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User Guide

SAGE Journals Portal

The *SAGE Journals* portal page at **journals.sagepub.com**, provides options for search, browse, accessing relevant information and news, and includes the following options:
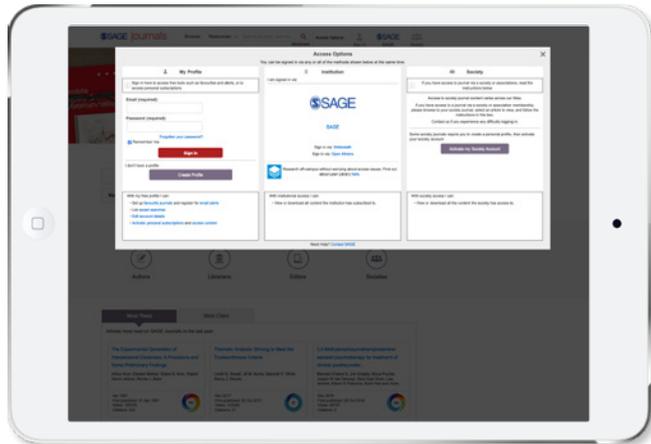
Resources for
- Authors
- Librarians
- Editors
- Societies

Browse
- Browse by Title
- Browse by Discipline

Search
- Search
- Advanced Search
- Search History
- Citation Search

Access Options

From the *SAGE Journals* portal page at **journals.sagepub.com** click within the 'Access Options' area in the top right area of the page or visit **journals.sagepub.com/login**. The Access Options pop-up will appear, allowing you to login via one or more of the following options:

My Profile

Sign in with your existing My Account login or Sign Up for your new account. Use this option if you have online access via a personal journal subscription. See the 'My Account' (page 7) section for full details and features.
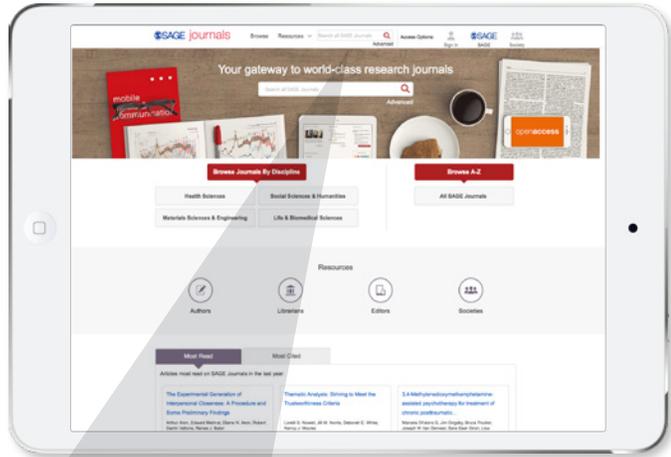
Institution

Sign in here if you have access to journal content via university library or employer.

Society

Sign in here if you have access to a journal via society or association membership.

Search

Search across all full-text articles by entering keywords or author information in the "Search all **SAGE Journals**" box on the main site navigation page. Search within an individual journal by using the "Search this Journal" box on the journal page.

Advanced Search

The Advanced Search tool uses a signature fielded Boolean system. This 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. Additional rows can be used to enter search terms and limit a search across specified content areas (e.g., title, abstract, full text, references). For help with more complex searches using Boolean operators visit **journals.sagepub.com/page/help/search/boolean**

Refine Search

After conducting any quick or advanced search, from the search results page, click on 'Refine Search' to edit your search parameters and to view the following additional options:

Search History

Any search keywords or terms you've run during your browser session will be listed here so you can rerun them.

Saved Searches

If you are logged in with your personal My Account, you can view your saved searches

Browse

Browsing journals by title

Browse alphabetical journal lists by clicking a letter from the A-to-Z menu to jump to the corresponding list of journals. Navigate between results pages via the page numbers at the foot of the page.

Browsing journals by discipline

Browse journals by discipline (Health Sciences, Life & Biomedical Sciences, Materials Science & Engineering, and Social Science & Humanities) and corresponding subjects.
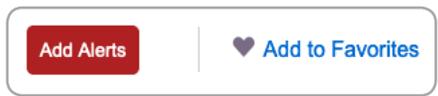
Click the journal title to go to the homepage, where you can view journal information, OnlineFirst articles, and tables of contents, as well as conduct journal-level searches.

Search Within

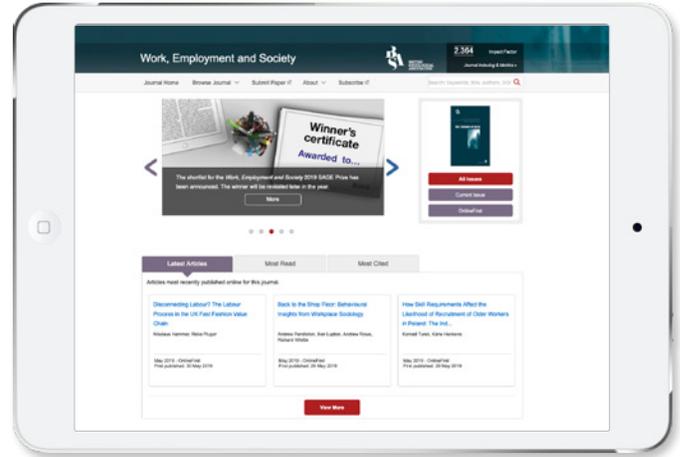Use the Search Within box to quickly find relevant journals by keyword(s).

Add Alerts and Add to Favorites

While using the "Browse" feature when you have found a journal you are interested in, use the "Add Alerts" and "Add to Favorites" buttons to customize your *SAGE Journals* experience (users must be logged in to their personal account to use these tools-see Getting Started for more information on creating your My Profile.).

Journal Homepage

Features include the following:

- **Tag-along navigation:** The top horizontal journal menu follows you as you scroll so that you always have access to quick links to the following: Journal Home, Browse Journal (links to Current Issue, OnlineFirst articles, and All Issues), Submit Paper, About, and Subscribe. The search box will also lock into place and scroll along with these menu options.

- **Links to society sites:** These links provide information about our society and association partners.

- **Impact factor, indexing, and metrics:** Click on this area to see more information on a journal's Impact Factor as well as other indexing and metrics details.
- **Information carousel:** This carousel provides information and news about the journal.
- **Quick Links to:** All Issues, Current Issue, OnlineFirst.
- **Latest, most read and most cited articles:**
  - **Latest articles:** Most recently published online.
  - **Most read articles:** From the last 6 months.
  - **Most cited articles:** published in this journal in the last 3 years; updated weekly using data sourced exclusively from CrossRef
- **More options from the journal may include:**
  - **Editorial Team:** Editor information and link to full editorial board listing.
  - **OnlineFirst:** Articles that are published ahead of print.
  - **Connect with us:** Engage with the journal through popular social media platforms.
  - **Email alerts:** Sign up for new content alerts and announcements for the journal.
  - **Podcasts and videos:** Find highlighted multimedia content, where available.
  - **Collections:** View article collections handpicked by a journal's editor, where available.
- **Related journals:** This provides a link to society sister journals and other related journals published by SAGE.

Table of Contents

Features include the following:
- Toggle between Previous and Next Issue
- PDFs of issue Table of Contents and Editorial Board pages.
- Abstract Preview option to review abstracts without leaving the page.
- Contents menu for navigating each issue section.

Badges

While navigating a journal's Table of Contents page or an article, various badges or icons will provide you with additional information about the article and your access options:

- **Article access badges:** these appear as padlocks and will either be:
  - **Unlocked and green indicating free access**
  - **Unlocked and blue indicating open access**
  - **Locked and gray indicating full text access is not available**

- **Article information icons:** a variety of icons may be shown depending on the article's options including HTML or PDF formats, article permissions link, foreign abstracts, supplemental material, creative commons license, translated abstracts etc.

Article-level features include the following:

- **PDF download:** Click the "Download PDF" icon to view the article in PDF format (depending on access rights).

- **EPUB:** Access the article through an enhanced online and offline reading experience allowing users to read content on a browser without having to download the article or navigate away from the journals' homepage.

- **Article information:** Click the link to view article metadata, including author affiliations and copyright information.

- **Author information:** Hover over an author's name to see their affiliation, ORCID entry (if available) and to find their other articles hosted on *SAGE Journals* or via a Google Scholar search.

- **Tag-along navigation:** The "Article Menu" on the left side of the page follows you as you scroll, so that you always have access to the list of article contents, tools for citing, sharing, and requesting permissions, and a link to download the PDF and EPUB (where available).

- **Figures and tables:** View this content all in one place and download it as a PDF or PowerPoint slide.

- **Related articles:** Find suggestions for similar content.

- **Cite:** Download an article to your preferred citation manager.

- **Share:** Various share options are available including via social media and email. The 'Share Access' option allows users with authenticated access to share a read-only version of the article with friends and colleagues.

- **Permissions:** Request permission and reprints.

- **SAGE Recommends:** Find related content from other SAGE products.

- **Linked references:** In addition to each article's References section, all full-text HTML articles contain linked references as they appear throughout the article.

- **Article metrics:** Discover the impact of the article through the number of times it has been viewed on *SAGE Journals*, its number of citations from Crossref and Web of Science, and its Altmetric score.

My Account

The "My Account" page allows you to manage the following areas:

Personal Details

Update your personal account information and contact details.

My Content

View your personal journal subscriptions, free trials or free access offers, and any pay-per-view article purchases.

Society Member Access

Here you can activate and manage your society access.

Claim My Free Access

Activate any tokens for free access here.

My Alerts

Sign up to receive **New Content** (for new publish ahead of print and issue alerts) and **Announcement** alerts.

Add alerts to your My Account by using the 'Add Alerts' button while using the portal Browse feature or from the links available on each journal's homepage.
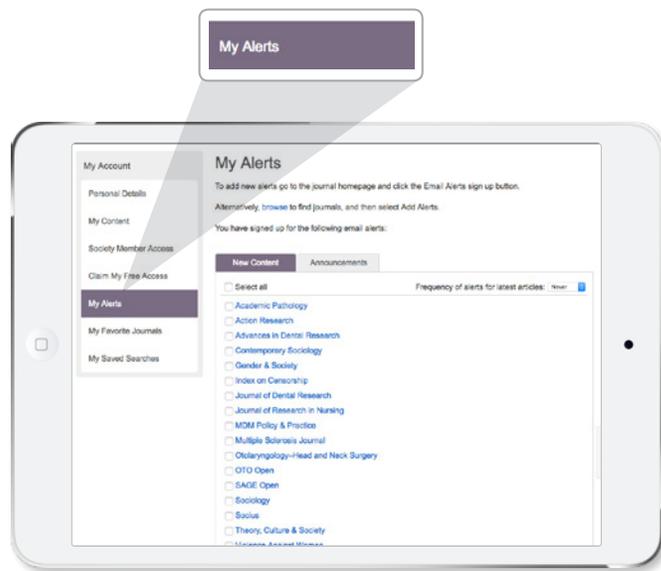
My Favorite Journals

Manage your favorite journals so that you can easily customize browsing and searching through *SAGE Journals*.

My Saved Searches

Manage your list of saved searches, where you can run and delete existing searches.

During your current session, you can rerun previous searches with the "Search History" feature. To access your search history, click "Refine Search" on the search results page and navigate to "Search History." For each search term you enter, you may run, edit, or add to "Saved Searches", or save the term as an alert.

Information for Libraries and Consortia

Institutional Account Administrators: Sign in for helpful tools, such as:

- Manage your institutional administrator username and password (via My Account)
- Access a list of your **Entitlements**
- Run a **Holdings Report**
- Run **Usage Reports**
- Review your **IP Ranges**
- Edit your **Shibboleth/Open Athens** information
- Enable or disable your **Link Resolver** service
- Add or remove **Administrators** for your account
- Add or update your institution's **Co-branding** information

SAGE Journals Packages

SAGE Journals hosts all SAGE journal content, including SAGE's various electronic packages and collections.

Please visit **journals.sagepub.com/page/help/librarian-resources** for more information on our electronic products, pricing, and subscription options.

Have Questions?

Visit our comprehensive online support site at **journalssolutions.sagepub.com** or contact our global online support team directly at **onlinesupport@sagepub.co.uk**

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