

SUMMON Quick Start Guide



“How come this library isn’t as easy to use as Google?”

“I like Google but cannot trust the results...”

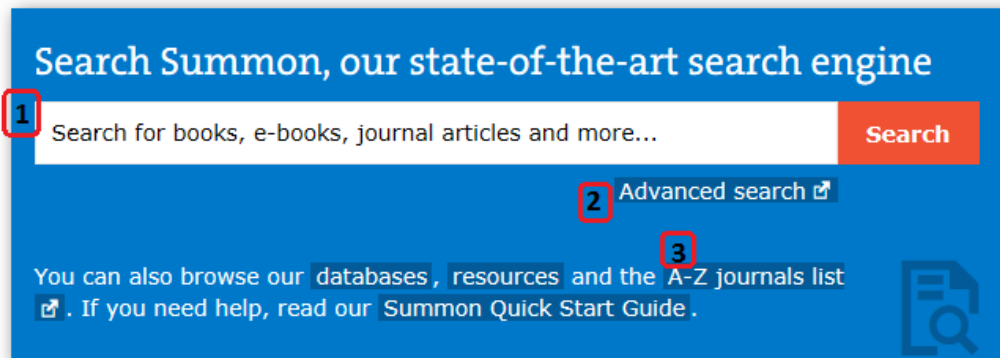
These are issues that have now been addressed by Summon

Summon is the Online Library search engine which is as quick and powerful as Google, but retrieves reliable results. Use Summon to discover the wealth of information that is available in the Online Library. From a **single search box** you will be able to access all the Online Library resources including articles from journals and newspapers, and conference proceedings.

Search Summon

Summon is available on the Online Library from:

- The **Homepage**: <http://onlinelibrary.london.ac.uk/>
- The **Find Resources** Page: <http://onlinelibrary.london.ac.uk/resources>
- The **Study Programme** Pages: <http://onlinelibrary.london.ac.uk/programme>
- More information about Summon is available here:
<http://onlinelibrary.london.ac.uk/resources/summon>



Summon Search

- 1. Search Summon** using the single search box
- 2. Advanced Search**
- 3. Find Journal Titles** with the A-Z Journals List.

Use the single search box for your initial search and then refine your results using the options on the results page.

The results page

Below is an example of the results page showing the results for a search on “welfare state”

The screenshot shows a search results page with the following elements:

- Number of Results:** A box labeled "Number of Results" points to "141,506 results" at the top of the results area.
- REFINE YOUR SEARCH (5):** A menu on the left side with options: "Full Text Online", "Scholarly & Peer-Review", "CONTENT TYPE (6)", "Newspaper Article (59,451)", "Journal Article (59,042)", "Book Review (15,881)", "Magazine Article (9,465)", "Book / eBook (545)", "More...", "PUBLICATION DATE (8)", a date range slider from 1/1/16 to 12/31/16, "Clear", "Last 12 Months", "Last 3 years", "Last 5 years", "DISCIPLINE (7)", "political science (20,985)", "economics (18,953)", "history & archaeology (13,288)", "sociology & social history (9,691)", "social sciences (9,675)", "More...", "SUBJECT TERMS (9)", "article (21,458)".
- Database Recommendations:** "ABINFORM Global - In-depth coverage of business issues, management techniques, competitive information, and a variety of other topics".
- Search Results:**
 - 1:** "A Welfare State of Mind?: Nordic journalists' conception of their role and autonomy in international context" by Ahva, Laura; van Dalen, Arien; Hovden, Jan Fredrik; More... (Journalism Studies, 11/2016). Includes a "Full Text Online" link and a "Preview" link.
 - 2:** "The Intergenerational Welfare State" by Folbre, Nancy; Wolf, Douglas (Population and Development Review, 02/2013, Volume 38). Includes a "Full Text Online" link and a "Preview" link.
 - 3:** "Privatising The Swedish Welfare State" by Svanborg-Sjövall, Karin (Economic Affairs, 06/2014, Volume 34, Issue 2). Includes a "Full Text Online" link and a "Preview" link.
 - 4:** "The Welfare State and Redistribution in Korea" by Hwang, Gyu-Jin.
- 3:** A folder icon in the top right of the second result, used for saving the article.
- 4:** The author's name "Folbre, Nancy" in the second result, used for viewing other articles by the same author.

1. To access the full text click on the **title of the article (1)** or the **Full Text Online link (1)** you will need to enter your Athens username and password

2. Click on the **Preview link (2)** to view the **abstract** of the article, this will help you decide whether you need to view the full text.

3. Click the **folder icon** to save the article. (3)

4. Click on the **author's name (4)** to view other articles by the same author

- You will notice that there are a large number of results. To make your search more precise use the grey **'REFINE YOUR SEARCH' (5)** menu on the left side of the results page which contains filters to reduce the number of results.
- Refine by selecting only items where the full text is available and/or is from scholarly or peer reviewed sources.(5)
- You can focus your search on specific content types, select 'More...' to see more options.(6)
- Select an academic **discipline** from the options, select 'More..' to see more options. When you select a discipline the 'Subject Terms' menu changes to display terms that are relevant to that discipline. You can combine more than one discipline (7)
- The **publication date** slider shows how many articles are available in a particular year. Use the slider or the calendar to limit your search to a particular time period.(8)
- Narrow the search by subject terms (9)

Using Summon to find a journal article from your reading list.

Summon gives you a simple way to find the **full text** of journal articles.

- Type in the title of the article into the Summon search box to be taken to the results.

For example:

Barret, Lisa Feldman et al. The role of affective experience in work motivation Academy of Management Review; Jul2004, Vol. 29 Issue 3, p423-439

- To find the above article, type the exact article title into the search box and select '**Search Library**'. A link to the article will appear in the search results.

The screenshot shows a search result for the article "The Role of Affective Experience in Work Motivation" by Myeong-Gu Seo, Lisa Feldman Barrett, and Jean M. Bartunek. The result is displayed in a card format. On the left, there is a document icon with a red box labeled '1' next to it. Above the icon is an orange 'online' tag. The article title is in blue text with a red box labeled '1' around it. Below the title, the authors' names are listed in a smaller font with a red box labeled '5' around them. To the right of the title and authors, there are icons for quote, email, folder, and more options, with a red box labeled '4' around the folder icon. Below the authors, the journal information is shown: "The Academy of Management Review, 07/2004, Volume 29, Issue 3". A short abstract follows: "Based on psychological and neurobiological theories of core affective experience, we identify a set of direct and indirect paths through which affective...". Below the abstract, there is a link for "Journal Article: Full Text Online" with a red box labeled '2' around it. At the bottom of the card, there is a "Preview" button with a dropdown arrow and a red box labeled '3' around it.

- To access the full text click on the **title of the article (1)** or the **Full Text Online link (2)**. You will need to enter your Athens username and password.
- Click on the **preview** link to view the **abstract (3)** of the article.
- Click the **folder icon (4)** to save the article. Learn more about this in the next part of the guide.
- Click on the **author's name (5)** to view other articles by the same author.

What if I can't find an article?

If the article you want is not on the first page of results, try putting quotation marks around the title for example "The role of affective experience in work motivation".

If you still cannot find the article try adding the authors name to the search, for example "The role of affective experience in work motivation" and Myeong-Gu Seo.

If you still cannot find the article use the **A-Z Journals List** (<http://zk6qc5fe9p.search.serialssolutions.com/>) to look up the journal title to make sure that the Online Library has the journal, and that our subscription covers the publication year.

To save a particular result click on this icon



After you have saved your results you can view your citations by clicking on the folder icon at the top of the

page



You can export the results to reference management software, email them to yourself or print them out.

Please note that the folder is temporary so if you want to save your results make sure you choose one of these options before you exit Summon.

Advanced Search



There may be times when you want to do more advanced searching in Summon. Click the icon shown above to access this feature.

The Advanced search feature is good for:

- Finding items written by a particular author
- Searching for articles within a specific publication.
- Finding an article using incomplete information (if you do not know the article title but know the author and the publication).

Help and Support

Use the Help link to get advice on further advice searching.

Contact the Online Library Enquiry Service by email at: onlinelibrary@shl.lon.ac.uk

Feedback

We would welcome your feedback about Summon as this will enable us to improve the service. Please fill in this feedback form, and remember to put Summon in the subject line.

<http://onlinelibrary.london.ac.uk/about/contact-us?type=feedback>