

Introduction

Emerald is a fulltext collection of journals that covers management, marketing, engineering and other subject areas. All titles are published by MCB University Press. The collection can be searched as a whole or individual journal titles can be browsed.

Accessing

From the Library web site <http://www.library.uow.edu.au>

- Click on **Databases**
- Select **E** for **Emerald**
- Click on the link for **Emerald Fulltext**
- You will be prompted to type in an **EZproxy login**
- Enter your **University email username** and **password**. Questions regarding University email accounts should be directed to Information Technology Services (ITS) phone 02 4221 3775

Searching – Quick Search

- Click in the **search for ... box** and type in a **keyword or phrase**
- Click in the check boxes **to limit** the search if required eg. truncation
- Select which **field** to search eg. All fields (excluding fulltext)
- If desired, select the **‘Search only my subscribed journals’** to limit the search to fulltext articles available through the UOW Library’s Emerald subscription
- Click on **Go**

Advanced Searching

- Click on **Advanced Search**
- Type in a **word or phrase** in the **Search text box**
- Select which **field** to search eg. All fields (excluding fulltext)
Note: avoid using Keyword searching, as this is Subject Searching in Emerald
- Search terms will be combined using AND as a default. There is the option to change to OR from the drop down menu if required
- Repeat these steps for your next word or phrase in the next search boxes
- If desired, select the **‘Search only my subscribed journals’** to limit the search to fulltext articles available through the UOW Library’s Emerald subscription
- Scroll through the page and select other **Limits** as required eg. date
- Click on **Go**

Combining Searches

AND is used to *narrow* a search by finding records that contain both search terms. For example: a search for *leadership and managers* will retrieve only records that contain **both** the terms leadership **and** managers

OR is used to *broaden* a search by finding records that contain either search term. For example: a search for *women or female* will retrieve all records that contain **either** the term women **or** female, or **both** terms

Searching Tips

- Use the database **Help** to assist with your search
- Use the **?** button for other helpful **searching tips**
- Selecting the **truncation** check box will find variations in word endings (e.g. *manag** will find *manage, manager, management* etc.).
- Break down your search topic into single concepts. Search on each term separately and then combine them using the set numbers of each search (e.g. #1 and #2) displayed in the **Search History**
- **Limit** to publication year, subscribed titles, or style of article

Displaying Records

- Click on the **hypertext link** to view the record. Records usually include a Citation and Abstract
- Select the **display format** (HTML or PDF) at the bottom of the screen to display fulltext, and click on **Request Document**

Printing or Emailing Results

- For **HTML format**, click on the **print** button on your **web browser's toolbar** to print the record/article
- For **PDF format**, click on the **print** option on the **Acrobat Reader toolbar**
- To **email** records, select the **display format** (HTML or PDF) near the bottom of the screen. Click on **E-Mail This Page** at the top right corner of the screen. Type in your name, full email address, any comments, and then click on **Submit** to send the email. The email will contain a **url link** to the article rather than the actual text of the article

Saving Results

- Display **PDF (download)** format
- To save the displayed fulltext, select the **save** option on the **Acrobat Reader toolbar**. Note: **older versions of Acrobat Reader** may not have a save option. In these cases, click in the frame where the article is displayed, then select **File** and **Save Frame As** from the menu bar
- Select **Drive A:** and change the filename (up to eight characters) to reflect your search. Keep the extension **.pdf** (e.g. *market.pdf*) so that you can view this later in Acrobat Reader

Getting Help

- Don't forget the **Help** feature in the database
- The Library's *Finding Articles Tutorial* covers the main concepts and skills for searching databases. There is a link to this tutorial on the Library's **Help - Teach Yourself** web page
- Attend a free, hands-on **'Finding journal articles' Workshop**. For details check the **Workshops brochure** available in the Library Foyer or the **Help - Come to a Class** link on the library web page
- Ask at the **Research Help** desk if you need further assistance
- Use **Help - Ask a Research Question** on the Library web page for additional guidance

Logging Off

- It is not necessary to click on anything to log off from this database

July 2004