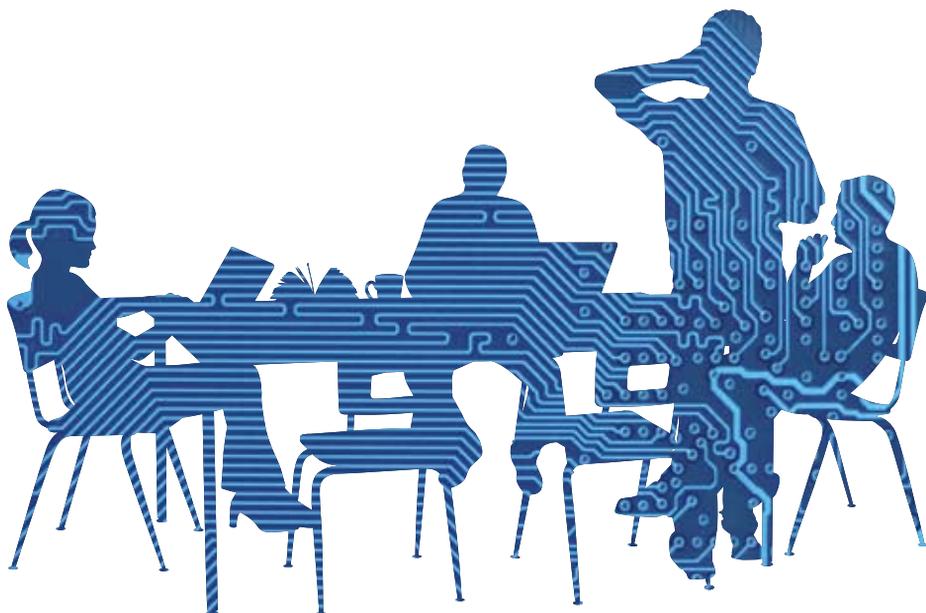


Welcome to the next generation of SAGE Journals Online!

# SAGE Journals Online User Guide

**SAGE Journals Online (SJO)**, SAGE's upgraded online journal delivery platform is now supported by **HighWire Press' H2O technology**. **New!** Search and browse more than 560 journals by discipline—including journals in business, humanities, social sciences, and science, technology, and medicine. Get started today and learn what's new inside.



<http://online.sagepub.com>

 SAGE journals online



# Journal Home Page Features

Journal home pages (Figure 3) on **SAGE Journals Online** 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 Article, 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)
- **New! Editor's Choice (where applicable)**—view article collections hand picked by a journal's editor
- **New! Three-column design**—making features accessible without drawing attention away from the substantive page content

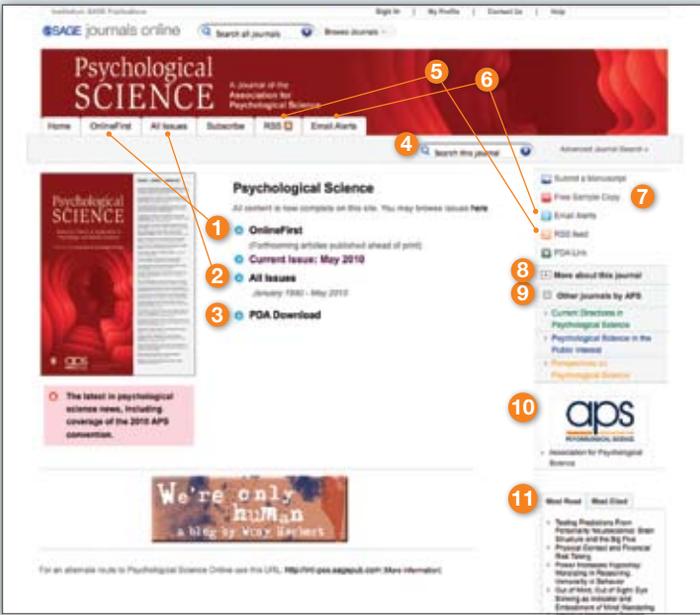


Figure 3

# Table of Contents Features

At the Table of Contents level (Figure 4) find the following features

- **New! 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)



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)

- **New! Feature hideaway**—Author affiliations, related links, and other functions can be expanded or hidden from view; these preferences are retained throughout a session (14)
- **New! 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)
- **New! Tag-along navigation**—Article Services features follow alongside as users scroll down the page in both the abstract and full-text HTML article views



Figure 5

Full-text articles also include the following features

- **New! 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.
- **New! 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 SJO and HighWire Press platforms (25)

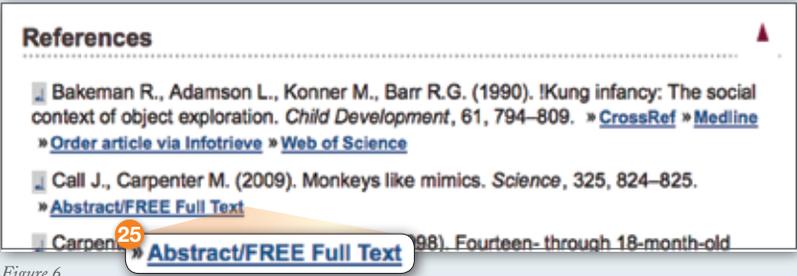


Figure 6



# More Helpful Features

## Getting Started

Go to the **SAGE Journals Online** 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 Favorite 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 Online**, 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**, **Saved Citations**, **Saved Searches**, **My Favorite 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 Online**, 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 (28)

Manage your online list of saved citations while viewing articles. Saved citations will be available on return visits to **SAGE Journals Online** by logging into your personal **My Tools** account.

## Saved Searches (28)

Manage your online list of saved searches from the **Search History** tab. Saved searches will be available on return visits to **SAGE Journals Online** by logging into your personal **My Tools** account.

## My Favorite Journals (29)

Manage your favorite journal(s) to easily customize browsing and searching **SAGE Journals Online**.

## 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

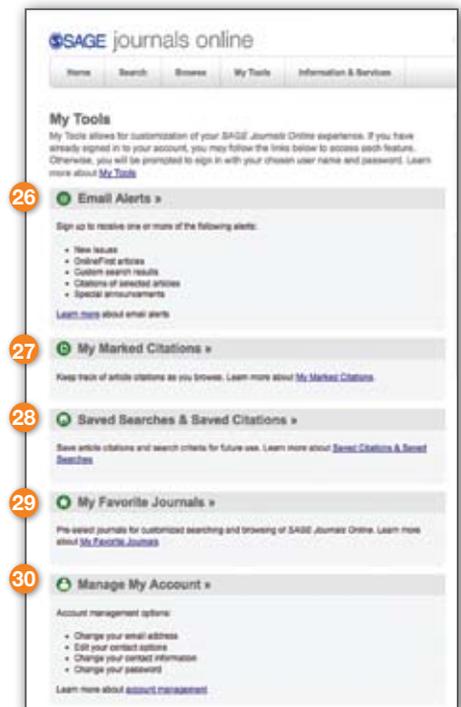


Figure 7

# Information for Libraries and Consortia

## Librarian-Friendly Features

- Familiar HighWire subscription and administration tools for subscribed and non-subscribed content
- COUNTER3-compliant usage reports
- User-friendly usage statistics with the option to view in HTML or download as a tab-delimited file
- 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

## Account Manager

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

## Electronic Products from SAGE

**SAGE Journals Online** hosts all SAGE journal content, including the following electronic products and packages

- **SAGE Premier** – electronic access to 560+ SAGE journals with backfile to 1999
- **SAGE Deep Backfile Package** – lease or purchase electronic access to 400+ journals with backfile to volume 1, issue 1
- **SAGE Subject Collections** – electronic access to 395+ journals via discipline-specific packages of the most popular peer-reviewed journals in Communication Studies, Criminology, Education, Management & Organization Studies, Materials Science & Engineering, Nursing & Public Health, Political Science, Psychology, Sociology, and Urban Studies & Planning
- **SAGE Science, Technology, and Medicine Packages** – electronic access to 182 journals in the scientific, technical, and medical fields with backfile to 1999 available in the following 3 packages

**Clinical Medicine:** 89 journals

**Health Sciences:** 146 journals

**Science, Technology, and Medicine:**  
182 journals

- **SAGE Humanities and Social Science Package** – electronic access to 400+ journals in the humanities and social sciences fields with backfile to 1999

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