Sabinet’s SA ePublications database is a unique collection of southern African and African journal titles. Comprising more than 300 titles, and more than 120 000 full-text articles, it is the biggest collection of its kind.

The new Sabinet Reference platform brought additional functionality to the SA ePublications collection. These features include:

- Faceting
- Efficient keyword searching
- Relevance ranking
- Related items
- View table of contents
- Search within this journal
- View a complete list of issues for a specific title
- Journal information
- Persistent linking
- Create personalised RSS feeds

Another exciting development is that the record information (metadata) of all the SA ePublications is now available to all. Anyone can search over the full complement of the SA ePublications and will only need authentication for the full text of the article.

1. RECOMMENDED BROWSERS

We suggest that you use one of the following for optimal use of this platform:

- IE 7+ (we however recommend IE 8+)
- FireFox 3.6+ (we however recommend FireFox 4+)
- Google Chrome (latest version)

2. HOW TO ACCESS

SA ePublications can be accessed via the following URLs:

reference.sabinet.co.za  www.journals.co.za  www.sabinet.co.za

i) To bookmark the new page, use the following URL: http://reference.sabinet.co.za.

ii) Go to the Sabinet Home page at: www.sabinet.co.za.
From here the following options will allow direct access to the system:

- Under the IP Authentication Access to heading: Click on NEW Sabinet Reference. This will allow seamless access to the system. Select the product from the Search Menu to start your IP session or
click on Login, and then on the Login using IP button. If you do not have IP Authentication click on Login and enter your User ID and Password. Please note User IDs and Passwords are case sensitive.

- Under the User ID & Password Access heading: Click on the grey Reference Platform tab and enter your User ID and Password, which will take you to the Reference Platform.

In the top menu bar, click on Search and select SA and African Electronic Journals (SA ePublications).

3. THE SEARCH SCREEN

Once the SA ePublications database is selected, a search screen automatically appears. You now have the option to search over only the titles you subscribe to, or all titles available, by ticking the appropriate box.

The default is to search in all titles. If you subscribe to less than 100 titles you will have the option to limit your search to only those titles in the Subscribed Titles by ticking the box at the top right of the search screen. You can also include the Open Access collection to do a search over all titles available to you.

- **Keywords** Search fields (two fields): This also allows for Exact Phrase searching if needed. You can type in as many search terms as required into these fields.
- **Boolean Searching** (AND, OR, NOT): This is possible within the keywords search fields or by making use of the dropdown list. Note that there is no need to type the Boolean AND because
the system defaults to it. Also note that you must type the AND, OR and NOT, in capital letters for them to be recognised as Boolean operators within your search string.

- **Searching specific parts of a document:**
  - All search fields situated directly below the keywords search fields at the bottom left of the screen are specific fields within a document, which can be used to refine your search. For example you can choose to search just for your search terms in the **Title** field of a document.
  - Date limits are also situated directly under the keywords search fields at the bottom right of each search screen, and can also be used to further limit your search results.

Below is an example of the SA ePublications search screen:

4. **KEYWORD SEARCHING**

When performing a search it is important to choose your keywords correctly.

When searching the **SA ePublications** collection, it is important to remember that the entire full text of the documents is searchable. Some of the documents are very large. Thus it is important to search wisely when using keywords. If possible it is recommended that you use the correct search strategy like
Exact Phrase searching, Boolean operators, dates etc. The keywords, dates and numbers that you use will determine the accuracy of the information that you receive. Always think of synonyms as well.

- **Keywords:** this option allows you to find keywords mentioned in any part of a document, e.g. the full text of the document (if present) or the title of the document, etc.
  - If for example you are looking for information on the SKA project currently underway in the Karoo region, you could search with the following terms: ska astronomy.
  - Keyword searching will locate any category of information that is typed in the Keywords search box, e.g. journal title, author affiliation, etc.
- **Exact Phrase:** this option is available on the right hand side of the keyword search boxes. This allows you to find words typed in that exact order in your results.
  - Please note that the double inverted commas (" ") can also be used for this purpose. You would either use the Exact Phrase checkbox or the double inverted commas.
  - Note that you can also use two sets of double inverted commas in one search string. For example, if you are searching for an article on a specific topic, you can type in the keywords search field, the following search string: "state theatre" "contemporary dance".
  - Searching by exact phrase will result in fewer but more applicable results.

- **Boolean searching:** this option allows you to combine words in specific ways.
  - **AND:** This is the system default, meaning that in your search strings in the keywords fields you do not have to type the word AND. For example if you are looking for environment AND tourism you can just type in the words environment tourism in the search field. The system will look for the documents which contain both these words.
  - **OR:** If you type in or select the word OR, you will get results with either one of the search terms or numbers.
  - **NOT:** This will exclude certain keywords or numbers totally from your search. For example labour relations NOT unions.
  - **NOTE:** when using OR / NOT, the OR or the NOT should be typed in UPPERCASE.
  - **Proximity:** use the ~ to search for words within a certain proximity of each other. For example if you type “meat tenderness” ~4 in the title field, the results will show articles with titles where these words appear within 4 words of one another.
  - **Truncation:** The system allows you to search for all variations of the same word by making use of a wildcard character [*]. If you for example search for *eac* the search results will find records containing teacher; peacock; preach; etc.

- **Searching specific parts of a document:** All search fields situated directly below the keywords search fields, (on the left of the search screens) represent specific fields within a document that can be searched. For example you can choose to search for words appearing only in the title field of a document; author name; etc.
- **Dates:** Restricting your search by dates (below the keyword fields on the right-hand side) can be very valuable to obtain the correct information.
- **Search Button:** This is located at the top and bottom right of the search screen. This is the final step of your search. When you click on this Search button, or press Enter, the system will display the results if the information was found in the database.
• **New Search Button:** This is located at the top left of the brief results displayed after you have done a search. This will clear or reset the entire search screen, providing you with a new blank search screen.

5. **TITLE SEARCH**

Your results will differ substantially should you search by making use of the Article Title or Journal Title field. You can search within the article title or publication title. When using the keyword search it will provide results from within the full text of documents. However, when using the title search it will only provide you with the documents which have the search term/s in the title. Therefore if you are looking for a specific article please use the title field to find more accurate results.

6. **SEARCH RESULTS**

The following is an example of a screen that displays results from the SA ePublications database:

Search results are initially displayed in a listed / brief format. All the results will be displayed in groups of ten (10) on the screen. The following elements appear on this results screen:

Just above the first result on your screen, you will have the following options/information:
• Click on **Refine Your Search** (this will take you back to the search screen displaying your current search criteria).
• Click on **Start New Search** to go to a clean search screen where you can perform a new search.
• The **number of results found**.

To assist you in finding more complete results, other elements on this screen include:

• **Sort my results by:** on the right hand side of this screen. This will allow you to sort the documents in your results according to various criteria, e.g. **Title (Asc)**.
• **Filter using Facets:** Look towards the right of the results screen for these facets/ filters/ limits. It is helpful to reduce the number of results which a search produces. It displays grouped information that you can filter or drill down into, to refine or narrow your search. Once you have clicked on a filter, your results will be reduced. This allows you to limit or filter your results to get more exact information. You can deselect these filters one-by-one to get back to your initial results.
• Click on the red title of a document from your result list to view the full record of that item.
• On the full display you will see the metadata of the document. If the PDF version of the full text is available by selecting this (on the right-hand side of the screen) **View the Article**.
• You will also see Related documents on the right. These will be valuable documents from other databases relating to your original search. These are split into **Related Reference Content** and **Related Legal Content** and **Related News Articles**.

The following functions can be found at the top of the record:

• The **Persistent Link** provides a link that will always revert to the specific record.
• The option to **Export** the metadata to Refworks, EndNote or CSV.
• An **RSS feed** can be set up for a specific publication.

The following useful functions can be found on the right-hand side of the screen:

• **Return to Search / Results Page:**
  When you want to return to your search results you can click on **Return to SA ePublications**. This function will automatically take you to your search results. Click on either **Refine Your Search** or **Start New Search** at the top of the results page and the search form will open. You can then refine your search or perform a new search.

• **Add this item to My Action List:**
  A record can be added to your **My Action List** in two ways.
  o  By clicking on the icon [ ] next to the brief results.
  o  By clicking on the **Add this item to My Action List** button next to the full display.

When clicking on either of these options your record will automatically be added to your **My Action List**. You will then be able to print, email or delete (from the **My Action List**) this document. The **My Action List** menu option is at the bottom right hand side of the screen. The number in brackets (next to your **My Action List**) will indicate the number of records that you have placed in your **My Action List**. Should you wish to remove a record from **My Action List** you can click on the **Remove this document from My**
**Action List** icon [ ], when viewing the brief results. You can also remove it directly from **My Action List**.

**Please note:**
- The **My Action List** will remain the same when you move from one product search to the next unless changed by you.
- The **My Action List** will be deleted when you end your session.

**Printing Records:**
Add a document or multiple documents from your result list to the **My Action List**. Open the **My Action List** at the bottom of your screen. To print a single record click on the print icon next to that record [ ], and to print a summary of more than one, select these records and click on **Print Summary** at the bottom of the **Action List**. If a PDF is available you can open the PDF and print from your PDF reader.

**Emailing Records:**
Add a document or multiple documents from your result list to the **My Action List**. Open the **My Action List** at the bottom of your screen. To email a single record as an attachment, click on the email icon next to that record [ ]. To send information about more than one record, select these records and click on **Email Selected Items** at the bottom of the **Action List**. This will send a summary of the selected records to the specified email recipient allowing them to link through to the full text on Sabinet Reference.

**Go to the next record:**
When viewing the full record and you want to view the next record of your results without returning to your original results, you can make use of the function which displays for example as "Record 2 of 10". Use the arrows next to the record number information to move to the next record or back to the previous record.

**7. MySABINET**
By creating your own **mySabinet** profile, you will have access to additional functionality such as creating and managing your own lists, accessing your search history and saving selected searches.

It is not necessary to create a new profile if you have an existing one for the Sabinet Legal platform.

**9. ALERTS**
Sabinet Reference allows you to set up email alerts or RSS feeds on the SA ePublications. These alerts will inform you when a new issue is loaded on the platform. Alerts can be set up in the following ways:

i) An RSS feed from the journal information page is available to anyone that wishes to receive an RSS feed when a new issue of that title is loaded onto the platform, and can be activated by clicking on the **RSS feed** icon. No subscription is necessary. These information pages can be accessed in the following ways:
• From http://www.journals.co.za
  a) Click on A to Z list of titles
  b) Click on the title for which you wish to set up an alert
  c) Click on the RSS Feed icon in the top right hand corner
  d) Click on Subscribe to this feed

• From http://reference.sabinet.co.za
  a) From the Search dropdown, select SA and African Electronic Journals (SA ePublications)
  b) Click on the A-Z List
  c) Click on the RSS Feed icon in the top right hand corner
  d) Click on Subscribe to this feed

ii) For registered mySabinet users, however, the alerting function allows for much more. The new Sabinet Reference platform allows users to create their own email alerts and RSS feeds by effectively doing a keyword search. Follow these easy steps to make use of this function:

a) Register as mySabinet user

If you are a Sabinet subscriber, you have the mySabinet functionality available to you. This value added service allows you, as user, to create your personal profile. You will be able to set up and manage your own lists, share lists, access search history and save selected searches. This is also where you will have the ability to create your own email alerts and RSS feeds.


b) Click on my Email Alerts or my RSS Feeds in the mySabinet dropdown list at the top of the page, or the mySabinet button at the bottom of your screen.

These links all go to the same page on the Sabinet Reference platform where you can set up an email alert or an RSS feed according to your own specifications.

c) Click on the Create new alert link or button [ ]. The following form will open:
d) Fill in the form
Alerts can be set up in the same way in which you would do a keyword search in the following fields:

- Keywords
- Journal title
- Author(s)
- Author affiliation

e) Choose either RSS feed or email alert
The alert default is an RSS feed. If you wish to receive an email alert, tick the box marked send me an email. This box will also require you to choose a time when you would like to receive the alert.

Note that when you have selected the email alert option, an RSS feed will automatically also be created. An RSS feed has to be activated in the My Alerts table on this screen. You can therefore choose not to activate it and only receive the email alert.

f) Manage your alerts
You can manage your alerts (email alerts and RSS feeds) in the My Alerts table. This list will display all your activated alerts and allow you to change them or delete them according to your needs. RSS feeds have to be activated by clicking on the RSS feed setup icon and following the instructions.