



Search & browse

Step-by-step guidance on finding content on Emerald Insight



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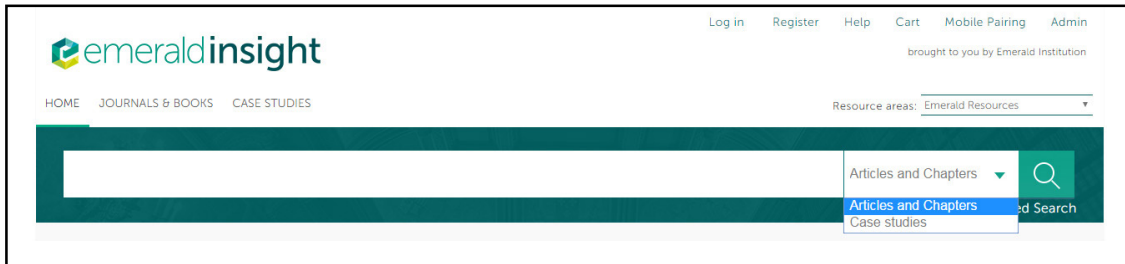
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Enter your **username** and **password**

Searching

Quick search

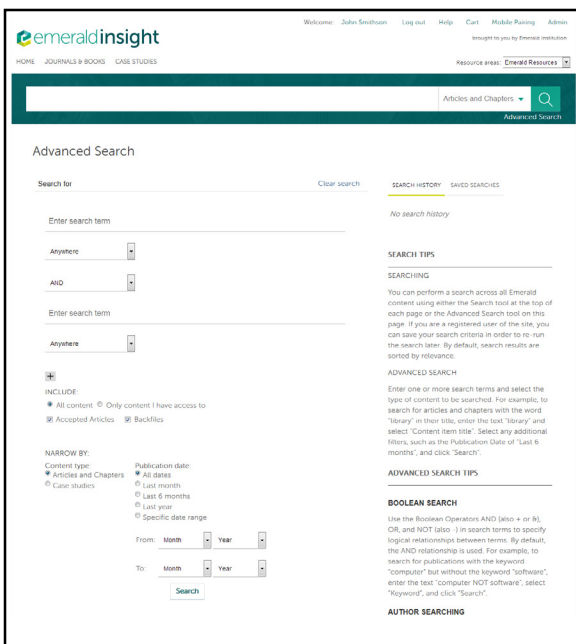
- Enter your word or phrase in the search box at the top of the page
- Use the drop-down menu to specify the type of content for which you are searching
- Select 'Search'



Advanced search

- Select the 'Advanced search' link in the search bar
- Enter your words or phrases in the search boxes
- Refine your search by selecting the field in which you wish to search from the drop-down menu of the end of each search box
- Click the '+' sign to add additional search terms
- Use the drop down options to access the Boolean operators: 'AND', 'OR', 'NOT'

Narrow your search further by using the Content type and Publication Date filters



Search Tips

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

Wild cards allow you to construct a query with approximate search terms.

Use a question mark (?) in a search term to represent any one character that falls between two other characters (eg 'characteri?e' would search characterise and characterize). Use an asterisk (*) to represent zero or more characters in the middle or at the end of a search string (eg 'hospital*' would search hospital, hospitals, hospitalized, etc.)

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, so they can only work in the middle of a search phrase.

Search results

By default, search results are sorted by relevance, but can be organized by content type and can be ordered by date of publication.

The screenshot shows a search results page with the following elements:

- Search Results** header with tabs for 'ARTICLES/CHAPTERS (237625)' and 'CASE STUDIES (7356)'. It includes sorting options (Relevance, Newest First, Oldest First) and a results count of 1-20 of 237625.
- Items per page** set to 20.
- Icon key** for access types: You have access (green square), Partial access (blue square), Backfile (orange square), Earlycite (red square), and Abstract only (purple square).
- Select all** button and a dropdown menu for 'Filter on select'.
- Search Results List:**
 - Total management: integrating manager, managing and managed** (Case study, Harald S. Harung, Journal of Managerial Psychology, Volume: 31 Issue: 2, 1996)
 - Who Manages Foreign Exchange Risk?** (General review, David Edelstein, Managerial Finance, Volume: 25 Issue: 7, 1997)
 - Conflict management strategies of principals in site-based managed schools** (Research paper, Alan D. Hawkins, Peter J. Costello, Jay R. Dee, Journal of Educational Administration, Volume: 38 Issue: 2, 2000)
 - Performance management practices, employee attitudes and managed performance** (Research paper, James Kiganti, John C. Mwanje, Joseph Mwanje Ntayi, International Journal of Educational Management, Volume: 24 Issue: 6, 2010)
- REFINE SEARCH** sidebar with 'FILTERS APPLIED: None' and sections for 'Keyword' (listing countries like United Kingdom, Leadership, Internet, United States Of America) and 'Publication' (listing Reference Reviews, Cybernetics, Int'l Productivity & Perf Mgmt, New Library World).

Icon keys

Icon key: ■ You have access ■ Partial access ■ Backfile ■ Earlycite ■ Abstract only

Use the icon key for each article and chapter to determine what level of access you have and what content type it is.

After you have run your search you have the option to:

Refine search results

A 'Refine Search' panel is displayed on the right of the search results page where you can further refine your search results. For example, you can select one of the listed filters such as 'Keywords' to limit the search results to only publications featuring that keyword.

Save search results

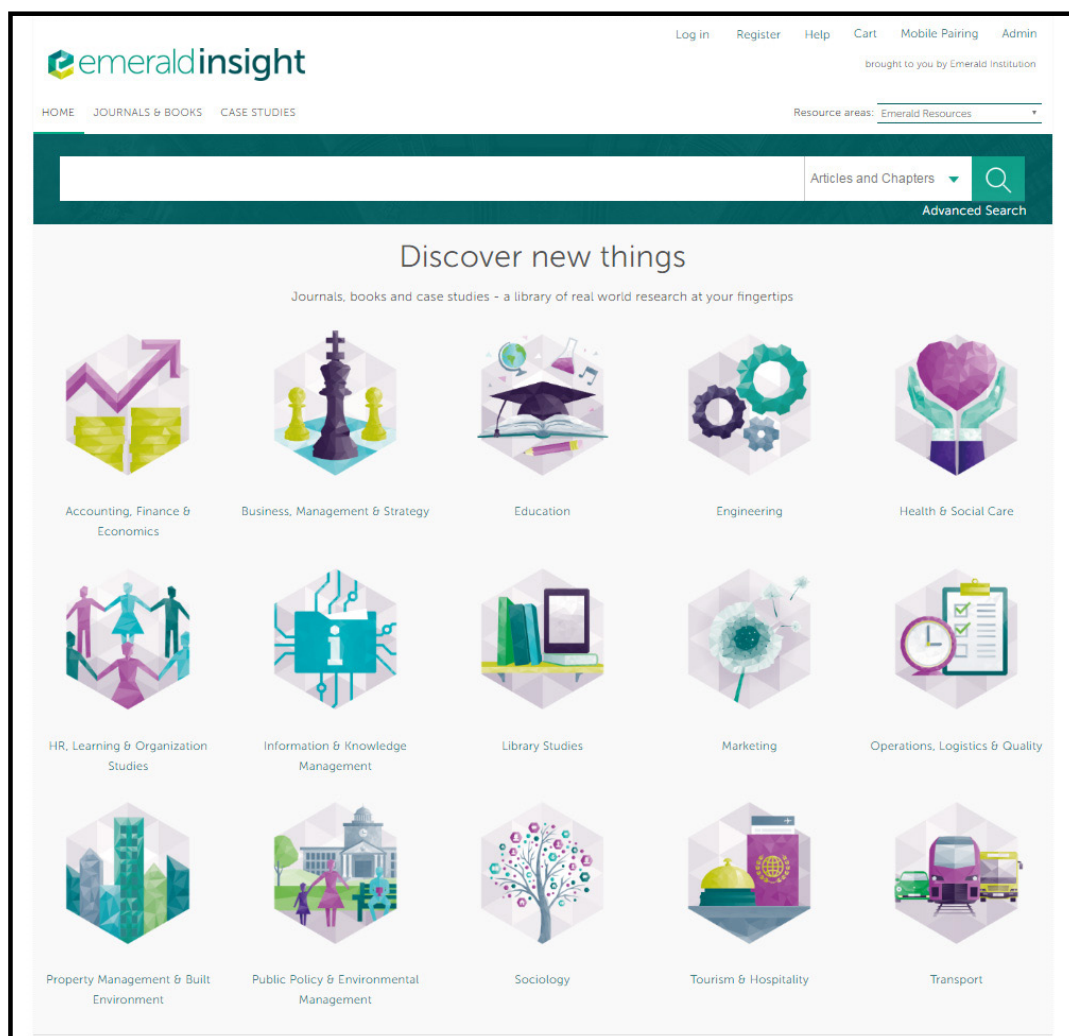
Saving your search allows you to easily re-run the same search in the future. To save a search or run a saved search, you must be registered and logged into Emerald Insight through your own personal user account. You can also sign up for saved search alerts, which email you alerts at the specified time interval when publications are published which meet your search criteria.

Browse

Select either 'Journals & Books' or 'Case Studies' from the tool bar on the top of the page to see a list of titles of that publication type.

Browse by subject

The homepage features the full top level subject taxonomy for Emerald journals & books. Select specific subject areas to view title listings from that discipline.



After selecting a subject area, you also have the option to refine your results by selecting sub- categories of that subject.