

# SAGE Journals Online User Guide



## Navigating Through Your Search

Once you perform your initial search, you can click on the resulting links. Results will vary depending on your level of access (i.e., institutional, member, or individual subscription). Available links may include **Abstract**, **Full Text (HTML)**, **Full Text (PDF)**, **References**, **Table of Contents**, and **MatchMaker**.

Search results may be further refined by clicking on the **MatchMaker** link. This feature allows you to adjust the weights given to each topic for that result by clicking on the black and white scale bar to the left of each **Topic Name**. Click on **match on changed MatchMaker pattern** to run the new results.

Access to the Full-Text and References are automatically available to users with library subscriptions via IP recognition. In some cases, individuals may also receive access to these article views through a membership subscription or an individual subscription and may be required to **Sign In** using their predefined User Name and Password. The **Purchase Short Term Access** option is available for those users wanting access to the full text of articles when access is not available to them.



## Wildcards, Capitalization, and Punctuation

Use a wildcard (\*) to search the beginning fragments of words, forcing a match with any word containing a given root, or to truncate words before non-English characters, such as an umlaut (ü) or an accent (é). A wildcard can only be used at the end of the word.

Searches are not case-sensitive. Punctuation is not searched and is treated as a space. The only exceptions are parentheses "()", asterisks (or wildcard) "\*", and the use of a hyphen "-" in an author's name. If a search term includes punctuation (such as a hyphen "-" or a plus sign "+"), enclose the whole word in quotation marks to ensure that proper spacing is maintained in the search (i.e., "Ca2+-activated K+").

## Search Term Highlighting

Search terms are highlighted in bold text in the display of search results, as well as in articles and abstracts viewed from a search result.



<http://online.sagepub.com>

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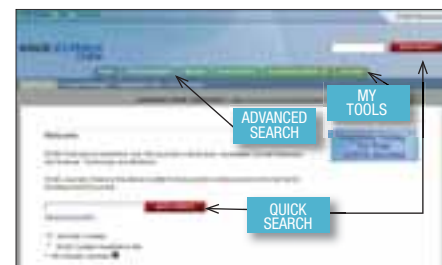
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The content you want, the convenience you need.



## Getting Started

Go to the **SAGE Journals Online** homepage at <http://online.sagepub.com> and click on the **Register/Sign In via User Name/Password** link to create your individual profile. Alternatively, you can select the **My Tools** tab and click on any option listed on the page (i.e., Alerts, Saved Citations/Saved Searches, My Favorite Journals, Manage My Account). This process takes just one minute and allows you to create free personalized alerting features for tables of contents, keyword, and authors (**Alerts**), manage your favorite journal lists for targeted searching capabilities (**My Favorite Journals**), and access previous search terms and saved citations (**Saved Citations** and **Saved Searches**).



## Quick Search

From the **SAGE Journals Online** homepage (<http://online.sagepub.com>), a Quick Search across full-text may be performed by entering keyword(s) or author information in the field provided and clicking on the red **Quick Search** button. Quick searches may also be performed from each journal's homepage, and across the **SAGE Full-Text Collections**.

## Advanced Search

This function allows you to create a complex, **Fielded Boolean** search with over 100 search terms. A Boolean system constructs search queries based on a combination of search terms. Specify your search terms and their logical relationships by using the Boolean operators **AND**, **OR**, and **NOT**. You can enter multiple terms, including or excluding terms as desired using the Boolean operators. Multiple terms entered in a single search box are treated as an exact phrase. For every row of search terms, you can also specify a field to which you can limit your search for those terms. Your search results will display all articles matching your specified search parameters.

**Additional browse options are available to users at institutions that subscribe to the SAGE Full-Text Collections including**

**Browse/Search by Author:** Browse or search the author(s) of SAGE articles and build search queries with author name(s) to find their articles.

**Browse/Search by Descriptor:** Browse or search the descriptors expertly

applied to SAGE articles to find articles within very specific topic areas.

**Browse/Search by Thesaurus:** Browse or search the thesaurus terms to articles in a Collection's taxonomy to find articles in a specific discipline or topic area.

## Advanced Search strategies on SAGE Journals Online:

Search Field	How to Find Articles	Examples
Title	Enter a full article title or portion of a title.	<ul style="list-style-type: none"> <li>Teacher Work Group Effectiveness</li> <li>Teacher Assessment</li> </ul>
Author	Enter one author name per box. The last name is the main identifier; first and second initials are optional and can be entered after the last name. Characters not in the English A-Z alphabet cannot be searched and can be replaced by a letter without diacritical marks.	<ul style="list-style-type: none"> <li>Wilson or Wilson JM</li> <li>Mendez (for Méndez)</li> </ul>
Abstract	Enter terms or phrases that appear in the article abstract or title.	<ul style="list-style-type: none"> <li>K-12 Education</li> <li>High School or Secondary</li> </ul>
Full Text	Enter terms or phrases that appear anywhere in the full text of the article.	<ul style="list-style-type: none"> <li>Mathematics and Instruction</li> <li>Foreign Language Learning</li> </ul>
Key words	Enter Key words, as applied to articles by authors.	<ul style="list-style-type: none"> <li>Instructional Leadership</li> <li>Achievement</li> </ul>
References	Enter information that appears in the References section of the article.	<ul style="list-style-type: none"> <li>Urban Education</li> <li>Cooper, B</li> </ul>
Affiliation	Enter the full or partial name of an author's affiliated institution.	<ul style="list-style-type: none"> <li>Rossier School of Education</li> <li>Stanford</li> </ul>
DOI	Enter the complete article DOI.	<ul style="list-style-type: none"> <li>10.1177/1469787406064749</li> </ul>
Journal Name	Enter a complete journal title or any word from the journal title. If you reached the Advanced Search page from a journal site, the journal name is automatically entered for this field. In cases where a journal has changed names, a journal name search will return articles from all volumes of that journal (regardless of the varying names).	<ul style="list-style-type: none"> <li>Educational Policy</li> <li>Education</li> </ul>
ISSN	Enter the print or online ISSN of the journal in which articles appear.	<ul style="list-style-type: none"> <li>0255-7614</li> </ul>
Volume	Enter the volume number of the journal in which articles appear. Combine with Issue/First Page/Year to narrow your search.	<ul style="list-style-type: none"> <li>32</li> </ul>
Issue	Enter the issue number of the journal in which articles appear. Combine with Volume/First Page/Year to narrow your search.	<ul style="list-style-type: none"> <li>4</li> </ul>
First Page	Enter the article's first page number. Combine with Volume/Issue/Year to narrow your search.	<ul style="list-style-type: none"> <li>369</li> </ul>
Year	Enter the year of article publication. Combine with Volume/Issue/First Page to narrow your search.	<ul style="list-style-type: none"> <li>2004</li> </ul>



Advanced Search Page

FIELDED BOOLEAN SEARCH

## Search Within

You can use the options in this section to limit your search results to a certain set of journals. The default option is **All SAGE Content**, which includes the **SAGE Full-Text Collections** if your library subscribes. You can also choose to limit your results to **My Favorite Journals** (if you have signed in with your individual user name and password) or **SAGE Content Available to Me** (if you are recognized as an authorized user). You can also limit your search results to specific journals within **SAGE Journals Online** by selecting that option and checking all desired journals from the complete list.

## Date Range

You can limit your search results to certain date ranges by selecting the starting and ending months and years in the pull-down menus. The earliest date in the date range menus refers to the earliest date of posted content in any SAGE journal. The date of earliest content may differ from journal to journal. The full range of online content for a journal can be found on the journal's **Archive** page.

## Format Results

Search results can be displayed in the standard format or in a condensed format. The standard format displays the cover image of the journal in which the article appears, the full article title, all author names, and additional contextual information related to the search term. The condensed format is a truncated view of the article citation, without the additional search results features or journal cover image.

You can display between 10 and 80 search results per page and specify a relevance or date order (i.e., "most recent"). Relevance order places those articles containing the greatest number of search terms in the greatest frequency first. Articles containing the search term(s) in the title and/or abstract appear before those articles containing the term(s) only in the full text. Date ranking displays the articles in reverse chronological order.

## Browse

**Journals by Title:** View SAGE's entire journal portfolio via an alphabetical listing. Click on the title in which you are interested to be taken to that journal's homepage. Additional browse options are available to users at institutions that subscribe to the SAGE Full-Text Collections.

**Articles by Discipline:** Use advanced taxonomies to retrieve articles matching your topic of interest. Click on subdisciplines under the five major categories, including Humanities, Life Science, Medicine, Physical Science, and Social Science.