

Your guide to getting the best from Emerald insight



Step-by-step guidance on:

- **Creating an account** - creating your own user account for Emerald Insight
- **Search and browse** - accessing content on Emerald Insight



Creating an account

Create your own user account and benefit from:

- A unique user profile that will allow you to manage your online access
- The ability to create favourites lists down to the article level
- The ability to customize email alerts to receive specific notifications about special offers and the topics you care most about.

Visit: www.emeraldinsight.com/login

I DO have a user account: login

- Select 'Log in' on the top right of the homepage

The screenshot shows the Emerald Insight homepage. At the top right, the navigation menu includes 'Log in', 'Register', 'Help', 'Cart', 'Mobile Pairing', and 'Admin'. The 'Log in' link is highlighted with a red rectangular box. Below the navigation bar, there is a search bar with a dropdown menu set to 'Articles and Chapters' and a magnifying glass icon. The text 'Advanced Search' is visible below the search bar. The main content area is currently empty.

- Enter your account email or username and password

The screenshot shows the login and registration page. On the left, under the heading 'Log in', there are input fields for 'Email or Username:' and 'Password:'. Below the password field is a checkbox labeled 'Remember me'. There are 'Log in' and 'Clear' buttons. Below these fields, there is a link for 'Forgotten your password?' and logos for Shibboleth and OpenAthens. On the right, under the heading 'New user registration', there is a section titled 'Not yet registered?' with the text 'Benefits of registration include:'. Below this, there are three bullet points: 'A unique user profile that will allow you to manage your current subscriptions (including online access)', 'The ability to create favourites lists down to the article level', and 'The ability to customize email alerts to receive specific notifications about special offers and the topics you care most about.' At the bottom right of this section is a 'Register' button.

I DON'T have a user account: register

- Select 'Register' on the top right of the homepage

The screenshot shows the Emerald Insight homepage. At the top right, the navigation menu includes 'Log in', 'Register', 'Help', 'Cart', 'Mobile Pairing', and 'Admin'. The 'Register' link is highlighted with a red rectangular box. Below the navigation bar, there is a search bar with a dropdown menu set to 'Articles and Chapters' and a magnifying glass icon. The text 'Advanced Search' is visible below the search bar. The main content area is currently empty.

- Complete the online form with your personal details, using a valid email address

Registration Details

** indicates required fields.

Email*

Retype email*

Password*

Retype password*

Title: Select Title

First name*

Last name*

Organization

Job Title: Select Job Title

Address line 1:

Address line 2:

City:

State/Country /Province:

Postcode:

Country* Select A Country

Industry: Select Industry

Phone Number

☐ Tick box if we may add you to our email list.

Retype the code from the picture:

8W84W

Submit

- Click on the 'submit' button to complete your registration

Manage your account

If you have logged in successfully, then your email or username will appear as a link on the top right hand of the page.

- Click on this link to access the 'My Account' area



HOME JOURNALS & BOOKS CASE STUDIES

Welcome: John Smithson

Log out Help Cart Mobile Pairing Admin

brought to you by Emerald Institution

Resource areas: Emerald Resources

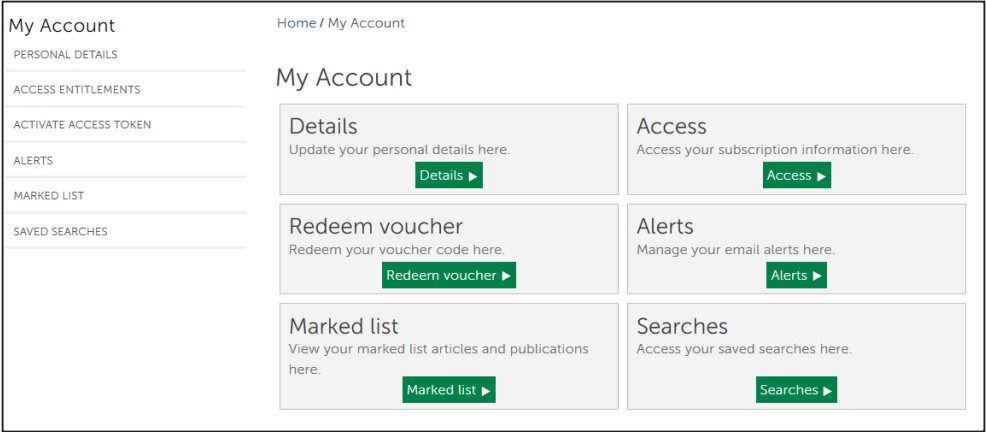
Articles and Chapters

Advanced Search

3

Your Guide

- Choose from a range of services available to users



'My Account' service areas

Details

Update your personal details including:

- Email address
- Name
- Contact Details
- Password
- Organisation
- Job Title

Access:

View the content that you have access to:

- 'Subscription' tab: details all subscriptions to titles and collections that you currently have access to
- 'Items purchase' tab: lists additional purchases made, such as single articles

Redeem Voucher:

If you receive an access token to unlock free content via a trial or promotion, you can enter the token details in this section. Once activated, access will be shown under the 'Subscription' tab in the 'Access' area.

Alerts:

- Click on the link 'Sign up for digest and subject alerts' to access the various newsletters available.

[Sign up for digest/subject alerts](#)

You can manage the alerts you have already set up below.

Re-run latest ToC alerts

NEW CONTENT ALERTS CITATION ALERTS **DIGESTS AND SUBJECT ALERTS**

☐ Select all | [Delete](#)

☐ Built Environment

☐ Accounting and Finance

☐ Civil Engineering

You can manage your alerts and newsletters from this section. There are three different types of alert:

- New Content Alerts: View any TOC alerts saved for journals and books.
- Citation Alerts: Track citation from articles and chapters.
- Digests and Subject Alerts: Sign up to various digest/newsletters and subject alerts to be kept up to date with the latest information from the industry and Emerald.

Marked List:

- 'Publication Favorites' tab – create instant access to the Table of Contents page for your most frequently used journals and book series.
- 'Article Marked List' tab – view and manage articles and chapters that have been added to the marked list. From here you can also download and track citations (this will then be added to the Alerts section).

Searches:

- You can create and save search terms and advanced search parameters.
This section lists your saved searches and allows you to run them at any time.



Search and browse

Login

Go to: www.emeraldinsight.com

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'

The screenshot shows the top navigation bar of the Emerald Insight website. It includes links for 'Log in', 'Register', 'Help', 'Cart', 'Mobile Pricing', and 'Admin'. Below the navigation bar is a search bar with a dropdown menu set to 'Articles and Chapters'. A magnifying glass icon is to the right of the search bar. Below the search bar, a dropdown menu is open, showing options: 'Articles and Chapters', 'Case studies', and 'Advanced Search'.

Advanced search

- Select the 'Advanced search' link
- Enter your word or phrase in the search box
- Refine your search by selecting the field in which you wish to search
- Use the drop down options to access the Boolean operators: 'AND', 'OR', 'NOT'


Narrow your search further by using the content and publication date filters

The screenshot shows the 'Advanced Search' page on the Emerald Insight website. It features a search bar with a dropdown menu set to 'Articles and Chapters'. Below the search bar, there are sections for 'INCLUDE:', 'NARROW BY:', and 'PUBLICATION DATE:'. The 'INCLUDE:' section has radio buttons for 'All content' (selected) and 'Only content I have access to'. The 'NARROW BY:' section has radio buttons for 'Content type' (selected), 'Articles and Chapters', and 'Case studies'. The 'PUBLICATION DATE:' section has radio buttons for 'All dates' (selected), 'Last month', 'Last 6 months', 'Last year', and 'Specific date range'. There are also fields for 'From' and 'To' with dropdown menus for 'Month' and 'Year'. A 'Search' button is at the bottom. On the right side, there are sections for 'SEARCH TIPS', 'ADVANCED SEARCH', 'BOOLEAN SEARCH TIPS', and 'AUTHOR SEARCHING'.

Advanced search

- Select the 'Advanced search' link
- Enter your word or phrase in the search box
- Refine your search by selecting the field in which you wish to search
- Use the drop down options to access the Boolean operators: 'AND', 'OR', 'NOT'

Narrow your search further by using the content and publication date filters



HOMEJOURNALS & BOOKSCASE STUDIES

Welcome: John Smithson

Log out

Help

Cart

Mobile Pairing

Admin

brought to you by Emerald Institution

Resource areas: Emerald Resources

Articles and Chapters

Advanced Search

Advanced Search

Search for

Clear search

Enter search term

Anywhere

AND

Enter search term

Anywhere

+

INCLUDE:

All content

Only content I have access to

Accepted Articles

Backfiles

NARROW BY:

Content type:

Articles and Chapters

Case studies

Publication date:

All dates

Last month

Last 6 months

Last year

Specific date range

From:

Month

Year

To:

Month

Year

Search

SEARCH HISTORY

SAVED SEARCHES

No search history

SEARCH TIPS

SEARCHING

You can perform a search across all Emerald content using either the Search tool at the top of each page or the Advanced Search tool on this page. If you are a registered user of the site, you can save your search criteria in order to re-run the search later. By default, search results are sorted by relevance.

ADVANCED SEARCH

Enter one or more search terms and select the type of content to be searched. For example, to search for articles and chapters with the word "library" in their title, enter the text "library" and select "Content item title". Select any additional filters, such as the Publication Date of "Last 6 months", and click "Search".

ADVANCED SEARCH TIPS

BOOLEAN SEARCH

Use the Boolean Operators AND (also + or &), OR, and NOT (also -) in search terms to specify logical relationships between terms. By default, the AND relationship is used. For example, to search for publications with the keyword "computer" but without the keyword "software", enter the text "computer NOT software", select "Keyword", and click "Search".

AUTHOR SEARCHING

7

Your Guide

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, and use an asterisk (*) to represent zero or more characters in the middle or at the end of a search string. 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.

Further help can be found to the right of the Advanced Search screen.

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.

Search Results

ARTICLES/CHAPTERS (237625)

CASE STUDIES (736)

Order results by:

Relevance

Newest First

Oldest First

Results: 1-20 of 237625

1 2 3 4 5 6 7 8 9 10 Next >

Items per page

20

Icon key:

You have access

Partial access

Backfile

Earlycite

Abstract only

Select all

For selected items: Please select

1

Total management: integrating manager, managing and managed

Type: Case study

Harald S. Harung

Journal of Managerial Psychology, Volume: 11 Issue: 2, 1996

Preview | Abstract | HTML | PDF (115 KB) | References | Reprints and Permissions

2

Who Manages Foreign Exchange Risk?

Type: General review

David Edelshain

Managerial Finance, Volume: 23 Issue: 7, 1997

Preview | Abstract | PDF (733 KB) | Reprints and Permissions

3

Conflict management strategies of principals in site-based managed schools

Type: Research paper

Alan B. Henkin, Peter J. Cistone, Jay R. Dee

Journal of Educational Administration, Volume: 38 Issue: 2, 2000

Preview | Abstract | HTML | PDF (163 KB) | References | Reprints and Permissions

4

Performance management practices, employee attitudes and managed performance

Type: Research paper

James Kagaari, John C. Munene, Joseph Mpeera Ntayi

International Journal of Educational Management, Volume: 24 Issue: 6, 2010

Preview | Abstract | HTML | PDF (216 KB) | References | Reprints and Permissions

SEARCH HISTORY

SAVED SEARCHES

No recently viewed articles

Recently Searched

Anywhere: management

(Articles/Chapters - 237625)

REFINE SEARCH

FILTERS APPLIED:

None

Keyword

United Kingdom (5494)

Leadership (4100)

Internet (4040)

United States Of America (3564)

+More

Publication

Reference Reviews (8975)

Kybernetes (4389)

Int J Productivity & Perf Mgmt (3737)

New Library World (3612)

+More

Publication Date

Last Year (11435)

Last 6 Months (6114)

Last 3 Months (2804)

Last Month (635)

Subject

HR & organizational behaviour (33148)

Information & knowledge management (27081)

Management science & operations (25972)

Library & Information Science (22082)

9

Your Guide

Icon keys

Icon key: ■ You have access ■ Partial access B Backfile E Earlycite A 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 will be 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 publications with only that keyword.

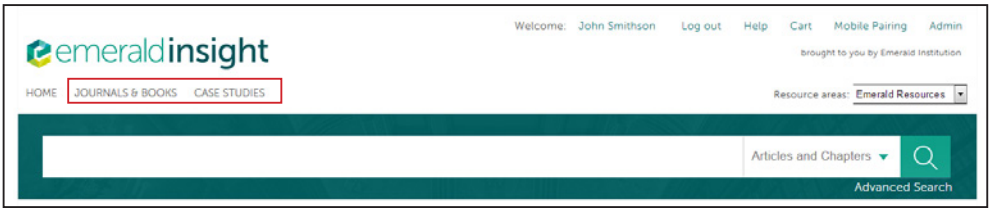
Save search results

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 logged in to Emerald Insight through your own personal user account. You can also sign up for search alerts, which email you the results of the selected search at the specified time interval.

Browse

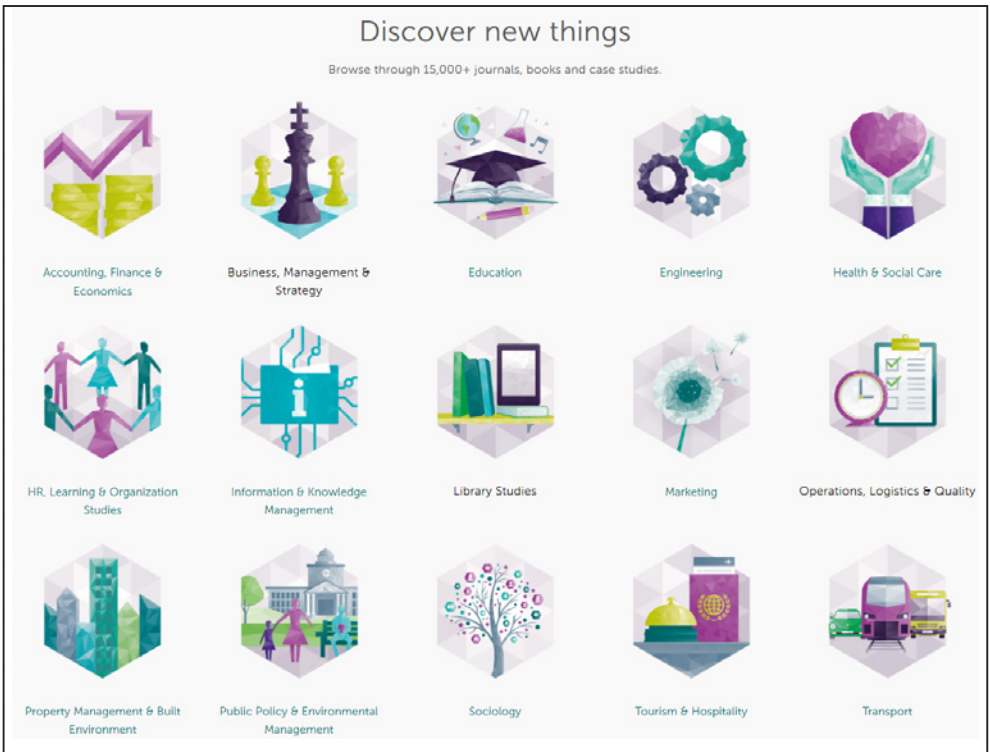
Select either 'Journals & Books' or 'Case Studies' from the tool bar on the top of the page to browse through all specific titles/articles.

- Journal & Book Series can be browsed by:
 - Title (alphabetically)
 - Subject taxonomy
- Case Studies are displayed by product then by subject area.



Browse by subject

The homepage features the full subject taxonomy for Emerald journals & books. Select specific subject areas to view relevant content. After selecting a subject area, you also have the option to refine your results by selecting sub-subjects.



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

Emerald Insight guides

To view all guides for emeraldinsight.com visit: emeraldpublishing.com/guides

Contact us for help

If you need more information, please contact us at support@emeraldinsight.com

