



Help

On each page of the Emerald web site you will find help menus on the right and at the top of every page. The help menus provide guidance to ensure that you make use of the web site's facilities.



My profile

This is your own personal area where you can save searches, manage table of contents alerts, sign up for newsletters and create article lists (Marked Lists) that can be saved, printed or exported into citation management tools.



Emerald subject areas

Take a look at Emerald's subject areas; there are many titles in each section that are likely to be relevant to you. Examples include:

Emerald subject areas	Journals
Economics & Accounting	5
General Management	17
Health & Environment	8
Human Resource Management	17
Library & Information Management	24
Marketing	10
Materials Science & Technology	16
Operations, Production & Logistics Management	8
Property	5
Quality Management	7
Training & Education	9

Use "Browse by Subject" to see a complete list.



Frequently asked questions

- Q. What is www.emeraldinsight.com?**
- A.** It is the platform for Emerald's product and service delivery, enabling searching across all of Emerald's products simultaneously. This includes Emerald's peer-reviewed journals including:
- **Management Decision**
 - **Journal of Documentation**
 - **European Journal of Marketing**
 - **International Journal of Operations & Production Management**
 - **The TQM Magazine.**

Q. What is Peer Review?

A. Peer Review is the procedure by which the articles are reviewed by other researchers before being accepted for publication. This process ensures that the content is of the highest quality.

Q. Who should use Emerald?

A. Anyone who is studying/researching business, management or librarianship. In particular postgraduates, undergraduates, PhD and MBA students, librarians and members of faculty.

Emerald journals are used by 97 per cent of the world's top business schools (Source: FT MBA Rankings for 2005).



Beware web search engines!

Free information from the web may ruin your paper! – Take advice from your librarian on which resources are best for your subject. The library buys high quality material such as Emerald on your behalf. Please use it!



Customer support services

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

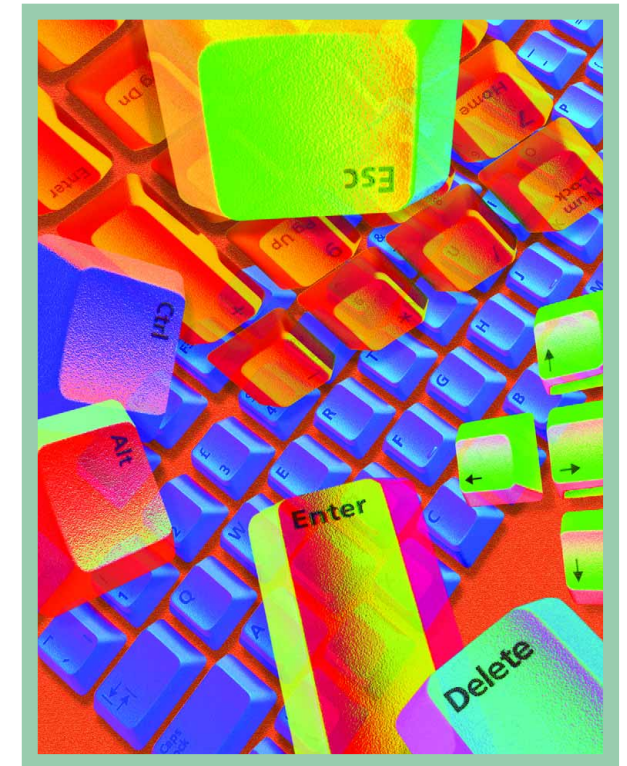
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Emerald Step-by-Step Guide

Helping you get the most from over 42,000 full-text articles on management and business



How to use Quick Search

To begin searching Emerald, simply enter the words or phrases that best describe the subject area in which you are interested and click on “Search”. To specify in which part of the article you would like your search terms to be found, click on the “Show more options” link.

Quick Search

Search For:

Phrase Exact match Truncation

In these fields:

<input checked="" type="checkbox"/> All Fields	<input type="checkbox"/> Abstract
<input type="checkbox"/> All Fields (excluding full text)	<input type="checkbox"/> Author
<input type="checkbox"/> Journal Title	<input type="checkbox"/> Keywords
<input type="checkbox"/> Company Name	<input type="checkbox"/> Article Title
<input type="checkbox"/> Reference Number	

Within:

All content My subscribed content

[Hide Search Options](#)

1. Simply enter your search term under “Search For”
2. If your term is a phrase (e.g. supply chain management), select the “Phrase” option to receive more relevant results
3. Select the fields against which you would like to search
4. Click on “Search”

* **Tip** – When searching try to avoid using common words in isolation. For example, searching for “management” will return approximately 40,000 articles and 200,000 abstracts and reviews. Use more than one word if possible.

Search results

Search results are divided into different types of content. Each type of content has its own results list. Simply select the type of content you wish to view on the “Search Results” page:

[Articles](#) [Abstracts & Reviews](#) [Research Items](#) [Emerald Site](#) [Misc.](#)

How to use Advanced Search

Use “Advanced Search” for more refined searches. For example, if you wish to find a specific article but are not sure of the exact article title, you could enter one of the authors’ names in the “Author(s)” field and a couple of words from the title in the “Article Title” field.

Advanced Search

Search for:

Search in: All fields

Phrase Exact match Truncation

And

Search in: All fields

Phrase Exact match Truncation

And

Search in: All fields

Phrase Exact match Truncation

Within:

All content My subscribed content

Limit the search to:

Items published between All and All

All Styles All Styles

If you use more than one search term, you can use Boolean operators (“And”, “Or” or “Not”) to determine whether you would like to find all of the terms in each article (“And”), any one of the terms in each article (“Or”) or find articles that contain one term, but do not contain another (“Not”).

In addition, you may limit your search by the style of the article and/or the year of publication.

Once you have performed your search you then have the option to add the results to your “Marked List”, which you can display, print-out or e-mail to a colleague.

* **Tip** – Tick the “Phrase” box when searching for a phrase or expression. For example, searching for “change” and “management” gives 27,500 results but only 2,167 of these contain the phrase “change management”.

How to browse

If you would like to view the content of a specific journal, or find journals in a particular subject area, use “Browse”.

You can browse journals, reviews, abstracts and research items by:

- **Journal title** – returns a listing of Emerald journals, including those that are archive only.
- **Subject** – displays journals within Emerald’s own subject categories.

Browse

Browse For:

All Journals

My Subscribed Journals

Emerald Reviews

Emerald Abstracts

Research Items

Browse By:

Journal Title

Subject

Journal Title

Subject Classification

Subject

* **Tip** – Selecting the My Subscribed Content/Journals option on search or browse forms limits the results to the content for which you have access to the full text.