

# 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

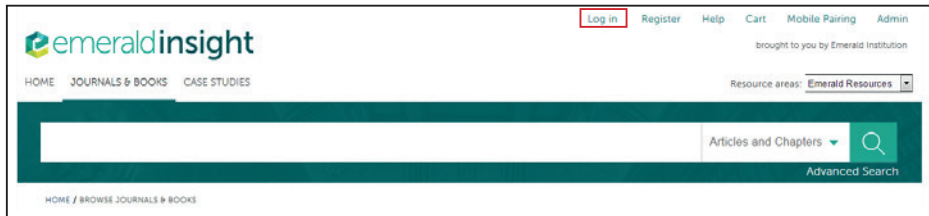
## Create your own user account and benefit from:

- 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.

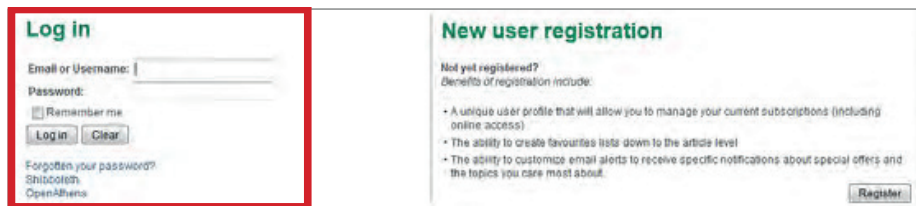
Visit: [www.emeraldinsight.com/login](http://www.emeraldinsight.com/login)

## I DO have a user account: login

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

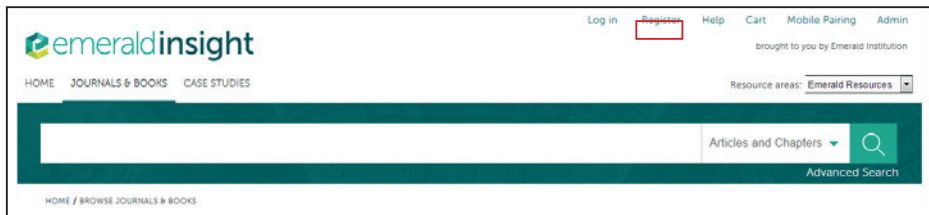


- Enter your account email or username and password



## I DON'T have a user account: register

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



- 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:

First name\*

Last name\*

Organization:

Job Title:

Address line 1:

Address line 2:

City:

State/Country /Province:

Postcode:

Country\*

Industry:

Phone Number:

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

Retype the code from the picture:

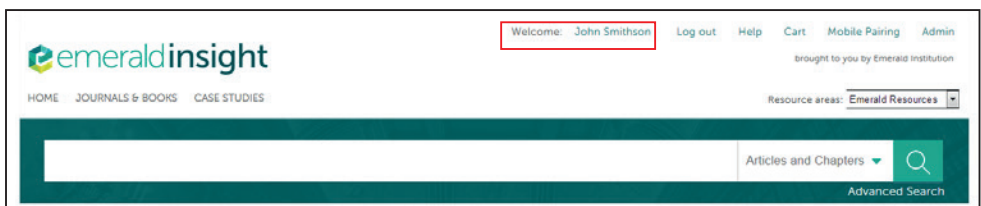


- Click on the 'submit' button to complete your registration

## 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



emerald insight

HOME JOURNALS & BOOKS CASE STUDIES

Welcome: [John Smithson](#) Log out Help Cart Mobile Pairing Admin

brought to you by Emerald Institution

Resource areas:

Articles and Chapters

- Choose from a range of services available to users

The screenshot shows a user interface for 'My Account'. On the left is a vertical navigation menu with links: PERSONAL DETAILS, ACCESS ENTITLEMENTS, ACTIVATE ACCESS TOKEN, ALERTS, MARKED LIST, and SAVED SEARCHES. The main content area is titled 'My Account' and contains six service area cards arranged in a 3x2 grid. Each card has a title, a brief description, and a green button with a right-pointing arrow. The cards are: 1. 'Details' (Update your personal details here.) 2. 'Access' (Access your subscription information here.) 3. 'Redeem voucher' (Redeem your voucher code here.) 4. 'Alerts' (Manage your email alerts here.) 5. 'Marked list' (View your marked list articles and publications here.) 6. 'Searches' (Access your saved searches here.)

## 'My Account' service areas

### Details

Update your personal details including:

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

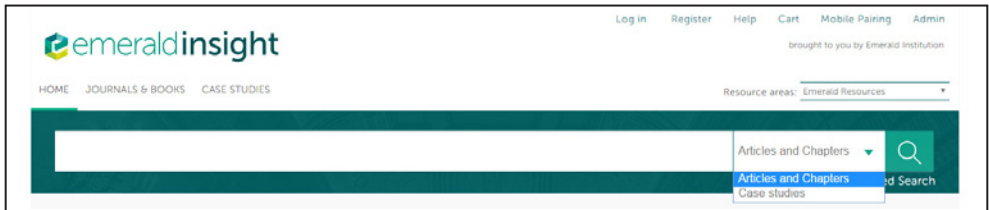
## Login

Go to: [www.emeraldinsight.com](http://www.emeraldinsight.com)  
Enter your **username** and **password**

## Searching

### Quick search

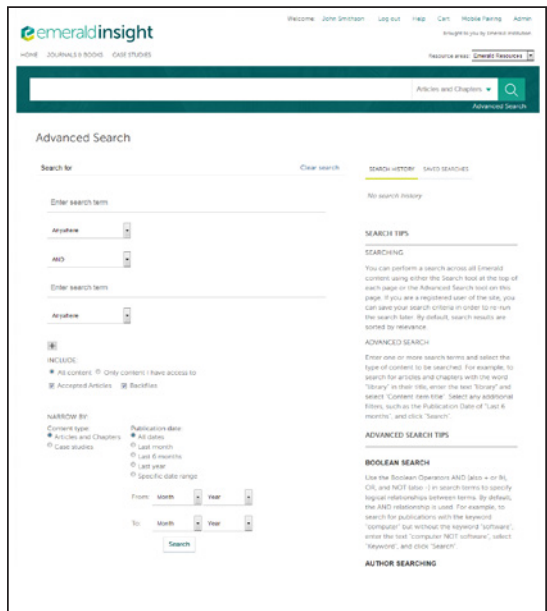
- Enter your word or phrase in the search box at the top of the page
- Use the drop-down menu to specify the type of content for which you are searching
- Select 'Search'



## 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



# 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

Welcome: John Smithson Log out Help Cart Mobile Pricing Admin  
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HOME JOURNALS & BOOKS CASE STUDIES Resource areas: Emerald Resources

Articles and Chapters Advanced Search

## Advanced Search

Search for Clear 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

## 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

- 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
- 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
- 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
- Performance management practices, employee attitudes and managed performance**  
Type: Research paper  
James Kagaari, John C. Munene, Joseph Mpeera Ntaji  
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)

## 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.

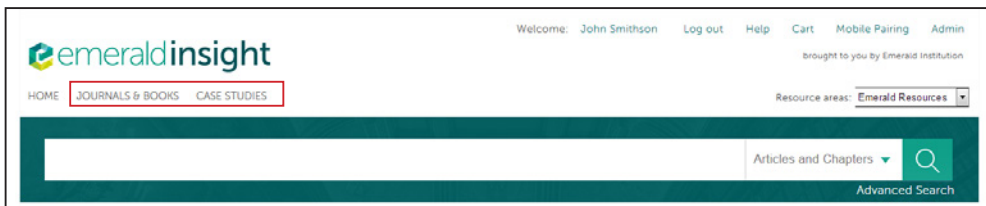
### Save search results

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

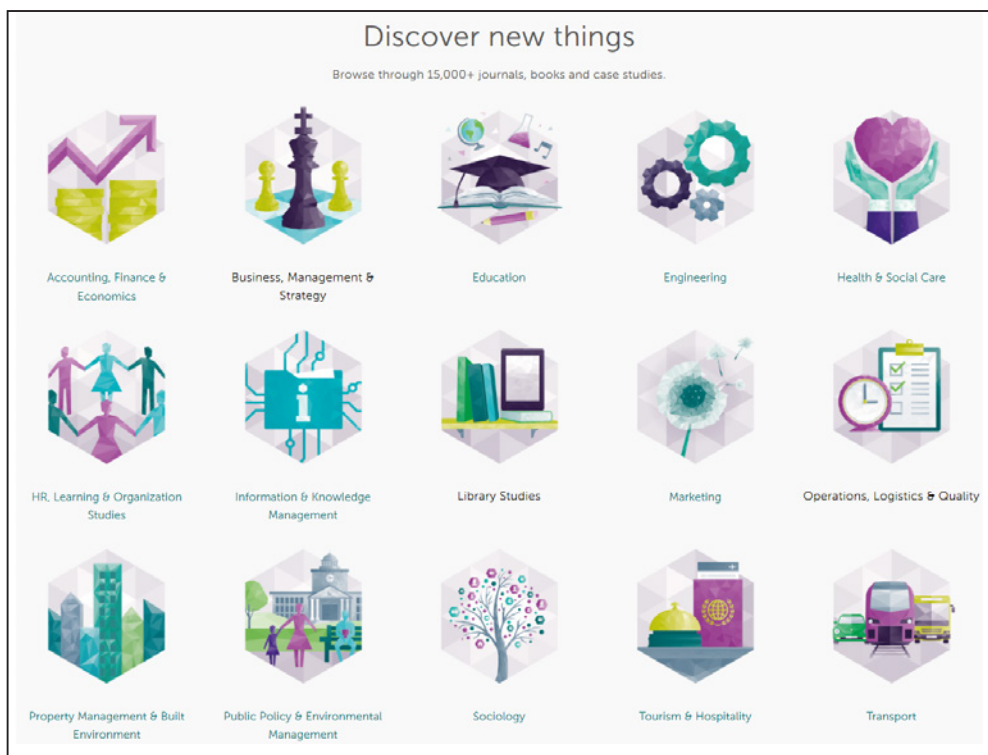
Select either 'Journals & Books' or 'Case Studies' from the tool bar on the top of the page to browse through all specific titles/articles.

- 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](https://emeraldpublishing.com/guides)

## Contact us for help

If you need more information, please contact us at [support@emeraldinsight.com](mailto:support@emeraldinsight.com)

