

**Sage Journals**

# **User Guide**

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

**[journals.sagepub.com](https://journals.sagepub.com)**

# Sage journals portal

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

## Information for

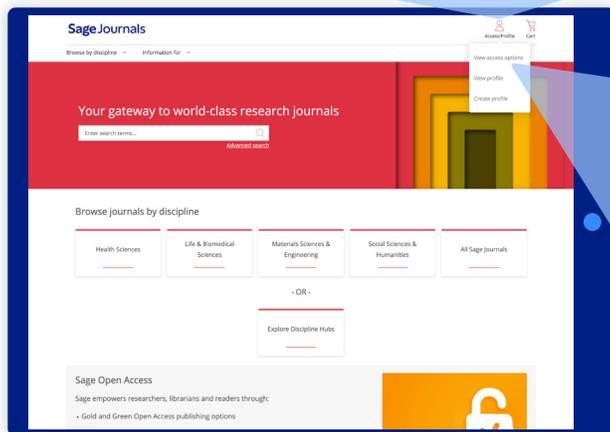
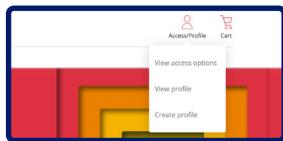
- Authors
- Librarians
- Editors
- Societies

## Browse

- Browse by discipline
- View discipline hubs

## Search

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



# 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](https://journals.sagepub.com/login).

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

## Sage Journals profile

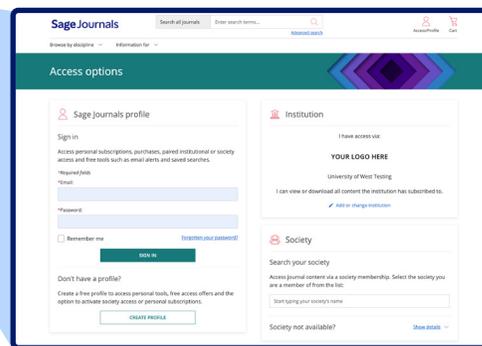
Sign in with your existing My profile login or select Create Profile to register for a new profile. Use this option if you have online access via a personal journal subscription. See the 'My profile' section for full details and features (page 7).

## Institution

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

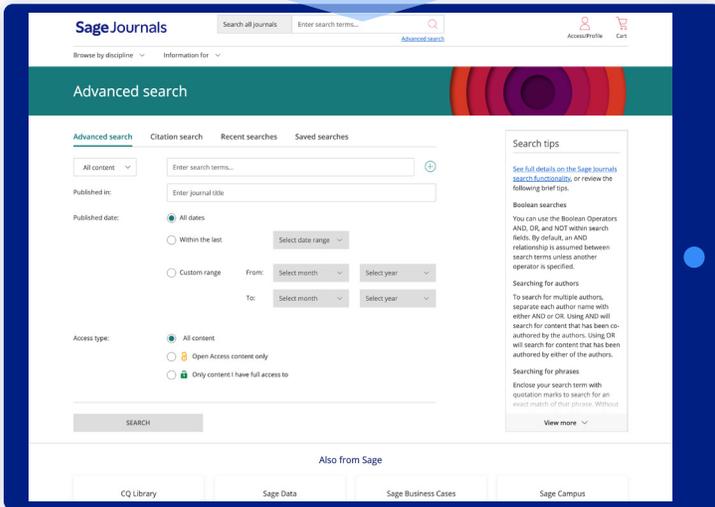
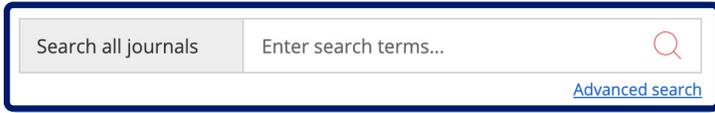
## Society

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

The Advanced search allows you to construct a multi-term query specifying terms and their logical relationships using the Boolean operators “and,” “or,” and “not.” Multiple terms entered in a single search box are treated as an exact phrase. 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](https://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

## Browsing journals by discipline

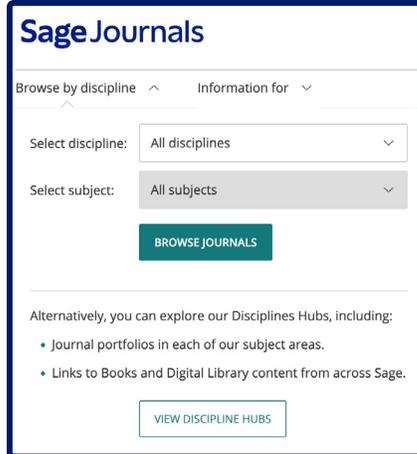
Browse journals by discipline (Health Sciences, Life & Biomedical Sciences, Materials Science & Engineering, and Social Science & Humanities) and corresponding subjects.

From the resulting list, click the journal title or cover image to go to the homepage, where you can browse journal content and view journal information.

## Explore discipline hubs

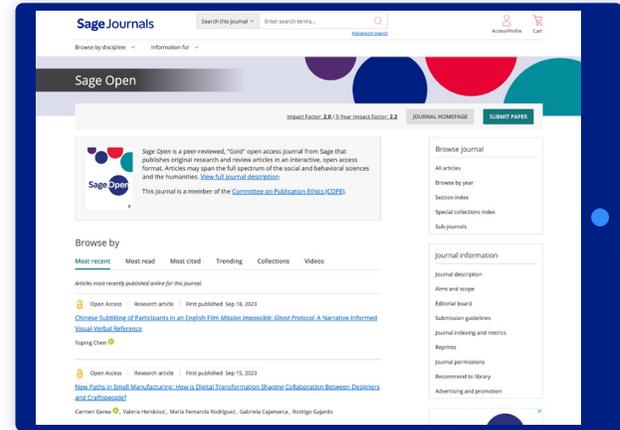
Alternatively, you can explore our Disciplines Hubs, which include:

- Journal portfolios in each of our subject areas
- Links to Books and Digital Library content from across Sage



# Journal homepage

Typical features include the following:



- **Journal description:** a brief summary about the journal including a link to its full description
- **Links to society sites:** These links provide information about our society and association partners, where applicable

- **Journal indexing and metrics:** click on this area to see more information on a journal's impact metrics, readership data, and abstracting and indexing information
- **Browse journal:** may include links to All articles or issues, Current issue, OnlineFirst, Free sample, and Special collections index
- **Journal information:** includes links to full journal description, Aims and scope, Editorial board, Submission guidelines, Journal indexing and metrics, Reprints, Journal permissions, Recommend to library, Advertising and promotions
- **Browse by:** this area highlights different articles and content, where applicable, such as:
  - **Most recent**
  - **Most read**
  - **Most cited**
  - **Trending**
  - **Collections**
  - **Videos**
  - **Podcasts**
- **Keep up to date**
  - **Social media:** links to relevant social media accounts provided in addition to RSS feeds
  - **Email alerts:** sign up to receive new content alerts for the journal

Keep up to date

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Facebook

  
Twitter

  
LinkedIn

  
YouTube

  
RSS feed

Email alerts

Sign up to receive email alerts:

- With the latest table of contents
- When new articles are published online

[View all options](#)

## 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 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 Figures & Media and Tables all in one place, allowing you to go to each item within the article and opening them in Viewer with additional options

## Additional features include:

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

The image shows a screenshot of a Sage Journals article page. A large blue arrow points from the top navigation menu of the article page down to the top navigation menu of the Sage Journals website. The article page features a horizontal menu with the following items: Contents, PDF / ePub, Cite article, Share options, Information, rights and permissions, Metrics and citations, and Figures and tables. The article title is "Hate Speech: A Systematized Review" by María Antonia Paz, Julia Monteros Diaz, and Alicia Moreno-Delgado. The abstract discusses the review's focus on hate speech in legal and communication studies. The introduction mentions the growth of academic interest in hate speech (HS) since 2014. The Sage Journals website header includes a search bar, navigation links, and a PDF icon.

# 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

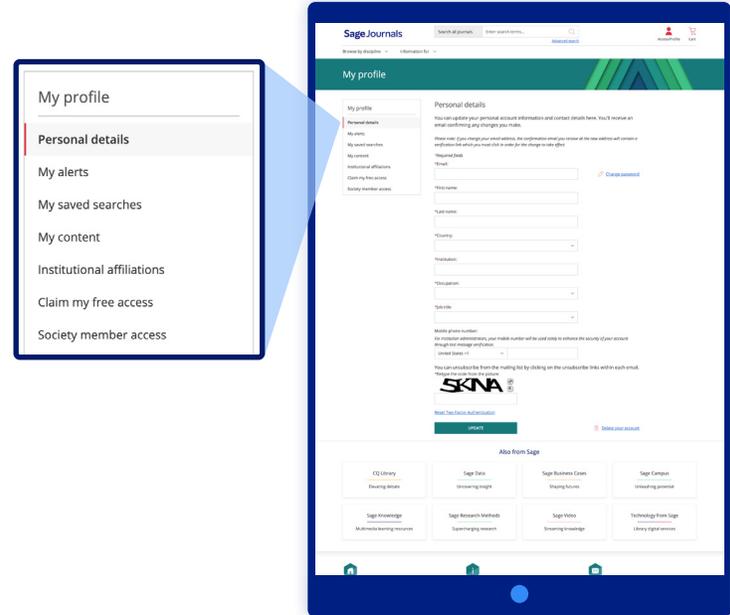
Add or manage your institutional affiliations allowing you to link your My profile account to your institution's subscriptions.

## Society member access

Activate and manage your society access.

## Claim my free access

Activate tokens for free access.



# 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

[journals.sagepub.com](https://journals.sagepub.com)

## 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](https://sagepub.com/sage-journals) for more information on our electronic products, pricing, and subscription options.

## Have questions?

Visit [journalssolutions.sagepub.com](https://journalssolutions.sagepub.com) for our comprehensive online support site, or contact our global online support team directly at [onlinesupport@sagepub.co.uk](mailto:onlinesupport@sagepub.co.uk)

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