Emerald Insight

Emerald provides full-text access to MCB University Press journals. It focuses on all areas of Management, but includes other subjects such as Computer Science, Education, Food & Nutrition, Health, Built Environment and Civil Engineering.

This database is available on and off campus and may be accessed from Databases in the Electronic Library at: http://www.ljmu.ac.uk/library/e-library

- Go to **Discover**, if prompted, **Sign in** with your **LJMU username@ljmu.ac.uk** and **password**
- Select the **Databases** option
- Type the name of the database in the search box
- Select the title and then the online link in the **View Online** box

Searching

Emerald defaults to the Basic Search screen (you may need to scroll down to see the search box) we recommended you use the **Advanced Search** Advanced Search option

Search Tips

Boolean Operators

Boolean search operators: **AND**, **OR** and **NOT**, link your keywords together and enable you to search more effectively:

- The term **AND**, will narrow a search to only find records which contain all search terms, for example: leadership **AND** women

- The term **OR**, will widen a search to find records containing any of your alternative search terms, but not necessarily all, for example: women **OR** female

- The term **NOT**, excludes part of a topic or specific terms from a search, for example: retail **NOT** travel

Exact word or phrases

You can search for an exact word or phrase of two or more words by surrounding it with quotation marks. For example, if you type "**women in leadership**" in quotation marks this ensures that the database only retrieves records where these words appear together as a phrase.

Truncation

An asterisk is a truncation symbol that can be used after the first few characters of a word to include all varying endings of that word in a search, for example:
lead* will find lead, leader, leadership, leading

Wildcards

The wildcard symbol ***** can be used within a word as a substitute for one or more characters to account for differences in spelling, for example: **wom*n** will find women or woman

Alternative Search Terms

If you are struggling to find information on a given topic – try changing your search terms to include alternative keywords, for example: "Human Resources" could also be HR
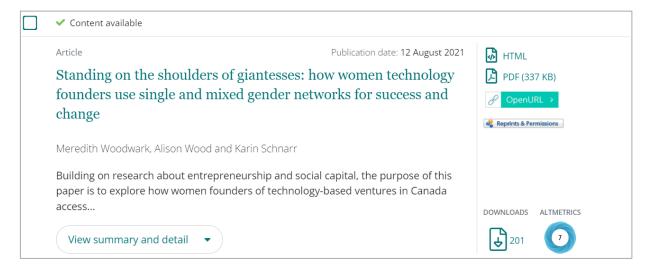
Search Limits

You can narrow the focus of your search and reduce the size of your search result by selecting one of the options under the heading **Access**, by selecting a particular date range under **Year** or inputting a year range in the boxes or by **Content Type.**

Displaying Results

Results are displayed in batches of ten, you can change this to 20 or 50 and your search terms are highlighted. Results can be sorted according to relevance or by year –newest or oldest first.

Full text items are automatically displayed for journal article. The results display the bibliographical details such as author, title and publication details and a number of other options.

- **View Summary and detail -** for more details such as the abstract (summary of the document), keywords, design methodolody and findings
- **HTML** or **Title -** opens the full text to read on the screen
  You will also have direct links, where possible, to the full text for items in the reference list. You can check for access to full text for items without links using **Discover** or via Google Scholar
- **PDF** - opens the full text PDF
- **OpenURL-** opens the record in Discover

Selecting the title display the article in full and offer more information, such as other articles that you may find interesing, keywords to expand your search and the live links in the references list.

Print, Download, Save and Export

Open the PDF to print or download the article, remember to check it has a proper name if you are saving it.

To export select the **title** and scroll down to the **Citation** section, then select **Download as .RIS**

To export multiple citations, use the tick boxes next to the citations you wish to export, select the **Citations: download RIS** link at the top of the search results.

An **EmeraldInsight_citations** RIS folder will be downloaded into your **Downloads** folder, open your EndNote Online library and import the folder in.

Additional features

Creating an account

To create an account in Emerald:

- select **Logout** on the toolbar
- select **Login.**
- Select **Register here** and complete the mandatory fields on the form

To access your account,

- select **Login** on toolbar and type in your details. in the **Log in** box
- select **Profile**, to open your account, alerts are listed on the main screen and saved searches can be accessed via the option on the toolbar

Search Alerts and Save Searches

Once you have an account you can save searches and set up alerts:

- **Search Alert**: Emerald will "alert" you when a new issue of a journal is published.

  To create an alert, you can either browse for a title or select the journal title from your search results, then select the **Subscribe to table of contents alerts** link

- **Save Searches**: to save a search select the **Save this search** link to add a search to your account.

  To access your saved searches select **Saved searches** on the toolbar, when you open a saved search it will automatically rerun and any new references that match your search criteria will be shown.

Further Help

Further guidance is available from your Academic Engagement Librarian.

Guide created: August 2023
By: Jackie Fealey