



How to access and use Emerald resources

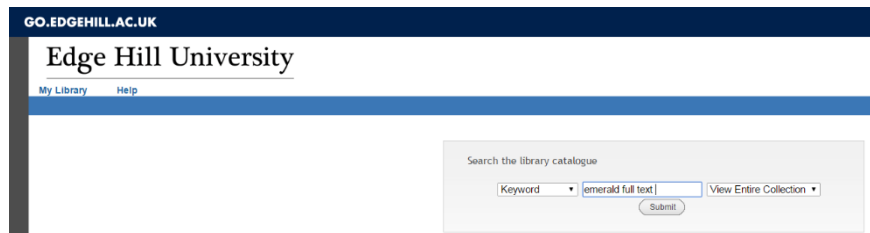
Learning Services

Contact your Librarian
Michelle O'Connell
michelle.o'connell@edgehill.ac.uk

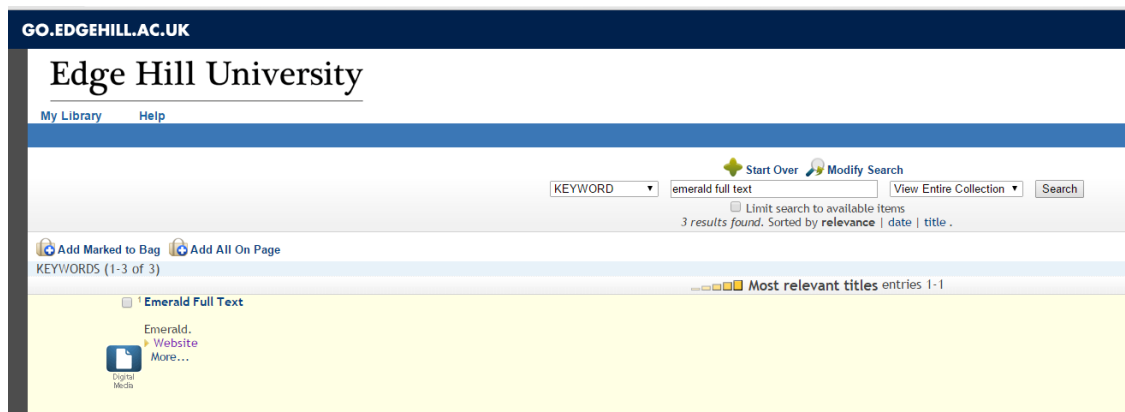
Emerald is a global publisher providing you with the highest quality, peer reviewed research. Emerald manages a portfolio of over 200 journals.

Find Emerald through the library catalogue: <http://library.edgehill.ac.uk/>

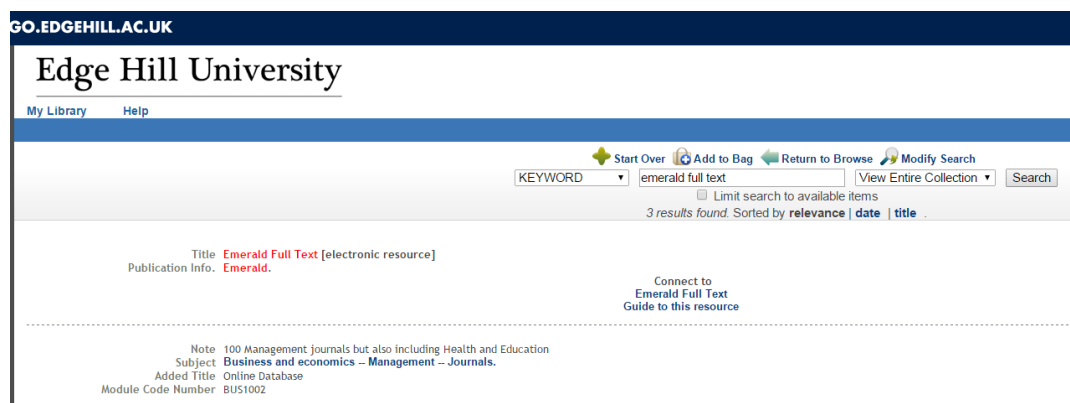
Type 'emerald full text' into the middle search box and click on 'submit'.



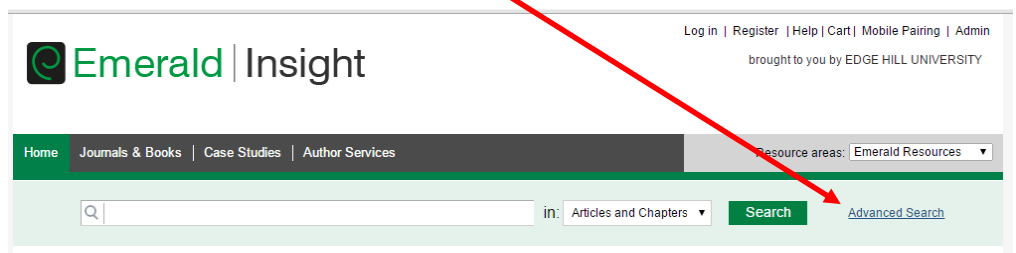
The first item in your results list will be 'Emerald Full Text, click on this.



You will see this screen. Click on 'connect to Emerald Full Text' and you will get to a login screen. Enter your Edge Hill username and password.



On the home page, choose 'Advanced Search'.



Advanced Search

Enter your search terms.

Use the drop down options to access Boolean operators AND, OR, NOT.

Choose 'only content I have access to'.

Narrow your search further by using the content and publication date filters.

Refine your search by selecting the field in which you wish to search.

Search Tips

Boolean operators

AND – results contain all of the terms entered

OR – results contain any one of the terms entered

NOT – results contain on term but do not contain another

Wild cards allow you to construct a query with approximate search terms. Use a question mark (?) in a search term to represent zero or more characters in the middle or at the end of a search string. There are two limitations of wildcards: (1) they cannot be used at the beginning of a search text and (2) they cannot be used in a phrase enclosed in quotation marks. Also note that a question mark (?) at the end of a string is treated as a literal.

Your results will look like this:

The number of articles matching your search is shown at the top. Around 30-40 is a manageable number.

Results are sorted by relevance, but you can choose to sort by publication date instead

Click on **Preview** to open a summary of the article.

Click on **Abstract**, **HTML** or **PDF** to open.

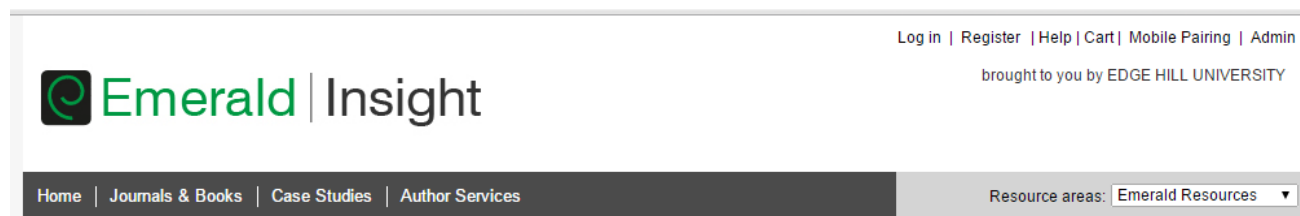
The screenshot shows a search results interface. At the top, it displays 'Search Results' and 'Articles/Chapters (36) Case Studies (0)'. Below this, there are sorting options: 'Order results by: Relevancy (selected), Newest First, Oldest First'. It also shows 'Results: 1-20 of 36' and 'Items per page: 20'. An 'Icon key' section includes 'You have access', 'Partial access', 'Backfile', 'Earlycite', and 'Abstract only'. A 'Select all' button and a dropdown for 'For selected items' are also visible. The first result is titled 'Who is responsible for my workaholism: me, my parents or my workplace?'. It includes a 'Preview' button and links for 'Abstract', 'HTML', and 'PDF (49 KB)'. The second result is 'Interview with Professor Robert Kaplan, author of What to Ask the Person in the Mirror', with a 'Preview' button and links for 'Abstract', 'HTML', and 'PDF (69 KB)'. Red arrows point from text boxes on the left to these specific elements in the screenshot.

This screenshot shows the search filters and history section. At the top, there is a 'Search For' field with 'management' and 'Keywords' selected. Below it, there are 'AND' and 'OR' options, and another search field with 'human resources' and 'Keywords' selected. There is an 'Add a field' button and an 'INCLUDE:' section with options for 'All content' and 'Only content I have access to', with 'EarlyCite' and 'Backfiles' checked. A 'Search' button is at the bottom. Below this is a 'Search History' and 'Saved Searches' section. The 'Recently Searched:' section shows a list of search terms: '[Keywords: management] AND [Keywords: human resources] AND [Publication ... (Articles/Chapters - 36)'. At the bottom, there is a 'Refine Search' section with 'FILTERS APPLIED:' showing 'Publication Date: 01/01/2005 - 01/31/2015 [Remove]'. Below that, a 'Keyword' section lists: 'Human resources (35)', 'Human resource management (21)', 'Management (7)', and 'Talent management (5)'. Red arrows point from text boxes on the right to these sections.

Your search criteria are shown on the right-hand side at the top. Beneath this is a Refine Search panel, you can use this to filter you results further.

Create an account

It is easy to create an account in Emerald, just go to **Register** at the top of the home page.



Log in to your account when you open Emerald. You can then save your search results, re-run the same search in the future and sign up for alerts which will email you the results of the selected search at a specified time interval.

Tutorials are available in several languages

<http://www.emeraldgrouppublishing.com/support/training/tutorials.htm>

Help

If you need any help accessing or using Emerald you can contact your Librarian at Edge Hill University, Michelle O'Connell: michelle.o'connell@edgehill.ac.uk