



## Taylor & Francis Online

### What is Taylor & Francis Online?

Taylor & Francis Online is a multidisciplinary journal collection of over 300 titles spanning all areas of the humanities, social sciences, science and technology. The journal titles are from some of the world's leading publishers of scholarly journals.

### Access

1. At the Library Home Page (<http://www.cityu.edu.hk/lib/>), select the **Databases** tab.
2. Select **Taylor & Francis Online** from the alphabetical list of databases.

### OR

1. At the Library Homepage (<http://www.cityu.edu.hk/lib/>), select **E-Resources**.
2. Click on **Featured Collections** under **E-Journals**.
3. Select **Taylor & Francis Online** from the alphabetical list.

### Search

#### Quick Search

1. Enter search terms

2. Click on Search

- Click to go to Advanced Search

#### Advanced Search

1. Enter search terms into relevant search boxes

4. Select to limit search to the journal collection or to reference works\*

2. Select from available dates

5. Click to select specific subject areas to search.

3. Check bullet point to view all content or to view only content that is available in full text.

6. Click to start search

\* Library subscription does not include full text access to reference titles

## Citation Search

If you have the exact details of the citation you are searching for, you can enter the details in the citation box to retrieve the document. Note. Only those titles that are available under the Library's subscription can be accessed in full text

1. Enter the exact journal title.  
Or enter the first few words of the title and click **Search** to then select from available titles.

2. Enter volume, issue and starting page number.

3. Click Search

## Search Tips

Search terms are NOT case-sensitive

Phrases should be enclosed in quotation marks, e.g. *“social worker”*.

Use Boolean and proximity operators to broaden or narrow your search:

| Operator | Example                           | Finds records ...   |
|----------|-----------------------------------|---|
| OR       | internet <b>or</b> world wide web | containing <i>internet</i> or <i>world wide web</i> or both |
| AND      | internet <b>and</b> banking       | containing both <i>internet</i> and <i>banking</i>          |
| NOT      | internet <b>not</b> email         | containing <i>internet</i> but not <i>email</i>             |

Use of wildcard symbols:

| Symbol | Function                      | Example | Matches   |
|--------|-------------------------------|---------|---|
| *      | replaces zero or more         | behav*  | <i>behave, behaving, behaviour, behavioural</i> |
| ?      | represents a single character | wom?n   | <i>woman</i> or <i>women</i>                    |

### Display Search Results

Actions include adding citation to a shortlist for later printing/downloading; creating a citation alert; downloading the citation.

Click to change sort options by: author; date; title.

Click on author's name to view other publications by author. Click on journal title to browse other issues.

1. Click to download the full text of the article.
2. Select to open up the full text
3. Click to see abstract.
4. Select to view the reference list of the article.
5. Click to view citations that cite this author.
6. Select to view related articles
7. Select to view full text via SFX

### **Print/Download the Full-Text Articles**

To print a PDF full-text article, click on the **Print/Save a Copy** button of the Acrobat Reader.  
To download a PDF full-text article, click on “Download full text” option.

### **Personalized Services**

Click on **register** on top of screen to create your **personal username** and **password** in Taylor & Francis Online. Click on **Sign in** if you already have a personal account.

With a personal login, you will be able to enjoy the following personalized services:

- Save a search
- View saved searches
- Create and manage an email alert when a selected citation has been cited
- View saved search results