

Getting started with **Emerald**

Access to Emerald

Access to Emerald requires a username and password. Further information is available on a separate information sheet or from any staff member at The British Council Information Centre.

What is Emerald?

Emerald is an online database of over 24,000 articles and over 104 journal titles. Subjects covered include:

- Management/business
- Marketing
- Human resources
- Quality
- Property
- Operations
- Production
- Economics
- Library and info services
- Training
- Education
- Engineering



The Emerald package to which the British Council subscribes comprises:

- Emerald Fulltext – over 35,000 articles from 100+ management journals
- Emerald Management Reviews – formerly Anbar. Contains over 138,000 independent reviews of articles taken from 400 of the world's leading management publications, covering the major management disciplines

Important Fulltext journals include:

- European Journal of Marketing
- Personnel Review
- Library Management
- TQM Magazine
- The Electronic Library
- Management Decision
- Journal of Knowledge Management
- Managing Service Quality
- Strategy and Leadership

Management Reviews:

- Management Today
- Harvard Business Review
- Sloan Management Review
- Human Resources
- European Management Journal

The 'My Profile' service

This very useful free service, for which you need to register, ensures that you get the best use of Emerald's powerful search features and are kept up-to-date with the latest research information of interest to you.


You can set up alerts (personal email notification when new articles of interest are published), weekly digests, saved searches, marked lists, free trials, newsletters and subscriptions.

Searching and browsing

There are three options for finding articles **Quick Search**, **Advanced Search** and **Browse**.


Quick Search

Choose this option to search for a particular topic. Type in your search term(s) and then choose from the options underneath the search box (if you can't see these, click **Show more options**).

- Ticking the **Phrase** box will only find instances where the phrase appears in full (e.g. "cost effective marketing"), rather than instances where each word appears individually).
- Ticking the **Exact Match** box can be a useful search if you wanted to search in a particular journal title.
- Tick the Truncation box if required (see *Tips for searching*).
- Choose the fields you want to search in e.g. Journal Title, Company Name, Keywords, etc.
- If you only want to search articles that you have full text access to, check the box next to **Subscribed Content**.
- Click **Search**  **Search**

Advanced Search

With this search you can create complex search strategies by assigning each of your keywords a specific **search field**.

- Type one keyword in each search box
- Choose a search field for each keyword
- Choose a Boolean term for each keyword (see *Tips for searching* overpage)
- Choose a date range
- Click **Search**  **Search**

Browse

You can browse Emerald in many different ways:

- [Browse Emerald Journals](#)
- [Browse My Subscribed Journals](#)
- [Browse Emerald Reviews](#)
- [Browse Emerald Abstracts](#)
- [Browse Research Items](#)

For each of these options you can search by publication title, classification or subject.

Search results / viewing items

Results are organised into different groups of content (articles, research items etc), each with its own results list. Select the type of content you wish to view. Summary details of the items found are listed. Click on an article's title to see more information about the article. There are links to view full text articles (if available) in the following formats:

- **PDF:** (view article in Portable Document Format using Adobe Acrobat Reader). If available, this format is an exact facsimile of the original hard copy article, complete with any graphical content in place (tables, illustrations, etc).
- **HTML:** (view article as plain text web page). This format is generally easier for on-screen reading and copying and pasting text. Please bear in mind, however, that tables and diagrams are generally inserted via hypertext links in the text.

Print, save or e-mail your results

If it is essential for you to have the article complete with all graphical content, you are recommended to select PDF format for printing and saving.

Printing

Generally in Emerald, you can print any page you are viewing by clicking **File** and then **Print** from the web browser menu. However, to print the PDF version be sure to click the **Print** icon in the PDF window.

Saving to Disk

Generally, you can save any page you are viewing by clicking **File** and then **Save As** from the web browser menu. You can do this for viewing full text articles in HTML format. However, to save the PDF version of the article be sure to click the **Save** icon in the PDF window.

Emailing

You can use the **E-mail this page** option (under the green bar near the top of the screen) for either results lists or individual articles. Alternatively, you can set up a profile and email **Marked Lists** of articles to yourself (see *The 'My Profile' service*). With both these methods Emerald will send you an e-mail containing URLs to enable you to access articles online, rather than e-mailing the full-text.

Tips for searching

Emerald indexes more journals than The British Council subscribes to. Some search results may therefore not be accessible. If you want your results to be guaranteed accessible, click **Search only my subscribed journals** before you execute the search.

Truncation allows you to search for all variations of a "root" word. e.g. **educat*** will look for education, educational, educating, educators. Truncation can be entered with an asterisk (*) or by clicking the **Truncation** tick box.

Boolean logical terms such as **AND, OR, NOT** allow you to refine your search strategy. **Human AND resources** will look for both words in an article. **Staff OR employees** will look for either word in an article. **UK NOT America** will discard articles that mention America.

Refining searches

Click on **Modify search** while you are viewing the list of results. This will take you back to the search screen. You can now refine your search using **Truncation** or **Boolean logical terms**.

To search within the original set of results, click **Search in these results**.

Marked lists

Adding your search results to a marked list will allow you to save article records for printing, saving or emailing.

To use this feature you should register with the free **My Profile** service described above, from here you can create and manage your marked lists.

To add a record to your marked list click on the **Add to my list** link below each search result. When you have finished, you can click on **Marked List** on the left hand tool bar to print, download or email the items.

Search History

The search screens for **Quick Search** and **Advanced Search** display a list of your searches (on that particular computer).

If you click on a search link you can run the search again. Please note that if someone else uses that computer then the history may be lost.

When in doubt use Help

The Emerald help pages provide guidance to help you make optimum use of this powerful system.

Contextual help is available on all the search and browse pages - simply click on the Help tab found at the top of each page.

[Help](#)