SUMMON Quick Start Guide

"How come this library isn't as easy to use as Google?"

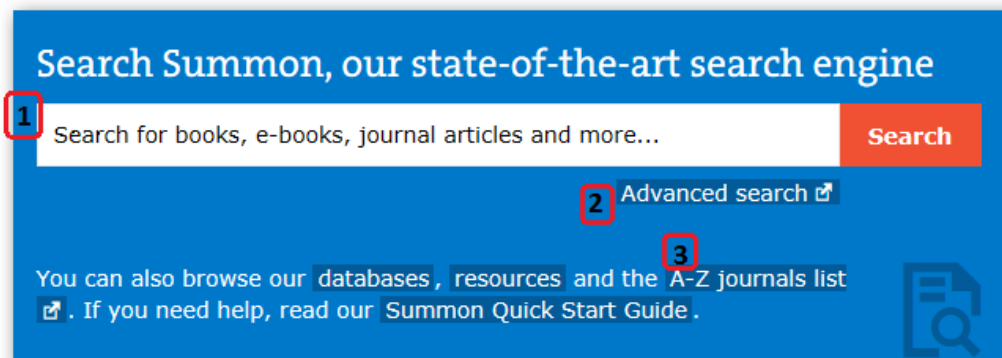"I like Google but cannot trust the results…."
These are issues that have now been addressed by Summon

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

- 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"

Number of results

- You will notice that there are a large number of results. To make your search more precise, use the grey **'Refine your search' menu (5)** 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.**(6)**

- Click on one of the buttons under **Publication Date** to narrow your results to items published in recent years. Or click on the pencil to enter your own custom date range.**(7)**

- Select an academic **discipline** from the options. You can combine more than one discipline **(8)**

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 press enter. A link to the article will appear in the search results.

- To access the full text click on the **title of the article (1)** or the **Full Text Online link (2).**

- Click on the **preview** link to view the **abstract (3)** of the article.

- Click the **bookmark 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.

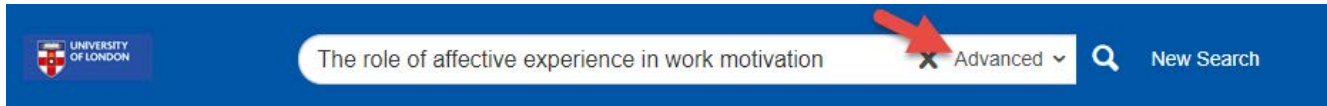To save a particular result click on this icon next to a search result

After you have saved your results you can view your citations by clicking on the bookmark icon in the top

right corner of the page

You can export the results to reference management software, email them to yourself or print them out. You have free access to a reference management tool called RefWorks. See our reference management software guide for details.

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 on 'Advanced' in the search bar 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@london.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