



# The Online Library

SAGE journals online

## SAGE journals Quick Start Guide

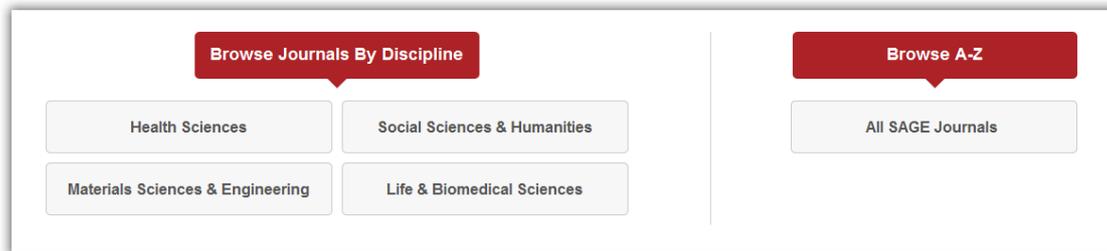
SAGE Journals Online is the delivery platform that provides online access to the full text of individual SAGE journals. Through the Online Library subscription you can access the full text collections on Education, Management and Organisation Studies, and Politics and International Relations.

### Finding Full text content

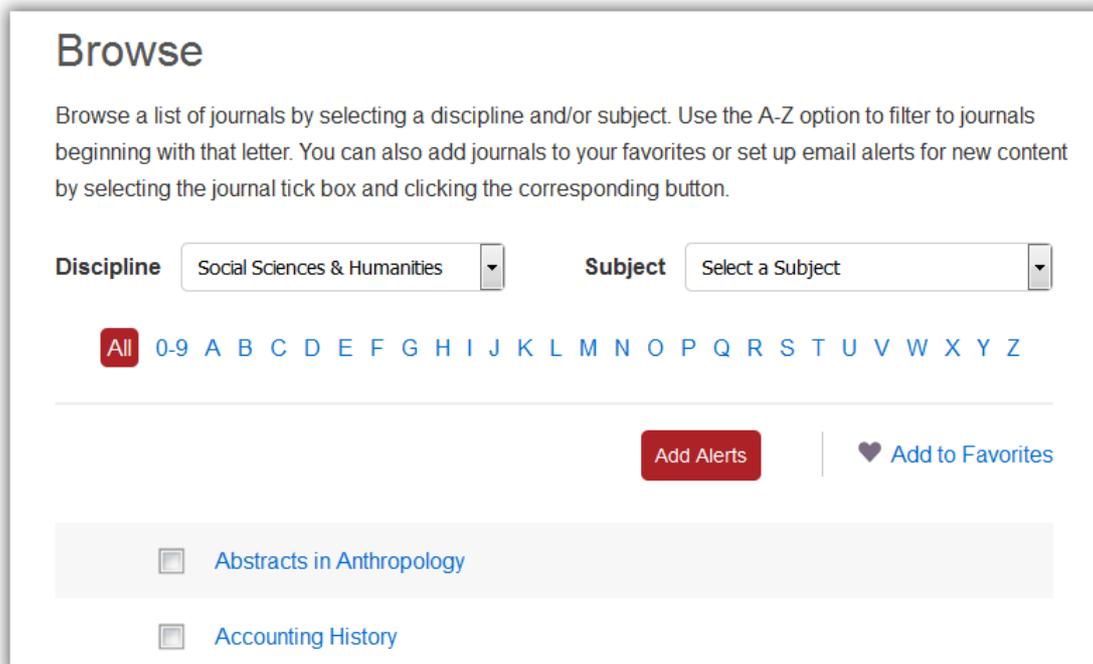
This part of the guide will help you to find the resources that the Online Library subscribes to within Sage journals.

### Browsing

Browsing will give you an overview of the full text journals that are available to you. On the homepage, click on one of the subject areas under '**Browse Journals by Discipline**' or on '**All SAGE Journals**'.



You will see an alphabetical list of journals. Use the **Subject** drop-down menu to browse journals related to a specific subject. Click on one of the letters to be taken to an alphabetical list of journals that begin with that letter. Click on the name of a journal to see more information on it and to browse the articles published in it.





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You can of course browse all the journals in Sage but you would not be able to view the full text of many articles. If you found a journal you wanted to look at you could go to the A-Z Journal List on the Online Library website and search to see if we have the journal in any other databases.

## Searching

If you are looking for a citation (the title of the article, the journal it is from, the author and date) we would recommend that you go back to the Online Library site and perform a [Summon](#) search, as this is the quickest way of finding full text articles.

You can search SAGE Journals using the search box on the homepage.



Click on '**Advanced**' underneath the search box to conduct a more precise search.

### Advanced Search

①  Enter search term ×

Enter search term +

**Published in**

② **Publication Date**

All dates

Last:

Custom range:  To:

**Access Type**

All content

Open access content only

③  Only content I have full access to



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You can confine the search to certain fields **(1)** for example you could just look for your search terms within the article title or within the abstract.

**Publication date (2)** Use this section to alter the timeframe of your search. For example you may want to find the most recent research on your topic so adjust the date to the current year.

If you want to find **full text articles** remember to select 'Only content I have full access to' in the Access Type category. **(3)**

You can combine your search terms in different ways using **Boolean Operators- AND, OR and NOT**. This allows you to make your searches more accurate.

Term X **and** Term Y: search results display articles containing both terms

Example: Critical Thinking **AND** Further Education

Term X **or** Term Y: search results display articles containing either term

Example: Critical Thinking **OR** Critical Reasoning

Term X **not** Term Y: search results display only articles containing Term X, excluding any articles also containing Term Y

## Search Results

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

- Search Results** header with a sub-header: **Results: 1 – 20 of 702842 for All education** and a **Save Search** button.
- Filter tabs: **Articles(702842)** and **Journals(198)**.
- Refine Search options: **Sort: Relevance** and a **Refine Search** dropdown.
- ARTICLE TYPE** filter: Research Article (458998), Other (114188), Review Article (49907), Book Review (39295), Editorial (14202), and a **MORE (29)** dropdown.
- PUBLICATION DATE** filter: A range slider from 1847 to 2017.
- SUBJECT** filter: Social Sciences & Humanities (516868), Health Sciences (183184), Education (182955), Psychology & Counseling (109916), and Sociology (77085), with a **MORE (67)** dropdown.
- Two search results are shown:
  - Research-article**: **How the Criminal Justice System Educates Citizens** by Benjamin Justice and Tracey L. Meares. Published November 18, 2013. Includes a **Show Abstract** link and icons for document, PDF, and full text.
  - Other**: **The praxis of educating action researchers** by Morten Levin and Ann W. Martin. Published Sep 1, 2007. Includes a **Show Abstract** link and icons for document and full text.

Red arrows and boxes highlight specific features:

- An arrow points from the **Show Abstract** link to a box: **Click here to read the abstract**.
- An arrow points from the full text icon to a box: **Click here to download and read the article**.

You can narrow your results using the options on the right side of the page.



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The green padlock means that you can access the article because it is covered by the Online Library's subscription.



The blue padlock means you can access the article because it is Open Access.

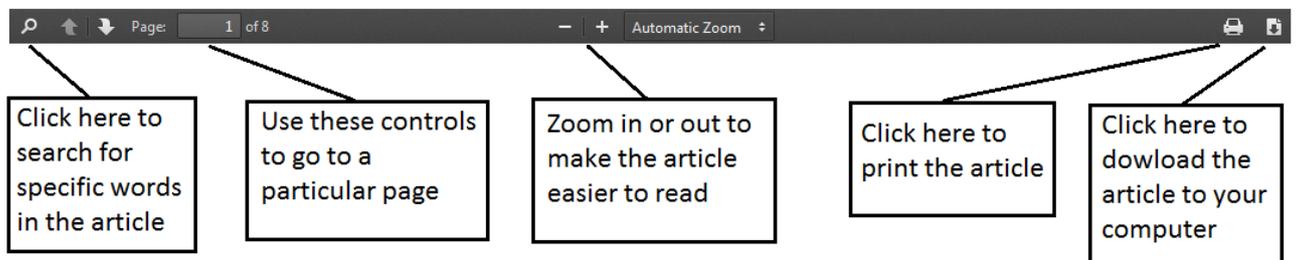


The locked padlock means that you cannot access the article, although you can still read the abstract.

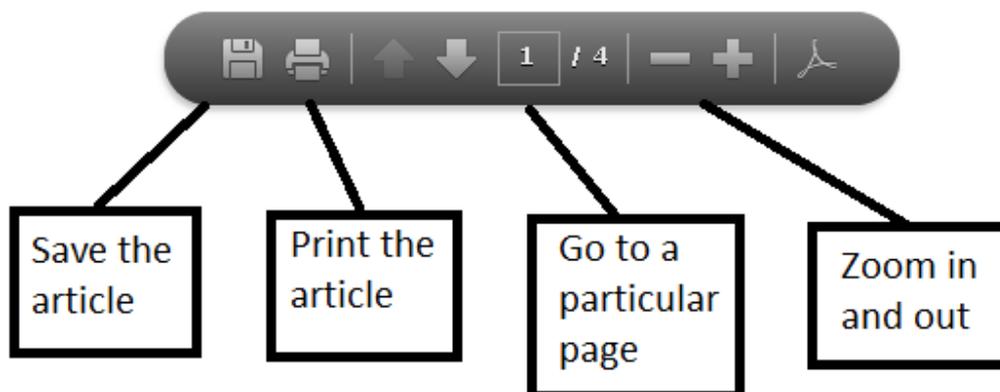
## **Viewing, printing and saving**

When you have opened the PDF file you can save the document on your computer or print it. You can also email the full text to yourself.

If you use Firefox you will see this bar at the top:



If you use Internet Explorer you will see this at the bottom:





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**If you need further help please contact the Online Library**

+44 (0)20 7862 8478 (between 09.00 and 17.00 UK time)

[OnlineLibrary@shl.lon.ac.uk](mailto:OnlineLibrary@shl.lon.ac.uk)

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