



快來搶先體驗SAGE知識庫！

請到www.sagepub.com/trialsk網站上登記，我們將發送有關如何在該系統於2012年春季啟用時參與試用的詳情。



knowledge

社會科學界的首選線上圖書館

SAGE知識庫是專研社會科學領域學生、研究人員及院校教職員的首選數位圖書館。擁有2,500多種書籍的SAGE知識庫涵蓋包羅萬象的SAGE eBook電子書及eReference電子百科參考文獻內容，包括學術專論、參考著作、手冊、叢書、專業發展文獻等等。

學科類庫

SAGE知識庫電子書(eBooks)及電子百科參考文獻(eReference)被歸納為10個學科類庫，以便圖書館員可快速檢索並精確提供讀者所需的內容——而使用者也能輕鬆找到並使用他們所需的資訊。它們涵蓋主要學科課題的詳盡資源，包括以下領域的文獻書目：

- 商業與管理
- 心理諮商
- 犯罪學
- 教育與研究方法
- 地理學
- 健康與社會關懷
- 媒體與傳播
- 政治與國際關係
- 心理學
- 社會學

圖書館員可享有以下好處：

- 具備MARC記錄及COUNTER報告
- 每一個標題和章節都含有DOI (數位物件識別號)；並創建於CrossRef中
- 可容許無限人數同步使用所有SAGE電子書(eBooks)

彈性購買方案！

SAGE知識庫可為各學科類庫提供為滿足不同需求而設計的彈性價格方案。除了可依學科類庫購買之外，圖書館方也可依書目和文獻購買、只購買書籍類或只購買參考文獻類。參考文獻也可按文獻標題單獨購買，此外也提供各種訂閱選項。

了解詳情！聯絡您的SAGE知識庫銷售代表。

如果您對SAGE的任何一種電子產品或銷售政策有任何疑問，請聯絡以下人員：

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apac-librarysales@sagepub.co.uk

www.sagepublications.com



來自我們的文獻庫的高品質書籍與參考文獻。



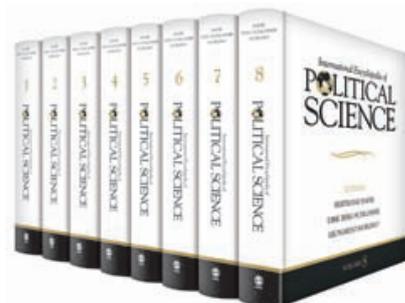
SAGE每年出版約800種書籍，是全球領先的獨立學術與專業出版商。



SAGE reference

超過300種必備參考資源，包含最負盛名獎項的得獎文獻：

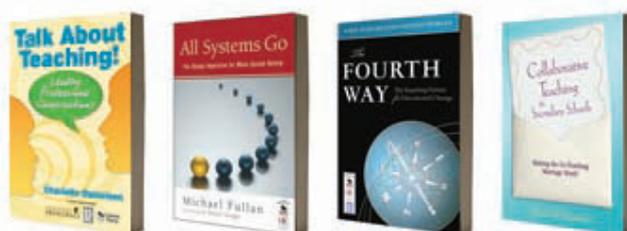
- 參考與讀者服務學會(RUSA) 2011年傑出參考資源獎
- 《選擇》(Choice) 2010年傑出學術著作獎
- 《書單》(Booklist)編輯選書：2010年參考資源
- 《圖書館期刊》(Library Journal) 2010年最佳參考資源獎



美國政治與政府領域最重要的出版商



專業學習資源的首要出版商，為教育者提供改善教學與學習的創新工具



主要功能與特色

您的使用者將可從以下與院校教職員、圖書館員及學生合作開發的功能中受益：

- 線上存取2,500多種書目，包括300多種重要參考著作
- 操作簡便的介面
- HTML全文顯示
- 書籍導覽入口網頁
- 目次導覽
- 用於社交網站的電子郵件章節連結及分享功能
- 輕鬆變換文字檔大小
- 章節列印及PDF檔下載選項
- 引文選項，包括匯出至EndNote、RefWorks及其它書目管理軟體

相關內容

使用者可利用此新技術獲取有關其他書籍中的相關內容及SAGE其他產品(SAGE Journals和SAGE Research Methods)的建議 — 只要圖書館擁有存取權。



Learn about SAGE Knowledge at knowledge.sagepub.com

SAGE knowledge

SAGE Knowledge Quick User Guide

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2. Browse

3. Content Display and Tools

4. Search

5. My Knowledge - My Lists, My Searches

6. Information on Compatible Browsers

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1. Access

- **IP Authentication**

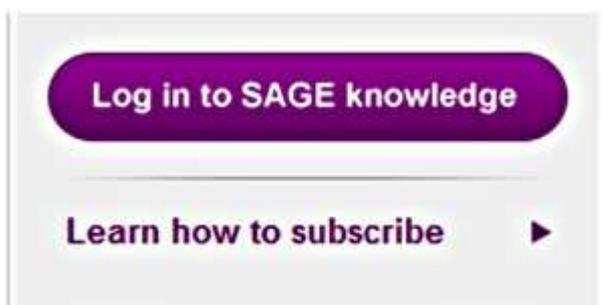
Navigate to *SAGE Knowledge* from a subscribed facility, library, library IP proxy service or library website and you should automatically be authenticated via IP address recognition (or by referring URL) without entering a username and password in *SAGE Knowledge*.

- **Athens and Shibboleth Authentication:**

Authentication via Athens and Shibboleth will be available soon. Please check with [customer service](#) for instructions.

- **Username and Password Authentication:**

If you are an individual with a username and password from *SAGE* you will initially see the public homepage by default. Click the login link in the centre of the homepage to enter your username and password to access *SAGE Knowledge*. Upon successful login, the subscribers' homepage will be displayed.



2. Browse

Browsing Titles

Use the Browse Titles option to find titles via an alphabetical list. The default browse setting is to view all content, but you may limit your browse using the following filter options:

- Refine by Availability - Filter by content that has only been purchased or subscribed to by your institution
- Refine by Type
- Refine by Print Publication Date
- Refine by Subject
- Refine by Keyword

Check the applicable boxes to filter content using any of the features above.

A search field is also available to search for a particular title listed in this section.

If you select a title from the browse titles area you will be able to view the content within SAGE Knowledge if you are part of a free trial or the content has been purchased or subscribed to by your institution. If you are browsing SAGE Knowledge without full access you will be able to view an abstract from the content, not the full content itself.

Browsing by Author

Use the Browse By Authors option to view a list of all authors, editors, and contributors who have authored content hosted in SAGE Knowledge.

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Authors and editors are listed alphabetically by surname. Browse the lists of authors alphabetically using the tabs or search for an author by their name using the search field within this section. Searches can be made for either the first name or the last name of the author.

If you select an author, you will see a list of the titles that they have written for SAGE. Some authors also have biographical information displayed. The titles that are available on SAGE Knowledge are listed at the top of this page and these are linked through to the content on the site. If the author has written other book and reference works for SAGE, these will be listed below and there are links to find information about these other titles on the SAGE website.

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At the top of each Author page are a number of tools that can be used:

- **Print**

This option opens a printable page. If you have not registered to create an account on the site, you will be prompted to do so at this point.

- **Share**

Clicking on this button adds a link to a page on social bookmarking sites such as Twitter and Delicious.

- **Email**

From this button, you can email a link to a page to a friend or colleague.

- **Text**

Click on the plus large and small A buttons to change the size of the text on the page.

3. Content Display and Tools

Content within SAGE Knowledge is available for view at the chapter level. The full text of a chapter appears in the center of the screen with book details along the top and the Table of Contents available to the right. All titles on SAGE Knowledge have the full text available.

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Content Display

Content display pages are available for authenticated users accessing the product via a purchasing or subscribing institutions or via institutions with a free trial.

Content Tools

You will find tools available on content display pages for books, encyclopedias, handbooks and dictionaries. Most of these tools will be available to you near the top of the page.



At the top of the page you have book-level tools available:

- **Add to My Lists**
Add the content you are viewing to a List by clicking on this link. When viewing an individual chapter you will be given the option to either add the chapter or the entire book to your List.
- **Find in print**

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This option will be available if the subscribing institution has turned it on. The dropdown menu will give you the option to find the print book in your library catalogue or to purchase the book from the SAGE website.

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Chapter Navigation

When viewing an individual chapter the Smart-Nav navigation bar displays below the title information. This is divided into sections which represent the different chapters within the book you are viewing. You can click on these sections to quickly navigate through the chapters in the book:

The screenshot displays the SAGE Knowledge interface for the book 'American Government and Politics: A Concise Introduction' by Robert Singh. The main content area shows the book title, author, and publication information. Below this is a 'Smart-Nav' navigation bar with a 'Book Chapter' button, a text size selector, and a search box. A progress bar indicates the current chapter, with 'Chapter 1: American' highlighted. To the right, a 'Table of contents' sidebar lists the book's sections, including 'Front Matter', 'Acknowledgements', 'Ch 1: Americanism', and 'An Anti-Government Political Culture'. A 'Book Info Page' button is located at the bottom right of the sidebar.

Below the bar are a set of tools that relate to the chapter or reference entry specifically:

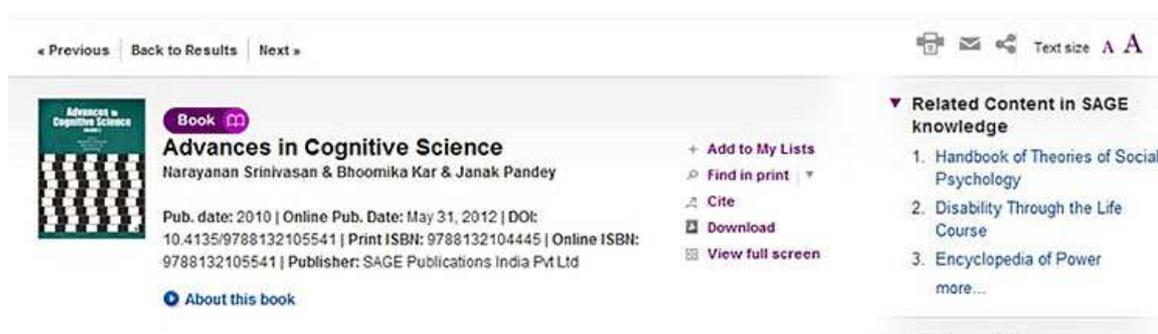
- **Cite**
This link allows you to cite the Title or Chapter in ALA, Harvard, MLA, Chicago format using the following citation managers: EndNote, Reference Manager, ProCite, RefWorks, BibTeX, Zotero, Medlars.
- **Download**
This link allows you to download a PDF of an individual chapter.

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Next to these options you will see the following:

- The book title (and edition if applicable)
 - The publication date – print and online
 - The print and SAGE Knowledge ISBN
 - DOI - The Digital Object Identifier (DOI) is a unique number used to identify digital content objects. Find out more about DOIs. The DOIs on SAGE Knowledge appear at the top and bottom of SAGE Knowledge pages.
 - Imprint
- **Full Screen**
Use this option to hide the right hand navigation and stretch the text across the screen. To return to normal view, click the 'Normal view' link which will replace the 'Full screen' link when you change views.
 - **Print, Email, Share and Text Size**
These links offer options to download, email, or share the content you are viewing.



- **Print**
This option opens a printable page.
- **Email**
Click this option to email a link to this chapter. Unauthenticated users will be able to view an abstract, but not the full text.
- **Share**
This option opens a box of options allowing you to use social network sites to share a link to the content you are viewing. Users without a subscription will be able to view an abstract.

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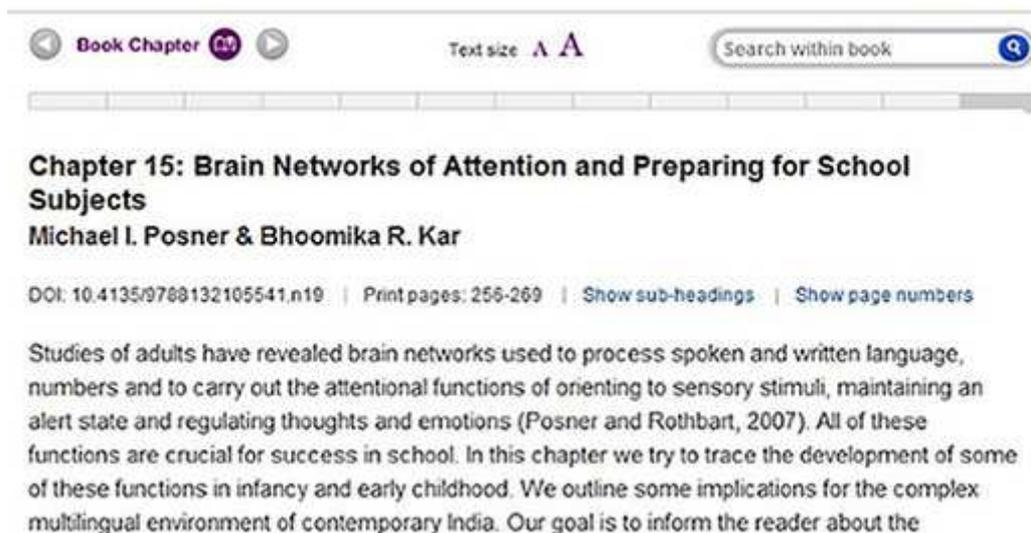
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ct, but not the full text. If you do not see your preferred social networking option, click more and you may find it in the extended menu of items.



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Beneath these options are a further set of features and tools:



- **Chapter title**

The title of the chapter, dictionary or encyclopedia entry you are viewing displays here, beneath the gray navigation bar.

- **DOI**

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The Digital Object Identifier (DOI) is a unique number used to identify digital content objects. Find out more about DOIs. The DOIs on SAGE Knowledge appear at the top and bottom of SAGE Knowledge pages.

- **Print pages**

The print page range for the chapter, dictionary or encyclopedia entry you are viewing are displayed here.

- **Show sub-headings**

clicking on this link will provide you with a list of sub-headings through the chapter. Select one of the sub headings to jump to that place in the chapter.

- **Show page numbers**

Click this link to have print page numbers inserted in the text if you would like to use the print citation details, or see which pages the text appears on in the print version of the book.

Please note: the cite option on SAGE Knowledge gives the online rather than print citation.

- **Sections**

As you scroll further down the page and find that the text you are viewing has sections, you will see the following display between sections:

[▲ Back to top](#) | [▶ Next](#) | [◀ Previous](#) | [+ More sections](#)

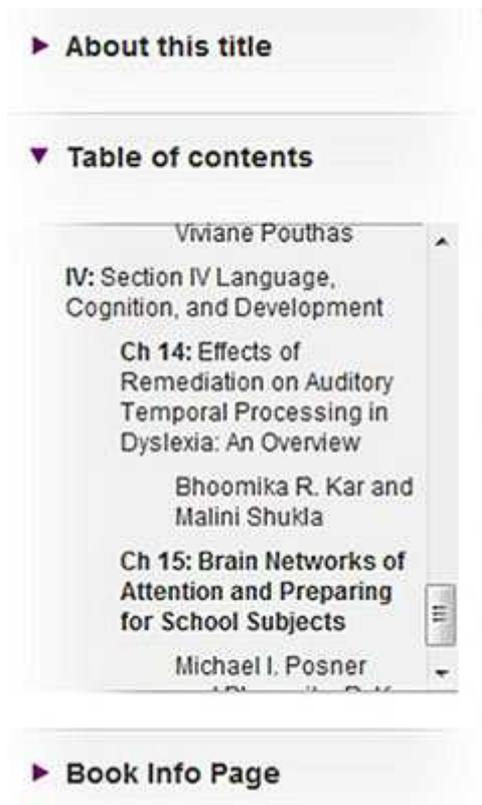
Click on these options to move back to the top of the page or to jump to the next or previous section. Clicking on 'More sections' will open a drop down menu showing all sections within the book chapter you are viewing.

Navigation Menu

At the far right hand side of the screen is a navigation menu. Clicking the purple triangle will open or close panels within the navigation menu.

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This navigation menu allows you to view more information:

- **About this title**
This is a short paragraph that provides information about the title you are reading.
- **Table of contents**
This section is default open on the page and displays hyperlinks to other sections within the book you are viewing.
- **Book Info Page**
Clicking this button takes you back to the Book Landing Page where you can view the Title abstract and Table of Contents

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4. Search

Quick Search

The Quick Search field supports Boolean queries. “AND”, “OR” and “NOT” can be used to denote the relationship between conjoint terms. Including “*” within your search term will indicate that you are looking for results where “*” matches any number of missing characters. Including “?” within your search term will indicate that you are looking for a result where “?” is a single missing character. Text included within double quotes (“ ”) will indicate that you are looking for an exact match of this phrase.

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Advanced Search

The SAGE Knowledge Advanced Search feature has been designed to allow you to create a more targeted query for content within this product. This help text is broken out to explain the three search sections available to you on the left:

- **Search:** Use the drop-down box to filter to the search category that you want to find.
- **Full Text** – searches within this criteria will refine the search to all words in all book, journal, reference, video content on the site
- **Author** - searches within this criteria will refine to search to just the authors of content within this product
- **Title** – searches within this criteria will refine the search to just the titles of content within this product
- **DOI** – searches within this criteria will refine the search to the unique Digital Object Identifier (DOI) that we have applied to chapters, entries and articles
- **ISBN** – searches within this criteria will refine the search to the unique ISBN that we have applied to books within this product

This search field supports Boolean queries. “AND”, “OR” and “NOT” can be used to denote the relationship between conjoint terms. Including “*” within your search term will indicate that you are looking for results where “*” matches any number of missing characters. Including “?” within your search term will indicate that you are looking for a result where “?” is a single missing character. Text included within double quotes (“ ”) will indicate that you are looking for an exact match of this phrase.

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Add new rows to extend your query.

- **Refine by Availability** Filter by content that has only been purchased or subscribed to by your institution
- **Refine by Content Type** Filter your search by the different content types available: Books, Dictionaries, Encyclopedias and Handbooks

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Search Results Display

The Search Results page displays a list of content matching your search criteria. A summary of your search parameters and the total number of results found is displayed at the top of the search results page. If all results cannot be displayed on a single page, links to view the next page of results will appear at the top and bottom of this page.

Search results will be either a single title or a chapter, dictionary or encyclopedia entry. The type of content that is displayed is indicated with an icon on the right of each search result. As you hover over each search result, you will see the abstract for that item displayed. You will also be given the option to Cite the content or Add to List as you hover over each search result.

Search Sort

Search results are automatically sorted by relevance, but they can be sorted by Title or Publication Date if you click on the links at the top right side of the page. The results displayed per page can be modified using the filters available at the top and the bottom of your screen.

Search Tools

At the top of each Search Results page are a number of tools that can be used:

- **Print:** This option opens a printable page of the information available on this page. If you have not registered to create an account on the site, you will be prompted to do so at this point.

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- **Save this search:** Selecting this option allows you to save this search criteria to your “My Knowledge” area on the site. If you have not registered to create an account on the site, you will be prompted to do so at this point.
- **Share:** Clicking on this button adds a link to this page on social bookmarking sites such as Twitter and Delicious
- **Email:** From this button, you can email the link to this page to a friend or colleague.
- **Text Size:** Click on the large and small ‘A’ buttons to change the size of the text on the page.

Expanding and Refining Search Results

On the right hand side of the Search Results page are a set of options to allow you to either expand or refine your search. Each of the elements on this page is outlined below:

- **Refine by Availability**

‘View All’ will display all relevant results within SAGE Knowledge, whether you have full access to the content or not. Clicking ‘Available to me’ will mean that only content that you have full access to, i.e. titles your institution has purchased or subscribed to, will display in your Search Results.
- **Search Within Results**

Use this field to add search criteria to further filter the search results that you have generated.
- **Refine by Type**

Use this area to filter your search results by content types. For example, select “Book Chapters” and then click “Go” to filter the search result set you have generated to display just the book chapter level entries found from your initial search query.

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- **Refine by Subjects**

This filter allows you to refine your search results by subject area. For example, select 'Business & Management' and 'Sociology' and then click 'Go' and only search results for titles within the 'Business & Management' and 'Sociology' subject areas will display.

5. My Knowledge: My Lists & My Searches

My Knowledge is an area of the SAGE Knowledge site that allows you to save your content and searches. To be able to use My Knowledge you will need to sign up as a member of SAGE Knowledge. To sign up click on the 'Sign up for save and search tools' link on the top right of every page.

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My Lists provide a way for you to gather content on a specific topic or for a particular purpose and group your favourites into collections.

My Searches allow you to save your common or favourite searches for easy access in future.

My Account is the area that allows you to modify your registration details: email address, name, and password. It is also the area where you can change your alert settings to manage the information that SAGE sends you about SAGE Knowledge and other SAGE products.

Create a List in My Knowledge

Follow the steps outlined below to create a List in My Knowledge:

1. To create a List you must first Sign In. You can then go to the My Lists page through clicking on either of the My Knowledge links displayed in the page header and the main header.
2. Click on 'Create a list' and you will be asked to give a name and short description of your new list. Once you have completed this step you can start to look for content on SAGE Knowledge to add to your list.

Adding Content to your List

You can either add content to your List from a Search Results page, a Browse page or from a Content Display Page.

Adding Content from Search Results and Browse pages

Roll over the content item you want to add to a list from your Search Results with your cursor and you'll see an 'Add to My Lists' link. Click on this and a lightbox will appear allowing you to create a new list or add content to a list you have already created.

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Academic Writing: A Guide for Management Students and Researchers
Mathukutty Monippally & Badrinarayan Pawar
SAGE
(2010)

This book addresses key features of the methodology involved in business and management academic writing. Characterizing academic writing as part of research, science and the knowledge generation process, it focuses on its three main aspects: understanding existing research, docum...

DOI: 10.4135/9788132107897

Book 
[Add to My Lists](#)
Cite
- 

Advances in Cognitive Science
Narayanan Srinivasan , Bhoomika Kar & Janak Pandey
(2010)

The recent findings from cognitive science – one of the fastest growing disciplines worldwide – presented in the volume will serve as a useful resource for scientists/psychologists working in the area. The book highlights the ...

DOI: 10.4135/9788132105541

Book 

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Adding to list from content display page

You will see an 'Add to My Lists' option on all content pages. You can select to either add a chapter or an entire title to your list at this point. After you make your selection a lightbox will appear allowing you to create a new list or add content to list you have already created.



Book 

Academic Writing: A Guide for Management Students and Researchers
Mathukutty Monippally & Badrinarayan Pawar

Pub. date: 2010 | Online Pub. Date: May 31, 2012 | DOI: 10.4135/9788132107897 | Print ISBN: 9788132104414 | Online ISBN: 9788132107897 | Publisher: SAGE

[Add to My Lists](#) ▼
[Find in print](#) ▼
[Cite](#)

[About this book](#)

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Edit a List

You can edit your own Lists saved in My Knowledge. To edit a list select the My Lists option from the My Knowledge button in the main header or from the My Knowledge dropdown menu in the page header.

From the My Lists page, select the list you wish to edit. On that list page you will find an option to edit list which allows you to change the name and the description.

To remove content from a list, roll over the listing to make a delete option appear. Click this to delete.

To delete entire list, go to the My Lists page in your My Knowledge area and a delete label is available to the right of each My List entry.

You can add new content to an existing list at any point from the Search Results page, Browse page or the Content Display page.

My Searches

All searches that you save will be accessible from this folder. When you select the saved search title, your search criteria will re-run and you will see the Search Results page. If new content is available within SAGE Knowledge, since you saved your search, your new search will also run against this new content. As a consequence, your result set may look different to the result set you received when you initially ran your search.

To save a search you will need to be signed in. The button to save a search is highlighted below:

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You searched for: economics x

Sort by: Relevance | Title | Pub. Date

Showing 1-20 of 7081 items Results per page: 20 Page: 1 2 3 ... 354 355 >

Welfare Economics Encyclopedia Entry

David Clark
Found in: *Encyclopedia of Law & Society: American and Global Perspectives* (2007)

Search Within Result

Refine search
More Advanced Search Options

Refine by Availability

View All
 Available to Me

6. Information on Compatible Browsers

SAGE Knowledge has been developed to support the following browsers. Please use these browser versions for optimum display:

MAC OSX: Firefox 3.0+, Safari 4.0+

PC: Firefox 3.0+, Internet Explorer 7.0+, Chrome