

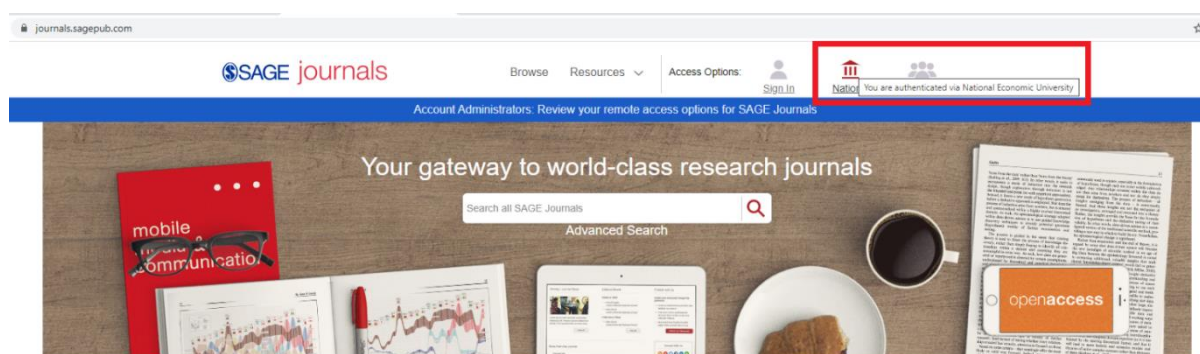


## HO CHI MINH CITY UNIVERSITY OF BANKING LIBRARY

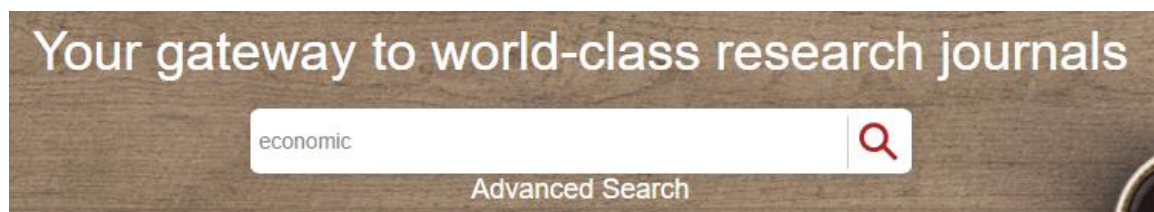


### GUIDELINES FOR USING THE SAGE JOURNALS DATABASE

1. **Access address:** <https://journals.sagepub.com/>
2. **License verification:** The information about the authorized institution will appear in the top right corner of the interface. Users will be granted full-text access to subscribed content. If this information does not appear, please notify the Library.



3. **Basic search:** Enter keywords into the search box.



4. **Search results page**

The screenshot shows a search results interface. At the top, it says 'Search Results' and 'Results: 1 – 20 of 654223 for All economic'. A 'Save Search' button is in the top right. Below this, there are tabs for 'Articles(654223)' and 'Journals(20)'. A 'Download selected citations' link and a 'Select all' checkbox are on the left. A 'Refine Search' dropdown and a 'Sort: Relevance' dropdown are in the center. On the right, there are filters for 'ARTICLE TYPE' (Research Article, Other, Book Review, Review Article, Editorial), 'PUBLICATION DATE' (a range slider from 1847 to 2021), 'SUBJECT' (Social Sciences & Humanities, Religion, Health Sciences, Education, Sociology), and 'ACCESS' (Open Access Content Only). The main list of results shows two entries. The first entry is 'The Economy, the News, and the Public: A Longitudinal Study of the Impact of Economic News on Economic Evaluations and Expectations' by Alyt Damstra, Mark Boukes, from 'Communication Research', vol. 48, 1: pp. 26-50, First Published March 5, 2018. It has links for 'Abstract' and 'Preview'. The second entry is 'Community economic development: Localisation, the key to a resilient and inclusive local economy?' by Karen Leach, from 'Local Economy', vol. 28, 7-8: pp. 927-931, First Published August 27, 2013. It also has links for 'Abstract' and 'Preview'. Red numbered circles (1-10) are overlaid on the image to highlight specific features: 1 points to the Publication Date filter; 2 points to the total number of results; 3 points to the Journals tab; 4 points to the Refine Search dropdown; 5 points to the Sort dropdown; 6 points to the lock icon indicating access rights; 7 points to the article title and author; 8 points to the journal information; 9 points to the abstract link; and 10 points to the document icon indicating full-text access.

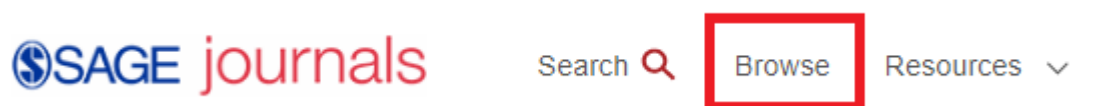
1	Filter search results by content type (article, book chapter, etc.), publication date, subject, or access type.	6	Content access rights (Accessible, Not Accessible)
2	Number of results displayed on the page out of the total search results.	7	Journal article title and author
3	Choose to display detailed information for each article/journal or only show journal-level results.	8	Journal information, issue number, and page range containing the article
4	Refine search results (modify search keywords, publication year, access type, etc.)	9	Quick view of the journal article abstract
5	Sort search results (by relevance, newest first, or oldest first)	10	Quick access to full-text content (HTML, PDF)

## 5. Article detail page

The screenshot shows the journal article page for 'Communication Research'. Numbered callouts identify key features: 1. Journal title; 2. Journal Impact Factor information (3.758); 3. Link to the journal homepage; 4. Altmetric Attention Score information (43); 5. Abstract and full-text (HTML format) of the article; 6. Link to the full-text article in PDF or ePub format; 7. Article table of contents, quick links to sections, tables, and figures; 8. Article metrics: number of views, Altmetric score, etc.; 9. Quick link to the journal issue containing the article; 10. Quick link to related journal articles.

1	Journal title	6	Link to the full-text article in PDF or ePub format
2	Journal Impact Factor information	7	Article table of contents, quick links to sections, tables, and figures
3	Link to the journal homepage, browse issues, journal information, etc.	8	Article metrics: number of views, Altmetric score, etc.
4	Altmetric Attention Score information	9	Quick link to the journal issue containing the article
5	Abstract and full-text (HTML format) of the article	10	Quick link to related journal articles

## 6. Browse journals



On the top toolbar, select “Browse.” Here, you can browse journals by title or by category/subject.

## Browse

Browse a list of journals by selecting a discipline and/or subject. Use the A-Z option to filter to journals beginning with that letter. You can also add journals to your favorites or set up email alerts for new content by selecting the journal tick box and clicking the corresponding button. Alternatively, discover the latest content by clicking on the 'Explore Discipline Hubs' button below.

The screenshot shows the 'Browse' interface with the following elements and annotations:

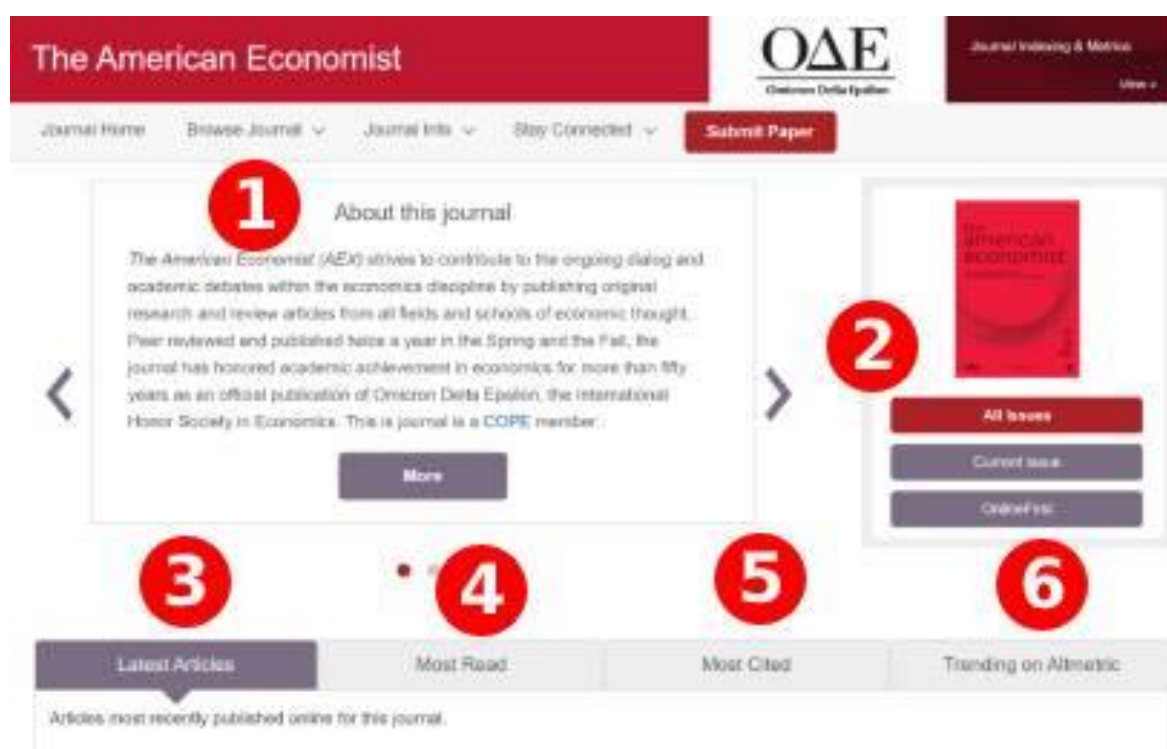
- Annotation 1:** Points to the 'All' button and the A-Z filter bar.
- Annotation 2:** Points to the 'Search Within' input field.
- Annotation 3:** Points to the 'Explore Discipline Hubs' button.
- Annotation 4:** Points to the 'Subject' dropdown menu.

The interface includes a 'Discipline' dropdown set to 'Social Sciences & Humanities', a 'Subject' dropdown set to 'Economics & Development', and a list of journals with checkboxes:

- ☐ Accounting History
- ☐ Agrarian South: Journal of Political Economy
- ☐ The American Economist
- ☐ The Antitrust Bulletin

<b>1</b>	Filter journal titles by initial letter	<b>3</b>	Filter by classification (field) Economics is listed under “Social Science & Humanities”
<b>2</b>	Filter journal titles by keyword	<b>4</b>	Filter by subject

## 7. Journal page



<b>1</b>	Journal introduction	<b>4</b>	Most read journal articles
<b>2</b>	Browse all issues, latest issue, or first online issue	<b>5</b>	Most cited journal articles
<b>3</b>	Latest journal articles	<b>6</b>	Altmetric trends

*Ho Chi Minh City, February 8, 2021*  
**INFORMATION DEPARTMENT**