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SAGE Journals User Guide

SAGE Journals (SJ), SAGE's award-winning online journal delivery platform is supported by **HighWire Press' H2O technology**. Search and browse more than 700 journals by discipline—including journals in business, humanities, social sciences, and science, technology, and medicine.

<http://online.sagepub.com>

 **SAGE** journals

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
My 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

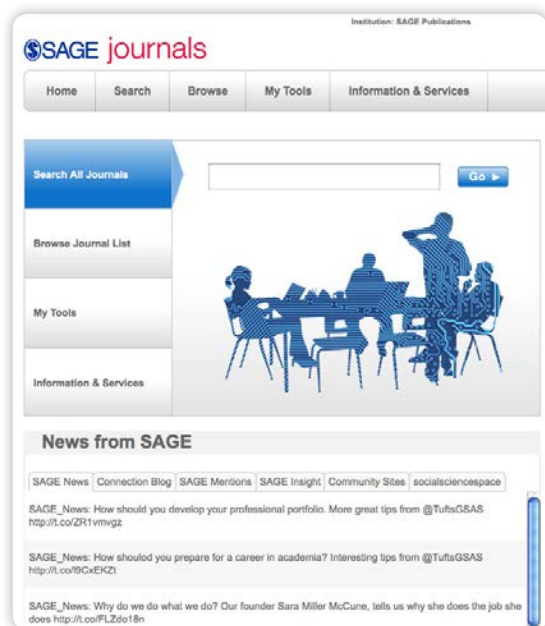


Figure 1

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** content, or My Favourite Journals
- Select from a list of titles and disciplines



*Choice Magazine's
Outstanding Academic
Title Award (2011)*

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.

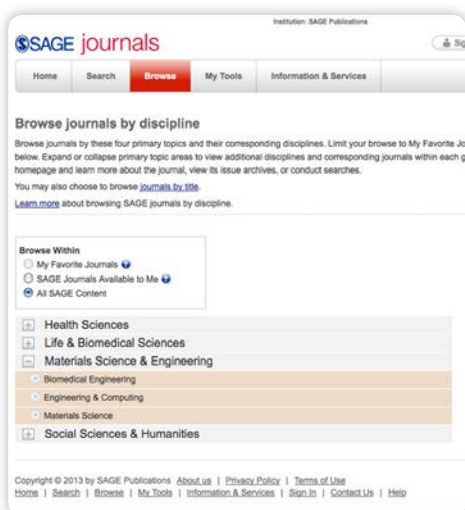


Figure 2

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)
- **Links to society sister publications (where applicable)**—provides links to additional Sister Journals (9)
- **Link to society web sites (where applicable)**—provides information about our society and association partners (10)
- **Links to conference archives, 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**—top 50 articles in each category, updated monthly (11)
- **Editor's Choice (where applicable)**—view article collections hand picked by a journal's editor
- **Three-column design**—making features accessible without drawing attention away from the substantive page content



Figure 3



Figure 5

and subsequent cognition. This reciprocal process shapes appropriate foot care behavior over time.

References

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St. MO. Mosby; 2001:13-32. [Free Full Text] Diabetes Foot Care

Figure 6

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.

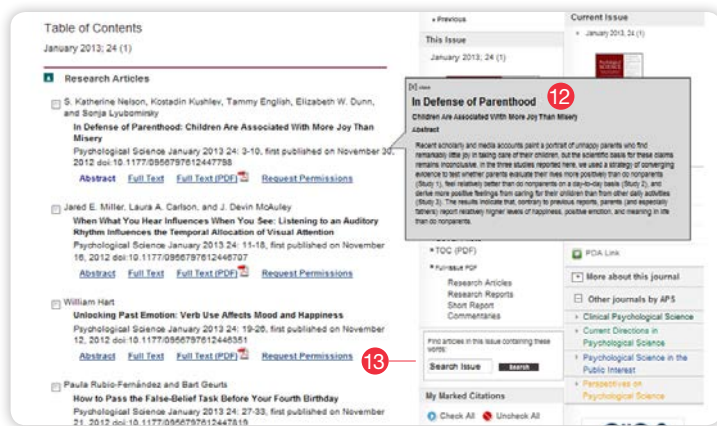


Figure 4

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 hideaway**—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 quick 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)
- 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)
- Download an article to your preferred 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

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 hover over reference numbers within the text of an article.
- **Toll-free inter-journal 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).

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 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** folder—registration 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 your 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
- Change your password
- Adjust your email alert options

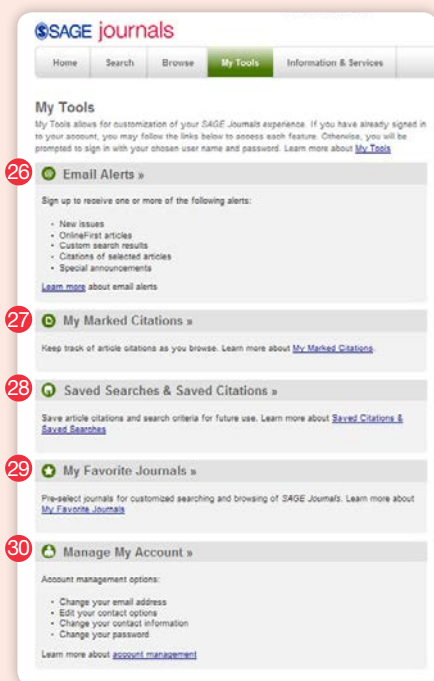


Figure 7

Information for Librarians and Consortia

Librarian-Friendly Features

- Familiar HighWire subscription and administration tools for subscribed and non-subscribed content
- 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
- Pay-per-view article options for non-subscribed *SAGE journals*
- Perpetual access provided for years subscribed
- 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

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
- 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



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