

# James J. Hill Reference Library Guide to International Business Resources

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This guide highlights some of the more frequently used sources on international business at the Hill Library. For further information and other sources, call our reference line at 651-265-5500, or email us at [info@jjhill.org](mailto:info@jjhill.org).

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## Culture & Communications

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***Communicating Across Cultures***, by Phillip Khan- Panni & Deborah Swallow  
International HF5389.K436 2003

A great resource for anyone working across cultures, this publication offers insights into diverse cultural patterns. The book highlights danger points in business relationships, and offers "ten best tips" for doing business around the world.

***The International Business Etiquette Internet Sourcebook (2007)***

[www.ats.agr.gc.ca/export/4027\\_e.htm](http://www.ats.agr.gc.ca/export/4027_e.htm)

This Canadian Government web site offers a nice collection of links to a number of sources providing travelers' guides and etiquette tips for those doing business in different countries or regions.

***Passport China: Your Pocket Guide to Chinese Business, Customs & Etiquette***, by Jenny Li  
International HD58.7.L497 2003

This handy little book covers meetings, negotiations, communications styles, entertaining, and socializing, all in less than a hundred pages.

## Demographics

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***NationMaster***

[www.nationmaster.com](http://www.nationmaster.com)

A compilation of data from such sources as the UN, the CIA, the OECD and others, NationMaster can be used to generate statistical maps and graphs on a wide variety of topics.

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**World Consumer Lifestyles Databook**

International HF5415.3.W67 5<sup>th</sup> ed., 2006

Euromonitor provides rankings and cross-country comparisons on such lifestyle questions as health, home ownership, leisure habits, media, drinking habits, consumer expenditures, smoking habits, tourism, crime, and communications.

**World Consumer Spending**

International HC79.C6.W6 2005-06

Euromonitor provides detailed statistics on the spending habits of consumers in 71 major world economies, covering such areas as furniture, fuel, rent, heat, garments, alcoholic beverages and more.

**World Factbook**

International D10.N3 2007

<https://www.cia.gov/library/publications/the-world-factbook/>

This CIA publication is a comprehensive source of facts and statistics for over 250 countries, providing data on each nation's geography, population, economics, government, and more. The online *Factbook* is updated periodically throughout the year.

**Directories &  
Company Information**

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**Directory of American Firms Operating in Foreign Countries**

International HG4057.A1 A6 (4 vols.) 2009

**Directory of Foreign Firms Operating in the United States**

International HG4057.A1A5 2008

These publications list American firms that have operations abroad, with country-by-country listings of American operations, and country-by-country and alphabetical listings of foreign firms with operations in the U.S. Provides address, phone number, fax number, officers and more.

**Directory of United States Exporters**

International HF3010.U5 2007

**Directory of United State Importers**

International HF3010.U6 2007

These directories contain alphabetical company, product and state indexes, with the detailed company information falling within the state index. These sources also provide customs information, lists of foreign consulates in the U.S., foreign trade zones, trade commissions, and world ports.

**Dun & Bradstreet Million Dollar Database Total**

Subscription database available at Hill Library

The *Million Dollar Database* covers over 23 million companies internationally, including about 14 million U.S. and Canadian businesses. You can search for companies by a variety of criteria, such as industry, company size, and geographic location. Search results can be printed or downloaded.

**Hoovers**

Subscription database available at the Hill Library; some free access available at [www.hoovers.com](http://www.hoovers.com)

Hoovers includes detailed information on more than 12,000 large companies outside of the U.S. These profiles include a company overview as well as officers and other contact information, with sales figures and number of employees included as available.

### **Kompass**

Subscription database available at the Hill Library; some free access available at [www.kompass.com](http://www.kompass.com)  
The *Kompass* database provides information on nearly two million international companies, typically including product and service information, executives, revenues, and more. *Kompass* is aimed at professional buyers who deal directly with manufacturers, agents or distributors under standard business-to-business conditions. The database covers over 70 countries and is searchable by country or region, product (54,000 product and service codes), or by company name.

### **Lexis Nexis Corporate Affiliations: Volumes 7 & 8 – International Companies**

Subscription database available at Hill Library; also Reference HG4057.A1N3 2010  
This source provides information on both public and private companies headquartered outside the U.S. including their subsidiaries, divisions, and affiliates, whether located overseas or in the U.S.

### **Mergent's International Manual**

International HG4905.M825 2008  
The *International Manual* includes financial statements, history, and investment information on over 13,000 public companies in nearly 100 countries.

### **Trade Show News Network**

[www.tsn.com](http://www.tsn.com)  
Free online directory of international trade shows, covering over 19,500 events. Search by event name, industry, venue, or vendor.

### **Trade Shows Worldwide: An International Directory of Events, Facilities, and Suppliers**

Reference AS8.T7 2008  
This directory of trade shows is indexed chronologically, geographically, and by subject. It provides dates, locations, and information on exhibits and attendance.

## **Economics**

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### **Dancing with Giants: China, India and the Global Economy**

International HF1604.D36 2007  
This World Bank publication analyzes the sudden economic growth of India and China, and examines its impact on the rest of the world.

### **EBSCO Business Source Corporate**

Subscription database available at the Hill Library  
EBSCO provides several country-by-country reports, such as Country Watch and Business Monitor. Reports include industry overviews by country and region, country profiles, economic surveys, political risk overviews, economic competitiveness reports, and more.

### **European Business Facts and Figures**

International HC241.2P28 2007  
Published by Eurostat, this publication aims to provide a standard set of information for industrial, construction, and service activities within the EU. Presents a snapshot of output, employment, and external trade.

### **GlobalEDGE**

[globaledge.msu.edu/index.asp](http://globaledge.msu.edu/index.asp)

Created by the Center for International Business Education and Research at Michigan State University, GlobalEDGE offers a wealth of resources on global business activities. The “Country Insights” area provides links to documents from a variety of sources, such as Bloomberg, the BBC and *The Economist*, covering current news, political structure, economics and statistical data for about 200 countries, while the “Global Resources” area will point you to thousands of information sources covering all aspects of international business.

### **World Bank Data**

[data.worldbank.org](http://data.worldbank.org)

The World Bank provides quick profiles for over 200 countries and 16 topic areas, such as education, poverty, and social development, as well as a database of 339 economic indicators, downloadable in a spreadsheet format.

## **Guides to Doing Business in Specific Regions**

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### ***Big in Asia; 25 Strategies for Business Success***, by Michael Backman and Charlotte Butler

International HD30.28.B322 2004

This publication focuses on the main difficulties faced by companies doing business in Asia, and offers a series of strategies for success, as well as suggestions for partnerships, acquisitions, and for avoiding legal entanglements.

### ***Deloitte-Touche-Tohmtsu International Tax and Business Guides***

[www.deloitte.com/view/en\\_KW/kw/insights/international-tax-business-guides/index.htm](http://www.deloitte.com/view/en_KW/kw/insights/international-tax-business-guides/index.htm)

These guides provide a quick summary of key economic indicators, business and financing climate, tax regimes, trade and investment matters, and labor environment for sixty of the world’s leading trading nations.

### ***Doing Business Project***

[www.doingbusiness.org/Downloads](http://www.doingbusiness.org/Downloads)

The Doing Business project, launched 8 years ago, looks at domestic small and medium-size companies and measures the regulations applying to them through their life cycle. *Doing Business* provides a quantitative measure of regulations for starting a business, dealing with construction permits, employing workers, registering property, getting credit, protecting investors, paying taxes, trading across borders, enforcing contracts and closing a business—as they apply to domestic small and medium-size enterprises.

### ***Doing Business with India***

International HF3787.D65 2007

A guide to commercial laws, banking, accounting, and the rules of business engagement in India. Also provides some statistics on individual states within India, as well as information on communication and leadership styles. This publication also provides advice on outsourcing back office and customer service functions to India.

### ***Doing Business with China***

International HC427.95 .D65 2006

This comprehensive source covers China's economy and administrative system, foreign company operations within China, market entry and business development in China, sectors of opportunity, and leading companies.

### ***HLB Doing Business in... series***

#### ***Lex Mundi Doing Business in... series***

[www.hlbi.com/index.php?option=com\\_content&view=article&id=37&Itemid=19](http://www.hlbi.com/index.php?option=com_content&view=article&id=37&Itemid=19)

[www.lexmundi.com/lexmundi/Guides\\_to\\_Doing\\_Business1.asp](http://www.lexmundi.com/lexmundi/Guides_to_Doing_Business1.asp)

Many accounting, consulting, and law firms have at one point or another published series of "Doing Business in..." books for individual countries. HLB's series of booklets, and Lex Mundi's more legally oriented documents, are available online for free.

### ***One Billion Customers: Lessons from the Front Lines of Doing Business in China***, by James McGregor

International HC427.95 M43 2005

A series of case studies on western business interactions with China, each concluded with a summary list of lessons learned from that case.

## **Importing & Exporting**

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### ***Breaking into the Trade Game: a small business guide to exporting, 3<sup>rd</sup> edition***

[www.sba.gov/idc/groups/public/documents/sba\\_homepage/serv\\_entire.pdf](http://www.sba.gov/idc/groups/public/documents/sba_homepage/serv_entire.pdf)

Covers the basics of exporting for the small business, with chapters on the decision making process, identifying markets, financing, transportation, e-commerce, and more.

### ***Building an Import/Export Business***, by Kenneth Weiss

Small Business Resources HF1416.W43 2002

In the third edition of this popular work Weiss covers business planning, currency transactions, government regulations, tax laws, customs requirements, shipping procedures, security concerns and Internet strategies for reducing costs and targeting customers.

### ***Business.Gov – Import/Export***

[www.business.gov/expand/import-export](http://www.business.gov/expand/import-export)

"What you need to know about importing and exporting." Provides an introduction to the basics, and also looks at trade agreements, business travel, and information on the import/export of specific products that are regulated by federal agencies.

### ***Census Bureau - Foreign Trade Statistics***

<http://www.census.gov/foreign-trade/index.html>

Historical and current import and export data, updated monthly. View data by country, by end-use, by product classification, by state (exports only). For a small fee, you can even order customized reports.

### ***Exporters' Encyclopedia***

International HF3011.E9 2009

This annual publication provides country information including useful contacts, documentation, trade regulations, marketing, and travel hints. Also contains information on the basics of export, communications, and transportation. Updated throughout the year.

**Export.gov**

[www.export.gov](http://www.export.gov)

Export.gov is the portal to all export-related assistance and market information offered by the federal government. Export.gov can provide information on export basics, market research, trade leads, free export counseling, or help with the export process.

**Importers Manual U.S.A.**

International HF3035.I4 2004

A reference encyclopedia and source book for the process of importing into the U.S. Addresses international legal and banking issues, customs entry and clearance, packing, shipping and insurance. The Commodity Index serves as a guide to the regulatory requirements relevant to imports into the U.S., organized according to the 99 chapters of the Harmonized Tariff Schedule of the U.S. 2004.

**Importing into the United States: A Guide for Commercial Importers**, by the U.S. Customs Service

International HJ6622.A7; also available online at

[www.customs.gov/linkhandler/cgov/newsroom/publications/trade/iius.ctt/iius.pdf](http://www.customs.gov/linkhandler/cgov/newsroom/publications/trade/iius.ctt/iius.pdf)

This Customs Service publication provides an overview of the importing process and contains general information about import requirements.

**Mastering Import & Export Management**, by Thomas A. Cook

International HF1414.4.C665 2004

Section one focuses on the global supply chain, while Section Two and Three look at export and import operations. The lengthy appendix includes a glossary, a listing of key phone numbers and government resources, and many sample documents.

**Ports of Entry & U.S. Import Regulations**

International KF6652.U55 2008

This 2008 publication is a part of the U.S. Custom House Guide. It provides a list of ports having customs facilities, customs officials, port authorities, chambers of commerce, embassies and consulates, foreign trade zones, and related trade services, as well as U.S. customs regulations.

**TradeStats Express**

[www.tradestatsexpress.gov](http://www.tradestatsexpress.gov)

TradeStats Express provides national or state trade data, with charts, tables, and color coded maps providing current and historical trade statistics.

**U.S. Harmonized Tariff Schedule**

[www.usitc.gov/tata/hts](http://www.usitc.gov/tata/hts)

The most recent online versions of the Harmonized Tariff Schedule, which may be an updated version of the last printed publication. The USITC (Office of Tariff Affairs and Trade Agreements) is responsible for publishing the Harmonized Tariff Schedule of the United States Annotated (HTSA), which provides the applicable tariff rates and statistical categories for all merchandise imported into the United States. It is based on the international Harmonized System, the global system of nomenclature that is used to describe most world trade in goods.

**U.S. International Trade Commission Interactive Tariff and Trade Dataweb**  
[dataweb.usitc.gov](http://dataweb.usitc.gov)

The USITC provides U.S. import and export trade statistics and U.S. tariff data, free of charge. International trade data is available from 1989 – present, and is available in either pre-defined reports or through an interactive database. (Registration required.)

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**Markets**

**BuyUSAinfo: Market Research Library**

[www.buyusainfo.net/adsearch.cfm?search\\_type=int&loadnav=no](http://www.buyusainfo.net/adsearch.cfm?search_type=int&loadnav=no)

A service of the U.S. Department of Commerce, U.S. Commercial Service, the Market Research Library lets you search for *Country Commercial Guides*, Industry Sector Analyses, International Market Insight research reports, and international trade organizations. *Country Commercial Guides* are prepared annually by U.S. embassies and present a comprehensive look at countries' commercial environments, with economic, political, and market analysis. Free registration required.

**International Marketing Data and Statistics**

International HA155.I5 2009

This Euromonitor publication includes statistics on consumer market sizes, consumer prices, cultural indicators, environmental data, households, health, IT and telecommunications, retailing, tourism, and more. Provides 26 year trend data for over 160 countries, though coverage is at times uneven.

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**Off-Shoring & Outsourcing**

**Building a Successful Plant in China**

International HF3833.B85 2004

Provides broad information about Chinese economy and infrastructure, and more detailed information regarding Industrial Parks in different regions of China, targeted industries, and contact information.

**Global Sourcing Logistics: How to Manage Risk and Gain Competitive Advantage in a Worldwide Marketplace**, by Thomas A. Cook

International HD39.5.C622 2007

Offers guidance in creating standard operating procedures and managing risks involved with inbound supply chains.

**Sourcing in China: Strategies, Methods, and Experiences**, by Guido Nassimbeni

International HF5437.N28 2006

Looks at different types of sourcing in China, and examines critical issues, strategy and planning, and transportation infrastructure. Concludes with five case studies of sourcing from China.

**What's This India Business? Offshoring, Outsourcing and the Global Services Revolution**, by Paul Davies

International HD2385.I5W48 2005

Davies, formerly managing director of Unisys India and currently managing director of a consultancy on offshore services, gives examples and advice on selecting the right partner for offshoring and outsourcing, drawing on his own experiences developing business partnerships in India. He also describes what to expect when arriving in India and explains cultural customs.

## Periodicals

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The most current available information sources are newspapers, business magazines and trade publications. Researchers at the Hill Library can search for articles on International business topics in ProQuest's ABI/INFORM, EBSCO's Business Source Corporate, or Gale's Business and Company Resource Center, accessing thousands of publications around the world.

### ***EBSCO – Business Source Corporate***

Subscription database available at Hill

The *EBSCO* database provides access to over 3000 international magazines and trade journals, with coverage dating back to 1965.

### ***The Financial Times of London***

[www.ft.com/home/us](http://www.ft.com/home/us)

One of the world's leading business publications, providing news, commentary, data and analysis for the global business community. Free registration allows you to read ten articles a month.

### **Google News**

[news.google.com](http://news.google.com)

There are not many free databases providing coverage of magazines and newspapers, but Google News does a pretty good job of catching the recent online versions of magazines, trade publications and newspapers. The advanced search options include state and source parameters, and you can filter results by relevance or date. Foreign sources can be searched from Google's foreign news sites, such as [news.google.fr](http://news.google.fr).

### ***ProQuest ABI/INFORM / Newspapers***

Subscription database available at Hill

*ABI/INFORM* is international in scope and covers over 1400 business magazines, trade journals, and newspapers, with citations, abstracts, and full text articles on topics such as business, management, and finance. The ProQuest *Newspapers* database provides access to important U.S. newspapers, including the *New York Times*, the *Wall Street Journal*, the *Los Angeles Times*, and the *Chicago Tribune*.

### ***Wall Street Journal***

[online.wsj.com/home-page](http://online.wsj.com/home-page)

Free access to selected articles, and separate editions covering U.S., Asia, China, India, Japan, Europe, and the Americas.

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