Sabinet African ePublications - www.journals.co.za

User Guide
1. Introduction

Sabinet’s SA ePublications database is a unique collection of southern African and African journal titles. Comprising more than 420 titles, and more than 180 000 full-text articles, it is the biggest collection of its kind.

The African Journal Archive is fully integrated into SA ePublications which brings the combined total of full-text articles to almost 350 000.

The record information (metadata) of the complete SA ePublications is available to all. Anyone can search over the full complement of SA ePublications and will only need authentication when accessing the full text of articles from subscription-based journal titles.

2. Recommended browsers

We support the following browsers on Windows and Macintosh platforms:

- IE 7.0 and above
- Firefox 3.0 and above

You should find that all pages are functional in all of the above browsers. However, no two browsers or different versions of a single browser will render all pages identically. We recommend that you install the latest version of your preferred browser.

2.1. How to access

SA ePublications can be accessed via the following URL: www.journals.co.za

2.1.1. Bookmark the new page: www.journals.co.za

2.1.2. Go to www.sabinet.co.za

From here the following options will allow direct access to the system:

Go to the Login Button. Click on SA ePublications Platform. Click on Login via IP Authentication or type in your Username and Password. This will allow seamless access to the new platform.
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3. How to search

There are various ways to search on SA ePublications on www.journals.co.za:

- Search across all content
- Advanced search
- Search across a collection
- Search within a journal
- Browse by Topic

3.1. Search across all content

This provides an easy Google-like search option to search across all the full text content within the SA ePublications service. It is available at the top right hand corner of the page.

- You can either hit Enter or click on the Go button to execute your search
- You can start a new search at any time by typing in a new keyword or phrase into the search box which is static and appears on each page
- You can modify your search by clicking on the option on your results page:

3.2. Advanced search

You can execute the advanced search functionality which offers more options by clicking on the Advanced Search option.

- Type in your phrase or keyword
- This search option provides autocomplete functionality should you want to search on a specific suggested phrase
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- Type in your phrase or keyword
- This search option provides autocomplete functionality should you want to search on a specific suggested phrase
You can exclude full text from your search by clicking on the Exclude full text? tick box.

You can select to only search on your subscribed titles by selecting the Subscribed titles in the FILTER BY ACCESS TYPES section.

There are a number of filters available which will assist you in retrieving more relevant results.

3.3. Search across a collection
You will be able to easily search across a specific collection.
Select the collection from the Collections dropdown menu option on the home page.

Once you have selected a collection e.g. Business and Finance you will now see that the search box in the right hand corner changed to Search this Collection. You will now be able to only search content within this collection.
You can exclude full text from your search by clicking on the Exclude full text? tick box.

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Once you have selected a collection e.g. Business and Finance you will now see that the search box in the right hand corner changed to Search this Collection. You will now be able to only search content within this collection.
Should you wish to continue searching across all content click on the Home icon to get the search box.

3.4. Search within a journal title
You can select a specific journal title and only search within that specific title.

When on the A-Z Publications menu (on the home page), you can select a journal title from the A-Z index of journals.

When you are on the landing page of a specific journal title, you will see that the search box changed to Search this Journal. This allows you to search only within this specific journal.

Should you wish to continue searching across all content click on the Home icon to get the search box.

3.5. Browse by Topic
You can browse by a specific topic to find a set of results specific to that topic.

On the Home page go to the #Topics option.
Should you wish to continue searching across all content click on the Home icon to get the search box.

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You can select a specific journal title and only search within that specific title.

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When you are on the landing page of a specific journal title, you will see that the search box changed to Search this Journal. This allows you to search only within this specific journal.

Should you wish to continue searching across all content click on the Home icon to get the search box.

3.5. Browse by Topic
You can browse by a specific topic to find a set of results specific to that topic.

On the Home page go to the #Topics option.
4. Search Guidance and Tips

4.1. Boolean Searching (AND, OR, NOT)
This is possible with the Search box as well as on the Advanced Search screen. Note that there is no need to type the Boolean AND because the system defaults to it. Also note that you must type the AND, OR and NOT, in capital letters for them to be recognised as Boolean operators within your search string.

On the Advanced Search screen you will be able to add as many Boolean fields as you wish and you can select whether you want AND, OR or NOT.

4.2. Keyword Searching
When performing a search it is important to choose your keywords correctly. When searching all SA ePublications content it is important to remember that the entire full text of the documents is searchable. Some of the documents are very large. Thus it is important to search wisely when using keywords. If possible it is recommended that you use the correct search strategy like Exact Phrase searching, Boolean operators, dates etc. The keywords, dates and numbers that you use will determine the accuracy of the information that you receive. Always think of synonyms as well.

Keywords: This option allows you to find keywords mentioned in any part of a document, e.g. the full text of the document (if present) or the title of the document.
- If for example you are looking for information on the SKA project underway in the Karoo region, you could search with the following terms: ska astronomy
- Keyword searching will locate any category of information that is typed in the Keywords search box, e.g. journal title, author affiliation, etc.

Exact Phrase: This allows you to find words typed in that exact order in your results.
- Please note that the double inverted commas (" ") should be used for this purpose
- Should you wish to search for two exact phrases, use the Advanced Search screen as follows:

- Searching by exact phrase will result in fewer but more applicable results

Boolean searching: This option allows you to combine words in specific ways.
- AND: This is the system default, meaning that in your search strings in the keywords fields you do not have to type the word AND. For example if you are looking for environment AND tourism you can just type in the words environment tourism in the search field. The system will look for the documents which contain both these words.
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- **Keywords:** This option allows you to find keywords mentioned in any part of a document, e.g. the full text of the document (if present) or the title of the document
  - If for example you are looking for information on the SKA project underway in the Karoo region, you could search with the following terms: ska astronomy
  - Keyword searching will locate any category of information that is typed in the Keywords search box, e.g. journal title, author affiliation, etc.

- **Exact Phrase:** This allows you to find words typed in that exact order in your results.
  - Please note that the **double inverted commas** (“”) should be used for this purpose
  - Should you wish to search for two exact phrases, use the Advanced Search screen as follows:

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- **Boolean searching:** This option allows you to combine words in specific ways.
  - **AND:** This is the system default, meaning that in your search strings in the keywords fields you do not have to type the word AND. For example if you are looking for environment AND tourism you can just type in the words environment tourism in the search field. The system will look for the documents which contain both these words.
- **OR:** If you type in or select the word OR, you will get results with either one of the search terms
- **NOT:** This will exclude certain keywords or numbers totally from your search. For example labour relations NOT unions

**NOTE:** When using OR / NOT, the OR or the NOT should be typed in UPPERCASE.

- **Proximity:** use the ~ to search for words within a certain proximity of each other. For example if you type “meat tenderness” ~4 in the title field, the results will show articles with titles where these words appear within 4 words of one another. Please remember to place keywords in double inverted commas (“ ”) and to put a space before the ~

- **Truncation:** The system allows you to search for all variations of the same word by making use of a wildcard character (*). If you for example search for “regio”, the search results will find records containing region, regions, regional etc.

**Dates:** Restricting your search by dates on the Advanced Search screen can be very valuable to obtain the correct information.

**Modify search:** Click on the Modify search button to modify your current search.

**New search:** Make use of the search box in the right hand top corner to start a new search from any page.

### 5. Search results

The following is an example of a search result screen displaying results from a specific search for labour law and legislation:

- Results can be sorted by Relevance, Newest first, Oldest first
- To modify your search click on the Modify this search button
- You can refine your result set by making use of the various FILTER BY options available on the left
- You can share your result set via various options
- You can export citations
- You can select all or some of your results and email it, print it or share it
- You can also start a new search by making use of the search box at the top of the page
- Should you click on the More within the specific record you will see more information about that record and you will have functionality available such as download the document directly, add it to your favourites and email it
- OR: If you type in or select the word OR, you will get results with either one of the search terms.
- NOT: This will exclude certain keywords or numbers totally from your search. For example labour relations NOT unions.

**NOTE:** When using OR / NOT, the OR or the NOT should be typed in UPPERCASE.

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- You can refine your result set by making use of the various FILTER BY options available on the left
- You can share your result set via various options
- You can export citations
- You can select all or some of your results and email it, print it or share it
- You can also start a new search by making use of the search box at the top of the page

Should you click on the More within the specific record you will see more information about that record and you will have functionality available such as download the document directly, add it to your favourites and email it

**The new labour relations act**

Author: S. Lunk


More
6. How to email results

You can email your search results by ticking the box next to the results to select, and then clicking on the Email Selected Items link:

A pop-up will appear where you can add multiple email addresses separated by a comma, and a subject. A success message will appear once the results have been emailed.

7. Access Keys

There are 4 types of access keys available for easy reference of what type of content has been retrieved in your result set:

- **Titles Subscribed To (S)** are journal titles which your institution or you are subscribing to and all the full text will be available for you to download
- **Open Access Content (OA)** is open access titles and all articles will be available for you to download
- **Free Trial Content (T)** is content that is made available on a trial access to a specific institution
- **Titles Not Subscribed To (N)** are journal titles which are subscription titles but you or your institution are not subscribed to it and therefore only the metadata and abstract will be available to you. The article will however be available to obtain via an e-commerce purchase option

8. Export citations

The following export formats are available: Bibtex, EndNote, Zotero, Plain text, Refworks, and Mendeley. Please ensure that you have these programmes installed.
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- **Open Access Content (OA)** is open access titles and all articles will be available for you to download
- **Free Trial Content (T)** is content that is made available on a trial access to a specific institution
- **Titles Not Subscribed To (N)** are journal titles which are subscription titles but you or your institution are not subscribed to it and therefore only the metadata and abstract will be available to you. The article will however be available to obtain via an e-commerce purchase option

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The following export formats are available: Bibtex, EndNote, Zotero, Plain text, Refworks, and Mendeley. Please ensure that you have these programmes installed.
9. Share options
Share your result set via the following options:
RSS, Facebook, LinkedIn, Twitter, Mendeley, Email, Print and Other like Google, citeulike, Digg, Bibsonomy Del.iciou.us Reddit Research Gate.

10. Article result page
When you click on a result, you are taken to the article page with all the metadata available. From here you can go to the next or previous result, or back to your search results. You can download the full text PDF (if you are not subscribed then you can purchase the article through e-commerce). There are additional tabs that give more information about the journal.

The various share options and tools are also available on the result page.

11. My Profile
"My Profile" is your personal space where you have additional functionality available. Non-subscribers can also manage their account details and orders here. To access your details, click My Profile at the top right of any page. You have to register to create your user profile which will be your personal profile with your own user name and password:

After you have created a profile you can sign in to your profile and you will have the following functionality:
9. Share options

Share your result set via the following options:
RSS, Facebook, LinkedIn, Twitter, Mendeley, Email, Print and Other like Google, citeulike,
Digg, Bibsonomy Del.iciou.us Reddit Research Gate.

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After you have created a profile you can sign in to your profile and you will have the following functionality:

My Profile
From here, you can set up email alerts, save your searches, view your orders and update your personal details. You can get back to this page at any time by clicking on "My Profile" in the right hand column.

My profile & favourites
- My profile
  - Update email address
  - Change password
- Favourites
  - My favourites

Searches & alerts
- Alarms
  - Manage alarms format
- Manage TOC Alerts View Add

Content & orders
- My content
- Subscriptions
- Orders
  - My orders
You can access your saved searches and execute them again.
You can view and manage your favourites.
You can manage your alerts, RSS, Social bookmarks.
You can see your search history. Please note that your search history will only remain for your current session, therefore please save the specific search.
Update your profile details, change your profile sign-in details.
If you have made use of the Pay-Per-View option, you can track your order history and change your billing address.
When on your result page, you can save your search to My Profile and you can also create a search alert for this specific search.

12. Alerts – Email and RSS feeds

You can create various alerts to assist you to keep up with new content loaded as well as corrections which are done.

Email Alerts:
You need to have registered your My Profile in order to use this functionality and you have to be signed in.
You can create or manage your alerts both from the result page as well as the article level page.
From the result page you can create a search alert for the search that you have executed. You will now receive an email alert when new content is added to this specific search.

When you are on article level you can add favourites to My Profile.
You can access your saved searches and execute them again.
You can view and manage your favourites.
You can manage your alerts, RSS, Social bookmarks.
You can see your search history. Please note that your search history will only remain for your current session, therefore please save the specific search.
Update your profile details, change your profile sign-in details.
If you have made use of the Pay-Per-View option, you can track your order history and change your billing address.
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- You can create or manage your alerts both from the result page as well as the article level page.
- From the result page you can create a search alert for the search that you have executed. You will now receive an email alert when new content is added to this specific search.

When you are on article level you can add favourites to My Profile.
From the article level page you can create a content alert by clicking on the Create Content Alert link.

- New content alerts are sent within 24 hours of content being added. Site and search alerts are sent weekly. The listing of alerts in My Profile allows you to toggle the alert frequency for site, subject and new content alerts so that you can also receive a monthly digest.
- You can also set up an alert for content added to a specific journal. Click on the Add next to Manage TOC Alerts.

RSS feeds:
- You have to be signed into My Profile in order to set up RSS feeds.
- There are two ways to set up a RSS feed:
  - When you are on a specific journal landing page, you will have the option to set up a RSS feed:
    - Click on the RSS feed icon
    - When you are on a specific article page, you also have the option to click on the RSS feed icon.

13. Device pairing

A user who is accessing via an institution’s IP access and wishes to be able to make use of this service off campus, should make use of the “Connect Device” option on the right hand side of each page.

- The user needs to enter his/her email to register for pairing.
- The email should belong to the valid domain (please contact info@sabinet.co.za for more information).
- The user follows the link sent while on their laptop/tablet/phone.
- This registers the device against the account and a security cookie is enabled on the user’s device.
From the article level page you can create a content alert by clicking on the **Create Content Alert** link.

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You can also set up an alert for content added to a specific journal. Click on the **Add** next to **Manage TOC Alerts**.

Select the journal and choose your frequency option.

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