

# Guide to...

## Emerald Database

### CONTENT

Emeral is an online digital collection of nearly 200 full text peer reviewed management journals. Subject areas covered include Management, in a variety of settings, including the public sector, education and engineering. Niche management disciplines including strategy, change management, and international marketing, business ethics and human resources.

Major titles covered include

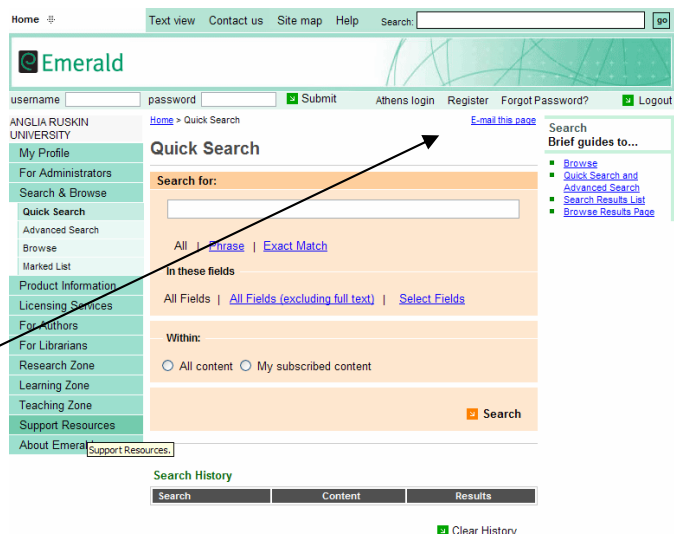
***Management Decision, European Journal of Marketing, Journal of Documentation, Leadership & Organization Development Journal, The TQM Magazine, Industrial Robot, Tourism Review***

### HOW TO GET STARTED

Login in to the Digital Library.

Select the Emerald Database from the Database or SubjectSearch tab.

From the Home Page select **My Profile**, and choose **Search and Browse**, the default search screen is for a **Quick Search**.



The screenshot shows the Emerald database search interface. The top navigation bar includes links for Home, Text view, Contact us, Site map, Help, and a search box. The main content area is titled 'Emerald' and features a search form with fields for 'username' and 'password', a 'Submit' button, and links for 'Athens login', 'Register', 'Forgot Password?', and 'Logout'. The search form includes a 'Quick Search' section with a search input field and options for 'All', 'Phrase', and 'Exact Match'. Below the search form are sections for 'In these fields' and 'Within:'. The left sidebar contains a menu with options like 'My Profile', 'For Administrators', 'Search & Browse', 'Quick Search', 'Advanced Search', 'Browse', 'Marked List', 'Product Information', 'Licensing Services', 'For Authors', 'For Librarians', 'Research Zone', 'Learning Zone', 'Teaching Zone', 'Support Resources', and 'About Emerald'. The right sidebar has a 'Search' section with a 'Brief guides to...' link and a list of links: 'Browse', 'Quick Search and Advanced Search', 'Search Results List', and 'Browse Results Page'. At the bottom, there is a 'Search History' section with a 'Clear History' button.

**Select My Profile from the home page**

**Choose Search and Browse for the main search options.**

Help is available from the Support Resources, choose the section called, For the User. On screen help is also available from the **Brief Guides to...**

### HELP

From the Home Page select **Support Resources** and choose **For the user**, for a brief guide to Emerald Management database, covering the principle search options. On the **Quick Search** and **Advanced Search** pages, quick guides to **Browsing and Searching** are available by clicking the link on the right.

## HOW TO SEARCH

Within the Search and Browse section there are a number of search options. **Quick Search**

To find journal articles on a particular subject, choose **Quick Search**.

Enter the search term or phrase which best describes the subject you require. If you are searching for a phrase choose the phrase option under the search box.

An example of a search for "business ethics"  
The phrase "business ethics" is entered in the search box, **Search for**. The type of search term is indicated, unusual terms can be traced by using the **exact match** option. Click the **search** button (bottom right) to run your search.

The screenshot shows the Emerald website's search interface. At the top, there are navigation links: Home, Text view, Contact us, Site map, Help, and a search box. Below this is the Emerald logo and a navigation menu for ANGLIA RUSKIN UNIVERSITY. The main content area is titled 'Quick Search'. It features a search box with the text 'business ethics'. Below the search box are options for 'All', 'Phrase', and 'Exact Match', with 'Exact Match' selected. There are also options for 'In these fields' and 'Within: All content' (selected) or 'My subscribed content'. A 'Search' button is located at the bottom right of the search area. A 'Search History' section is visible at the bottom, with a 'Clear History' button.

## Advanced Search

To find journal articles on very specific topics through combining terms choose **Advanced Search**. Use this option to find article by specific authors or in a particular journal.

An example of a search for articles by Kotler on marketing in the Journal of Consumer Marketing.

The term "marketing" is entered in the search box **Search for...**

The author's name is entered in the next search box and the type of search term is indicated by using the drop down box and selecting **Author**.

The journal title is entered in the third search box and the type of search term is indicated by using the drop down box and selecting **Journal Title**

The screenshot shows the Emerald website's advanced search interface. It features a search box with the text 'marketing'. Below the search box are options for 'All', 'Phrase', and 'Exact Match', with 'Exact Match' selected. There are also options for 'In:' and 'using: All fields'. Below this, there are three search boxes with dropdown menus. The first search box has 'And' selected and 'kotler' entered. The second search box has 'And' selected and 'Journal of Consumer Marketing' entered. The third search box has 'And' selected and 'Journal of Consumer Marketing' entered. There are also options for 'Limit the search to:' and 'Within: All content' (selected) or 'My subscribed content'. A 'Search' button is located at the bottom right of the search area.

## Browse

To find journal articles from specific journal titles where you have a full citation use the **Browse** option.. Use this option to find a range of journals in a particular subject area, to search further.

### Searching Tip

You may wish to use the **My subscribed content** option to limit your search to full text articles.

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## HOW TO DISPLAY RESULTS

Results can be displayed in a number of ways.

The screenshot shows the Emerald database search results page. The search query is 'business ethics' and it has found 1859 results. The page is displaying a list of four articles. Callout boxes provide instructions on how to interact with the results:

- Callout 1:** Points to the 'Articles' tab and the 'Search & Browse' menu item. Text: "To see your results, click on **Articles**. You may modify your search or search from within your results. Sort your results by showing the most recent first, or oldest or by relevance."
- Callout 2:** Points to the article titles in the results list. Text: "Articles can be displayed with the abstract, the full text can be viewed as an HTML document or a pdf document. For a comprehensive summary click on the title of the article."

Use the comprehensive summary, available by clicking on the title of any result item, to find the abstract, methodology and main findings, and Keywords which you can use to try further searches.

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## HOW TO SAVE RESULTS

To save results, check the boxes along side each result, these can be reviewed under the **Marked List** option, under **Search and Browse**. Results can be printed, downloaded or e-mailed out.

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## HOW TO QUIT

Click the Logout option in the top right hand corner.