

let your training journey begin



Delivery guide: *SAGE Journals* training presentation

Our Trainers have put together this delivery guide to accompany the ***SAGE Journals* training presentation**. If you plan on delivering the training presentation to educate users about the *SAGE Journals* platform, this document will help you prepare and deliver the session. The following pages contains a slide-by-slide representation of the presentation, with tips, suggestions and guidance from the SAGE Training team. We hope that this guide makes it simple and painless to deliver training to your users!

If you want to learn more about this database, [explore more of our training resources](#), or [get in touch](#) with the SAGE Training team who will be happy to help you!

Getting started...

1. This guide and the accompanying presentation are available through the SAGE training pages, and have been designed to provide guidance and inspiration so that you feel comfortable and confident to deliver your own sessions on our products. Any of these resources can be modified to best meet the needs of users at your institution, so please feel free to amend the presentation in any way before you begin.
2. *SAGE Journals* is available through a number of different packages, and your institution may not have access to all content available. It is worth checking with the library what level of access you have before starting any training or information sessions.
3. Before you deliver this presentation to others, you might like to refresh your own knowledge of the platform using our **An introduction to *SAGE Journals*** presentation.
4. If you would like to add a more interactive component to your presentation, we have prepared some simple yet effective **training activities**, that you can use to get participants exploring the platform first-hand. If you decide to use one of these activities, we recommend setting this at the end of the full presentation, to help participants consolidate what they have learnt during your presentation and apply their learning in a hands-on way.

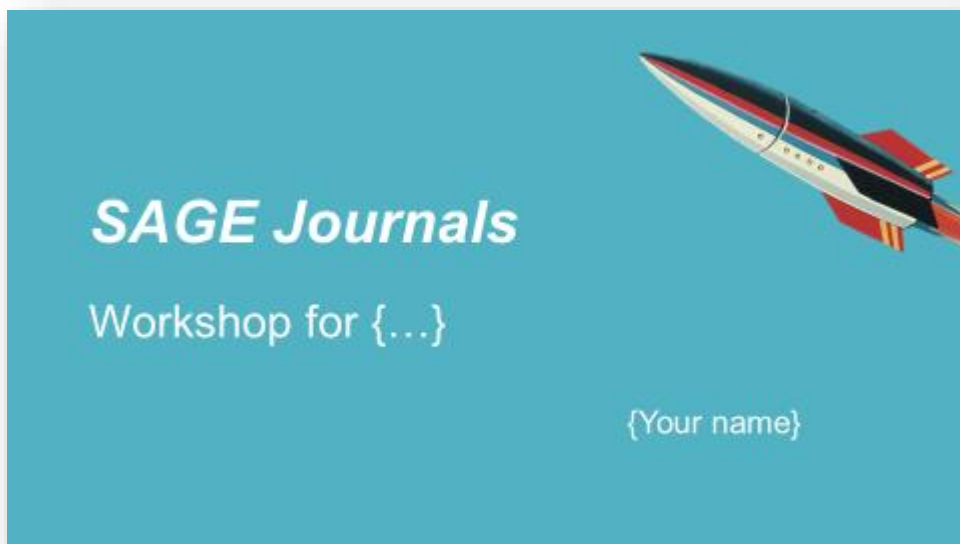
Setting up...

1. The training session works most effectively if delivered in a teaching or training room with a presentation screen, with each participant having access to their own computer or laptop; this allows participants to get hands-on with the platform and apply their learning under the guidance of the instructor.
2. Before promoting your session to potential participants, it is worth spending some time thinking about what you would like participants to have learnt, understood or achieved by the end of the session. Being clear on these aims will help guide the development of your session, i.e. how long the session needs to be, and how much detail you want to include in the session.
3. Prior to delivering your session, you should find out how many participants will be attending, and who they are, i.e. undergraduate students, researchers, faculty, or library staff, as each of these groups might have different motivations for attending.

General training tips...

1. Aim to arrive in good time to the teaching or training room to set up your presentation screen, check the internet connection, and open the appropriate pages on the *SAGE Journals* platform so that you are able to demonstrate the content, tools and functionality to the session participants.
2. Give participants plenty of opportunity to ask questions and clarify information. The presentation is broken down into logical sections with heading slides, which provide nice, natural pauses where the presenter can open the floor for questions.

Beginning your session




Title slide

Add in your workshop title, who it is for, your name and contact details.

Session outline

- Introduction to *SAGE Journals*
- Live platform demonstration
- Final questions and session round-up

A small illustration in the bottom right corner of the slide showing a tablet, a laptop, and a pen.


Session outline

This slide informs your participants of the session structure, so they know what to expect. You might like to amend this slide, especially if you decide to change the structure of this ready-made presentation, depending on your audience needs and session criteria (e.g. duration, location).

Session objectives

By the end of this session, participants will be able to:

- Describe how *SAGE Journals* can help them with their research
- Locate relevant articles appropriately using browse and search tools
- Set up email alerts for new articles through their free account

A small illustration in the bottom right corner of the slide showing a tablet, a laptop, and a pen.

Session objectives

Objectives are a great way of helping participants engage with a session, as they can see what they should be able to do by the end of the session. These are the session objectives created specifically for this ready-made presentation. If you change anything within the presentation, you should double-check to ensure that the session will still deliver the objectives; if not, then you can amend the objectives on this slide.

Discussion questions

- What research projects are you currently working on or interested in?
- How familiar are you with the journals that SAGE publishes in your subject area or field of interest?
- What do you hope to gain from today's session?



Discussion questions

Discussion questions are a great way of opening a session, especially as an ice-breaker and to help the group feel comfortable with each other.

These are some questions which might be suitable for a *SAGE Journals* session, but you may like to change these to better suit your group.

Ask participants to discuss their answers to these questions in pairs or small groups. Allow 5 minutes or so for feedback, depending on the size of the group.

Introduction to the product

SAGE Journals is a platform that hosts all of SAGE's journals, giving you access to timely, high-quality, peer-reviewed research articles in your discipline.


SAGE publishes in many disciplines, from Communication, Education and Psychology through to Engineering, Medicine and Research Methods.

You can browse all our journal titles at <http://journals.sagepub.com/action/showPublications>

Overview slide

This slide provides a basic and concise introduction to *SAGE Journals*, including the subject areas covered. You should edit this to cover only those subjects you wish to promote or that your institution has access to.

What's in it?

- The content you can access through *SAGE Journals* will depend on the subscription at your library
- It's possible your library does not subscribe to all of our journals
- If you do not have access to a particular article, you will see the following icon next to the article: 
- If you aren't sure which journals your institution subscribes to, please check with your library staff



What's in it?

This slide offers a simple summary of what users can find on *SAGE Journals*, including how to identify when an article isn't available at your institution.

We recommend editing this slide in the following ways:

- Edit the second bullet point to indicate the content your users have access to
- Edit the last bullet point to add in a key library contact

Who is it for?

- **Students and researchers**
 - Learn the key themes and debates on your topic
 - Keep track of the most recent developments in your subject area
 - Conduct literature reviews for your research projects
 - Find authoritative references for your assignments and research
 - Understand what makes a good-quality journal article
- **Faculty**
 - Help students understand their study topics with evidence-based research
 - Link to articles and relevant journals in your Learning Management System
 - Stay up-to-date on the most recent developments in your field
 - Get an alternative view of impact with Altmetric data



Who is it for?

Here you can show your participants what they can gain from using the *SAGE Journals* platform, depending on their role. You may like to edit this slide by showing only those user groups that your session is targeted at.

Getting started on the platform

The slides that follow are all screenshots from the platform in slide format. However, we recommend that you use these slides as a guide for a live platform demonstration, instead of showing the slides themselves. It is beneficial for participants to see how to access the platform from your institution's homepage or library page, and to see how to navigate the platform live. The screenshots provide a suitable back-up for participants to review after the session, or in case you have internet problems during your session.

The SAGE Journals homepage <https://journals.sagepub.com>



The homepage

This screenshot shows the platform homepage, as well as the direct URL and information about other methods users can use to access the content, for example the library catalogue. If you are unsure, you should check with a librarian that content is available through other channels.

Using Browse options



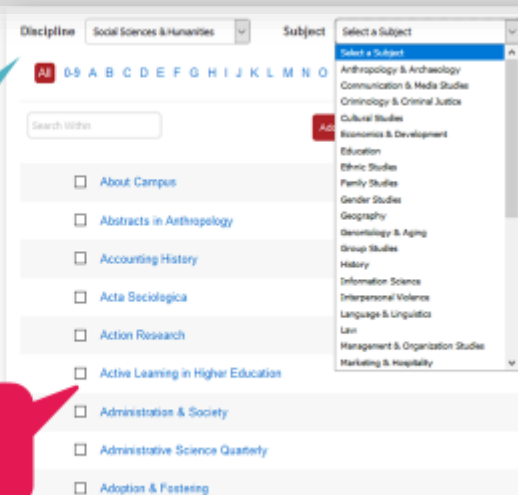
Using Browse options

This screenshot indicates the two ways in which users can browse our journals from the homepage.

Using Browse options

Use the Browse drop-down menus to see what journals we publish in your subject area.

Click on a journal title to go to its homepage and start exploring the publication.



Using Browse options

This screenshot shows the browse page, where users can select their discipline and subject area and view an alphabetical list of our journal titles. This is a really good starting point for users who are still familiarising themselves with the platform and our portfolio of journals.

Using the Quick search

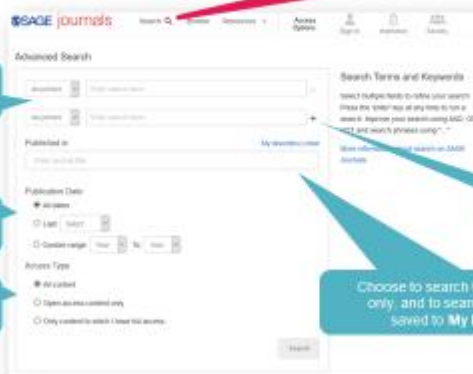


Use the quick search to look for key words and phrases; you can use Boolean Operators **AND**, **OR** and **NOT**.

Hit search or click on one of the auto-suggestions.

Using the Quick search
This screenshot shows users where they can type in a search to find more specific content, relevant to their needs. It also shows the auto-suggestions that users will see when they start typing in their search terms.

Using the Advanced search



Enter your search criteria

Customise your publication date

Choose which content you want to see in your results

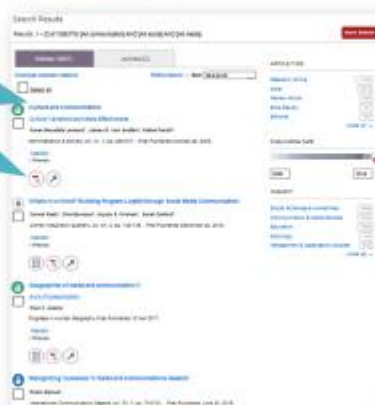
Click the search bar from any page to run a quick or advanced search.

Add new rows of search criteria

Choose to search within particular journals only, and to search only across journals saved to My Favorite Journals

Using the Advanced search
This screenshot shows where users can access the Advanced search (look for the hyperlink under the main Quick search bar). It also shows the fields available in the Advanced search; for example, adding multiple rows of search criteria, searching across favourite journals, and selecting to see only content available at your institution in the search results.

Viewing your results



Click the article title to view the article, or download the PDF straight away by clicking on the PDF icon.

Use the filters on the right-hand side of the search results page to refine your search.

The Publication Date slider ensures you are seeing the most recently-published results.

TIP: The darker the box, the more content available from that year; the lighter the box, the less content available from that year.

-  Article is available through your library's subscription
-  Article is not available through your library's subscription
-  Article is available because it is Open Access

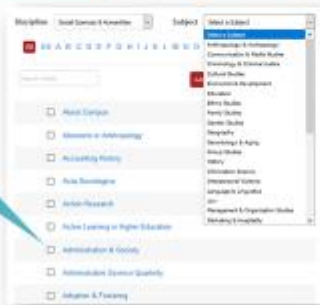
Viewing your results
This screenshot displays the search results page: it shows users how to use the right-hand filters to refine their search, how to open articles and download PDFs, and it also provides a key to help users identify whether or not an article is available to them as full-text.

Exploring journal content

The journal portal

There are two ways of getting to a journal's portal homepage.

1) Use the Browse page and click on the journal title



2) Run a search, select the Journals tab in the results page, then click on the journal title



The journal portal

This screenshot shows users how to locate and open a journal, using either the search or browse options.

Search only within this journal

View Impact Factor and journal ranking information for the journal

Submit your own research to this journal

Check OnlineFirst for early digital access to the most recent articles in this journal

View Latest Articles, Most Read and Most Cited articles from this journal

Browse current and all issues of this journal

View Altmetric information for this journal article

This screenshot highlights a journal homepage (in this case, *Administration & Society*) and the key functionality and features that will help users navigate journal homepages. If you are training a group of users in a particular subject area, you might like to change the screenshot to show a more relevant journal: the functionality will be exactly the same and there will be no other changes needed.

The article page

View author information

Download article PDF to read offline

Easy to move between article full text, supplemental material, figures and tables and article metrics

Download article citation information

Share article link with a colleague or co-researcher

View Altmetric data for this article

View other articles that have cited the one you are reading

Run related keyword searches

View full-text of article

Please note: some (older) articles are **only** available as PDFs and you will not see this webpage-view.

The article page

This screenshot shows the article page and its associated functionality. This slide will help your users understand how they can browse through different sections of an article, download the article citation, find author information and view Altmetric data. Be sure to highlight the fact that not all of our articles are available with this view, as some (especially older) articles are only available as PDFs.

Creating an Account

Encourage participants to create their own profile and experiment with adding resources to a list. Allow 12-15 minutes to complete this, and then 3-5 minutes for feedback so participants can discuss some of the resources they discovered.

Creating an Account

Once you've clicked **Create Profile**, fill in your details in the registration form to set up your free Account, so that you can save searches, set up alerts and add journals to your favourites.

Click the **Sign in** button at the top-right of any screen, and then click on **Create Profile** in the pop-up window.

Creating an Account
This screenshot shows users how they can create their own free Account within *SAGE Journals*, in order that they can save journals to their favourites, and set up alerts for newly-published content. We encourage you to make sure all training participants have created their Account by the end of the session, so that they can easily apply what they've learnt afterwards.

Saving searches

When you're logged into your Account and you are viewing your search results, click the red **Save Search** button to save your search criteria, so that you can quickly re-run the same search again later.

You can also set up regular email alerts to be notified automatically when we publish new articles that match your search criteria.

Saving searches
This screenshot shows users how they can save a search to their profile, once they are logged in, as well as setting up email alerts of new content matching their saved search. **Please note: you will need to be logged in to your own profile to demonstrate this functionality in full.**

Saving favourite journals

You can favourite multiple journals at a time by selecting as many tick-boxes as you like.

When browsing our journals, select the tick-box of a journal you're interested in, and click the **Add to Favorites** button.

Saving a journal to your favourites can be useful when you want to use the **Advanced search**, because you can choose from the journals you have saved.

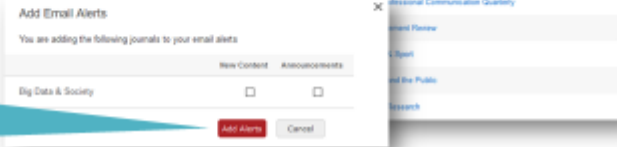
Saving favourites
This screenshot shows users how they can save a specific journal to their **My Favorite Journals** feature. **Please note: you will need to be logged in to your own profile to demonstrate this functionality in full.**

Setting up alerts

The first type of alert in SAGE Journals is the journal alert: this alerts you by email when new content is published in a specific journal.

From the Browse page, select the tick-box of the journal you want to receive email alerts for, then click the Add alerts button.

Confirm the alerts you want to receive, then click Add alerts. You can change the frequency of your alerts, and delete them, via My Account.



Setting up alerts

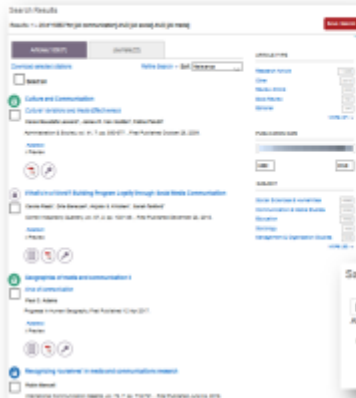
There are two types of email alerts in SAGE Journals. This screenshot shows users how to set up alerts for specific journals, so that users will receive emails when new content is published in that journal.

Please note: you will need to be logged in to your own profile to demonstrate this functionality in full.

Setting up alerts

The second type of alert in SAGE Journals is the saved search alert: this alerts you by email when new content is published that matches your saved search criteria.

Run your search and add your search filters. When you click the red Save Search button, you will be given the option to choose how frequently you want to receive an alert.



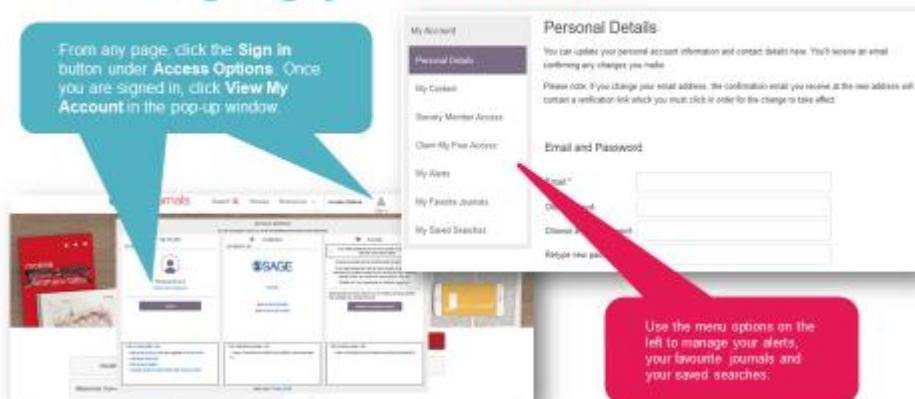
Setting up alerts

This screenshot shows users how to set up the second type of alert, which is a saved search alert; this sends users an email when new journal content is published that matches their saved searches.

Please note: you will need to be logged in to your own profile to demonstrate this functionality in full.

Managing your Account

From any page, click the Sign in button under Access Options. Once you are signed in, click View My Account in the pop-up window.



Use the menu options on the left to manage your alerts, your favourite journals and your saved searches.

Managing your Account

This screenshot highlights the different things a user can do within their account once they are logged in, such as editing their personal details, accessing their saved searches and favourite journals, and managing their email alerts.

Please note: you will need to be logged in to your own profile to demonstrate this functionality in full.