

Sage Journals

User Guide

Making research easier to discover,
navigate, enjoy, and share

journals.sagepub.com



Sage Journals portal

The **Sage Journals** portal page at journals.sagepub.com, provides options for search, browse, accessing relevant information and news, and includes the following options:

Information for

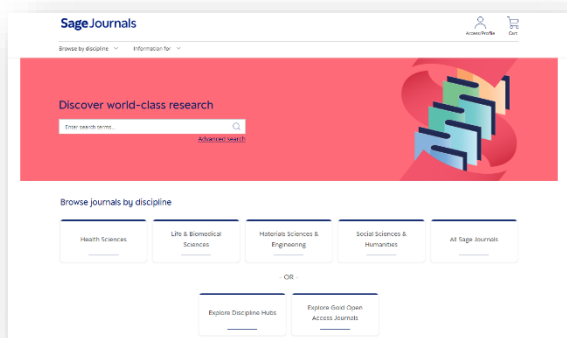
- Authors
- Librarians
- Editors
- Societies

Search

- Quick and advanced search
- Citation search
- Recent searches
- Saved searches

Browse

- Browse by discipline
- View discipline hubs



Access options

From any page on the site, click within the Access/Profile icon in the top right area of the page. A drop-down menu will appear providing the following choices: View access options; View profile; or Create profile. Alternatively, you may visit journals.sagepub.com/login.

Selecting the View access options within the Access/profile drop-down, the following options are available:

Sage Journals profile

Sign in with your existing My profile login or select Create Profile to register for a new profile. Use this option if you have online access via a personal journal subscription. See the 'My profile' section of this guide for full details and features.

Institution

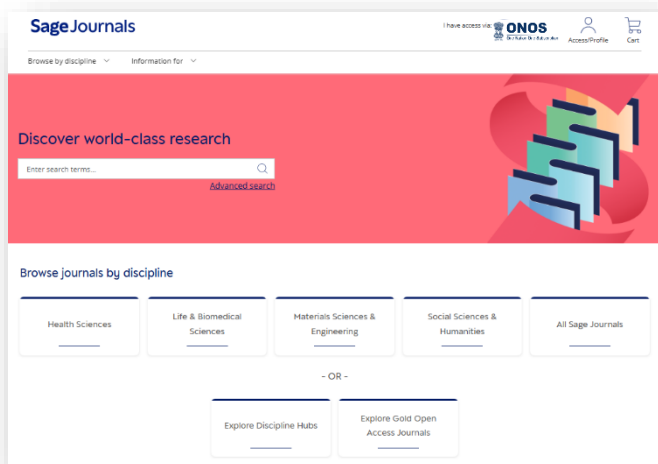
Sign in here if you have access via a university library or employer.

Society

Sign in here if you have access via a society or association membership.

Search

Search content across all journals by entering keywords or author information in the Search all Journals box which appears at the top of most pages. Search within an individual journal by using the Search this journal option while on a specific journal page.



Advanced search

Advanced search allows you to construct a multi-term query specifying terms and their logical relationships using the Boolean operators "and," "or," and "not." Additional rows can be used to enter search terms and limit a search across specified content areas (e.g., title, abstract, full text, references). For help with more complex searches using Boolean operators visit journals.sagepub.com/page/help/search/Boolean.

Citation search: Search using specific criteria such as journal title, volume and issue, page number, and year.

Recent searches: Any search keywords or terms you've run during your browser session will be listed here so you can rerun them.

Saved searches: If you are logged in with your personal My profile, you can view your saved searches.

Search results: At the initial search results page, you may narrow the search results further by selecting available options within areas such as Article type, Publication date, Subjects, and Access.

Edit search: After conducting any quick or advanced search, from the search results page, clicking on the Edit search option allows you to edit your original search parameters.

Browse

Browse Sage's journals via a variety of options including:

Browse by discipline:

Browse across Health Sciences, Life & Biomedical Sciences, Materials Science & Engineering, and Social Science & Humanities and corresponding subjects.

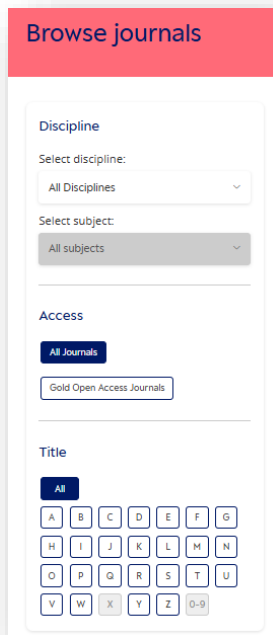
Explore Gold Open

Access journals: View Sage's diverse portfolio of fully Open Access titles.

View Discipline Hubs:

Explore our Disciplines Hubs, which highlight our journal portfolios in each of our core subject areas. These also include links to Books and Digital Library content from across Sage.

View by Title: A to Z listings.



Journal homepage

Typical features include the following:

- Journal description
- Links to society and association partners, where applicable
- Journal indexing and metrics information
- Browse journal by Current issue, All issues, OnlineFirst, etc.
- Browse by: Most recent, Most read, Most cited, Trending, Collections, Videos, Podcasts
- Detailed Journal information
- Keep up to date with social media links and alert sign-up option

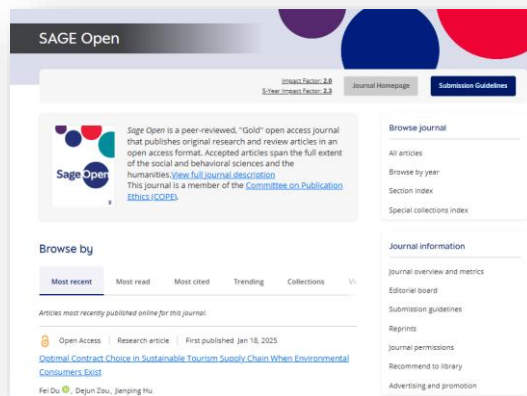
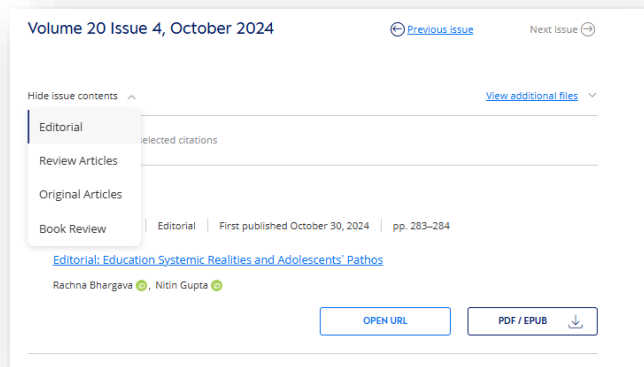


Table of contents

Typical features include the following:

- Toggle between Previous issue and Next issue.
- View issue contents allows you to quickly navigate to different article types or sections.
- View additional files including PDFs of editorial board and table of contents PDFs of issue Table of Contents and Editorial Board pages.
- Preview abstract option to review abstracts without leaving the page.
- Export selected citations with option to select all.



Article level features

Article access badges

While navigating, search results, a journal's Table of Contents page or while viewing an article abstract or full-text, an article, you will see padlock icons which indicate your access options:



- Unlocked and green indicating free access
- Unlocked and orange indicating open access
- Locked and gray indicating full text access is not available without a subscription or institutional access

Article-level features may include the following:

A horizontal menu at the top of each article provides various features which may include the following:

- **PDF/ePUB:** click the icon to access the eReader which will display the ePUB format of the article. You can then also switch to the PDF format (depending on access rights). Older articles may only have PDF formats available and will default to this view.
- **Cite article:** download the article information via the citation manager options.

- **Share:** various share options are available including via social media and email. The 'Share Access' option allows users with authenticated access to share a read-only version of the article with friends and colleagues.
- **Information, rights and permissions:** view article information including published dates, keywords, rights and permissions, and author information, including their affiliation, ORCID entry (if available) and to find their other articles hosted on Sage Journals or via a Google Scholar search.
- **Metrics and citations:** discover the impact of the article through its usage data, Altmetric information (where applicable) and other articles citing it with option to sign up for Citation alerts.
- **Figures and tables:** view all in one place, allowing you to go to each item within the article and opening them in Viewer with additional options.

Additional article features include:

- **Related content:** find suggestions for similar articles.
- **Sage Recommends:** find related content from other Sage products.

My profile

The My profile page allows you to manage the following areas:

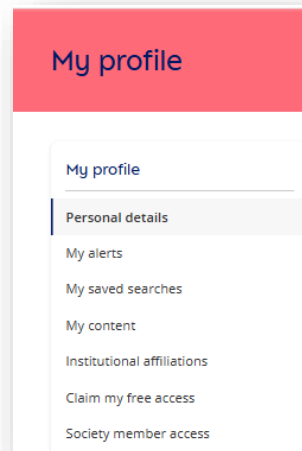
Personal details

Update your personal account information and contact details.

My alerts

Manage your content alerts for **New issue alerts** and **New article alerts**, as well as your **Citation alerts**.

Add content alerts to your My profile by using the 'Add Alerts' button while using the portal Browse feature or from the links available on each journal's homepage. To add citation alerts, visit a specific article page and click on the 'Metrics and citations' option.



My saved searches

Manage your list of saved searches, where you can run and delete existing searches. During your current session, you can rerun previous searches with the "Search History" feature. To access your search history, click "Refine Search" on the search results page and navigate to "Search History." For each search term you enter, you may run, edit, or add to "Saved Searches", or save the term as an alert.

My content

View your personal journal subscriptions, free trials or free access offers, and any pay-per-view article purchases.

Institutional affiliations

Add or manage your institutional affiliations allowing you to link your My profile account to your institution's subscriptions.

Society member access

- Activate and manage your society access.
- Claim my free access.
- Activate tokens for free access.

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Information for libraries and consortia

Institutional Account Administrators: Sign in for helpful tools, such as:

- Manage your institutional administrator username and password (via My profile area)
- Access entitlements via your list
- Run a Holdings report
- Run Usage reports
- Review your IP ranges and LOCKSS server information
- Edit your Shibboleth / OpenAthens information
- Enable or disable your Link resolver service
- Add / remove administrators for your account
- Add or update your institution's Co-branding information

Sage journals packages

Sage Journals hosts all Sage journal content, including Sage's various electronic journal packages and collections. Please visit sagepub.com/sage-journals-and-subscription-info for more information on our electronic products, pricing, and subscription options. Have questions? Visit journalsolutions.sagepub.com for our comprehensive online support site, or contact our global online support team directly at onlinesupport@sagepub.co.uk.



Contact Information

For further information, please contact
onossupport.india@sagepub.in

For any training related to our platform , please contact
southasia.producttraining@sagepub.in

Or register for upcoming training webinars here
<https://bit.ly/4imtBj9>

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