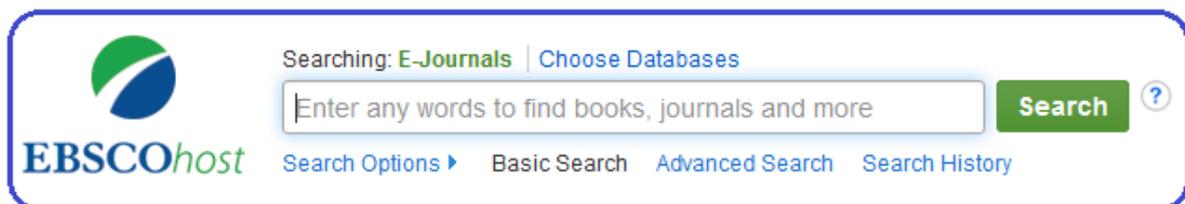# Quick Start guide for EJS E-Journals

Law and Critique and Social and Legal Studies are available from EBSCO's Electronic Journals Service (EJS) database. This database provides access to abstracts and full text journal articles where indicated.

This guide is intended to help you start searching the database and to save, print or email articles you find. You can get further help by clicking on this icon ⑦ while you are in the database.

## Searching

There are Basic and Advanced search options. Take a few moments to have a look at these different screens, and see which works best for you and the research you are doing.

**Basic Search**



**Locating a journal article** - if you know the title of the article and author you can enter these details in the basic search box to retrieve the full text

**OR**

Enter your search keywords into the basic search box. Under the search box, search options are given to allow you to make improvements to your search.

# Search Options



## Search modes and expanders

**Boolean/Phrase** – Supports the use of AND, OR and NOT and also allows you to use quotation marks for an exact phrase

**Find all of my search terms**– adds AND to all search terms entered (e.g. web AND accessibility)

**Find any of my search terms** – adds OR to all search terms entered (e.g. web OR accessibility)

**SmartText Searching**- You can copy and paste chunks of text (up to 5000 characters including spaces) to search for results.

**Apply related words**- includes synonyms (words with the same or a similar meaning) and plurals of search terms

**Apply equivalent subjects**- Can make your search more precise by matching your search terms to known keywords for subjects

# Limit your results

You can make your search more precise by placing limits on it.

**Linked Full Text**- For some articles, there will be a link to another database that has the full text. Check this option to only see these articles.

**Title**- to search for words in the titles of articles

**Publication Name**- to only show results from a specific journal

**Date Published**- Use this option to search for articles within a specified date range

**Number of pages**– Enter a number in this field to limit results to a specific number of pages in length. For example, to search for articles longer than 3 pages, select 'greater than' and type **3**. You can also use a dash to enter a range of pages. For example, to find articles between five and ten pages long, enter **5 - 10**.

Click the ⑦ icon within the database for further help with searching.
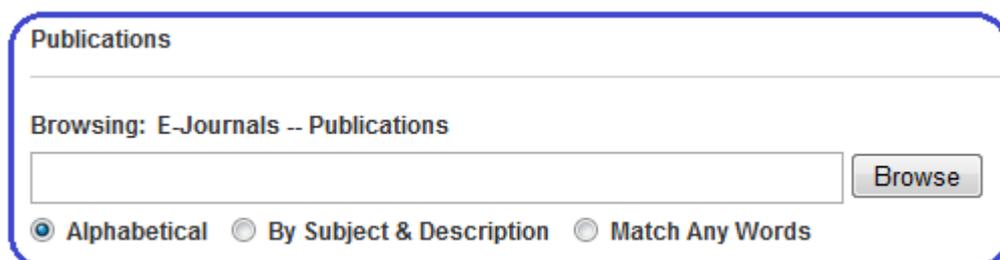

## Browsing

### Publications

Select 'Publications' from the top menu to view an alphabetical list of the all the titles within the database. The entry for each journal contains information about whether the full text is available, and whether this is in PDF and/or HTML format.



Or you can search the list of publications

- **Alphabetical**– This search type finds journals beginning with the letters entered. Results are displayed in alphabetical order.

- **By Subject & Description**– This search type allows users to simultaneously search the subject, description and title fields of a journal.

- **Match Any Words**– This search type finds publications containing one or more of your terms.

## Printing, saving and emailing your results

From your results list click on the title of the article you wish to print. The full text of the article below is available in 2 different formats, please note that not all articles in the database are available in both formats. Click on **HTML Full Text** or **PDF Full text** to open the file.



**HTML Full Text**

**Save**-select 'Save' from the right hand menu

**Print**- select 'Print' from the right hand menu

**PDF Full Text**

**Save**- Open the PDF and click on the Save icon

**Print**- Open the PDF and click the Print icon

**The Tools menu** on the right hand side of the page contains other useful links including:

- **Add to folder**- saves the citation of the article so you can export it to reference management software
- **Print**-Prints citation information and the full text HTML where available. To print PDF's see above
- **E-mail**- send the article by email, if there is a PDF this can be attached to the email.

## Getting Help

If you need any help whilst using EJS E-Journals click on the question mark icon.

Or please contact the Online library by:

Telephone at: +44 (0)20 7862 8478 (between 09.00 and 17.00 GMT),

By email at:

OnlineLibrary@shl.lon.ac.uk

By the Enquiries Form at:

http://onlinelibrary.london.ac.uk/about/contact-us