Sabinet African Journals User Guide

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, which is easy to use and accessible anytime and anywhere, is a growing service — over 500 journal titles in 10 collections are 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. **Recommended browsers**

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

   You should find that all pages are functional in all of the above browsers. However, 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 that the Windows user have the option where certain actions does open in a new tab. However, the Macintosh user do not have this functionality, there is a restriction for this functionality and therefore the new tabs will not open.

2. **How to access**

   Sabinet African Journals can be accessed via the following URL: [www.journals.co.za](http://www.journals.co.za)

   2.1 Bookmark the page: [www.journals.co.za](http://www.journals.co.za)

   2.2 Go to [www.sabinet.co.za](http://www.sabinet.co.za).

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

   Go to the **Login Button**. Click on [Sabinet African Journals](http://www.sabinet.co.za). Click on **Login via IP Authentication** or type in your Username and Password. This will allow seamless access to the new platform.

   There are options to sign in through your institution’s EZ Proxy.

   Sign in through Shibboleth, Open Athens and SAFire. If you are making use of one of these federations, please contact Client Support at [info@sabinet.co.za](mailto:info@sabinet.co.za) in order to assist you with setting this up.

3. **How to search**

   There are various ways to search on Sabinet African Journals on [www.journals.co.za](http://www.journals.co.za):

   3.1) Search anywhere
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 at the top of the page.

- Type in your phrase or key word.
- You can either hit Enter or you can click on the magnifying glass 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.

3.2 Advanced search

You can execute the advanced search functionality which offers more options by clicking on the Advanced Search option.
A new search screen will now be available to you with various options.
You will be able to **add more fields** by clicking on the **plus** sign.

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
Anywhere
Title
Author
Keywords
Abstract
Affiliation
```

You can select to only search on your **subscribed titles** by selecting the **Only content I have full access to** in the Advanced filter at the bottom.

There are various filters available which will assist you in retrieving more relevant results.

### 3.3 Search my subscribed titles

You can do a search on only the titles that you subscribe to. You must be logged in for this. Click on the Advanced Search button. Then type your keyword and select the **Only content I have full access to** in the Advanced filter at the bottom.

If you just want to know which title you are subscribed to you can go to the Profile button at the top right-hand corner. Click on it and under **My Account** you will see the **My Subscription** button. This will give you the list of titles that you are subscribed to, whether it is a collection or just single titles.
3.4 **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

- Click on the specific topic you wish to browse
- A defined search will be done, and you will now be able to filter or modify your search.

4. **Search Guidance and Tips**

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.

4.2 **Keyword Searching**
When performing a search, it is important to choose your keywords correctly. When searching all Sabinet African Journals 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 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 illustrated.

• **Exact word**: This allows you to find the exact word that you are searching for.
  - 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 illustrated:

```
Advanced Search

Search History Saved Search

Anywhere

Published in  e.g. Journal of Theoretical Biology

Publication Date
- All dates
  - Last
    - Select
  - Custom range
    - From Month Year
    - To Month Year

Advanced "

Search guide

Advanced Search

• Search terms in selected fields:
  - **Anywhere** searches against full text, Titles/Subtitles, Abstracts, Authors, ISSN, ISBN, and DOI (like Quick Search).
  - **cites** searches against title and subtitle, including paper article, chapter, and book titles.
  - **Author** searches against any author or editors. To search for multiple authors, separate each author name with either AND or OR. Using AND will search for content that has been co-authored by the authors. Using OR will search for content that has been authored by either of the authors.
  - Filter search options to help further refine the search. You must submit a term in the **Anywhere** field in order to use these filters:
    - Published: Limit your search to a specific publication or publications within a specific time period
    - Publication Date: Limit your search to a specific time period
  - Facets are found on the left of the Search Results page.
    - Publications

  - Searching by exact phrase or word will result in fewer but more relevant 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.

- **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, otherwise they will be treated as stop words.

- **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) ~.

- **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 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, 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:

• 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.

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 email address that you would like to send these results to.

7. **Access keys**
   There are 2 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.

8. **Export citations**
   You can select a single result, multiple results or the complete page. Make use of the selection boxes on the left-hand side and then choose to the Export Citations on the right-hand side. 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 these programmes installed. Please note for Mendeley that it imports RIS, BibTex and Endnote formats. Therefore, any of these will work for your export.
9. **Share options**

Share your article via the following options:

RSS, Facebook, LinkedIn, Twitter, Mendeley, Email, 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. **Profile**

"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 **Sign in** at the top right of any page. You will have one profile to access content and also to manage your account.
After you have created a profile you can sign in to your profile and 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 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
- You can also set up an RSS feed at the top right-hand side next to the Actions.
• When you are on Article level you can add **favourites** to the **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:
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 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, the TOC alerts are send immediately after a new issue has been added.
- New published article alerts are send daily.
- You can also select Plain text or HTML alerts.
• 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.
• From the article level page you can create an alert by clicking on the bell button. You will be redirected to the page to set up the alerts.
Should you have any question please contact Client Support at info@sabinet.co.za or tel: +27 12 643 9500.