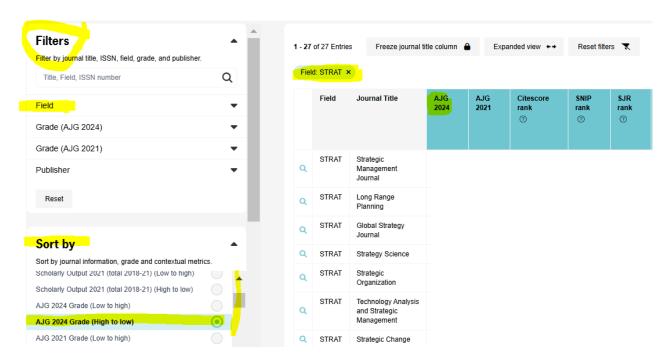
Searching specific cABS journals – 3, 4 and 4* titles

Sometimes your lecturers will ask you to find and use articles from specific journals which are highly ranked. The preferred method of ranking in the Business Faculty is the **Chartered Association of Business Schools** *Academic Journal Guide* (AJG). You must **register** on the <u>CABS website</u> to view the guide.

Once you have accessed the guide, look at the options on the left-hand side:

- Under Filters, click on Field and select your subject area (e.g. Strategy)
- Use Sort by to change the table to AJG 2024 Grade (High to Low)
- You can also use Columns to add or remove information from the table.

Once you have the table as you wish, note which journals are in which category, 1, 2, 3, 4 or 4* (4* journals are the highest ranked and are considered to be journals of distinction).



Click on the name of each journal you wish to search and copy/paste the title and ISSNs into a Word/text or Excel document and save this file!



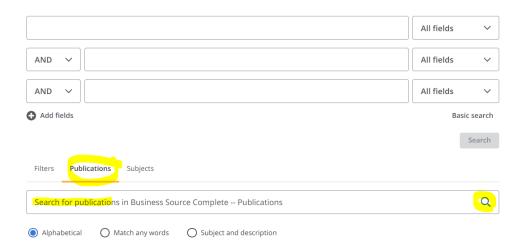
There is no quick and easy way to search within multiple CABS ranked journals. The following three options are recommended: 1) Business Source, 2) Web of Science or 3) Discovery.

If you can't find a particular title in Business Source or Web of Science, use our <u>journals search</u> on the Library search page to check we have a subscription and where it is from, and then search and/or access these titles independently.

OPTION 1) Do a publication search in Business Source

(or use **EconLit** for economics)

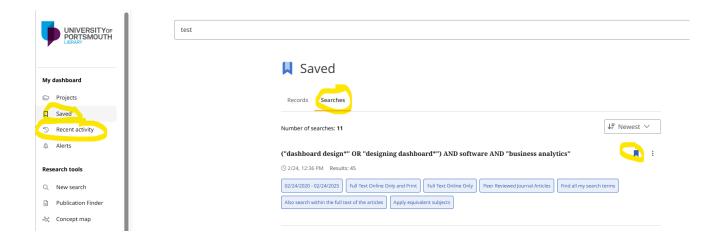
a. Access the Advanced Search, and choose the **Publications** option (under the search boxes). Most cABS journals will be available from this screen, although many will only have bibliographic details rather than the full text of the article. The full text, if we have it, may be available in another database, and there will be a link to the article on the list of results.



- b. Search for each journal title you want in the *Search for publications* box. Tick the required journal(s) and then click **Add to Search**. The journal title(s) will be added to the search box at the top of the screen. *You can search and add as many journal titles as you wish in one go*.
- c. Use the additional search boxes to add your keywords or topic area and click **Search**.

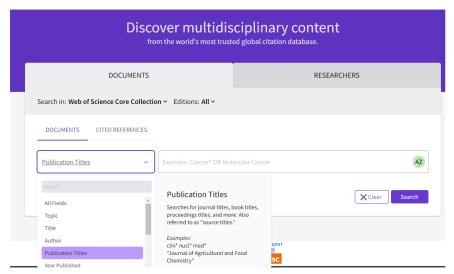


- d. Now save your search so you can try out different keywords within the same journals:
 - i. In **My dashboard**, click on *Recent activity*. Save your search using the *bookmark icon* (screenshot on the next page).
 - ii. It will then appear under the Saved option in the My Dashboard Searches tab for you.
 Click on the search to re-run it, and then click on Advanced Search to easily change your search terms.

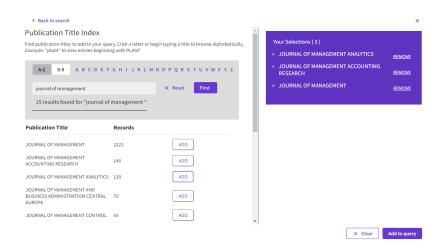


OPTION 2) Do a publication title lookup in Web of Science

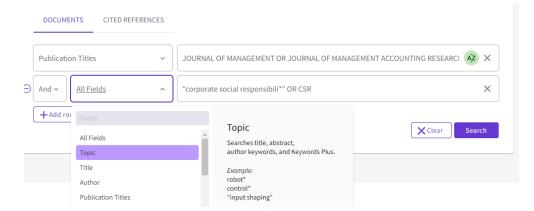
a. Web of Science has the ability to find publications by title and search within them. Access the *Advanced Search,* choose the drop-down **All Fields** menu and pick **Publications Titles**. Then click on the green A-Z icon.



b. From the A-Z index, search for the titles using the **Find** box and **ADD** these to your selections on the right. Then *Add to query* at the bottom to search within your selected titles.



c. Once back on the search page, use **Add row** to add an **All Fields** search box so you can look within your selected journals for specific terms. You can change the All Fields to **Title** or **Topic** as required.



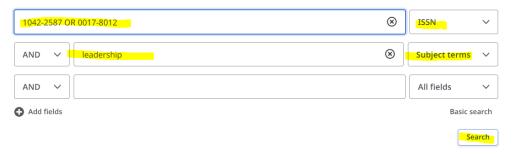
- d. Click **Search** to view your results and then use the *Locate Full Text* button to see if the Library has a copy of any articles you want to read.
- e. Make sure you keep a record of your search query and/or results: either use the *Copy query link* under the search box, or register and create a **personal profile** (this then allows you set an alert and therefore save and re-run searches).

OPTION 3) Do an ISSN search in Discovery

You can also do this in Business Source or EconLit but it is generally easier to use their publication indexes. Discovery does not have an overall publication index, so ISSN is easiest here.

- a. The <u>Library Discovery service</u> searches the widest range of publications. Choose the *Advanced Search* option and select the **ISSN** field from the drop down **All fields** menu.
- b. Enter the ISSN of the journal you want to search **with the hyphen.** Type **OR** and then enter the next ISSN number. Continue this with as many ISSNs as you want to search.
- c. Enter your **search terms** in the boxes underneath and choose if you want them in *All fields* or *Title/Subject/Abstract* using the drop-down menu. All your results will be from the journals with the ISSNs you have specified.

Search articles, books, journals & more



- d. Now save your search so you can try out different keywords within the same journals:
 - i. In **My dashboard**, click on *Recent activity*. Save your search using the *bookmark icon* (screenshot on the next page).
 - ii. It will then appear under the *Saved* option in the My Dashboard *Searches* tab for you. Click on the search to re-run it, and then click on *Advanced Search* to easily change your search terms.