



**Emerald Management Xtra**

**Emerald Management Xtra** is a collection of over 200 of the most prestigious management journals, complete with full text archives back to 1994 and abstracts back to 1989. This database covers all major management disciplines from marketing, human resources management, library and information management and quality to operations management and more.

**Access**

1. At the Library Home Page (<http://www.cityu.edu.hk/lib/>), click on **Electronic Resources**.
2. Select **E-Journals: Featured Collections**.
3. Select **Emerald Management Xtra** from the alphabetical list.

**Search**

**Quick Search**

1. Enter search term(s) or phrase.  
 If your search term is a phrase, select the "Phrase" option to receive more relevant results.

2. Select 'Journals'.  
 All content  
**Journals**  
 Books  
 Bibliographic Databases  
 Site Pages
3. Click to start searching.

**Advanced Search**

1. Select the **Journals** tab.
2. Enter search term(s) or phrase.
3. Select an option, if desired.
4. Select a field to search, if desired.
5. Select an operator, i.e. And, Or, Not, to combine search terms in text boxes.
6. Specify a publication period, if desired.
7. Specify a particular article type, if desired.
8. Click to start searching.

* My subscribed content	Limits the search results to the content in which access to the full text are available.
* EarlyCite Articles	Online, pre-publication service that enables access to journal articles prior to official publication.
* Emerald Backfiles	68,000 articles searchable just in PDF, over 120 journals all the way back to Volume 1, Issue 1.

## Search tips

- Multiple words entered will be combined with “AND” automatically. Use the following Boolean Operators to broaden or narrow your search (note that Boolean Operators must be entered in capital letters):

<i>Operator</i>	<i>Example</i>	<i>Finds articles containing...</i>
AND	logistics <b>AND</b> management	Both words, <i>logistics</i> and <i>management</i> , in the document
OR	network <b>OR</b> internet	<i>network</i> or <i>internet</i> , or both words, in the document
NOT	commerce <b>NOT</b> electronic	<i>commerce</i> , but not <i>electronic</i> , in the document

- Phrases can be enclosed in quotation marks, e.g. “*electronic commerce*”, instead of checking the appropriate box in the search form.
- Truncation symbol (\*) can be used to substitute any number of characters following a word root, e.g. entering *manager\** will find *manager* and *managers* and *managerial*.
- The terms inside the parentheses are processed first, e.g., entering (*TQM OR “total quality management”*) *AND* (*personnel OR “human resources”*) will match articles containing *TQM* or *Total Quality Management*, and *personnel* or *human resources*.

## Display Results

The screenshot shows a search results interface with the following elements and annotations:

- Search Results Header:** Includes "Show results for:" with tabs for "All", "Journals", "Books", "Bibliographic Databases", and "Site Pages".
- Search Summary:** "All Journal Content | [Articles Only](#) | [Non-Articles Only](#)". Below it, "The search: 'six-sigma' / Abstract AND personnel OR 'human resources' / All fields found 58 results." and links for "Modify Search", "Search in Results", and "Save Search Alerts".
- Sorting and Display Options:** "Sort Items by: Relevance", "& show 10 items per page", and a "Go" button.
- Article List:**
  - Item 1: "Six Sigma: Perfection Is Possible in Meeting Customer Needs". Includes "Type: Article, General review", "Author(s): Joseph A. DeFeo", "Source: [Handbook of Business Strategy](#); Volume: 1 Issue: 1; 2000", and links for "View PDF (756 KB)", "Reprints & Permissions", and "Key Readings".
  - Item 2: "Six Sigma in health care". Includes "Type: Article, Case study", "Author(s): Loay Sehwal, Camille DeYong", "Source: [Leadership in Health Services](#); Volume: 16 Issue: 4; 2003", and links for "View HTML", "View PDF (197 KB)", and "Reprints & Permissions".
- Annotations:**
  - "Click to modify your search or search within the current results." points to "Modify Search".
  - "Click to save the search and/or set up search alerts to your personal account\*." points to "Save Search Alerts".
  - "Select a different sort / display option and click **Go**, if desired." points to the sorting and display options.
  - "Click to show the abstract of each article in the results list." points to "Show Abstracts".
  - "Mark results for later viewing on screen, printing, emailing, or downloading:" includes instructions: "1. Check the box", "2. Click **Go**". This points to the checkboxes and the "Go" button in the "Select all" row.
  - "Click to view full text." points to the "View PDF" link for the first article.
  - "Click the article title to display more information, including the abstract, keywords, references and **Key Readings**, etc. (The **Key Readings** link leads you to independent reviews of relevant articles from the Emerald Management Reviews Database.)" points to the article title link.

## Print / Download the Full-text documents

- To print or download a HTML text, use the browser’s **Print /Save As** function.
- To print or download a PDF text, click the **Save a Copy** or **Print** button of the Adobe Reader.

## Personal Account

With a personal account, you will be able to use personalized features such as saving searches and receiving e-mail alerts.

To register for a personal account:

- Click **My Profile** in the left navigation menu.
- In the Login page, click the link [click here to register](#).
- Fill in the Registration form, then click **Register**.