SPECIAL BIBLIOGRAPHY SERIES

MANAGEMENT AND LEADERSHIP

NO. 40

AD715873

LIBRARY
DISCLAIMER NOTICE

THIS DOCUMENT IS BEST QUALITY AVAILABLE. THE COPY FURNISHED TO DTIC CONTAINED A SIGNIFICANT NUMBER OF PAGES WHICH DO NOT REPRODUCE LEGIBLY.
INTRODUCTION

This bibliography was prepared by Mr. Robert Shaffer, Senior Reference Librarian, with the cooperation of members of the Department of Psychology and Leadership for use in the instructional program at the United States Air Force Academy.

It represents a portion of the holdings of the Academy Library in the fields of management, leadership and selected related disciplines as indicated in the Table of Contents. No attempt was made to include extensive coverage in the areas of advertising, finance, labor economics, marketing, production management and salesmanship.

For materials published in late 1968 and following, the user is referred to the appropriate subjects in the card catalog of the Library.
# TABLE OF CONTENTS

## PART I - BOOKS

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL MANAGEMENT</td>
<td>1</td>
</tr>
<tr>
<td>LEADERSHIP</td>
<td>7</td>
</tr>
<tr>
<td>HUMAN RELATIONS</td>
<td>9</td>
</tr>
<tr>
<td>COMMUNICATIONS</td>
<td>11</td>
</tr>
<tr>
<td>PERSONNEL DEVELOPMENT</td>
<td>12</td>
</tr>
<tr>
<td>PERSONNEL ADMINISTRATION</td>
<td>14</td>
</tr>
<tr>
<td>INDUSTRIAL RELATIONS</td>
<td>16</td>
</tr>
<tr>
<td>CASEBOOKS</td>
<td>18</td>
</tr>
</tbody>
</table>

## PART II - SUGGESTED PERIODICALS IN MANAGEMENT AND LEADERSHIP

Indexing and abstracting note precedes the listings.
PART I

BOOKS ON MANAGEMENT AND LEADERSHIP
GENERAL MANAGEMENT


Follett, Mary Parker. Dynamic administration; the collected papers of Mary Parker Follett, edited by Henry C. Metcalf... and L. Urwick. New York: Harper, 1941. (T 56 F66)


Fuller, Don. Manage or be managed; a guide to managerial effectiveness for engineers, technicians, specialists. Boston: Industrial Education Institute, 1964. (HD 31 F96)


Learned, Edmund P., et al. Executive action. Boston: Division of Research, Graduate School of Business Administration, Harvard University, 1951. (HD 31 L438)


Lepawsky, Albert (ed.). Administration; the art and science of organization and management. New York: Knopf, 1949. (JF 1321 L593)


Longenecker, Justin G. Principles of management and organizational behavior. Columbus, Ohio: C. E. Merrill, 1964. (HD 31 L85)


Orth, Charles D., *et al.* *Administering research and development; the behavior of scientists and engineers in organizations*. Homewood, Ill.: R. D. Irwin, 1964. (T 175.5 O7)


Summer, Charles E.  *Factors in effective administration.* New York: Graduate School of Business, Columbia University, 1956. (HD 31 S95)


Walters, Jack F.  *Basic administration; the process of planning, organizing, managing, appraising and controlling.* Paterson, N. J.: Littlefield, Adams, 1959. (HD 31 W23)

LEADERSHIP

Beer, Michael. Leadership, employee needs and motivation. Columbus, Ohio: Bureau of Business Research, Ohio State University, 1966. (HD 6971 B415)


Stogdill, Ralph M. and Coons, Alvin E. *Leadership behavior: its description and measurement.* Columbus, Ohio: Bureau of Business Research, Ohio State University, 1957. (BF 637 .L4 S87n)

Stogdill, Ralph M. and Shartle, Carroll L. *Methods in the study of administrative leadership.* Columbus, Ohio: Bureau of Business Research, Ohio State University, 1955. (BF 637 .L4 S87)
HUMAN RELATIONS


Johnson, Rossall James. Personnel and industrial relations; a textbook with cases, problems, and role playing. Homewood, Ill.: R. D. Irwin, 1960. (HF 5549 J68)


Roethlisberger, Fritz J., *et al.* *Management and the worker; an account of a research program conducted by the Western electric company, Hawthorne works, Chicago.* Cambridge, Mass.: Harvard University Press, 1939. (HF 5549 R62m)


Scott, William G. *Human relations in management; a behavioral science approach; philosophy, analysis, and issues.* Homewood, Ill.: R. D. Irwin, 1962. (HD 31 S431)


Tannenbaum, Arnold S. *Social psychology of the work organization.* Belmont, Calif.: Wadsworth Publishing Co., 1966. (HF 5548.8 T16)

COMMUNICATIONS


Redfield, Charles E. Communication in management; the theory and practice of administrative communication. Rev. ed. Chicago, University of Chicago Press, 1958. (HF 5549.5 C6 R31)

PERSONNEL DEVELOPMENT


PERSONNEL ADMINISTRATION


INDUSTRIAL RELATIONS


Mundle, George F. Industrial relations bibliography: a checklist. Champaign, Ill.: Institute of Labor and Industrial Relations, University of Illinois, 1965. (Z 7164 .L1 M96)


CASE BOOKS


Summer, Charles E., and O'Connell, Jeremiah J. *The managerial mind: science and theory in policy decisions.* Homewood, Ill.: R. D. Irwin, 1964. (HD 31 S95m)
PART II

SUGGESTED PERIODICALS IN

MANAGEMENT AND LEADERSHIP
INDEXING AND
ABSTRACTING NOTE

The articles in the bulletins, journals and reviews, with the exception of the third item, are abstracted and/or indexed in one or more of the six items numbered below. These periodical indexes are listed in the order of their importance for our use of the listed periodicals.

#1 Psychological Abstracts
#2 Business Periodicals Index
#3 Public Affairs Information Service Bulletin (P. A. I. S.)
#4 Readers' Guide to Periodical Literature
#5 Biological Abstracts
#6 Social Sciences & Humanities Index

PERIODICALS


Administrative Science Quarterly. Graduate School of Business and Public Administration, Cornell University, Ithaca, New York. Broad coverage of management opinion and research reports, with a continuing emphasis on theory and philosophy. Book reviews and abstracts. (Abstracted and indexed in #s 1, 2, 3.)

American Management Association, Management bulletin. Published by the various divisions of the Association. New York, New York. Reports of company philosophy, policy, and practice in all phases of management. Each bulletin covers a specific topic as:
"Computer leasing: evaluating criteria for decision making",
"Critical path scheduling",
"Mastering change: breakthrough projects and beyond".
(File with back number periodicals on 5th floor balcony of Air Force Academy Library.) Irregular.

**Behavioral science.** Mental Health Research Institute, University of Michigan, Ann Arbor, Michigan. Articles on general theories of behavior and on empirical research. Book reviews and abstracts. Bimonthly. (Abstracted in #s 1 and 5)

**Harvard business review.** Graduate School of Business Administration, Harvard University, Boston, Massachusetts. Presently subtitled "The magazine of decision makers" it presents topics which are important to the general field of business and industry. Frequent articles on personnel and industrial relations. Bimonthly. (Abstracted and indexed in #s 1, 2, 3, 4)

**Human organization.** The Society for Applied Anthropology. University of Kentucky, Lexington, Kentucky. Intercultural approach to problems of human relations, including industrial relations. Quarterly. (Indexed in #6)

**Journal of applied psychology.** American Psychological Association, Washington, D. C. All phases of applied psychology, with numerous reports of personnel research. Bimonthly. (Abstracted in #s 1 and 5)

**Management review.** American Management Association, New York, New York. General coverage of all phases of management. Monthly. (Abstracted and indexed in #2)

**Monthly labor review.** Bureau of Labor Statistics, United States Department of Labor, Washington, D. C. Summaries of staff studies in industrial relations. Statistical employment, payrolls, labor law, and cost of living. (Indexed in #s 2, 3, 4)

**Personnel.** American Management Association, New York, New York. Broad interest in the fields of human and industrial relations. Bimonthly. (Abstracted and indexed in #s 1 and 2)
Personnel administration. Society for Personnel Administration, Washington, D.C. Articles on all phases of personnel management, with increasing emphasis on research and practice in large organizations. Bimonthly. (Abstracted and indexed in #s 1 and 2)

Personnel journal. Swarthmore, Pennsylvania. Reports of experience and research, factors of job success, and discussion of controversial issues. Book reviews and abstracts. Monthly, September through June; July-August is a combined issue. (Abstracted and indexed in #s 1 and 2)

Personnel psychology. College Station, Durham, North Carolina. Emphasizes reports on research in psychological aspects of personnel and industrial relations. Quarterly. (Abstracted in #1)