Emerald user guide

Your institution has access to Emerald content ... find out how you can benefit

Step-by-step guide to accessing **Emerald eJournals**, **eBook Series**, **Bibliographic Databases** and **Case Studies**

www.emeraldinsight.com

Emerald

Welcome to Emerald …

Emerald is a global publisher of peer-reviewed research and related resources and services. We have compiled this guide to help you to make the most of the Emerald resouces available to you.

Contents

This step-by-step user guide will show you how to:

- Access content via Emerald's website, including tips on: "Search", "Advanced Search", "Search results" and "Browse"
- Create your own space by setting up a "My Profile" account
- Access content via the Emerald App and Emerald's mobile site.

This guide also includes other useful information such as:

- Troubleshooting Guide – if you are having trouble accessing Emerald content
- Librarian request form – provide your librarian with a "wish list" of content that you cannot access
- Emerald's contact information – for further assistance when accessing Emerald content.

How can you access Emerald content?

Ask your librarian to find out which Emerald content your institution has access to.

- **Directly through Emerald's website**
  You might automatically gain access to Emerald content via your campus' IP range. Alternatively, you may need to ask your librarian for your institution's dedicated username and password.
  Visit: **www.emeraldinsight.com**

- **Download Emerald's app**
  Our app is available to download on the App Store.
  Visit: **http://itunes.apple.com/gb/app/emerald/id479491823?mt=8**

- **Visit Emerald's mobile site**
  You can also access Emerald content via Emerald's mobile site using your handheld device.
  Visit: **www.emeraldinsight.com/mobile**

- **Via an aggregator site or your institution's own platform**
  Your institution may have access to Emerald's content via an aggregator/institution platform. If this is the case, then please ask your librarian for advice on accessing Emerald content.

Accessing content via Emerald's website

Visit: www.emeraldinsight.com

Login

You may automatically gain access via your institution's IP range. However, you may need to enter a username and password (ask your librarian for details).

Search for

- Enter your word or phrase in the search box under "Search for"
- Use the drop-down menu to specify the type of content you are searching for
- Select "Go".

Advanced search

- Select "Advanced search" on the left-hand menu
- Use the tabs on the top of the page to specify the type of content you are searching for
- Enter your word or phrase in the search box under "Search for"
- Refine your search by selecting the field in which you wish to search
- Select your search option from: "All", "Any", "Phrase"
- Click on more options to access the Boolean operators: "AND", "OR", "NOT"
- In addition you may limit your search by the year of publication
- To include "EarlyCite" and Backfiles, tick the relevant box
- Select "Search".

Advanced search tips

Search option

All – searches on **all words** entered. For example, if the search is two words, then the results will contain both words, but not necessarily together.

Any – searched on **any words** entered. For example, if the search is two words, then you will recieve results for each individual word.

Phrase – searches on the **exact phrase** in the order in which it is entered.

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.

Search results

- Search results are organised by content type:
  - Journals
  - Books
  - Bibliographic databases
  - Case Studies
  - Site pages
- From your results page you can carry out a new search, modify your search or save your search (see **Your Profile** for information on saved searches).
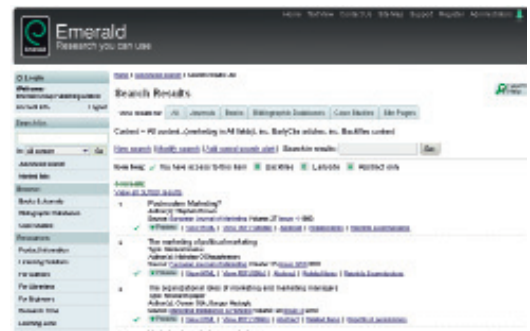
Icon key

✓	You have access to this item	A	Abstract only
B	Backfiles	⭐ Favourite Book	This book/journal has been added to your "Favourites" page managed within "Your Profile"
E	EarlyCite		

Browse

Use "Browse" if you would like to view the content of a specific eJournal, eBook Series or Case Study in a particular subject area.

- Under the "Browse" option on the left-hand menu select either "Books & Journals", "Bibliographic Databases" or "Case Studies"
- "Books & Journals" titles are listed alphabetically and you can also browse by subject as the taxonomy is accessible on the same page
- When browsing "Bibliographic Databases" both Emerald Reviews and Emerald Abstract Products results are listed
- Case Studies are displayed at article level and organized by subject area.
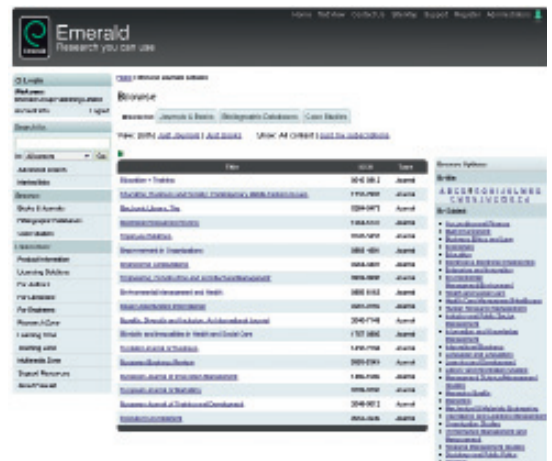
Search & browse tips

- Select "My Subscribed Content" on Advanced Search and "Just my subscriptions" on Browse to return only the results of the content to which you have full access.
- When searching, try to avoid common words in isolation. For example, searching for "management" will return over 115,000 eJournal articles. Use more than one word where possible.

Your Profile

Personalize your experience … create "Your Profile" account

To create "Your Profile", simply complete the online form at: **www.emeraldinsight. com/profile**. Once you have created your own personal username and password, you can log in via the left-hand navigation on the top of any Emerald page.

Benefit from the following features in your own personalized area:

Your favourites

Save your preferred journals and books by clicking on the title. You can also edit your favourites list on the favourite's page.

Your marked lists

Create, manage and export the bibliographic data of content that you have discovered on the Emerald platform. This functionality enables users to move citations from Emerald into their bibliographic software such as EndNote, Reference Manager, RefWorks or Procite.

New title updates

Receive e-mail notifications of newly launched journal and book series titles as soon as they are available online.

Newsletters

Sign up to newsletters and general information e-mail updates. You can also select targeted updates relevant to your subject areas, including calls for papers, free access and conference news.

Table of contents alerts & weekly digests

Subscribe to table of contents alerts for your chosen journals, book series and case studies to receive an e-mail as soon as the latest content becomes available online. Weekly digests then provide a summary of all new journal issues and book volumes published.

Saved search alerts

Receive targeted content updates based on previous saved searches.

Download the Emerald App

Emerald's first app brings you a feature-rich interface with which to find, read and save Emerald content on the go.

Find what you need, when you need it

Showcasing a clean and easy-to-use design, the app makes searching and browsing for eJournal content an intuitive and time-saving experience.

Personalize your experience

Simply tap the "My Profile" box and login to your free profile. If you don't yet have a profile, you can quickly sign up on the website and unlock extra functionality in the app. Then use your Emerald profile to manage your marked lists and saved searches on the go.

Spread the word

E-mail links to your friends/colleagues and share content through your Facebook and Twitter account.

Enhance your knowledge

Read fulltext content* through the integrated browser. Most content is available in easy-to-read PDF versions.

Clean and fresh design – our simple-to-use Home Screen allows you to manage all of the key functions of the app.

*requires Emerald content subscription.

Accessing content via Emerald's mobile site

As part of Emerald's drive to innovate we have developed a mobile site to help provide a greater range of options for our users to access content.

How can you benefit?

- Quick access to eJournal and eBook content on the go
- A low bandwidth option for areas of the world with poor internet infrastructure
- Cross platform: the site is browser-based, does not require an install, and is therefore accessible on Apple iOS, Android, Blackberry and other platforms.
- Social networking (e.g. Facebook and Twitter) and My Profile marked list functionality is included.

Troubleshooting guide

"I cannot access any Emerald content"

Possible reason for this:

- You may not be logged-in correctly. If you are logged in, then you should be able to see your institution's name at the top left-hand corner
- You may need to sign in with a username and password.

OR

- Your institution is IP-authenticated and this is not working properly. Your Librarian will be able to provide you with this information.

"I can access some Emerald content, but I cannot access a particular journal issue or book series volume"

Possible reasons for this:

- Your institution does not subscribe to the journal or book series that you would like to access
- The journal article that you would like to access is a Backfiles article (indicated with a **B**) and your institution has not purchased Emerald Backfiles.

Librarian request form

Is there Emerald content that you would like to access, but your institution does not subscribe to? You can now feed back this information to your librarian for consideration. Please complete the following information:

Journal/Book Series title: _____

Title ISSN: _____

Editor: _____

Volume number: _____

Issue number (journals only): _____

Article/Chapter: _____

Publication year: _____

Author:_____

Other details: _____

Journal/Book Series title: _____

Title ISSN: _____

Editor: _____

Volume number: _____

Issue number (journals only): _____

Article/Chapter: _____

Publication year: _____

Author:_____

Other details:_____

Contact Emerald

Emerald Customer Support

If you need further help or advice, just contact our customer support team, who will be happy to help.

E-mail: **support@emeraldinsight.com**