Employee-Management Relations in Government

Government Productivity

Government Spending Policy

Intergovernmental Fiscal Relations

Organizational Change

Organizational Effectiveness

Personnel Management – United States

Library Call Numbers

Listed below are some of the key call number ranges in Fenwick Library for books on public administration and related topics.

HF5549-5549.5 Personnel Management

HJ9-9940 Public Finance

JF751-786 Federal and state relations

JF1321-2112 Government Administration

JK8-2112 Constitutional history and administration

JK2403-9501 State government

JS3-8399 Local government

JS 141-231 Municipal government
KF849 Government contracts

GUIDES TO THE LITERATURE

Handbook of Research Methods in Public Administration. New York: Marcel Dekker, 1999.
Fenwick Ref JF 1338 .A2 H34 1999

Information-finding and the Research Process: A Guide to Sources and Methods for Public Administration and the Policy Sciences. Westport, CT: Greenwood Press, 1993.

Fenwick Ref JF1351 .S56 1993

Public Administration Research Guide. New York: Garland Publishing, 1992.

Fenwick Ref JF 1351 .C54 1992

Reinventing Government: An Analysis and Annotated Bibliography. Commack, NY: Nova Science Publishers, c1996.

Fenwick Ref JK469 1996e

Teaching Public Administration and Public Policy. Huntington, NY: Nova Science, 1999.

Fenwick Ref JF 1338.A3 U59 2002

DICTIONARIES

Biographical Dictionary of Public Administration Westport, CT: Greenwood Press, 2001.

Fenwick Ref JA61 .W54 2001

Dictionary of U.S. Government Statistical Terms. Palo Alto, CA: Information Pub, 1999.

Fenwick Ref HA1 .D53 1991

The Facts on File Dictionary of Public Administration. New York: Facts on File, c1985.

Fenwick Ref JA61 .S54 1985

DIRECTORIES

Federal Regulatory Directory. Washington: CQ Press, annual.

Fenwick Ref -At Ref Desk KF5406 .A15 F4 10th ed.

Government Phone Book USA- 2003; A Comprehensive Guide to Federal, State, County and Local Government Offices in the United States. 11th ed. Carroll Publishing, annual.

Fenwick Ref JK6 .G58 11th ed.

Municipal Yearbook. Washington: Int. City/County Management Association, annual.

Fenwick Ref JS301 .M8 2002

United States Government Manual. Washington: U.S. Government Printing Office, annual.

Fenwick Ref -Ref Desk- JK404 .U5

ENCYCLOPEDIAS AND HANDBOOKS

Basic Documents of American Public Administration, 1776-1950. NY: Holmes & Meier, 1976.

Fenwick Ref JK411.B3

Basic Documents of American Public Administration since 1950. NY: Holmes & Meier, 1982.

Fenwick Ref JK411 .B32 1982

Encyclopedia of Housing: An Interdisciplinary Approach. Beverly Hills: Sage Pubs, 1998.

Fenwick Ref **HD7287 .E53 1998**
Ethics in U.S. Government: An Encyclopedia of Investigations, Scandals, Reforms and Legislation. Westport, CT: Greenwood Press, 2001.
Fenwick Ref **JK468 .E7 R556 2001**
Government Agencies. Westport, CT: Greenwood Press, 1983.
Fenwick Ref- At Ref Desk **JK421 .G65 1983**
Handbook of State Government Administration. New York: Marcel Dekker, c2000.
Fenwick Ref **JK2443 .H35 2000**
International Encyclopedia of Public Policy and Administration. Boulder, CO: Westview Press, 1998. Fenwick Ref **H97 .I574 1998**

STATISTICS

Book of the States.

County and City Data Book; A Statistical Abstract Supplement. Washington: U.S. Government Printing Office, 2000.

Fenwick Ref-At Ref Desk **HA202 .A36 2000**

Statistical Abstract of the U.S. Washington: U.S. Government Printing Office, annual.

Fenwick Ref-At Ref Desk-

Virginia Statistical Abstract. Charlottesville: Center for Public Service, biennial.

Fenwick & Arl Ref **HA681 .V57 2001**

PERIODICAL INDEXES-PRINT

ABC Pol Sci Bethesda:Cambridge Scientific Vol 33, 2001-present

Fenwick Ref Indexes **JA71 .A2**

Human Resources Abstracts Beverly Hills, CA: Sage Publications Vol 10 (1975)-

Fenwick Ref Indexes **HV1 .P6**

Major Studies and Issue Briefs of the Congressional Research Service. 1989-present

Fenwick Ref Indexes **JK1108 .M25**

Sage Public Administration Abstracts A quarterly publication which abstracts journal literature in public administration and related areas such as the economy, law and politics. Vol.7, 1980-

Fenwick Ref Indexes **JA1 .S27**

DATABASES

ABI Inform -Includes journals on management, human resources and organizational theory.

Business Index ASAP- Business and management journals, as well as trade & industry publications.

Congressional LexisNexis- Full text of federal legislative and regulatory documents.

CQ Weekly- Congressional bill status, votes, and policy news.

Dissertations Abstracts- Indexing and abstracting of dissertations and theses back to 1861.

Expanded Academic-Interdisciplinary articles that include government, policy and management topics; also includes book reviews.

Index to Legal Periodicals and Books- Abstracts of legal journals, books and conference papers.

LexisNexis Academic- Full-text of U.S. & world news, business publications, media transcripts.

National Journal Policy Central- News on Executive Branch activities and issues reports.

NetLibrary- Includes many electronic books on public administration.

Public Affairs Information Service-Abstracts of journal literature on policy, government, economics.

State Capital LexisNexis- Provides legal and regulatory information for all 50 states.

Statistical LexisNexis -Statistical tables and spreadsheets on government & policy issues.

Worldwide Political Science Abstracts- Abstracts of U.S. and international scholarly literature on political science.

JOURNALS

GMU Libraries Periodicals Department, 1st Floor of Fenwick Library, includes many current and bound issues of journals in the field of public administration. Some of the key print titles are listed below. To locate the electronic version of these periodicals, and their date coverage, use the “**E-Journal Locator**” available from the GMU Libraries Home Page [http:// library.gmu.edu](http://library.gmu.edu) Selected E-Journal coverage has been listed below, but please ask Reference Staff for further assistance with searching and date coverage.

Administration and Society.

Fenwick Periodicals Vol. 14 (1983-) ; E-journal: *in Expanded Academic, Proquest.*

American Review of Public Administration

Fenwick Periodicals Vol. 15 (1981-); E-journal: in ABI Inform, Business Index ASAP

Government Finance Review

Fenwick Periodicals Vol. 1 (1981-)

Journal of Policy Analysis and Management

Fenwick Periodicals Vol. 1 (1981-)

Organizational Dynamics

Fenwick Periodicals Vol. 11 (1983-); E-journal: in Business ASAP, Science Direct

Public Administration Quarterly

Fenwick Periodicals Vol. 7 (1983-); E-Journal: in ABI Inform

Public Administration Review

Fenwick Periodicals Vol. 43 (1983-)

Public Budgeting and Finance

Fenwick Periodicals Vol. 3 (1983-); E-Journal: in Blackwell, Business Index ASAP

Public Finance Review

Fenwick Periodicals Vol. 25 (1997-); E-Journal in ABI Inform

Public Management

Fenwick Periodicals Vol. 75 (1993-); E-Journal in ABI Inform, Expanded Academic

Public Manager; the New Bureaucrat
Fenwick Periodicals Vol. 21 (1992-); E-Journal in *Business Index ASAP*

Review of Public Personnel Administration
Fenwick Periodicals Vol. 8 (1987-); E-Journal in *ABI Inform*

Spectrum; the Journal of State Government
Fenwick Periodicals Vol. 65, no. 3 (July 1992-); E-Journal in *Business Index ASAP, ABI Inform*

Urban Affairs Review
Fenwick Periodicals Vol. 30, no. 3 (1995-); E-Journal: in *Expanded Academic, Proquest*

GOVERNMENT DOCUMENTS

The Government Documents Department, First Floor of Fenwick Library, has been designated a Depository Library of the U.S. Government Printing Office. It has a large print collection of government agency, legislative and regulatory documents, many of which are circulating materials, and can be very useful in public administration research. The Government Documents Department is also a Depository collection for State of Virginia documents. All of these publications are included in the GMU Libraries online catalog, and can be searched by agency, title, subject, and so on.

Many government resources are also in electronic format; many of these are listed under “Databases” on the GMU Libraries HomePage. <http://library.gmu.edu>

Some electronic resources of interest to public administration students are listed below:
American Factfinder web-based access to the Census 2000 data, including the Economic Census and the American Community Survey.

CenStats- Provides access to Census databases such as County Business Patterns and the Annual Survey of Manufactures.

GPO Access- Full text access to a variety of U.S. Government resources including budget, regulatory and Congressional information.

Science.gov A gateway to science information and research from many agencies, covering natural resources to energy to technology.

THOMAS Full text of current and past years’ documents of the U.S. Congress.

VA Legislature- Provides coverage of the most recent session of the Virginia State Legislature.

Research Consultations

Please contact Barbara Hillson, Public & International Affairs Reference/Liaison Librarian in Fenwick Library, if you wish to schedule an individual research consultation appointment. Telephone: 703-993-3715; e-mail: bhillson@gmu.edu