

## My profile

This is your own personal area where you can save searches, manage table of contents, sign up for newsletters and create article lists (Marked Lists) that can be saved, printed or exported into citation management tools.

## Emerald subject areas

Take a look at Emerald's subject areas; there are many titles in each section that are likely to be relevant to you.

Examples include:

Emerald subject areas:

- Accounting and Finance
- Advanced Automation
- Built Environment
- Business Ethics and Law
- Computational Mathematics
- Economics
- Education
- Electronics Manufacture and Packaging
- Enterprise and Innovation
- Health Care
- Human Resource Management
- Industry and Public Sector Management
- Information and Knowledge Management
- International Business
- Learning and Development
- Library and Information Studies
- Management Science/Management Studies
- Managing Quality
- Marketing
- Materials Science and Engineering
- Operations and Logistics Management
- Organization Studies
- Performance Management and Measurement
- Politics and Policy
- Sociology and Anthropology
- Strategy
- Tourism and Hospitality

## Q. How do I access the Emerald web site from home and on campus?

A. To access from home, talk with your librarian – they will explain how you can access Emerald off campus. For access on campus go to [www.emeraldinsight.com](http://www.emeraldinsight.com)

## Q. What is Peer Review?

A. Peer Review is the procedure by which the articles are reviewed by other researchers before being accepted for publication. This process ensures that the content is of the highest quality.

## Q. What is Emerald EarlyCite?

A. Earlycite is Emerald's online, pre-publication service that enables you to access journal articles prior to official publication.

## Q. What is Emerald Backfiles?

A. 68,000 articles searchable just in PDF, over 120 journals all the way back to Volume 1, Issue 1. For further information go to: [www.emeraldinsight.com/backfiles](http://www.emeraldinsight.com/backfiles)

## Q. What are Emerald's eBook Series Collections?

A. We have two eBook Series Collections. One in the field of business, management and economics, aligned with Emerald's current portfolio. The second eBook Series is in the field of social sciences and covers psychology, education and library science. For further information go to: [www.emeraldinsight.com/ebookseries](http://www.emeraldinsight.com/ebookseries)

## Q. What if I need to use software tools for publishing and managing bibliographies?

A. You can download bibliographic references in ASCII format from the marked list feature within "My Profile".

**Tip** – Unverified information may compromise the quality of your paper

Take advice from your librarian on which resources are best for your subject. The library buys high quality material such as Emerald on your behalf. Please use it!

## Customer support services

If you require any further assistance, please contact the Emerald Customer Support department: [support@emeraldinsight.com](mailto:support@emeraldinsight.com)

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# Emerald Step by Step Guide

Emerald now provides online access to journals and book series on one integrated platform!

Access Emerald Management eJournals, Backfiles and eBook Series Collections through [www.emeraldinsight.com](http://www.emeraldinsight.com)

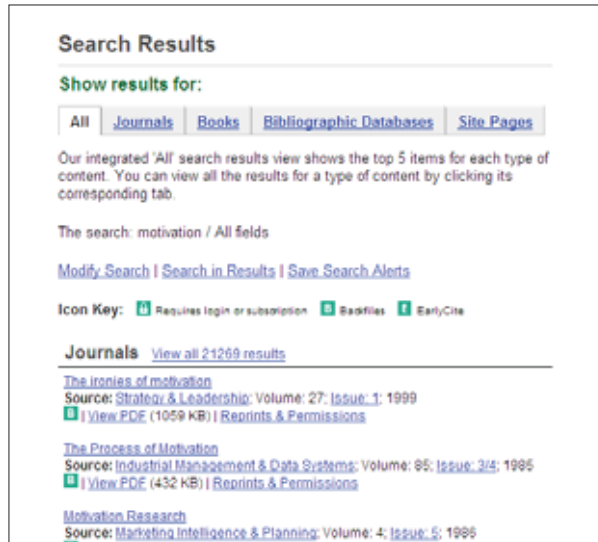
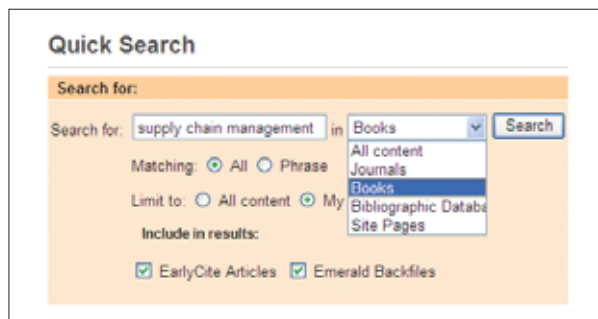


Research you can use

## How to use Quick search

To begin searching Emerald, simply enter the words or phrases that best describe the subject area in which you are interested and click on your drop menu box to specify which type of content you are looking for and click on search.

1. Simply enter your search term under "Search For".
2. If your term is a phrase (e.g. supply chain management), select the "Phrase" option to receive more relevant results.
3. Select the drop menu box to search in all content; book series; journals or other site pages.
4. To exclude Earlycite and Backfiles, untick the boxes.



**TIP** – When searching try to avoid using common words in isolation. For example, searching for "management" will return over 52,000 articles and 270,000 abstracts and reviews. Use more than one word if possible.

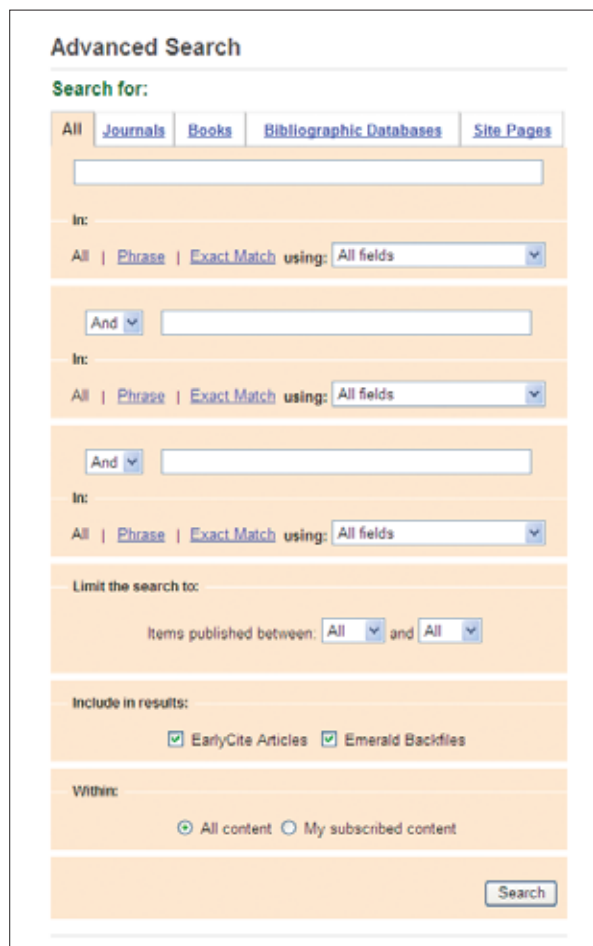
## How to use Advanced Search

Use "Advanced Search" for more refined searches. For example, if you wish to find a specific article but are not sure of the exact article title, you could enter one of the authors' names in the "Authors" field and a couple of words from the title in the "Article Title" field.

If you use more than one search term, you can use Boolean operators ("And", "OR" or "NOT") to determine whether you would like to find all of the terms in each ("AND"), any one of the terms in each article ("OR") or find articles that contain one term, but do not contain another ("NOT").

In addition, you may limit your search by the style of the article and/or the year of publication.

By using the tabs, found on the top, you may limit which type of content you want to search for.



## How to Browse

If you would like to view the content of a specific journal or book series or find journals/book series in a particular subject area, use "Browse".

You can browse journals, book series, reviews and abstracts (Bibliographic database) by:

- Journal/book series title – this returns a listing of Emerald journals/book series, including those that are archive only.
- Reviews/abstracts – displays Emerald reviews and abstracts.



\* **TIP** – Selecting the My Subscribed Content option on search or browse forms limits the results to the content for which you have access to the full text.

Once you have performed your search you then have the option to add the results to your "Marked List", which you can display, print out or e-mail to a colleague.

## Creating a marked list:

To create a marked list, choose the type of content you wish to have on your search results screen, for example, articles from "Journals" or "Books". Once you have selected the content your marked list options will appear. Next to "Add to the marked list" you will find a drop-down list of previously used lists or you can create a new list using "Session Marked List". Choose the list you want to use and select the tick-box next to the article(s) you want to add to your list. To give a name to a new marked list go to the "Marked list" page, click "Save", enter a name for the list on "Create new marked list" and save it.