

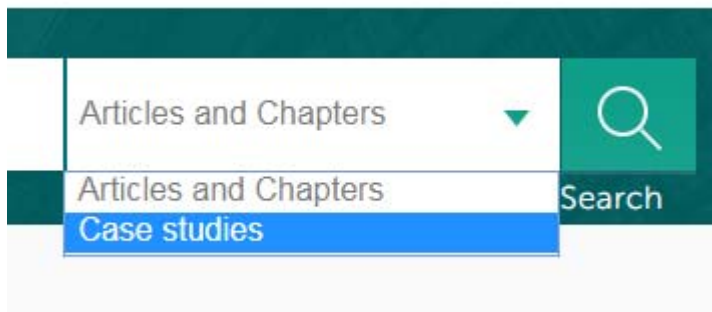
Emerald – Quick Start Guide

Emerald is one of the leading providers of management e-journals. This guide is intended to help you use the database.

Searching

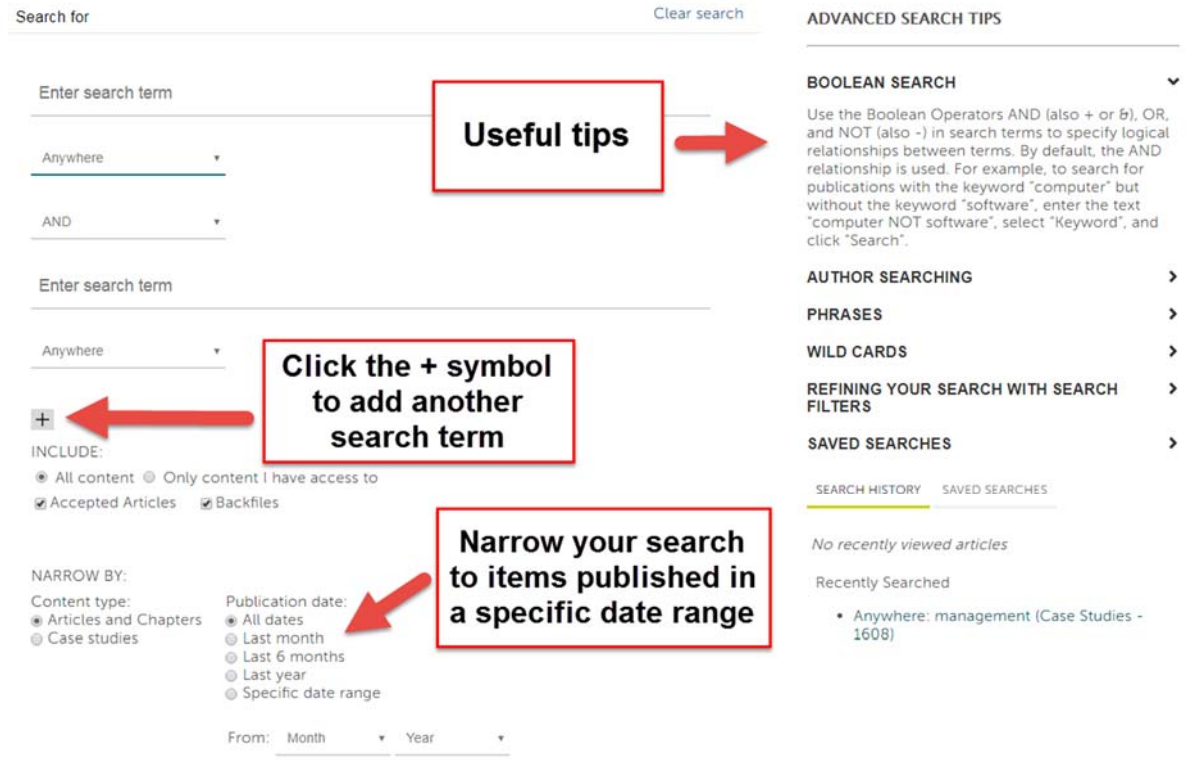


After you have logged in, you will see the basic search box. Type the title of the article you want, or the keywords of your research. Put quotation marks around the title or key phrases for a more precise search.



The basic search box automatically searches journal articles and book chapters. But Emerald also has some case studies which examine the specific experience and results of particular organisations. To search for case studies, type a title, keyword or organisation name in the basic search box, then select **Case studies** from the drop-down menu on the right of the search box.

Advanced Search



The screenshot shows the Advanced Search page with several annotations in red boxes and arrows:

- Useful tips:** A red box with an arrow pointing to the search input fields.
- Click the + symbol to add another search term:** A red box with an arrow pointing to the plus sign icon in the 'INCLUDE:' section.
- Narrow your search to items published in a specific date range:** A red box with an arrow pointing to the 'Publication date:' options.

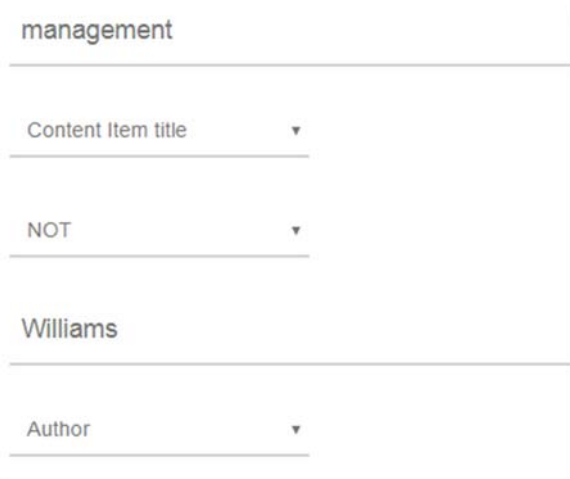
The interface includes a search bar with a 'Clear search' link, two search input fields with 'Anywhere' and 'AND' dropdown menus, and a 'NARROW BY:' section with options for 'Content type' and 'Publication date'. The right sidebar contains 'ADVANCED SEARCH TIPS' and a list of search filters like 'BOOLEAN SEARCH', 'AUTHOR SEARCHING', and 'PHRASES'.

To conduct a precise search, click on **Advanced search** underneath the basic search box. You will be taken to the above page. Specify your search, then click the **Search** button at the bottom of the page.

Enter your search term (such as the title, author, keywords, etc.), and use the drop-down menu below it to choose where to search for that term. If you are using a second search term, choose AND, OR, or NOT.

- AND narrows your search to items which include both terms.
- OR broadens your search to items which contain either your first search term or your second.
- NOT excludes items that contain your second search term

For example, if I want to find articles which contain 'management' in the title but are not written by Williams, I would use Advanced search like this:



The screenshot shows the search form filled out as follows:

- Search term: **management**
- Content Item title (dropdown menu)
- AND (dropdown menu)
- Search term: **Williams**
- Author (dropdown menu)



Search results

Search Results

The screenshot shows a search results page with two red boxes and arrows. The first box, labeled "Change the order of results", points to the "Order results by:" section where "Relevance" is selected. The second box, labeled "Click here to read the article", points to the "HTML" link in the first search result.

After you have conducted a search, you will be taken to a page like the one above. Click on the item's title, the PDF link or the HTML link to start reading the text.

On the right side of the page are various filters you can use to narrow down your search. For example, you can limit your search to items published in the last year.

The most important filter is near the bottom: the option to only include content you have access to. This will prevent you from finding items you can't access, so remember to use this filter to avoid frustration!

INCLUDE:

All content Only content I have access to

Accepted Articles Backfiles

Search



To download the citation of an article, click on the check box to the left of the article title. Then select **Download citation** from the drop-down menu on the right.

To email the article to yourself, click on the check box to the left of the article title. Then select **Email** from the drop-down menu on the right.

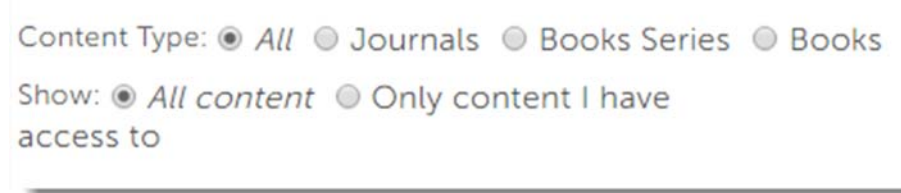


To download or print an article, click on the PDF link. Then on the PDF page, click on either the download or print options.

Browsing



You can browse Emerald by clicking on either **Journals & Books**, **Case Studies** or **Open Access** above the basic search box. Open access content is content which is freely available.



Under Journals & Books, you can choose whether to browse journals, books or both. You can browse by subject by clicking on the filters on the right side of the page. Remember to select **Only content I have access to**.

Help

If you need any help using Emerald, please contact the Online Library:

- Telephone: +44 (0)20 7862 8478 (between 09.00 and 17.00 UK time)
- Email: onlinelibrary@london.ac.uk
- Enquiries web form: <http://onlinelibrary.london.ac.uk/about/contact-us>