

## Public Management Resource Guide

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This guide provides selected resources on public management. Included are the Mildred F. Sawyer Library subscription databases, selected web resources, and various print reference resources. For specific book and periodical titles, consult the [Suffolk University Library Catalog](#).

### Periodical Indexes and Full-text Databases

#### [Public Administration Abstracts](#)

This database contains bibliographic and linked full-text records covering content related to public administration, including public administration theory, and other areas of key relevance to the discipline. The index contains 60,000 records, from important journals like *Journal of Public Economics*, *Public Administration*, *Public Administration Review*, etc. Coverage back to 1974.

#### [Business Source Complete](#)

Provides bibliographic and full-text content from 11,200 sources, including more than 1,100 scholarly business journals. Covers every area of business including public administration areas such as government policy, personnel management, budgeting, economics, finance, and management. The full-text of *Public Administration Quarterly* is included in this database from 1977 to the present.

### [EconLit with Full Text](#)

This is the American Economic Association's database, which provides indexing and abstracting for over 450 international, economic journals covering fields such as government regulations, public finance, and urban economics. Coverage is from 1969 to present. The amount of full-text content available in *EconLit* has increased to include full-text for more than 400 publications.

### [General BusinessFile ASAP](#)

Provides indexing, abstracting and a substantial amount of full-text for business and management topics. Coverage is from 1980 to the present.

### [Academic Search Complete](#)

Our best general research database, this online resource provides indexing and abstracting for 4,500 scholarly publications with full-text access for over 3,600 of the titles. Indexing and abstracting coverage generally from the mid-1980's and full-text coverage for many titles dating back to 1990. You may limit search results to full-text and peer-reviewed articles. Coverage of many academic areas including social sciences, humanities, education, and business.

### [Academic OneFile](#)

Provides indexing and abstracting of more than 8,000 journals and magazines in the social sciences, humanities, and science and technology. You may limit search results to full-text or peer-reviewed articles or articles with images. Full-text is provided for about two-thirds of the publications.

### [CQ Researcher](#)

This full-text database contains reports on topics of current interest, many of which deal with social issues and current events. Each report includes sections on background, outlook, chronology, bibliography, and pro/con views of the issue. [CQ Weekly](#) reports on past and present legislative issues discussed by the U.S. Congress plus the status of bills in play, committee and floor activity, debates, and roll-call votes.

### [SocINDEX with Full Text](#)

This database contains full-text for about 450 journals as well as full-text for more than 700 books and 6,000 conference papers. Subject areas covered include: "abortion, criminology & criminal justice, demography, ethnic & racial studies, gender studies, marriage & family, political sociology, religion, rural & urban sociology, social development, social psychology, social structure, social work, socio-cultural anthropology, sociological history, sociological research, sociological theory, substance abuse & other addictions, violence and many others."

### [CSA Indexes in the Social Sciences](#) (use to search across multiple CSA databases)

*Criminal Justice Abstracts* indexes and abstracts international journals, books, reports, dissertations and unpublished papers on criminology and related disciplines including crime trends, courts and the legal process, and economic and political sciences. *Criminology: a SAGE Full-Text Collection* covers topics such as crime trends, corrections, penology, policing, and

crime prevention. *Sociological Abstracts* is a bibliographic database that includes topics such as demography, social psychology, economic and community development. *Social Services Abstracts* is an index to literature in the areas of social work, human services, social welfare, and social policy. All of these databases may be searched individually or together.

### [LexisNexis Academic](#)

Comprehensive database contains full-text news articles in major U.S. and foreign newspapers, and also provides full-text access to legal periodicals, case law, and U.S. codes and regulations.

### [LexisNexis Statistical](#)

LexisNexis Statistical provides access to statistics produced by state and federal government, major international organizations, professional and trade associations, commercial publishers, research organizations, corporations, and universities.

### [JSTOR](#)

Contains the full-text back runs of over 300 scholarly publications in various academic fields, including business, economics, finance, and political science. Search by category or within a particular journal. The "Public Policy & Administration" category includes *Public Administration Review*, *Administrative Science Quarterly* (1956-2004), *Educational Evaluation and Policy Analysis*, *Journal of Public Administration Research and Theory: J-PART*, and *Philosophy and Public Affairs*.

### [MEDLINE](#)

In addition to providing medical information, [MEDLINE](#) indexes, abstracts, and provides some full-text links to articles about management issues in the health care system. Articles dealing with health management topics can also be found in [Health Reference Center Academic](#), and [HighWire](#).

## **General Resources**

### [Government Technology](#)

<http://www.govtech.com>

Self-described as "Solutions for State and Local Government in the Information Age," this website provides news articles, blogs, case studies, white papers, and events listings. The current issue of their magazine *Government Technology* is also available free on this website.

### [UNPAN: United Nations Online Network in Public Administration and Finance](#)

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

UNPAN is "sponsored by the United Nations Department of Economic and Social Affairs (UNDESA), [and] is executed and managed by the Division for Public Administration and Development Management." Users will find reports and case studies (for free in PDF format) on public management issues in various countries, and on broad-based emerging topics such as e-

business taxation, privatization, and information systems. An easy way to access the content on this site is through the [UNPAN Site Map](#).

### [Public Administration and Management: an Interactive Journal](#)

<http://www.pamij.com/>

An online full-text peer-reviewed journal, published semi-annually.

## Statistics

### [Census of Governments: Federal, State and Local Governments](#)

<http://www.census.gov/govs/>

The *Census of Governments*, part of the Census Bureau's Economic Census, has been conducted every 5 years since 1957. Eighty-seven thousand state and local governments are surveyed, which includes counties, cities, towns, special districts, and school districts. The collected data includes the characteristics of local governments, financial data (revenue, expenditure, debt, assets) and employment data (employees, payroll, and benefits). Selected [publications](#) from the 1992, 1997, and 2002 *Census of Governments* are also available in full-text PDF format (<http://www.census.gov/prod/www/abs/govern.html>). Print copies of the [1977](#), [1982](#), and [1987](#) *Census of Governments* are available in the Sawyer Library's Reference collection.

### [State of the Cities Data Systems \(SOCDS\)](#)

<http://socds.huduser.org/>

*SOCDS* is comprised of selected statistics collected by the Census Bureau and the Bureau of Labor Statistics. Selections include employment, crime, building permits, and urban public finance data. *SOCDS* is provided by HUD User, an "information source for housing and community development researchers and policymakers," established in 1978 by the U.S. Department of Housing and Urban Development's (HUD's) Office of Policy Development and Research (PD&R).

## State and Local Resources

### [Massachusetts Municipal Association](#)

<http://www.mma.org/>

"The Massachusetts Municipal Association is a nonprofit, nonpartisan association that provides advocacy, training, publications, research and other services to Massachusetts cities and towns. The MMA is the only statewide organization that brings municipal officials together to establish unified policies, to advocate these policies, and to share information that increases the efficiency and cost-effectiveness of service delivery to community residents."

### [State and Local Employees](#)

[http://www.firstgov.gov/Government/State\\_Local.shtml](http://www.firstgov.gov/Government/State_Local.shtml)

This directory to resources for employees of state and local government is part of the FirstGov.gov website, "the U.S. Government's Official Web Portal." Topics include disasters, public safety, technology, and grants.

### [State and Local Government on the Net](#)

<http://www.statelocalgov.net/index.cfm>

In addition to providing links to state, city, and town governments and agencies (including libraries), this site also refers the user to federal, multi-state, and national organizations.

## **Professional Associations**

### [American Society for Public Administration](#)

<http://www.aspanet.org/>

Since being founded in 1939, the American Society for Public Administration (ASPA) has fostered professionalism and promoted education and research in public administration. Although much of the content on this site requires a subscription membership, the current issues of the ASPA's monthly newspaper [PA Times](#) and the e-newsletter [ASPAnet This Week](#) are available for viewing to non-members.

### [National Academy of Public Administration \(NAPA\)](#)

<http://www.napawash.org/>

Founded in 1967, "The National Academy of Public Administration is an independent, nonpartisan organization chartered by Congress to assist federal, state, and local governments in improving their effectiveness, efficiency, and accountability." The Academy's publications may be browsed by title, however they are not available online. They may be purchased from the NAPA.

## **Budgeting and Finance**

### [Government Finance Officers Association \(GFOA\)](#)

<http://www.gfoa.org/>

The GFOA website states that "the purpose of the Government Finance Officers Association is to enhance and promote the professional management of governments for the public benefit by identifying and developing financial policies and practices and promoting them through education, training and leadership." Among other things, the website includes selected articles from [Government Finance Review](#), *Public Policy Statements*, and *Recommended Practices* documents.

### [Massachusetts Government Finance Officers Association](#)

<http://www.mgfoa.org/>

The website of the MGFOA, which is focused on "the advancement of the profession of public finance in Massachusetts," has membership information, a list of meetings and events, and free full-text of their newsletter *Dollars & Sense*.

## **Administrative Law**

### [Administrative Law](#)

[http://topics.law.cornell.edu/wex/Administrative\\_law](http://topics.law.cornell.edu/wex/Administrative_law)

"Administrative law encompasses laws and legal principles governing the administration and regulation of government agencies (both Federal and state)." Part of Cornell University's Legal Information Institute's "Wex, a collaboratively built, freely available legal dictionary and encyclopedia," this article refers users to sources appropriate for researching federal and state administrative law and procedures.

### [State Legislatures, State Laws and State Regulations](#)

<http://www.llsdc.org/state-leg/>

Part of the Law Librarians' Society of Washington, D.C.'s *Legislative Source Book*, links are provided to state legislatures and their codes and regulations (as available). Appropriate state office telephone numbers are also provided. Organized alphabetically by state.

## **Selected Print Resources**

### [Statistical Abstract of the United States](#)

REF DESK HA202 .S797 (latest edition)

The *Abstract* is a summary of selected statistics on the "social, political, and economic organization of the United States" with an emphasis on national data. It is also available [online](#) 1878 to date in PDF format.

### [Handbook of U.S. Labor Statistics : Employment, Earnings, Prices, Productivity, and Other Labor Data](#)

REF HD8051 .H36

The Sawyer Library has this publication (issued irregularly) from 1997 onwards. The *Handbook* presents industry data and historical data on employment, hours, and earnings for each of the 50 states (including statistics for selected areas within states) and the District of Columbia.

### [Massachusetts Municipal Directory](#)

REF JS451 .M47 M33 (latest 2 editions)

Published by the Massachusetts Municipal Association, this directory provides fiscal and demographic data and the names, titles and contact information for all the cities and towns in Massachusetts.

### [Book of the States](#) (1982/1983 - to present)

REF JK2403 .B62 (latest edition at Reference Desk)

Written primarily for policy-makers and managers in state government, this annual publication produced by The Council of State Governments provides information and data (e.g. summary of federal government expenditure by state) on many areas in state government. It also reports on trends in areas such as government accounting, auditing and treasury.

### [CSG State Directory](#)

REF JK2403 .B623 (latest issues only)

Issued annually by The Council of State Governments, the *Directory* consists of three volumes. *Directory I---Elective Officials* contains the names and contact information for state officials such as the governor, secretary of state, attorney general and treasurer. *Directory II---Legislative Leadership, Committes and Staff* identifies and provides contact information for Senate and House officers, heads of selected Standing Committees, and Legislative Agency staff. *Directory III---Administrative Officials* "provides basic information about elected and appointed officials with primary responsibility in more than 110 state government functions."

### [State Tax Handbook](#)

REF KF6750 .C66S72 (current year only)

Provides an overview of taxation schemes for each state plus multistate charts on income, sales, and use taxes. Includes state administrative provisions.

### [Cultures of the States: a Handbook on the Effectiveness of State Governments](#)

REF JK2408 .F79 2003

The authors have collected and analyzed state statistics on mortality, health, education, crime and punishment, and the economy and created state comparisons as well as a "problems profile" for each state. The annual publication [State Rankings](#) (REF. HA203 .U17) provides over 500 tables of state comparisons in areas such as agriculture, education, energy and the environment etc.

### [The Municipal Year Book](#)

REF JS342 .A2 I52 (1939, 1950, 1968, 1971, 1973 to present)

The International City/County Management Association publishes this annual which includes articles and data that address local government concerns. Broad categories include: management trends and issues, intergovernmental issues, staffing and compensation, and directories.

### [County and City Extra : Annual Metro, City, and County Data Book](#)

REF HA203 .C68

Provides "the most up-to-date statistical information available for every state, county, metropolitan area, congressional district, and for all cities in the United States with a 2000 population of 25,000 or more." Data for towns and cities under 25,000 population can be found in the companion publication [Places, Towns, and Townships](#) (REF HA203 .P58). Data from the 2000 Census is also presented in the *County and City Data Book* which can be downloaded in

PDF format from [Uncle Sam's Reference Shelf](#). Older editions of the [County and City Data Book](#) (REF HA202 .A36) are available in the Sawyer Reference stacks.

[Encyclopedia of Public Administration and Public Policy](#)

REF JK9 .E526 2003

This two-volume work "provides the reader with (article-length) entries concerning the salient theories, issues, and concepts within the broad fields of public administration and public policy."

[Handbook of Comparative and Development Public Administration](#)

REF JF1351 .H267 2001

This volume contains essays on topics in public administration and public policy in developed and developing nations, and also contains essays that focus on the political and administrative roles of public bureaucracy.

[United States Government Manual](#)

REF JK421 .A3 (latest edition only)

(1995-96 to present at [U.S. Government Manual](#))

"As the official handbook of the Federal Government, the United States Government Manual provides comprehensive information on the agencies of the legislative, judicial, and executive branches. It also includes information on quasi-official agencies, international organizations in which the United States participates, and boards, commissions, and committees."

[Federal Regulatory Directory](#) (latest edition)

REF KF5406 .A15 F4

Consists of an introductory essay that provides an overview of federal regulation followed by detailed profiles of the twelve largest regulatory agencies.