

A Beginner's Guide to Searching for articles in Emerald Insight

- ▶ Go to **CityLibrary Search**: <http://www.city.ac.uk/library> or the **Cass Library Database list**: <http://www.cass.city.ac.uk/intranet/student/learning-resource-centre/247-e-library>
- ▶ Search for **Emerald Insight**.
- ▶ Login using your IT username and password.



CITY Login to Library Services
UNIVERSITY OF LONDON
EST 1894

City students and staff:
Username:
Password:

All other users:
Barcode:
PIN:

Login

Figure 1. Database log-in screen

- ▶ Select **Journals/Books** tab.
- ▶ Select **Advanced Search**.
- ▶ Enter search terms, e.g. insurance and choose if this appears in the article title, journal title or keywords etc. You can also select the date range. To retrieve only full text articles that City, University London subscribes to you must tick '**Only content I have access to.**'
- ▶ To run your search select **Search**.

Figure 2. Emerald Insight Search Screen.

- ▶ If the article you want is abstract only, then make a note of the journal title and search the library catalogue to see if we have access from another provider or if we have a print copy.
- ▶ If we do not subscribe to that journal title you might be able to get the article through Inter-Library Loan. Ask at the library desk for details.

Further Help

- ▶ If you need help and support using the databases please contact:

Research Librarian (Postgraduate/Business)
Samantha Halford samantha.halford.1@city.ac.uk

Subject Librarian (Business Undergraduates)
Catie Tuttle catie.tuttle.1@city.ac.uk



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