1. Introduction

Sabinet African Journals encompasses the breadth and depth of African research content by offering the most comprehensive, searchable collection of full-text African electronic journals available on one platform. This service is easy to use and accessible anytime and anywhere. It is a growing service with over 600 journal titles in 10 collections available for individuals, corporates, universities, government departments, research institutions and law firms.

Sabinet African Journals offers a user-friendly platform and encourages research efficacy. All international journal standards and statistics are adhered to, and various business models are available.

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

1.1. Recommended browsers

We support all browsers on Windows and Macintosh such as Chrome, Firefox, Edge, Safari, Opera, etc.

No two browsers (or even different versions of a single browser) will render all pages identically.

We recommend that you install the latest version of your preferred browser.

Please note: Windows users have the option where certain actions open in a new tab. However, Macintosh users do not have this functionality, there is a restriction on this functionality and therefore the new tabs will not open.

We recommend that you accept all cookies to ensure that all the functionality is available.
1.2. How to access

Sabinet African Journals can be accessed on www.journals.co.za

• **Accessing through a federation (Shibboleth, Open Athens, SAFire)**

  Click on Institutional Access:

  ![Institutional Access](image)

  Select your institution and access will be granted.

  If you are making use of one of these federations, please contact Client Support on info@sabinet.co.za for assistance in setting this up for your institution.

• **Accessing through an institutional Proxy or IP range:**

  Users accessing through their institution’s IP authentication or by signing in via EZproxy will automatically be able to access their institution’s subscribed journal content. The institution’s name will display in the top banner.
• **Accessing through email domain registration**

If your institution opted to make use of email domain registration as an authentication method, you will need to **create a personal profile** using your email address associated with the registered domain for your institution. You can then choose a password to access your profile.

• **Accessing through an institutional username and password**

Click on Institutional Access: Complete your institutional username and password under **Remote Login** and click on Login:

Once successfully logged in, your **institution’s name will be displayed in the top banner**:
1.3. How to search

There are various ways to search on Sabinet African Journals on www.journals.co.za:

1.3.1. Search anywhere (all content)
1.3.2. Advanced search
1.3.3. Search my subscribed journals
1.3.4. Browse by Topic

1.3.1. Search across all content

This provides an easy Google-like search option to search across all the full-text content within the Sabinet African Journals platform. It is available in the top search bar.

- Type your search phrase or keyword.
- Click on the search icon.
- Start a new search by typing a new search phrase or keyword in the search bar.

You can also search publication, keyword or collection using the dropdown menu in the search bar.
1.3.2. **Advanced search**

More search functionality is available via the **Advanced Search** option.

- Clicking on **Advanced Search** will open a new page:

  Click the ☰ to add more fields.
You can change **the field type** by clicking on the dropdown menu under **Anywhere**. The following fields are available for you to select from:

- Anywhere
- Title
- Author
- Keywords
- Abstract
- Affiliation

You can select to only search on your **subscribed journals** by selecting the **Only content I have full access to** in the Advanced filter.
There are various filters available which will assist you in retrieving more relevant results, e.g., Publication date, Filter by Collections and Filter by Accreditations:

**Publication Date**
- All dates
- Last
- Custom range
  - Month
  - Year
  - To
    - Month
    - Year

**FILTER BY COLLECTIONS:**
- All content
- Open access content only
- Only content I have full access to

**FILTER BY ACCREDITATIONS:**

**FILTER BY ACCREDITATIONS:**
- Department of Higher Education and Training (DHET)
- SciELO SA
- The International Bibliography of Social Sciences (IBSS)
- Arts and Humanities Citation Index (Web of Science (WoS) Core Collection)
- Social Sciences Citation Index (Web of Science (WoS) Core Collection)
- Science Citation Index (Web of Science (WoS) Core Collection)
1.3.3. **Search my subscribed journals**

To search across all your subscribed journal content, click on **Advanced Search**. You need to be signed in or authenticated to perform this search. Type in your keyword and select “Only content I have full access to” in the Advanced filter.

To see a list of your subscribed journal content, go to your profile and under My Account, select Subscribed Journals.

1.3.4. **Browse by Topic**

You can browse by topic to find a set of results specific to that topic by going to Topics on the homepage:

Click on the specific topic you wish to browse.

A defined search will be performed and you will now be able to filter or modify your search.
1.4. Search Guidance and Tips

1.4.1. Boolean Searching (AND, OR, NOT)

Boolean AND, OR and NOT are supported. The operators OR and NOT must be in uppercase; otherwise they will be treated as stop words.

1.4.2. Keyword Searching

When performing a search, it is important to choose your keywords correctly. When searching across all 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. The keywords, dates and numbers that you used will determine the accuracy of the information you receive. Feel free to use synonyms to get more accurate results.

- **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 bar, e.g. journal title, author affiliation, etc.

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

- **Exact word**: This allows you to find the exact word you are searching for.
  - **Double inverted commas (" ")** should be used for this purpose.
  - Should you wish to search for two exact words, use Advanced Search.
• Boolean searching: This option allows you to combine words in specific ways.

  0 **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.

  0 **OR**: If you type in or select the word OR, you will get results with either one or both of the search terms.

  0 **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, otherwise they will be treated as stop words.
0 **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 (tilde symbol) ~.

0 **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.
- **Refine search:** Click on the Refine search button on the result page to modify your current search.
- **New search:** Make use of the search bar at the top to start a new search from any page.

### 1.5. 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 to oldest, Oldest to newest, Title sort (A-Z) and Title sort (Z-A).

• To **refine** your search click on the **Refine search** button.

• You can **refine** your result set by making use of the various **FILTER BY** options available on the left.

• For **Filter by Date** you can use the slider, the date will update each time you move the slider. You can also use the boxes to filter by date, see below:

![Filter by Date](image)

• You can **share** your result set via various options.

• You can **export** citations.

• You can select all or some of your results and email or share it.

• You can also start a **new search** by making use of the search box at the top of the page.

• You can select the number of results that you want to display per page 20, 50 or 100. The pages with results are also numbered and you can scroll to the next page at the bottom of the results page.

### 1.6. 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** option in the selection box at the right-hand side:
A new page will open in a new tab where you will be able to add the recipient’s email address.

1.7. Access keys

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

- **Full Access (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.
- **No Access** this shows that you do not have access to the title or your access has expired.
1.8. Export citations

You can select a single result, multiple results or the complete page. Make use of the selection boxes on the left and choose Export Citations. You will be redirected to a page where you need to follow the steps to complete your export.

The following export formats are available: RIS (ProCite, Reference Manager), EndNote, BibTex, Medlars and Refworks. Please ensure that you have the software installed.

Please note: RIS, BibTex and Endnote are compatible with Mendeley.
1.9. Sharing options

Share your article via:

RSS, Facebook, LinkedIn, Twitter, Mendeley, Email, and other like Google, citeulike, Digg, Bibsonomy, Del.iciou.us, Reddit.

1.10. 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 (non-subscribers can purchase through ecommerce). Additional tabs provide more information about the journal.

Sharing options and tools are also available on the result page.
1.11. Profile

1.11.1. Registering a profile

To access your details, click **Sign in/Register** at the top right of any page. You will have one profile to access content and also to manage your account. Non-subscribers can also manage their account details and orders here.

To register your profile, click on Sign In:
Create your profile by using your email and choose a password. You will receive a verification code in your mailbox, use this code to verify your email and activate your account:

Confirm your registration:
1.11.2. Profile functionality

When you sign in, you will have the following functionality:

- You can access your saved searches and execute them again.
- You can view and manage your favourites.
- You can manage your alerts.
- You can see your search history. Please note: that your search history will only remain for your current session, therefore please save your search if you wish to view it later.
- 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.
- You can also set up an RSS feed at the top right-hand side next to the Actions.
1.11.3. **Setting up an RSS feed**

Click on the RSS icon marked below to set up your *RSS feed*:

![RSS feed icon]

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1.11.4. **Saving your search**

Click on the Save Search icon marked below to **save your search**:

![Save Search icon]

Enter a Name for your search and set the frequency alert to update your search:

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**Save this search**

![Save search fields]

**Alert me to new results:**

- **NEVER**
- **DAILY**
- **WEEKLY**
- **MONTHLY**

**Save search**
1.11.5. **Adding to your favourites**

- When you are on Article level you can add *favourites* to your profile. Select the results that you want to add to your favourites and make use of the drop-down menu to add to your favourites:

1.11.6. **Subscribed journals**

- Click on Subscribed Journals to view a list of journals your institution subscribes to and to which you have full access.
- Clicking on the journal title will take you to the journal landing page where you can access information about the journal, view the current issue and browse through previous issues.
1.12. Table of Contents (TOC) alerts

You can create 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 a 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. You can choose the journal title that you want to be alerted on. The TOC alerts are sent immediately after a new issue has been added.
- To receive alerts when new content is loaded in the journal series listed below, check the box next to each publication you select. TOC alerts are sent daily after a new issue is loaded. Alerts for newly loaded articles are sent DAILY if there are loaded articles in that period.

**PLEASE NOTE:** The loaded date and online published date may differ as Sabinet is dependent on the publisher to supply data for loading.
- You can also select Plain text or HTML alerts.

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**Saved Search alert:**

From the result page you can create a **search alert** for your search. You will receive an email alert when new content is added which meets the search criteria of your search.
Setting up alerts from your article-level page

- From the article level page, you can create an alert by clicking on the bell icon. You will be redirected to the page to set up the alerts. See section 1.12.

Should you have any question please contact Client Support at info@sabinet.co.za or phone: +27 12 643 9500.