



## EBSCOhost Pocket Guide

Goto: <http://search.ebscohost.com>

Available on campus or through ID passwords available with your library

New Search Publications Cited References Images More ▾ Sign In Folder Preferences Languages ▾ Help

Choose Databases | Select another EBSCO service

INTERNATIONAL MANAGEMENT INSTITUTE

To search within a single database, click the database name listed below. To select more than one database to search, check the boxes next to the databases and click *Continue*.

Continue

Select / deselect all

Business Source Complete

*Business Source Complete* is the world's definitive scholarly business database, providing the leading collection of bibliographic and full text content. As part of the comprehensive coverage offered by this database, indexing and abstracts for the most important scholarly business journals back as far as 1886 are included. In addition, searchable cited references are provided for more than 1,300 journals.

[Title List](#) [More Information](#)

Regional Business News

### 1. Basic Searching on EBSCOhost

Type your search terms into the Find field.



Searching: **EconLit with Full Text**, Show all | Choose Databases

Enter any words to find books, journals and more

Search

[Search Options](#) ▾ Basic Search Advanced Search Search History

#### Search Options

- **Keyword Search** – Enter a keyword or phrase to search, and click the **Search** button.
- **Search Options** – Click to reveal Search Modes, Expanders, and Limiters.
- **Apply Search Modes and Expanders**

EBSCO Support Site: <http://support.ebsco.com>

EBSCOhost Video Tutorials: <http://support.ebsco.com/tutorials/ehost/>

Register free for online training: <https://ebsco-india.webex.com/>

## EBSCOhost Pocket Guide

2. Select limiters to restrict results to **Full Text**, articles from **Peer Reviewed** journals, **Publication Date**, etc., and click **Search**

Limit your results

Full Text

Scholarly (Peer Reviewed) Journals

Image Quick View

Publication

References Available

Published Date

Month  Year  - Month  Year

Image Quick View Types

Black and White Photograph  Chart

Color Photograph  Diagram

Graph  Illustration

Map

Special limiters for EconLit with Full Text

Reviewed Book Title

Geographic Descriptor

Publication Type

All

Book

Book Review

Collective Volume Article

Geographic Region

All

Africa

Limiters

3. Advanced Searching on EBSCOhost

Type your search terms into the Find field.

### Search Modes & Expanders

EBSCOhost

Searching: EconLit with Full Text, Show all | Choose Databases

Select a Field (optional) Search Clear ?

AND Select a Field (optional)

AND Select a Field (optional) + -

Basic Search Advanced Search Search History

Search Options

Search Modes and Expanders

Search modes ?

Boolean/Phrase

Find all my search terms

Find any of my search terms

Apply related words

Also search within the full text of the articles

- Click on the drop down menus to the right of the search boxes to limit your searching to specific fields (e.g.: document/article title, journal title, author, subject, etc.)
- **Truncation/Word Stemming Device** is the **asterisk** (e.g.: emotion\* will retrieve the words emotion, emotions, emotional)
- **Single Character Wildcard** is the **Question Mark** (e.g.: organi?ation will retrieve the word organization or organisation)
- **Multiple Character Wildcard** is the **Hash** (e.g.: labo#r will retrieve the words labor or labour)
- **Place Quotation Marks** around your terms to search for a phrase ex. "print media" will find these two words next to each other in exact order

**EBSCOhost Results Page**

4. The results list may contain results available in HTML, PDF, or both.

The screenshot shows the EBSCOhost search results interface. On the left, there are two filter sections: 'Limit To' and 'Source Types'. The 'Limit To' section includes options for 'Full Text' (checked), 'References Available', and 'Scholarly (Peer Reviewed) Journals'. Below this is a 'Publication Date' range from 1979 to 2015. The 'Source Types' section includes 'All Results' (checked), 'Academic Journals (30)', and 'Journals (1)'. On the right, two search results are displayed. Result 2 is 'Economics as Social Engineering? Questioning the Performativity Thesis' by Santos, Ana C.; Rodrigues, Joao, from the Cambridge Journal of Economics. Result 3 is 'Agricultural Policy as a Social Engineering Tool: A New Jersey Case Study' by Tavernier, Edmund M., from Review of Urban and Regional Development Studies. Both results include a 'PDF Full Text' link.

**Limiters** →

**Source Types** →

**Abstract Preview**

**On the result list:**

- ✓ **Narrow results by Source Type.**
- ✓ Refine your results with **Search Options** or **Subject Headings**.
- ✓ Limit to full text results
- ✓ Add references to the EBSCOhost folder to store articles or to print/email/save multiple results at once.
- ✓ Click on the title of the article to access the Detailed Reference

**My EBSCOhost Personal Folder**

- Click **Sign in** on the top toolbar to create a personalized My EBSCOhost folder account. With a personal My EBSCOhost folder, you can:
- Permanently store your EBSCOhost search results in a 'virtual folder'.
- Store your EBSCOhost User Preferences.
- Save your Searches.
- Create Keyword Search and Journal Table of Contents Alerts to notify you when articles of interest become available.

Organise and even share your references.

**My EBSCOhost Username** \_\_\_\_\_  
**Password** \_\_\_\_\_

## EBSCOhost Detailed Reference

5. The results list may contain results available in HTML, PDF, or both.

**Tools for working with the reference**

← Result List | Refine Search | 6 of 51 ▶

Norms, Institutions and **Social Learning**: An Explanation for Weak Policy Integration in the WTO's Committee on Trade and Environment.

**Authors:** Gabler, Melissa<sup>1</sup>

**Source:** Global Environmental Politics. May2010, Vol. 10 Issue 2, p80-117. 38p. 1 Diagram, 5 Charts.

**Document Type:** Article

**Subject Terms:** \*INSTITUTIONAL cooperation  
\*ECONOMIC development -- Environmental aspects

**Abstract:** The United Nations Conference on Environment and Development (UNCED) recognized that sustainable development can only be actualized if environmental norms are integrated into other areas of policy across levels of governance. This article examines the Committee on Trade and Environment of the World Trade Organization (WTO) to answer the question of why actors' efforts to enhance the mutual supportiveness of trade and environmental norms have resulted in minimalist policy outcomes. I first introduce a framework for analyzing norms and

**Images**

Go to all 7 images >>

**Tools**

- Add to folder
- Print
- E-mail
- Save
- Cite
- Export
- Create Note
- Permalink
- Share

**Detailed Record**

**PDF Full Text** (365KB)

**Full Text link**

Find Similar results using SmartText Searching.

**Subject Headings & Abstract**

### In the Tools list:

- ✓ **Add to Folder** to store the article in the My EBSCOhost folder in order to print/save/email multiple references at once.
- ✓ **Print** the reference.
- ✓ **Email** the reference – if EBSCOhost provides the full text for the article, the full-text will be attached to the email.
- ✓ **Save** the reference.
- ✓ **Cite** the reference in various different referencing styles, including APA, Harvard and MLA.
- ✓ **Export** the reference to a bibliographic management solution, such as EndNote, RefWorks or Zotero.
- ✓ **Create a Note** about the reference to store in the My EBSCOhost folder.
- ✓ Create a **Permalink** to the reference – a persistent URL you can embed in an email, a web-page, or to save to your bookmarks.
- ✓ **Bookmark** or share the reference using a huge range of tools, including Facebook, Twitter, Blogger, and Delicious.

# Your guide to getting the best from Emerald Insight



Step-by-step guidance on:

- **Creating an account** - creating your own user account for Emerald Insight
- **Search and browse** - accessing content on Emerald Insight
- **Mobile pairing** - accessing your institution's Emerald Insight subscription using your mobile device



# Creating an account

## Create your own user account and benefit from:

- A unique user profile that will allow you to manage your online access
- The ability to create favourites lists down to the article level
- The ability to customize email alerts to receive specific notifications about special offers and the topics you care most about.

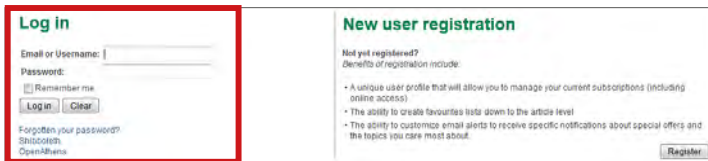
Visit: [www.emeraldinsight.com/login](http://www.emeraldinsight.com/login)

## I DO have a user account: login

- Select 'Log in' on the top right of the homepage



- Enter your account email or username and password



## I DON'T have a user account: register

- Select 'Register' on the top right of the homepage



- Complete the online form with your personal details, using a valid email address

\* Indicates required fields.

Email:\*

Retype email:\*

Password:\*

Retype password:\*

Title: **Select Title**

First name:\*

Last name:\*

Organization:

Job Title:

Address line 1:

Address line 2:

City:

State/County/Province:

Postcode:

Country:\* **Select A Country**

Job Title: **Select Job Title**

Industry: **Select Industry**

Phone Number:

Tick box if we may add you to our email list.

- Click on the 'Submit' button to complete your registration

## Manage your account

If you have logged in successfully, then your email or username will appear as a link on the top right hand of the page.

- Click on this link to access the 'My Account' area



- Choose from a range of services available to users

The screenshot shows the 'My Account' page layout. On the left is a navigation menu with links: Personal Details, Access entitlements, Redeem Voucher, Alerts, Marked Lists, Saved Searches, and Site editing. The main content area is titled 'My Account' and contains six service boxes arranged in a 3x2 grid:

- Details:** Update your personal details here. Includes a 'Details' button with a right-pointing arrow.
- Access:** Access your subscription information here. Includes an 'Access' button with a right-pointing arrow.
- Redeem voucher:** Redeem your voucher code here. Includes a 'Redeem voucher' button with a right-pointing arrow.
- Alerts:** Manage your email alerts here. Includes an 'Alerts' button with a right-pointing arrow.
- Marked list:** View your marked list articles and publications here. Includes a 'Marked list' button with a right-pointing arrow.
- Searches:** Access your saved searches here. Includes a 'Searches' button with a right-pointing arrow.

## 'My Account' service areas

### Details:

Update your personal details including:

- Email address
- Password
- Name
- Organisation
- Contact Details
- Job Title

### Access:

View the content that you have access to:

- 'Subscription' tab: details all subscriptions to titles and collections that you currently have access to
- 'Items purchase' tab: lists additional purchases made, such as single articles

### Redeem Voucher:

If you receive an access token to unlock free content via a trial or promotion, you can enter the token details in this section. Once activated, access will be shown under the 'Subscription' tab in the 'Access' area.

### Alerts:

- Click on the link 'Sign up for digest and subject alerts' to access the various newsletters available.



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Sign up for digest and subject alerts

New content alerts | Citation alerts | **Digests and subject alerts**

Select All

Emerald Global

Civil Engineering

Delete

You can manage your alerts and newsletters from this section. There are three different types of alert:

- New Content Alerts: View any TOC alerts saved for journals and books.
- Citation Alerts: Track citation from articles and chapters.
- Digests and Subject Alerts: Sign up to various digest/newsletters and subject alerts to be kept up to date with the latest information from the industry and Emerald.

### Marked List:

- 'Publication Favorites' tab – create instant access to the Table of Contents page for your most frequently used journals and book series.
- 'Article Marked List' tab – view and manage articles and chapters that have been added to the marked list. From here you can also download and track citations (this will then be added to the Alerts section).

### Searches:

- You can create and save search terms and advanced search perimeters. This section lists your saved searches and allows you to run them at any time.



# Search and browse

## Login

Go to: [www.emeraldinsight.com](http://www.emeraldinsight.com)  
Enter your **username** and **password**

## Searching

Quick search

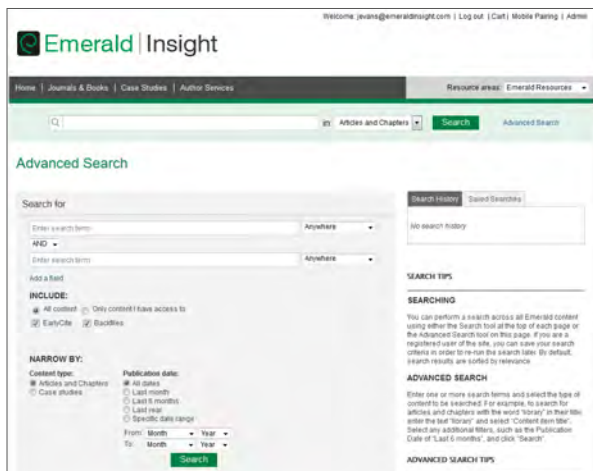
- Enter your word or phrase in the search box at the top of the page
- Use the drop-down menu to specify the type of content for which you are searching
- Select 'Search'



## Advanced search

- Select the 'Advanced search' link
- Enter your word or phrase in the search box
- Refine your search by selecting the field in which you wish to search
- Use the drop down options to access the Boolean operators: 'AND', 'OR', 'NOT'

Narrow your search further by using the content and publication date filters



# Search Tips

## Boolean operators

**AND** – results contain all of the terms entered

**OR** – results contain any one of the terms entered

**NOT** – results contain one term but do not contain another

**Wild cards** allow you to construct a query with approximate search terms. Use a question mark (?) in a search term to represent any one character that falls between two other characters, and use an asterisk (\*) to represent zero or more characters in the middle or at the end of a search string. There are two limitations of wildcards: (1) They cannot be used at the beginning of a search text, and (2) they cannot be used in a phrase enclosed in quotation marks. Also note that a question mark(?) at the end of a string is treated as a literal.

Further help can be found to the right of the Advanced Search screen.

# Search results

By default, search results are sorted by relevance, but can be organized by content type and can be ordered by date of publication.

The screenshot displays a library search interface. At the top, there are tabs for 'Articles/Chapters (104000)' and 'Case Studies (152)'. Below this, the search results are sorted by 'Relevance' (1-20 of 104000). A sidebar on the right contains search filters: 'Search For' (education, Anywhere), 'AND' (dropdown), 'Enter search term' (Anywhere), 'Add a field', 'INCLUDE:' (All content, Only content I have access to, EarlyCite, Backfiles), 'Search History', 'Saved Searches', 'Recently Searched' (Anywhere: education (Articles/Chapters - 104000), Anywhere: library/management (Articles/Chapters - 3)), 'Refine Search', 'FILTERS APPLIED' (None), and 'Keyword' (Education (2994)).

Order results by:  Relevance  Newest First  Oldest First

Results: 1-20 of 104000 1 2 3 4 5 6 7 8 9 10 Next -

Items per page: 20

Icon key:  You have access  Partial access  Backfile  Earlycite  Abstract only

Select all For selected items: Please select

- Educating Citizens serves to educate at all levels of higher education  
Type: Literature review  
Rebecca Jordan  
On the Horizon, Volume 14 Issue: 1, 2006  
▼ Preview | Abstract | HTML | PDF (38 KB) | References | Reprints and Permissions
- The unholy trinity  
Type: General review  
Industry: Educational Management  
Education + Training, Volume 21 Issue: 7, 1979  
▼ Preview | Abstract | PDF (152 KB) | Reprints and Permissions
- Marketers and educationalists – two communities divided by time?  
Type: Conceptual Paper  
Paul Gibbs  
International Journal of Educational Management, Volume 22 Issue: 3, 2008  
▼ Preview | Abstract | HTML | PDF (137 KB) | References | Reprints and Permissions
- "To Train or to Educate?"  
Type: Conceptual Paper  
John H. Holcomb  
International Journal of Educational Management, Volume 8 Issue: 2, 1994  
▼ Preview | Abstract | HTML | PDF (11 KB) | Reprints and Permissions

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## Icon keys

Icon key: ■ You have access ■ Partial access ■ Backfile ■ Earlycite ■ Abstract only

Use the icon key for each article and chapter to determine what level of access you have and what content type it is.

After you have run your search you have the option to:

### Refine search results

A 'Refine Search' panel will be displayed on the right of the search results page where you can further refine your search results. For example, you can select one of the listed filters such as 'Keywords' to limit the search results to publications with only that keyword.

### Save search results

Saving your search allows you to easily re-run the same search in the future. To save a search or run a saved search, you must be logged in to Emerald Insight through your own personal user account. You can also sign up for search alerts, which email you the results of the selected search at the specified time interval.

## Browse

Select either 'Journals & Books' or 'Case Studies' from the tool bar on the top of the page to browse through all specific titles/articles.

- Journal & Book Series can be browsed by:
  - Title (alphabetically)
  - Subject taxonomy
- Case Studies are displayed at article level and organized by subject area

## Advanced Search

Search for

Enter search term Anywhere

AND

Enter search term Anywhere

Add a field

**INCLUDE:**

All content  Only content I have access to

EarlyCite  Esortiles

**NARROW BY:**

Content type:

Articles and Chapters

Case studies

Publication date:

All dates

Last month

Last 6 months

Last year

Specific date range

From: Month Year

To: Month Year

Search History Saved Searches

No search history.

**SEARCH TIPS**

**SEARCHING**

You can perform a search across all Emerald content using either the Search tool at the top of each page or the Advanced Search tool on this page. If you are a registered user of the site, you can save your search criteria in order to re-run the search later. By default, search results are sorted by relevance.

**ADVANCED SEARCH**

Enter one or more search terms and select the type of content to be searched. For example, to search for articles and chapters with the word "library" in their title, enter the text "library" and select "Content item title". Select any additional filters, such as the Publication Date of "Last 6 months", and click "Search".

**ADVANCED SEARCH TIPS**

## Browse by subject

The homepage features the full subject taxonomy for Emerald journals & books. Select specific subject areas to view relevant content. After selecting a subject area, you also have the option to refine your results by selecting sub-subjects.

Browse Journals & Books		
> Accounting & Finance	> Information & Knowledge Management	> Public Policy & Environmental Management
> Economics	> Library & Information Science	> Sociology
> Education	> Management Science & Operations	> Strategy
> Engineering	> Marketing	> Tourism & Hospitality
> Health & Social Care	> Property Management & Built Environment	> Transport
> HR & Organizational Behaviour		



# Mobile pairing

If you are able to access content on **www.emeraldinsight.com** as a member of a subscribing institution, you can extend this access to your mobile device by pairing it to the institution – enabling you to take your research off-campus.

## Which devices are compatible?

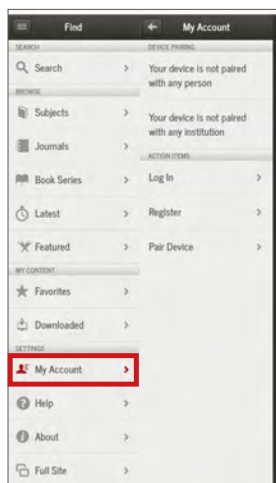
When visiting **www.emeraldinsight.com** on one of the following devices you will automatically be diverted to the mobile version of the site:

- iPhone, iPad, iPod Touch (using iOS: 6.1 and later, and the Chrome or default Safari browsers)
- Android phone (using Android: 2.3 and later, and the Chrome or default Android browsers)
- Android tablet (using Android: 2.3 and later, and the Chrome browser)

## Automatic pairing

If your mobile device is connected to the internet via your institution's wireless network, when you log in to your personal profile your device is paired to the institution automatically.

To log into your profile on the mobile device, and to check if your device is paired, go to the 'My Account' section highlighted below:



Please note that for this to work the wireless network needs to be on the same IP range as used to grant access to the institution. If automatic pairing does not work you have the option to pair it explicitly (see: 'Explicit pairing')

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## Explicit pairing

Visit [www.emeraldinsight.com](http://www.emeraldinsight.com) while authenticated as a member of the subscribing institution. For example, log into the full website using one of the institution's computers or network connections.

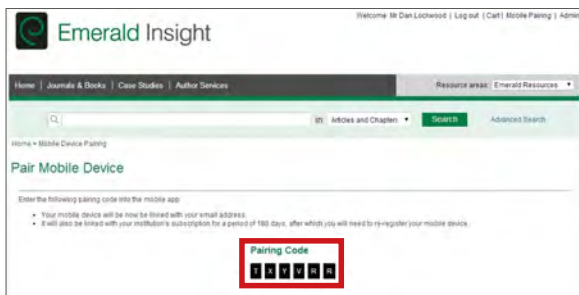
- Click the 'Mobile Pairing' link at the top right of the page.



If you are not logged into your user account then you will be prompted to login. However, if you do not have a user account, then click on 'Register' to create an account.



Once you have logged in you will see the screen below with the case sensitive pairing code.



Please note that your pairing code will expire if it is not used on the mobile device within 5 minutes.

- Visit the mobile version of [www.emeraldinsight.com](http://www.emeraldinsight.com) on your mobile device
- Go to the 'My Account' section
- Select the 'Pair Device' option
- Enter the pairing code from the full site and click on 'Verify Code'.

A confirmation screen will show successful pairing. You will now have access to the institutional subscription through your mobile device using Wi-Fi or 3G services away from the institution.

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For further information, user guides and tutorials visit  
**[www.emeraldinsight.com/resources](http://www.emeraldinsight.com/resources)**

## Not a registered Emerald Insight user?

Create your own user account and benefit from:

- A unique user profile that will allow you to manage your online access
- The ability to create favourites lists down to the article level
- The ability to customize email alerts to receive specific notifications about special offers and the topics you care most about.

Visit: **[www.emeraldinsight.com/login](http://www.emeraldinsight.com/login)**



# User Guide

Get started **today**  
and **learn** what's new inside...

 SAGE **journals**

The award-winning electronic journals platform

*SAGE Journals (SJ)*, SAGE's award-winning online journal delivery platform is supported by **HighWire Press' H2O technology**. Search and browse more than **750** journals by discipline—including journals in business, humanities, social sciences, and science, technology, and medicine.

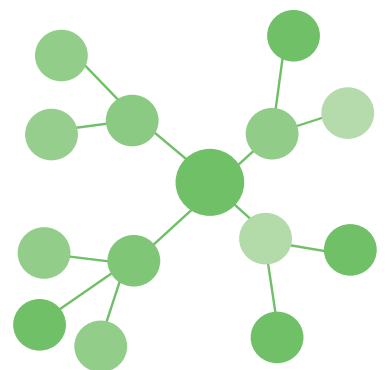
<http://online.sagepub.com>

 SAGE **researchmethods**

The essential online tool for researchers

*SAGE Research Methods*, SAGE's web based research methods product—is the place to go for researchers, faculty, and students carrying out research projects.

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



## Portal Features

The main portal page (Figure 1) provides targeted options for improved navigation by all types of users, including a “**News from SAGE**” widget providing information about new journal updates, product information and special announcements from SAGE.

### Information & Services for:

Librarians  
Individual Users  
Authors  
Societies & Their Members

### Search

Quick Search  
Advanced Search  
Search History  
Search by discipline  
Search by title

### My Tools

Email Alerts  
My Marked Citations  
Saved Citations and Searches  
My Favourite Journals  
Manage My Account

### Browse

Browse by title  
Browse by discipline

## Search

### Quick Search

A **Quick Search** across full-text articles can be performed by entering keyword(s) or author information in the **Search all journals** field. Quick searches may also be performed within each journal site.

### Advanced Search

**Advanced Searches** use a signature fielded Boolean system. This award-winning search tool allows you to construct a multi-term query specifying terms and their logical relationships using the Boolean operators AND, OR, and NOT. Multiple terms entered in a single search box are treated as an exact phrase. Each search term row can be limited to search across specified content areas (i.e. title, abstract, full text, references).

**Search Within:** use this feature to narrow your results by selecting

- *SAGE Journals Available to Me*, *All SAGE content*, or *My Favourite Journals*
- Select from a list of titles and disciplines

## Browse

### Browsing journals by title

Expand or collapse alphabetical journal lists by clicking on the “+” or “-” buttons next to each letter. You may also click on a letter from the horizontal alpha list to quick jump to the corresponding journal list.

### Browsing journals by discipline (Figure 2)

**Browse journals by four primary topics** (Social Science & Humanities, Health Sciences, Life & Biomedical Sciences, and Materials Science & Engineering) and their corresponding disciplines. Expand or collapse topic areas to reveal additional discipline listings within each group by clicking on the “+” or “-” buttons. Journal lists by discipline will then appear.

**Browse Within:** both the “Browsing journals by title” and “Browsing journals by discipline” options allow you to limit your browse to *My Favourite Journals* or *SAGE Journals Available to Me*.

From either Browse option, once you have found a journal you are interested in, click on the title and you will be taken to its homepage where you can sign up for Email Alerts, view journal information, OnlineFirst articles, and Tables of Contents, and conduct journal-level searches.

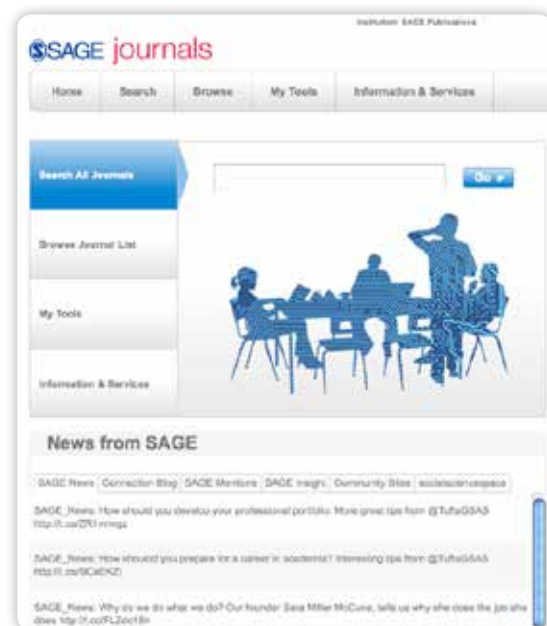


Figure 1



Figure 2

Choice Magazine's  
Outstanding Academic  
Title Award

## Journal Home Page Features

Journal home pages (Figure 3) on SAGE Journals include a variety of unique features such as

- **OnlineFirst**—forthcoming articles published ahead of print (available for most journals) (1)
- **All Issues**—current, recent, and backfile issues, with many archives going back to volume 1, issue 1 (2)
- **PDA Download (where applicable)**—allows you to peruse Table of Contents and Abstracts on your Palm-compatible PDA (3)
- Journal Level **Quick Search** options (4)
- **Email Alerts**—sign up for and manage alerts for Table of Contents, OnlineFirst articles, and Searches (5)
- **RSS Feeds**—available for the Current Issue, Recent Issues, Most Frequently Read Articles, and Most Frequently Cited Articles (6)
- **Free Sample Issues** (7)
- **More about this journal**—provides more detailed information including links to Editorial Board listings, Manuscript Submissions, and Abstracting and Indexing Information (8)
- **Links to society sister publications (where applicable)**—provides links to additional Sister journals (9)
- **Link to society web sites (where applicable)**—provides information about our society and association partners (10)
- **Links to conference archives, coursepacks, data sets and audio/visual supplements (where applicable)**—making additional content available that doesn't appear in the print version of the journal
- **Most Read and Most Cited Articles**—top 50 articles in each category, updated monthly (11)
- **Editor's Choice (where applicable)**—view article collections hand picked by a journal's editor
- **Three-column design**—making features accessible without drawing attention away from the substantive page content



Figure 3

## Tables of Contents Features

At the Table of Contents level (Figure 4) find the following features

- **Abstract preview**—Mouse-over entries available from tables of contents and search results provide pop-up previews of abstracts, without leaving the page (12)
- **Search Issue**—Use the Issue-level Quick Search to find articles in this issue containing your keywords (13)
- **My Marked Citations** – Keep track of article citations during your browser session then view, save, email or download the full citations

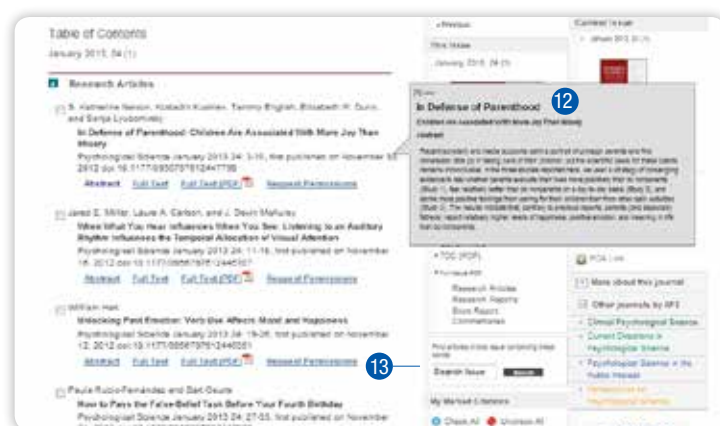


Figure 4

## Abstract and Article Level Features

View the abstract, full-text, or references (depending on access rights) of articles or purchase short term full-text access via pay-per-view. Features and functionality include (Figure 5)

- **Feature hideaway**—Author affiliations, related links, and other functions can be expanded or hidden from view; these preferences are retained throughout a session (14)
- **Keyword pivot searches**—For all journals, keywords are now hyperlinked and perform quick searches of that term within all content in that journal (15)
- Add an article to your preferred Social Bookmarking site(s) (16)

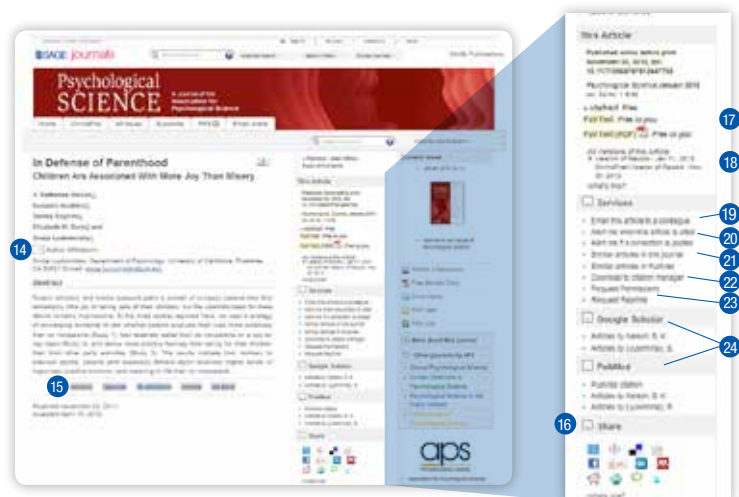


Figure 5

- “Free to you” tags that indicate if you have access to the full-text (17)
- View all versions of the article (18)
- Email the article to a friend (19)
- Register for alerts for when an article is cited or if a correction is posted (20)
- Link to similar articles in the journal or from other services (21)
- Download an article to your preferred citation manager program (22)
- Request Permission and Reprints (23)
- View other articles written by author(s) via Google Scholar and PubMed (24)
- **Tag-along navigation**—Article Services features follow alongside as users scroll down the page in both the abstract and full-text HTML article views

## Full-text articles also include the following features

- **PowerPoint downloads for figures**—for full-text HTML journals, allows you to download figures from within an article into a PowerPoint slide with the click of a button
- **Pop-up references**—for full-text HTML journals, full citations pop up when you hover over reference numbers within the text of an article
- **Toll-free inter-journal linking** (Figure 6)—in the References view of an article, users can link to non-subscribed cited articles that are also hosted on the SJ and Highwire Press platforms (25)



Figure 6

# More helpful features

## Getting Started

Go to the *SAGE Journals* homepage at <http://online.sagepub.com> and click on the **Sign In** link to create your individual account and profile. You may also create your account from the **My Tools** tab and click on the **Email Alerts** option. The registration process takes just one minute and allows you to create free personalized alerts for tables of contents, keyword, and authors. **My Favourite Journals** lists for targeted searching capabilities, and access previous search terms and saved citations (see **Saved Citations** and **Saved Searches**).

## Search History

During each of your current sessions on *SAGE Journals*, your search term(s) will be tracked through the **Search History** feature. For each search term(s) you use during your session you may edit, add to **Saved Searches** (see **My Tools**), delete, run search, or save the term as an alert. If you have more than one search term during a session, you can also combine searches with a Boolean “AND” or “OR” to create a new search term.

## My Tools

The **My Tools** page (Figure 7) allows first time users to create their individual accounts and to manage their profile and settings through the **Email Alerts**, **My Marked Citations**, **Saved Searches & Saved Citations**, **My Favourite Journals**, and **Manage My Account** features.

## Email Alerts (26)

Sign up to receive one or more of the following alerts

- Receive **Tables of Contents**—emailed upon online publication
- New issues
- OnlineFirst articles
- Custom search results
- Citations of selected articles
- Special announcements

**RSS feeds** are also available and may be accessed on each journal’s homepage.

## My Marked Citations (27)

During each of your current sessions on *SAGE Journals*, any articles you select and add to **My Marked Citations** will be tracked through this feature. From here you can further edit your citations with a printer-friendly view, saving to your computer, emailing them to yourself or others or exporting/downloading them to your citation manager program. You may also add them to your **Saved Citations** folder—registration is required (see **Getting Started**).

## Saved Citations & Saved Searches (28)

Manage your online list of saved article citations and search criteria while viewing articles. **Saved citations** will be available on return visits to *SAGE Journals* by logging into your personal **My Tools** account.

## My Favourite Journals (29)

Manage your favourite journal(s) to easily customize browsing and searching *SAGE Journals*.

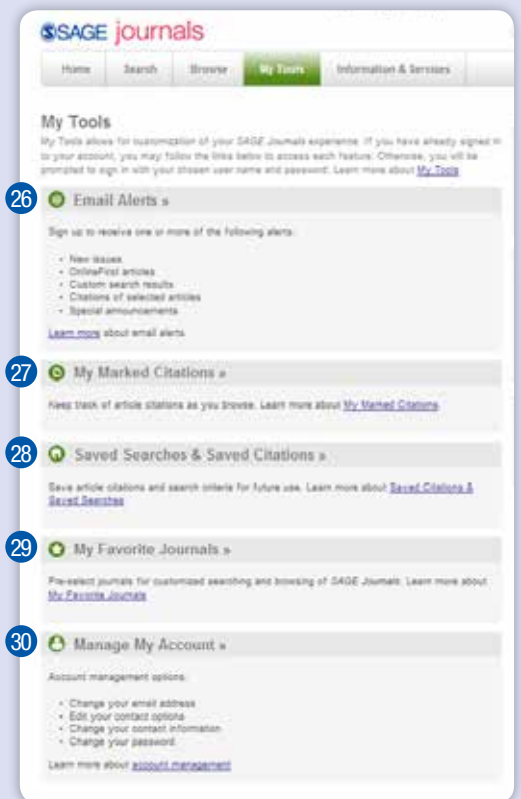


Figure 7

## Manage My Account (30)

Manage your account to

- Change your email address
- Edit your contact options
- Change your contact information
- Change your password
- Adjust your email alert options

## Information for Librarians and Consortia

### Librarian-Friendly Features

- Familiar HighWire subscription and administration tools for subscribed and non-subscribed content
- COUNTER 3 – Compliant usage reports available to User-friendly usage statistics with the option to view in HTML or download as a tab-delimited file or through the SUSHI protocol in XML
- Pay-per-view article options for non-subscribed *SAGE journals*
- Perpetual access provided for years subscribed
- OpenURL compliant
- Institutional subscription options for individual journal titles, including Combined (E-access and Print), E-access, Print Only, and Backfile lease or purchase
- Institutional branding opportunities on interface
- New and improved Help features
- Search resolution for prior titles and ISSNs
- Inter-article linking between errata and the original article

### Find subscriber help and services including links to

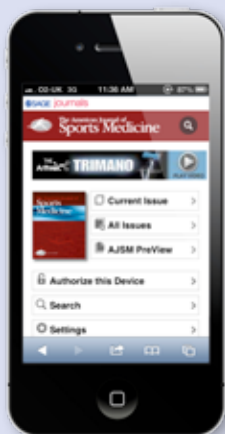
- Activate your institutional subscription
- Edit your account information
- Update your IP addresses
- Update your Public User names
- Subscriptions you administer
- Usage reports
- Feedback form
- FAQs about Institutional Subscriptions
- How to view or change your Subscription Information
- What to do if you forget your Customer Number
- How to change the Administrator User name and/or Password
- What to do if you forget the Administrator User Name and/or Password

## Electronic Products from SAGE

*SAGE Journals* hosts all SAGE journal content, including the following electronic products and packages

- **SAGE Premier** – electronic access to **690+** *SAGE journals* with backfile to 1999
- **SAGE Deep Backfile Package** – lease or purchase electronic access to **460+** journals with backfile to volume 1, issue 1
- **SAGE Subject Collections** – electronic access to **23** discipline-specific packages of the most popular peer-reviewed journals in Cardiology & Cardiovascular Medicine, Communication & Media Studies, Criminology, Education, Engineering & Material Sciences, Health Practices & Services, Human Resources, Management & Organization Studies, Medico-legal, Mental Health, Neurology, Nursing & Public Health, Oncology, Orthopaedics & Sports Medicine, Palliative Medicine & Chronic Care, Paediatrics, Pharmacology & Biomedical, Politics & International Relations, Psychology, Royal Society of Medicine Journals, Sociology, Theology & Biblical Studies, Urban studies, Geography & Planning.
- **SAGE Science, Technology, and Medicine Packages** – electronic access to **262+** journals in the scientific, technical, and medical fields with backfile to 1999 available in the following 3 packages **Clinical Medicine:** 158+ journals **Health Sciences:** 220+ journals **Science, Technology, and Medicine:** 262+ journals
- **SAGE Humanities and Social Science Package** – electronic access to **526+** journals in the humanities and social sciences fields with backfile to 1999

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The books, reference works, journal articles, and case studies in **SAGE Research Methods** provide everything you need to design and execute a research project. From verifying that your research question is a good one to conducting a literature review, to choosing and applying a methodology, the content in **SAGE Research Methods** will inform every step of your project. The full range of methods used in the behavioral sciences are covered, as are many commonly used in science, technology, and medicine.

## Carrying out a research project

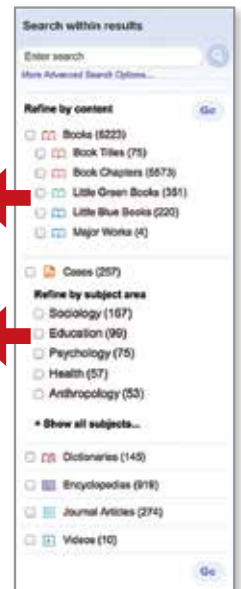


### Search

Enter a term or phrase in the quick search box on the home page, or use the Advanced Search link to filter your search by multiple criteria and for Boolean queries.



In the search results, icons next to the titles will tell you what type of content the entry is (Book, Book Chapter, Case, etc.). You can use the right-hand sidebar to refine your search by content type. Cases can also be refined by academic discipline.



### Content

**SAGE Research Methods** includes dictionary and encyclopedia entries, book chapters, full books, journal articles, the complete Quantitative Applications in the Social Sciences (Little Green Books) and Qualitative Research Methods Series (Little Blue Books), and case studies from the **SAGE Research Methods Cases** collection.

If you're looking for	Try
A quick explanation of a term or concept	Dictionary or Encyclopedia entry
In-depth overview of a particular method	Whole books (Little Green and Little Blue Books can be especially useful for method overviews)
In-depth coverage of a specific aspect of a method	Book chapters that hone in on that topic
Actual examples of methods applied in real research contexts	Journal articles or Cases

Once you've clicked on a piece of content from your search results, the tool menu at the top will allow you to add it to your Methods List (see next section on Methods Lists), export the citation, download a PDF of the content, print the entry, or share it via social media and email.



### Browse Methods

When you're ready to start gathering data, you can search directly for your chosen method or use the following browse features if you're not quite sure which method to use.

#### Methods Map

The Methods Map, accessed via the Methodologies tab on the home page or the Mini Methods Map on Search Results pages, is a visual representation of the relationships among 770 methods and methods terms. If, for example, you know you need to collect quantitative data, click on the Quantitative research node, and you will see all the ways of analyzing quantitative data. Hover over the central node for a quick definition of the term. Once you find your method, you can access the content directly from the Methods Map by clicking the Show content button.

#### Methods Browse

Methods Browse is an alphabetical listing of the same terms included in the Methods Map.



## Methods Lists and Saved Searches

All *SAGE Research Methods* users can create free user accounts in order to save Methods Lists and search queries. Member sign-up and sign-in links can be found in the upper right-hand corner of any page on *SAGE Research Methods*.



### Saved Searches

Once signed in, you can save any searches using the disc icon in the upper right-hand corner.

## Methods Lists

Under the Methods Lists tab, go to All Methods Lists to see public lists created by other users, as well as lists created by SAGE methods authors.

To create your own Methods List, select My Methods List and then click the Create a list button. Add content to your list by using the "Add to Methods List" link in the tool bar on the content or search results page. Methods Lists are set to private by default, but you can make your list public to allow other users to find it (especially useful for faculty creating reading lists for their students), or share your list with other users by email.



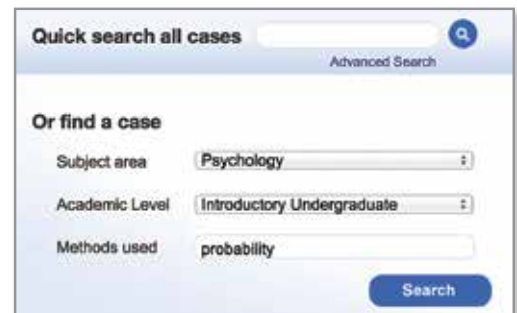
## SAGE researchmethodscases

Research Methods content is often theoretical and abstract and can be difficult to apply to real world scenarios. *SAGE Research Methods Cases* offers hundreds of case studies of actual research projects from many different disciplines to show how methods are applied. These cases add color and context to the more theoretical material found in *SAGE Research Methods* and underscore the nuances and decisions researchers face when designing projects.

You can do a quick search across all cases, or search by Subject area, Academic Level, and/or Methods used. Cases content is also included in search results on *SAGE Research Methods* and on the Methods Map.

Each Case contains:

- Keyword tagging for academic subject/discipline, academic level, methods used, and topics of the research
- Learning objectives to underscore what the particular case demonstrates
- Links to the published article, when available
- Exercises and discussion questions



Keyword tagging



Learning Objectives



Links to published articles

## Exercises and Discussion Questions

1. Within action research, why is it important that the disadvantaged groups are central to framing research questions and analysing the data?
2. Within action research, what is the relationship between the researchers and the research participants? How is this relationship different to other research methods?

Because **SAGE Research Methods Cases** is fully integrated on the *SAGE Research Methods* platform, you can use all of the same tools (download, print, citation export, Methods Lists, etc.) discussed in this user guide.

See how this **valuable** resource will improve your **research** today at [www.sageresearchmethods.com](http://www.sageresearchmethods.com)



To view videos showing how to use *SAGE Research Methods* and its features, please visit the Tutorials page on the site.

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