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# More helpful features

# **Getting Started**

Go to the SAGE Journals homepage at http://online.sagepub.com and click on the Sign In link to create your individual account and profile. You may also create your account from the My Tools tab and click on the Email Alerts option. The registration process takes just one minute and allows you to create free personalized alerts for tables of contents, keyword, and authors. My Favourite Journals lists for targeted searching capabilities, and access previous search terms and saved citations (see Saved Citations and Saved Searches).

# **Search History**

During each of your current sessions on SAGE Journals, your search term(s) will be tracked through the Search History feature. For each search term(s) you use during your session you may edit, add to Saved Searches (see My Tools), delete, run search, or save the term as an alert. If you have more than one search term during a session, you can also combine searches with a Boolean "AND" or "OR" to create a new search term.

# **My Tools**

The My Tools page (Figure 7) allows first time users to create their individual accounts and • Change your password to manage their profile and settings through the Email Alerts, My Marked Citations, Saved Searches & Saved Citations, My Favourite Journals, and Manage My Account features.

### Email Alerts (26)

Sign up to receive one or more of the following alerts

- Receive Tables of Contents emailed upon online publication
- New issues
- OnlineFirst articles
- Custom search results
- Citations of selected articles
- Special announcements

RSS feeds are also available and may be accessed on each journal's homepage.

### My Marked Citations (27)

During each of your current sessions on SAGE Journals, any articles you select and add to My Marked Citations will be tracked through this feature. From here you can further edit your citations with a printer-friendly view, saving to your computer, emailing them to yourself or others or exporting/downloading them to your citation manager program. You may also add them to your Saved Citations folderregistration is required (see Getting Started).

### Saved Citations & Saved Searches (28)

Manage your online list of saved article citations and search criteria while viewing articles. Saved citations will be available on return visits to SAGE Journals by logging into vour personal My Tools account.

### My Favourite Journals (29)

Manage your favourite journal(s) to easily customize browsing and searching SAGE Journals.

### Manage My Account (30)

Manage your account to

- Change your email address
- Edit your contact options
- Change your contact information
- Adjust your email alert options

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- COUNTER 3 Compliant usage reports available to User-friendly usage statistics with the option to view in HTML or download as a tab-delimited file or through the SUSHI protocol in XML
- subscribed

Figure 7

# Information for Librarians and Consortia

### Librarian-Friendly Features

- Familiar HighWire subscription and administration tools for subscribed and non-subscribed content
- · Pay-per-view article options for nonsubscribed SAGE journals
- Perpetual access provided for years
- Find subscriber help and services including links to
- Activate your institutional subscription
- Edit your account information
- Update your IP addresses
- Update your public User names
- Subscriptions you administer
- Usage reports
- Feedback form

- OpenURL compliant
- Institutional subscription options for individual journal titles, including Combined (E-access and Print), E-access, Print Only, and Backfile lease or purchase
- Institutional branding opportunities on interface
- New and improved Help features
- Search resolution for prior titles and ISSNs
- Inter-article linking between errata and the original article
- FAQs about Institutional Subscriptions
- How to view or change your Subscription Information
- · What to do if you forget your Customer Number
- · How to change the administrator User name and/or Password
- What to do if you forget the administrator User Name and/or Password

# Get started today and learn what's new inside...



# SAGE Journals goes mobile!

SAGE's entire collection of online journal sites is now available in a mobile-optimized format designed for the smaller screen of a smartphone. Readers visiting one of SAGE's 700+ journal sites on their iPhone, Android or other smartphone device will automatically be redirected to the mobile version.

# **New! Mobile Vouchering**

SAGE is pleased to announce a new mobile vouchering service for our mobile optimized journal sites. Mobile vouchers allow users at subscribing institutions to tie their mobile devices to their institution's online subscriptions - allowing off campus access while on the go! Go to http://online.sagepub.com/site/misc/Mobile Info.xhtml for more information.

# **SAGE** Journals **User Guide**

SAGE Journals (SJ), SAGE's award-winning online journal delivery platform is supported by HighWire Press' H20 technology. Search and browse more than 700 journals by discipline — including journals in business, humanities, social sciences, and science, technology, and medicine.

**SAGE** journals

http://online.sagepub.com

## **Portal Features**

The main portal page (Figure 1) provides targeted options for improved navigation by all types of users, including a "News from SAGE" widget providing information about new journal updates, product information and special announcements from SAGE.

### Information & Services for:

Librarians Individual Users Authors Societies & Their Members

### My Tools

Email Alerts

Mv Marked Citations Saved Citations and Searches My Favourite Journals Manage My Account

### Search

Quick Search Advanced Search Search History Search by discipline Search by title

### Browse

Browse by title Browse by discipline



## Search

### **Quick Search**

A Quick Search across full-text articles can be performed by entering keyword(s) or author information in the Search all journals field. Quick searches may also be performed within each journal site.

### Advanced Search

Advanced Searches use a signature fielded Boolean system. This award-winning search tool allows you to construct a multi-term query specifying terms and their logical relationships using the Boolean operators AND, OR, and NOT. Multiple terms entered in a single search box are treated as an exact phrase. Each search term row can be limited to search across specified content areas (i.e. title, abstract, full text, references)

Search Within: use this feature to narrow your results by selecting

 SAGE Journals Available to Me, All SAGE
 Select from a list of titles and disciplines content, or My Favourite Journals

> Choice Magazine's Outstanding Academic Title Award

# **Browse**

### Browsing journals by title

Expand or collapse alphabetical journal lists by clicking on the "+" or "-" buttons next to each letter. You may also click on a letter from the horizontal alpha list to quick jump to the corresponding journal list.

### Browsing journals by discipline (Figure 2)

Browse journals by four primary topics (Social Science & Humanities, Health Sciences, Life & Biomedical Sciences, and Materials Science & Engineering) and their corresponding disciplines. Expand or collapse topic areas to reveal additional discipline listings within each group by clicking on the "+" or "-" buttons. Journal lists by discipline will then appear.

Browse Within: both the "Browsing journals by title" and "Browsing journals by discipline"options allow you to limit your browse to My Favourite Journals or SAGE Journals Available to Me.

From either Browse option, once you have found a journal you are interested in. click on the title and you will be taken to its homepage where you can sign up for Email Alerts, view journal information, OnlineFirst articles, and Tables of Contents, and conduct journal-level searches.

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· Links to society sister publications

Link to society web sites (where

Links to conference archives,

monthly (11)

iournal's editor

additional Sister journals (9)

(where applicable) - provides links to

**applicable**)-provides information about

our society and association partners (10)

coursepacks, data sets and audio/visual

supplements (where applicable) - making

additional content available that doesn't

appear in the print version of the journal

Most Read and Most Cited Articles-

Editor's Choice (where applicable) -

• Three-column design – making features

from the substantive page content

top 50 articles in each category, updated

view article collections hand picked by a

accessible without drawing attention away

Figure 2

# **Journal Home Page Features**

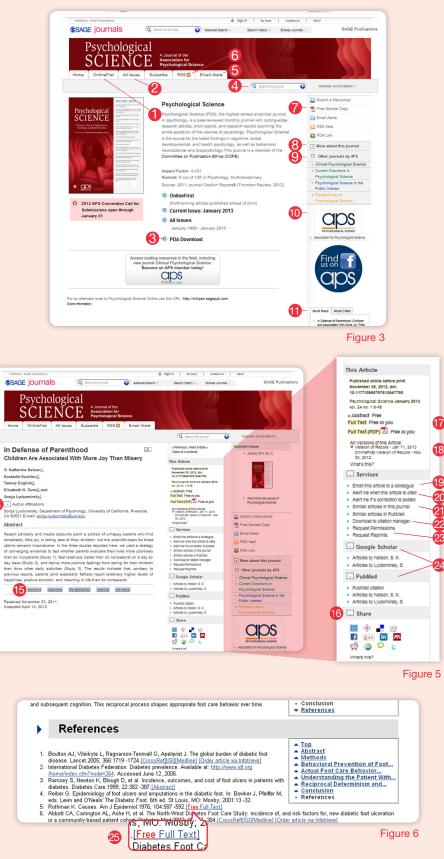
Journal home pages (Figure 3) on SAGE Journals include a variety of unique features such as

- OnlineFirst—forthcoming articles published ahead of print (available for most journals) (1)
- All Issues—current, recent, and backfile issues, with many archives going back to volume 1, issue 1 (2)
- PDA Download (where applicable) allows you to peruse Table of Contents and Abstracts on your Palm-compatible PDA (3)
- Journal Level Quick Search options (4)
- Email Alerts sign up for and manage alerts for Table of Contents. OnlineFirst articles, and Searches (5)
- RSS Feeds—available for the Current Issue, Recent Issues, Most Frequently Read Articles, and Most Frequently Cited Articles (6)
- Free Sample Issues (7)
- More about this journal provides more detailed information including links to Editorial Board listings, Manuscript Submissions, and Abstracting and Indexing Information (8)

Tammy English3, Elizabeth W. Dunn2 and Abstract



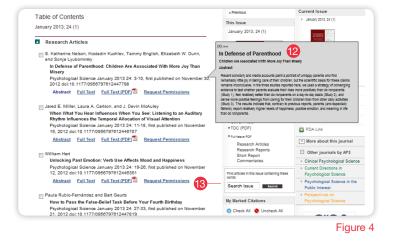




# **Tables of Contents Features**

At the Table of Contents level (Figure 4) find the following features

- Abstract preview Mouse-over entries available from tables of contents and search results provide pop-up previews of abstracts, without leaving the page (12)
- Search Issue-Use the Issue-level Quick Search to find articles in this issue containing your keywords (13)
- My Marked Citations Keep track of article citations during your browser session then view, save, email or download the full citations.



# Abstract and Article Level Features

View the abstract, full-text, or references (depending on access rights) of articles or purchase short term full-text access via pay-per-view. Features and functionality include (Figure 5)

- Feature hideawav—Author affiliations. related links, and other functions can be expanded or hidden from view; these preferences are retained throughout a session (14)
- Keyword pivot searches-For all journals keywords are now hyperlinked and perform 
  • Download an article to your preferred guick searches of that term within all content in that journal (15)
- Add an article to your preferred Social Bookmarking site(s) (16)
- "Free to you" tags that indicate if you have access to the full-text (17)
- View all versions of the article (18)

### Full-text articles also include the following features

- PowerPoint downloads for figures-for full-text HTML journals, allows you to download figures from within an article into a PowerPoint slide with the click of a button.
- Pop-up references—for full-text HTML journals, full citations pop up when you

- Email the article to a friend (19)
- Register for alerts for when an article is cited or if a correction is posted (20)
- Link to similar articles in the journal or from other services (21)
- citation manager program (22)
- Request Permission and Reprints (23)
- View other articles written by author(s) via Google Scholar and PubMed (24)
- Tag-along navigation Article Services features follow alongside as users scroll down the page in both the abstract and full-text HTML article views

hover over reference numbers within the text of an article.

Toll-free inter-iournal linking (Figure 6)in the References view of an article, users can link to non-subscribed cited articles that are also hosted on the SJ and Highwire Press platforms (25).