Your profile

Your own personalized area:

Your marked lists

You can view, create and manage your marked lists on the marked list edit page.

Digests and newsletters

Sign up and manage your subscriptions on the digest and newsletter page. Emerald publishes weekly e-mail digest alerts containing summaries of journal issues published each week. We also have a selection of newsletters available on a range of subjects.

Table of contents alerts

Sign up and manage your alerts on the table of contents alerts page. Subscribe to the table of contents alerts for your chosen journals and the contents page will be e-mailed to you whenever the latest issue becomes available online.

Your favourites

You can edit your favourites list on the favourites page. Save your preferred journals and books by clicking on the title. This will take you either to the latest issue for journals or to the volume list for books, where you can select: Add to Favourites.

Saved search alerts

Manage your alerts on the saved search alerts page. Searches will be automatically run and the results will be e-mailed to you.

Customer Support services

If you require any further assistance, please contact the Emerald Customer Support department.

E-mail: **support@emeraldinsight.com**

Frequently asked questions

Q. How do I access the Emerald website from home?

A. To access from home, speak to your librarian who will explain how you can access Emerald off campus.

Q. What is Emerald EarlyCite?

A. Emerald's online, pre-publication service that enables you to access journal articles prior to official publication.

Q. What is Emerald Backfiles?

A. 68,000 articles searchable in PDF, over 120 journals, all the way back to Volume 1 Issue 1. For further information go to: **http://info.emeraldinsight.com/backfiles**

Q. What if I need to use software tools for publishing and managing bibliographies?

A. You can download bibliographic references in ASCII format from the marked list feature within "Your Profile."

Q. How do I purchase an article?

A. To purchase individual articles register for a "Your Profile" account.

A full Article Purchasing Guide can be found at: **http://info. emeraldinsight.com/products/subs/article_purchasing_ guide.doc**

Q. How will the article I purchased be delivered?

A. The article is e-mailed immediately on purchase in PDF or HTML format.

Q. Can I order over the phone?

A. Unfortunately we do not take orders over the phone. If you have a problem with the online purchase facility, please contact Customer Support, so that we may help you with your transaction.

Step-by-Step Guide

Accessing eJournals, eBook Series and additional resources on one integrated platform

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Research you can use

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Go to: **www.emeraldinsight.com**

Enter your **username** and **password**

Search for

- Enter your word or phrase in search box under "Search for"
- Use the drop-down menu to specify the type of content for which you are searching
- Select "Go".

Advanced search

- Select "Advanced search" on the left-hand menu
- Use the tabs on the top of the page to specify the type of content for which you are searching
- Enter your word or phrase in search box under "Search for"
- Refine your search by selecting the field in which you wish to search
- Select your search option from "All", "Any" or "Phrase":

All – Searches on **all** words entered by the user.

Example:

If the search is two words, then the results will contain **both words**, but not necessarily together

Any – Searches on **any** word(s) entered by the user.

Example:

If the search is two words, then you will receive results for each individual word

Phrase – Searches on the **exact phrase** in the order in which it is entered.

Boolean operators

Click on more options to access the Boolean operators:

- **AND** – results contain **all** of the terms entered
- **OR** – results contain **any one** of the terms entered
- **NOT** – results contain **one** term but **do not** contain another
- In addition you may limit your search by the year of publication
- To include "EarlyCite" and Backfiles, tick the relevant box
- Select "Search"

- Search results are organised by content type:
  - Journals
  - Books
  - Bibliographic databases
  - Site pages
- From your results page you can carry out a new search, modify your search or save your search (see **Your Profile** for information on saved searches).

Search results

Example:

Browse

Use "Browse", if you would like to view the content of a specific journal or book series or find journals/book series in a particular subject area.

You can browse journals, book series, reviews and abstracts (Bibliographic database) as follows:

- Under the "Browse" option on the left-hand menu select either "Books & Journals" or "Bibliographic Databases"
- "Books & Journals" titles are listed alphabetically and you can also browse by subject as the taxonomy is accessible on the same page
- When browsing "Bibliographic Databases" both Emerald Reviews and Emerald Abstract Products results are listed.

Icon key

 You have access to this item

 Backfiles

 EarlyCite

 Abstract only

 This book/journal has been added to your "Favourites" page managed within "Your Profile"