Emerald Full Text

What Is It?	Emerald Full Text is a collection of over 40,000 articles from over 100 of the most prestigious management journals, complete with full text archives back to 1994 and abstracts back to 1989. This database covers all major management disciplines from marketing, human resources management, quality, library and information management, to operations management and more. Key titles include: European Journal of Marketing, International Journal of Operations and Production Management, Management Decision, Personnel Review, The TQM Magazine.

How Do I Access It?	• Click on 'connect to' **Emerald Full Text** NB: If you are off campus you will need to authenticate
Help	This sheet is a brief guide to searching this database. You can click on the **Help** button at the top of the screen at any time.
Searching	There are three main ways to search Emerald Full Text - **Advanced Search** (the default), **Quick Search** and **Browse Search**. **Advanced Search** Enter your search terms, linking them together with **AND, OR** and **NOT**. Click on **Search** to search across the entire database. The search will default to look in 'All fields'. Select the 'All fields' drop down box to restrict your search to specific fields, for example Author or Publication Title. Advanced Search allows you to combine searches across different fields from more than one search box. Advanced Search also allows you to limit your search to a specific publication date. **Quick Search** Click on the home link to find the quick search box. **Browse**: this allows you to browse the database by article author, journal title, and article title and article keywords for matching terms. Choose 'Browse' from the left hand side of the screen.
Displaying Records	Your search results will be displayed, with the titles as hyperlinks. Click on the title to view further details. The record display will show you the publication details of the article and an abstract.

	To look at the full text of the article, you will be given the option to view in html or PDF. Select a format with which to view the article. PDF is recommended where available because it will display exactly as it was printed in the original journal - with graphs, tables etc.
Printing	Go to **File** and **Print**.
Saving To Disk	Go to **File** and choose **Save as**. Enter a filename and select plain text from the save as type box. Click on **Save**.
Quitting	Click the **Search and browse** button on the top left of the browser to go back to the library catalogue.

Remember – If you need help or advice, ask at one of the Help Desks