Getting Started:

IGI Global is committed to publishing scholarly books, journals, cases, encyclopedias, handbooks of research, and electronic resources of the highest quality. As an internationally-recognized publisher, IGI Global seeks to facilitate the availability of academic excellence and disseminate innovative knowledge worldwide.

All IGI Global e-resources, including individual IGI Global e-books, e-journals, and our premier research databases, are available through our state-of-the-art, XML-powered platform and search engine. The InfoSci® platform is one single, centralized, and personalized gateway for your institution.

This user guide is designed to assist you in viewing all of your institution's current IGI Global electronic holdings through the InfoSci platform, which can be accessed at the following URL:

www.igi-global.com/gateway.

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InfoSci-Platform Customization and Resources
www.igi-global.com/gateway

Customization
The InfoSci® platform allows for institution-specific customization. Your library may add their institution logo, institution name, and additional personalization to the platform. Your librarian can make these requests by contacting IGI Global’s E-Resources team at eresources@igi-global.com.

Research Tools
There are several tools available for users on the InfoSci® platform.
- **Help**
  Answers to common questions and E-Resources contact information.
- **User Guide**
  The link to this InfoSci® platform user guide.

User Resources
The InfoSci® platform offers many support features that will benefit Researchers, Authors, and Librarians. IGI Global provides specific search page needs.

- **For Researchers Page**
  Designed to provide researchers with useful resources and information to successfully utilize IGI Global e-resources.
- **For Authors Page**
  Designed to provide resources and online services for everything needed to prepare, submit, and publish your next publication.
- **For Librarians Page**
  Designed to provide librarians with useful tools, reports, information, and marketing materials that can help promote and provide support to patrons using IGI Global e-resources.
Browsing on the Platform

Searching Functionality
The InfoSci® platform offers many support features that will benefit Researchers, Authors, and Librarians. IGI Global provides specific search page needs.

1 Search Bar
Enter full-text terms, title, author, ISBN, or DOI to find the desired title. You can also choose to Browse All or Advanced Search to see more specific titles.

2 Advanced Search
Enter full-text terms, title, author, ISBN, or DOI to find the desired title. You can also choose to Browse All or Advanced Search to see more specific titles.

Browse All
Enter full-text terms, title, author, ISBN, or DOI to find the desired title. You can also choose to Browse All or Advanced Search to see more specific titles.

Browse By Product
View IGI Global’s inventory of Reference Books, Research Journals, and Video Lectures.

Browse By Subject
Full-viewing access of IGI Global material with our 11 subjects.

Browsing Options
Enter into the search bar full-text terms, author, ISBN or DOI to access the information desired. Below the search bar are tabs to access Reference Books, Research Journals, and Video Lectures.

Search Bar
Enter full-text terms, title, author, ISBN, or DOI to find the desired title. You can also choose to Browse All or Advanced Search to see more specific titles.

Browse All
Enter full-text terms, title, author, ISBN, or DOI to find the desired title. You can also choose to Browse All or Advanced Search to see more specific titles.

Browse By Product
View IGI Global’s inventory of Reference Books, Research Journals, and Video Lectures.

Recently Released
Filter by the newly released books and journals.

Browse By Subject
Full-viewing access of IGI Global material with our 11 subjects.
Search Functionality

Under the “E-Database Tools” menu, select one of the following search options:

1. Database Search
2. Basic Search
3. Advanced Search
4. Expert Search
Basic Search

1 Basic search is an XML-powered full text search engine that returns relevant search matches based on your entered keyword or phrase.

Here is an Example:

Say you are researching the topic of Data Mining. Enter Data Mining into the basic search box and click the search icon.

Refine Results

2 You can additionally refine your results with the Refine Results menu navigation to the right. Refinement options can include Content Type, Database, Copyright Year, Subjects, or Subject Availability. The Refine Results menu is based on your institution's holdings.

3 New Releases
   Designed to showcase newly released titles of innovative books and journals.

4 Open Access
   Designed to provide subject specific information on our books, journals, and videos.

5 Forthcoming Titles
   Designed to provide subject specific information on our future books, journals, and videos.

Show Contents

6 At this point, you can also click on Show Contents within the returned search results. The Show Contents feature offers you a scrolling menu of the table of contents, as well as the option to search the full text of the title, without leaving your main search results page.

7 You may also navigate to the landing page for a given search result by clicking the result's hyperlinked title. The landing page provides functionality to create citations, tag as a favorite, view TOC, access supplementary material, and much more.
Advanced Search

The advanced search is primarily used to quickly and easily narrow your search fields in your initial search. Users may choose to search by Full Text, Author, DOI, Title, ISBN/ISSN, and Copyright.

Here is an Example:

Database is typed into the Full text search box,
Smith is typed into the Author search box, and
the Copyright fields start from 2014 through 2017.
Expert Search

The expert search is unique to IGI Global and offers a detailed search option for users. Here you can search with certain terms excluded, included, or weighted within your results.

1. **Here are some Examples:**
   - **Exclude Words**: This search option allows users to enter words that should be excluded from search results. For example, you might like to do a search on database management systems, but exclude linux.

2. **Weighted Matching**: This functionality allows the user to specify the ranking that they would like to give to each term entered into the search engine. The full text search uses the weighting entered by the user to rank and rate the results returned to the user.

   With database management systems in a search box, and linux excluded, now add women as an additional search term. Set the weight to 60% for database management systems. Set the search term to 40% for women. The total assigned weights must equal 100% when performing the search.
Available Citations

There are several options available for citing research, including MLA, ALA, and Chicago.

InfoSci® platform, in cooperation with RefWorks, EasyBib, EndNote, and Mendeley, provides citation exporting tools for researchers. You must have your own accounts with these partners to export citations of content available on the IGI Global platform for use in their references.

Click on the Cite Book button and pick the option that works best for you from the pop-up menu.

Features

Each individual book, journal, article, and chapter on the InfoSci® platform has its own individual webpage. This webpage contains details on the title, individual book chapter, or journal article.

Here are Examples:

1. Cite the text
2. Mark it as a favorite in your Profile
3. Search only the contents of the shown publication.

The show and search contents feature applies to full book titles or journal issues only.

Full-Book Download

When you purchase an individual book, journal, article, and chapter on the InfoSci® platform has its own non-DRM download function.

Click on the Full-Book Download button and you will be able to have fill issue download.
Benefits of Creating a User Profile

Profiles, Favorites, and Saved Searches

Creating a User Profile: Clicking on login at the top right of the InfoSci® platform will allow you to create a personal profile. Once you create a profile and are signed in to the InfoSci® platform, you can click on the email you used to register and manage your Profile, Favorites, and Saved Searches.

1. **Profile**
   Here you can add all of your pertinent information.

2. **Favorites**
   Here you can see saved favorite books, journals, chapters, or articles, and utilize filtering and display options. You also have the ability to select items from your favorites list and e-mail the PDF version, e-mail the selected content's information and links, or remove an item from your favorite's list.

3. **Saved Searches**
   Saved searches can be named for easy recall. When logged in, saved searches become available on the right hand navigation menu, above Refine Results.
For Researchers Page

The InfoSci® platform offers many support features that will benefit researchers. Under 'User Resources' there is a page link under For Researchers. The 'For Researchers' page is designed to provide researchers with useful resources to successfully utilize IGI Global e-resources.

1 How to use IGI Global Online Resources
   Provides key features and resources on how to utilize and navigate the platform, such as the User Guide and training videos.

2 Gain Access to IGI Global Resources
   This section will provide options for acquiring IGI Global Titles which offers peer-reviewed Open Access content to all researchers.

3 Key Information About IGI Global Research
   Provides an overview of IGI Global indexing and peer-review processes, and offers a free IGI Global Newsletter.
For Authors Page

The InfoSci® platform offers many support features that will benefit authors. Under User Resources there is a page link under For Authors. The ‘For Authors page is designed to provide resources and online services for everything needed to prepare, submit, and publish your next publication.

1 Newsletter Sign Up
Cutting-edge research and how it relates to trending current events available for free through the Research Trends Newsletter.

2 Publish With IGI Global
Are you looking to publish your work? Visit this section for key information and highlights of publishing with IGI Global.

3 Your IGI Global Contribution
Already contributed to an IGI Global publication? Visit this section to access your content.
For Librarians

The InfoSci® platform offers many support features that will benefit librarians. Under User Resources there is a page link under For Librarians. The ‘For Librarians page is designed to provide librarians with useful tools, reports, information, and marketing materials that can help promote and provide support to patrons using IGI Global e-resources.

1 Librarian Tools
Cutting-edge research and how it relates to trending current events available for free through the Research Trends Newsletter.

2 Database Information
Are you looking to publish your work? Visit this section for key information and highlights of publishing with IGI Global.

3 Marketing Materials
Already contributed to an IGI Global publication? Visit this section to access your content.
Librarian Tools

Provides access to MARC records, usage reports, URLs, title recommendations, and other administrative features.

1. **Counter Reports**
   Download COUNTER4 Reports for all IGI Global e-resources free of charge.

2. **MARC Records**
   Download free MARC records for integration into your discovery systems.

3. **Institution Holdings**
   Download customized lists of your institution's holdings.

4. **Institution Settings**
   Allows institutions to control settings such as showing unowned and free titles in search results.

5. **Persistent URLs**
   IGI Global offers DOI-based persistent URLs for its electronic content free of charge.

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**Librarian Tools**

- **Librarian Resources**
  - Librarian Tools
  - COUNTER Reports
  - MARC Records
  - Institution Holdings
  - Institution Settings

- **Download COUNTER4 Reports for all IGI Global e-resources free of charge.**

- **MARC Records**
  - Download free MARC records for integration into your discovery systems.

- **Institution Holdings**
  - Download customized lists of your institution's holdings.

- **Institution Settings**
  - Allows institutions to control settings such as showing unowned and free titles in search results.

- **Persistent URL's**
  - IGI Global offers DOI-based persistent URLs for its electronic content free of charge.
Need assistance?

Thank you for being an IGI Global customer!
We’re looking forward to working with you.

For any comments or questions, or for more information about electronic collections from IGI Global, please contact the IGI Global E-Resources team at: eresources@igi-global.com.

701 E. Chocolate Avenue, Hershey, PA 17033, USA

Phone: 717-533-8845 x100
Toll Free: 1-866-342-6657
Fax: 717-533-8661 or 717-533-7115

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