Emerald Reviews

This database reviews and accesses articles from the worlds most prominent management journals. Emerald Reviews covers all major aspects of the discipline, from marketing and logistics, to strategy, human resource management, accounting and finance, hospitality and tourism, quality, healthcare, operations management, production and information management.

This database provides abstracts only. You can access full text by searching Emerald Fulltext or by paying a fee per article.

Access Details

1. Go to http://library.vu.edu.au
2. Select Databases and Ejournals
3. Select the letter ‘e’ (for Emerald Reviews)
4. Select Emerald Reviews
5. Off campus requires your student/staff ID and library PIN number
6. To begin searching in this database, click Reviews (the purple icon on the top right hand corner of the page)

New

When searching Emerald Reviews you can click on the Fulltext Icon (Green icon on the top right hand corner of the page) to search via the Emerald Fullex database.

Searching Emerald Reviews

Use the side bar menu to select quick search, advanced search or browse.

Browse

Select browse. You can browse emerald reviews by journal

Browse journals by Title:

1. Type the title or keyword (s) into the text box and select the find starting option
2. Click go
3. Click the title of the journal you want to view
4. To view an abstract of an article click on the article title
Basic Searching (Quick Search Mode)

1. Type your search terms in the text box
2. Specify whether you are searching for a phrase, exact match or truncation by selecting the appropriate button
3. Specify which fields to search
4. Sort your search by relevancy, oldest or newest
5. Once you are happy with your selections click on GO

Search Fields

All fields
Use this option to search for text contained in all the available fields (see list below):

- Journal title
- Reference No
- Abstract
- Author
- Keywords
- Article title

Author – Enter in the family name (surname) on its own or with the first initial and truncation for eg: Jackson, C* or Jackson C*

Abstract – Searches the summary of the article. Enter terms in any order and / or combine with AND, OR, NOT for eg. management styles or human resources management

Article Title - Searches for terms in the article title and subtitle. Enter terms or phrases eg. Tourism marketing or combine terms in any order with AND, OR, NOT eg. sports and marketing

Keywords – Use for subject searching. For hints on terms to use, do a quick article title and / or abstract search and view the subject terms used

Journal Title – Use the journal title in correct order for eg. Management Decision or combine terms in any order with AND, OR, NOT for eg. Decision and management

Company Name – Searches for the company name in any field and text contained in the body of the article eg: Myer
Database Guide

Sorting

You can sort your results by:

- **Relevance** – Single word / Phrase search (number of occurrences within the article, higher weighting for terms appearing in the title); Multiple words / phrases (number of occurrences and the rarity of terms in the database)
- **Oldest** – Oldest article first
- **Newest** – Newest article first

Advanced Search

You can specify different text to search for, in different parts of an article and / or use the Boolean operators AND, OR, NOT to combine terms for eg. Flexible working or telecommuting or teleworking.

1. From the drop down menu select the field you would like to search in (eg. Abstract, Keywords, Author(s), Article Title, Journal Title)
2. Type the word or phrase you want to search for in the adjacent text box.
3. If you would like to search for a specific phrase, check the box next to **Phrase**
4. If you would like to search for an exact match check the box next to **exact match**. This can be used in conjunction with the other search options, which will return results with the precise term entered
5. The **Truncation** option finds variations on word endings for eg. If you type into the text box and check the “Truncation” check box, the results will list all appearances of the letters “w o r k” where they appear in that order for eg. Work, worked, working, works etc
6. If you would like to search for an additional word or phrase, select and, or, or not from the right – hand drop down box by clicking on the arrow to the right
7. Repeat the above steps as necessary
8. Specify the **Content Indicator** to be used (if required) by clicking on the down arrow and highlighting the relevant selection
9. Specify the **Style** to be searched for (if required) by clicking on the down arrow and highlighting the relevant selection
10. To **limit** your search to a particular era, select a start and end year from the boxes to the right of **Published** between. This is very useful if you are searching for a specific article and know the approximate year of publication
11. Choose to **sort** the results by Relevancy, Oldest or Newest
12. If you want to limit your search to provide results from a particular journal(s), click Select Journals from list below radio button and select your preferred journals from the drop-down list.

13. When you are happy with your selections, click on the GO Button. The search engine performs your search and displays the results.

Marking Records for Printing

The results of a search will provide details of each article that matches your search criteria, including the article title, author and publication details.

1. To access the article, select the article of interest by clicking on the title, or mark records, for later viewing by clicking Add to marked list
2. To view marked records select the link Marked List on the side bar menu

Viewing Records

1. Scroll down to the bottom of the page of the article
2. Click on Fulltext Options
3. The format of the pop up box will be dependant upon whether the journal is published by Emerald or by an external publisher/resource.

If the articles are not available through Emerald you can select to use:

Infotrieve Document Delivery Service

Detailed instructions are available on the Emerald help tab:

1. Click Help tab
2. Click obtaining an article
3. Select the relevant link
4. Charges apply

Create order form for this article

Select this option to print out details to give to library staff for interlibrary loans purposes
Database Guide

Marked List Emails

1. Mark selected articles
2. Select Marked List (click radio button on left hand side of screen)
3. Type in your email details and click on send e-mail
4. Emerald emails URL (website addresses) which are only valid for 30 days

Single Article Emails

1. Click – Email this page (top right hand corner)
2. Add required email details
3. Click send e-mail
4. URL links are only valid for 30 days

For detailed information on:

- Authorised users
- Software
- Access Details
- Appropriate Use

See the library website http://library.vu.edu.au