Information Resources
Library

# Searching Emerald Fulltext

## What is Emerald Fulltext

Emerald provides full text for approximately 150 journals from MCB Press. Users have access to over 35,000 full text articles including full text archives back to 1994.

Subject coverage spans a spectrum of management disciplines including: strategy; leadership; library and information management; marketing and human resource management; plus a substantial number of engineering, applied science and technology titles.

## Starting

Emerald is available on the web at: http://www.swinburne.edu.my/inforesources/lib_resources.htm Ask the Library Staff for User ID and Password.

Follow the instructions on the screen to connect to Emerald.
To Search Emerald Fulltext, click on the **Fulltext** button under "Access our Products".



## Search or Browse ?

**Use Browse when** you have some information about the article(s) you wish to find, for example the author's name or the journal title. You can also use browse to look through lists of keywords if you are unsure of which search terms to use when looking for articles on a topic.
**Use Search when** you don't have specific details about an article. You can use either the **Quick Search** or the **Advanced search** to locate articles.

## Quick Search

Type your search words or phrase into the text box. You can use the combining term **and** to make your search specific to a couple of words. The combining term **or** lets your try alternative words. **not** makes sure a word does not appear in the results.

term entered e.g. "marketing" as exact match for journal title will only return articles form the journal named "Marketing" and not from "The European Journal of Marketing", "Marketing Intelligence and Planning" etc.

If you are searching for a phrase, check the box next to Phrase. E.g. "customer relationship management" will only find articles where the phrase appears in full, but not where each word appears separately.
If you would like to search for an exact match, check the box next to exact match. This can be used in conjunction with the other search options, which will return results with the precise.
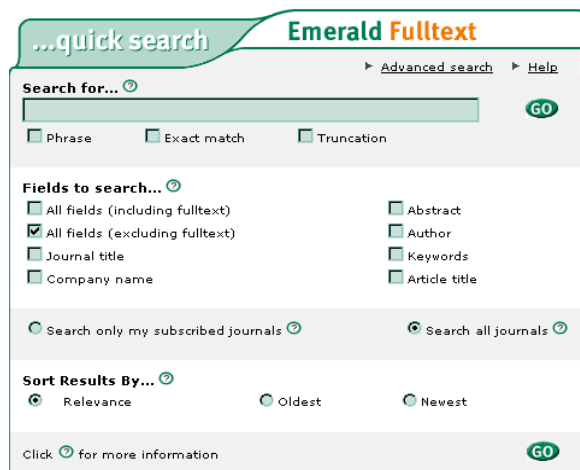


The **truncation** option finds variations on word endings.
e.g. if you type **work** into the text box and check the "Truncation" check box, the results will list all appearances of the letters "w o r k" where they appear in that order. Therefore you can expect to retrieve articles with work, worked, working, works, worker, workers etc.
Please Note: if you want to find alternative spelling of words use the OR command;
eg **organizations OR organisations**
Specify the parts of the database to be searched by ticking the relevant check boxes.
You can choose to **sort** the results by Relevancy, Oldest or Newest articles.
When you are happy with your selections, click the "Go" button. The search engine performs your search and displays the results.

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## Advanced Search

From the **drop down menu** select the field(s) you would like to search in (e.g.Keyword(s)s, Abstract, Author(s), Article Title, Journal Title).

You can **Limit** your results by ticking the boxes: for e.g. Style such as Case Study or Literature Review; or limit by date.
You can choose to sort the results by Relevancy, Oldest or Newest Articles.

If you want to limit your search to a particular journal(s), click on the "Select journals from list below" radio button and select your preferred journals from the drop-down list.

## Viewing Results of a Search
When you submit your search request (Quick Search or Advanced Search), the results page shows the following:
**Results for:** *your search criteria*
**Number of hits:** *total number of hits*
**Viewing:** *the number of hits shown on that page*
**<<Previous & Next>>** *links - if more hits are found than can be displayed on one page.*
**Hits matching your criteria.**
Each "hit" appears as a fullcitation.
The "hit" articles are listed according to the Relevance Ranking you selected for your search.

If you do not see an article that interests you, click on the "**Next>>**" page link, or alternatively click on the "modify search" icon to go back and refine your search criteria.
If you want to see further information about each article, click on its title. As well as citation, you will see: the page numbers, the publisher name, an abstract (summary) of the article, keywords, and other information.

## Browsing
Open the browse page by clicking on the "**Browse**" tab at the top of the screen. The browse Journals menu is split into three sections, to view the section, select the radio button next to the individual list: Journal Title, LC Classification, Subject, and Browse by Journal Title.



In the selection box to the left, click on "Journal Title" radio button.
If you would like to see a list of all the titles available:
Click on "All Titles".
If you know the name of the journal you are looking for you can either:
Click on its initial letter, or
Type the title in full, or a keyword, into the text box and click on "find containing" and then click on GO.

The screen will show the titles of all the available journals, along with the journals' ISSN Number and the dates of articles available from Emerald Fulltext. Click on the title of a publication to see further details of that journal.

Browse by Subject (as defined by Emerald)
In the selection box to the left, click on the "Subject" radio button.
The screen shows a list of the available subjects. Select the subject that matches your inquiry and click on the cross on the left.

The screen shows the titles of all the available journals within that classification, along with the journals' ISSN Number and the dates of articles available from Emerald Fulltext. Click on the title of a publication to see further details of that journal.

## Retrieving citations
If you wish to print or save a list of citations, you need to **add them to a marked list**. Select the marked list option from the left options box.
- ❑ If you wish to **print** the items, click on "Display for printing." You can then click on the printer icon to send the page to the printer.
- ❑ If you wish to **save** the items to a disk, or your chosen location, click on "Display for download."
- ❑ If you wish to **email** any of the articles, you need to add them to a marked list. Select the marked list option from the left options box. Click on "Email this list." You can then fill in your name, your email, another email address if you wish to share your research, and a comment. Then click on the "Send e-mail" button.

## Retrieving articles (full text)

Click on the Title of the article
If the article is available in full text, you will see a box at the bottom of the screen, where you will need to select a file format, for downloading or printing.
Then click on **request document**



## Alert Services and Tables of Contents
To set an alert;
**1**. perform your search. **2**. click on the "**Save search as email alert**" option at the top of the screen. **3**. enter your name and email details. **4**. click on the Submit button. **5**. Give your alert a name, then select the maximum number of records you wish to be alerted about each week. **6**. click on Add to save the alert.

**Tables of Contents**.
You can receive the contents page of any chosen journal whenever the latest issue becomes available online.
**1**. Click on the Emerald Alert option in the green banner at the top of the screen. **2**. Select the **ToC Alert option** from the page.
**3**. Fill in the form with the desired journal title(s) and your contact information. **4**. click on the Submit button.