



国际工商管理 百科全书

.....(第2版).....

International Encyclopedia
of Business & Management

.....

[美] Malcolm Warner 主编

索引

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第 8 卷

清华大学出版社

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Using the encyclopedia

The *International Encyclopedia of Business and Management* is designed for ease of use. The following notes outline its organization and editorial approach and explain the ways of locating material. This will help users to make the most of the encyclopedia.

Sequence of entries

The encyclopedia contains 750 entries arranged in a single, alphabetical sequence through seven volumes. Entries are listed in alphabetical order. Note that the sequence follows the order of words rather than that of letter, and that the words *and*, *in*, *of* and *the* in entry titles are disregarded. A complete alphabetical list of entries is given in Volume 8 (the Index Volume).

The Index Volume

Volume 8 is devoted to a comprehensive index of the key terms, concepts, countries and names covered in Volumes 1 to 7, allowing users to reap maximum benefit from the encyclopedia. A guide to the index can be found at the beginning of the index. The Index Volume also includes permission acknowledgements, listed in alphabetical entry order.

Cross-references

The encyclopedia has been extensively cross-referenced in order to signpost other entries that are likely to be of interest. There are three types of cross-reference in the encyclopedia:

'See' cross-references

Throughout the alphabetical sequence of entry titles, there are cross-references which direct the user to the entry where a particular topic is discussed either under a different entry title or as part of a larger entry. For example:

Corporate taxation: see TAXATION, CORPORATE

Ethics: see BUSINESS ETHICS; MARKETING ETHICS

'See' cross-references within an entry

Cross-references within an entry direct the user to other entries closely related to the theme under discussion. These other entries will normally give a fuller explanation of the specific theme. These cross-references appear in small capital letters.

'See also' cross-references

At the very end of each entry, 'See also' cross-references guide the user to other entries of related interest, such as more specialized entries, biographical entries and geographical entries, as well as related entries in other disciplines. These cross-references appear in small capital letters in alphabetical order.

Structure of entries

A numbered contents list at the beginning of each entry in the encyclopedia gives the headings of its main sections. The scope and structure of the entry can thus be reviewed and sections of particular interest easily located.

Thematic entries begin with an 'Overview' section that serves as a brief introduction to the topic and a useful summary of the entry's contents. Biographical entries begin with a summary of the significant dates and events in the life of the subject and a list of his or her major works. Every entry is followed by a 'Further reading' section (see below).

Authors

The name of the author or authors is given at the end of each entry. A full list of contributors, showing their affiliation at the time of

writing and the titles of the entries they have written, can be found in Volume 8.

Further reading

Each entry has a 'Further reading' section which gives details of all the references cited in the text. Additional suggestions for reading are also provided for those who wish to delve deeper into a particular subject. References cited in the text are preceded with an asterisk (*).

The Further reading list is arranged alphabetically by author/editor and chronologically under the authors'/editors' names. Publications with joint authors are listed under the name of the first author and are listed after any individual publications of that author. Where publications have been issued by an institution, the name of the institution is given as the author. English translations of publications in other languages have been given wherever possible.

Items in the Further reading list have been annotated with a brief description of the level,

importance and usefulness of the publication listed.

References and suggestions for further reading are given in the Harvard style. The authors and editors have attempted to provide bibliographic data in the fullest possible detail.

Editorial style

Spelling and punctuation in the encyclopedia have been standardized to follow British English usage. The use of italics has been kept to a minimum and is normally restricted to foreign words and book or journal titles. Abbreviations and acronyms are spelled out in full on their first appearance in an entry. Chinese names have been westernized (i.e. Chen Derong becomes Derong Chen or Chen, D.). In alphabetical lists of names, *Mc* and *Mac* are treated as *Mac* and the next letter in the name determines the position of the entry.

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List of contributors

An alphabetical listing of authors, with their affiliations and the titles of the entries which they contributed.

Professor Etsuo Abe

*School of Business Administration
Meiji University
Tokyo
Japan*

*Business history, Japanese
Ibuka, Masaru (1908–97)
Iwasaki, Yataro (1834–85)
Shibusawa, Eiichi (1840–1931)*

Professor João Adamor Dias Neves

*Professor of Human Resource Management
Instituto Superior de Novas Profissoes
Lisbon
Portugal
Portugal, management in*

Professor Roy J. Adams

*Emeritus Professor of Industrial Relations
Human Resources and Labour Relations
Area
McMaster University
Hamilton
Canada
Perlman, Selig (1888–1959)
Trade unions*

Raj Aggarwal

*Firestone Chair in Finance
Department of Economics and Finance
Kent State University
USA
Bank of Japan*

Professor Shahid Uddin Ahmed

*Visiting Professor
Division of Business
Bethune-Cookman College
USA
Bangladesh, management in*

Professor Hiroya Akiba

*Professor of International Economics
School of Political Science and Economics
Waseda University
Tokyo
Japan
Banking in Japan*

Professor Carlos Aldao Zapiola

*Director of Human Resources
Holding Loma Negra
and World Federation of Personnel
Management
and University of Buenos Aires
Argentina
Human resource management in Latin
America*

Professor David Alexander

*Professor of Accounting
Birmingham Business School
University of Birmingham
UK
Fixed assets and depreciation*

Dr Cameron Allan

*Lecturer
School of Industrial Relations
Griffith University
Brisbane
Australia
Work and organization systems*

Franck Amalric

*Society for International Development
Rome
Italy
World Bank*

Professor Alan Andreasen

*Professor of Marketing and Associate Dean
School of Business
Georgetown University
Washington, D.C.
USA
Not-for-profit marketing*