## Table of Contents

Table of Contents ....................................................................................................................................... 2
Getting Started ........................................................................................................................................... 3
Compliance Information ............................................................................................................................. 3
Available Search Options ............................................................................................................................ 3
Gateway Basic Features .............................................................................................................................. 4
Relevancy Ranking ...................................................................................................................................... 4
Citation with RefWorks & EasyBib .............................................................................................................. 4
Citations: APA, MLA & Chicago Style Citations ....................................................................................... 4
Basic Search ............................................................................................................................................. 5-6
Full Text, Title, and Author Search ............................................................................................................. 7
Filtering Search Results ............................................................................................................................... 8
Advanced Search ......................................................................................................................................... 8
Expert Search ............................................................................................................................................ 9
Weighted Matching .................................................................................................................................... 9
Inflectional Words ...................................................................................................................................... 10
Words to Exclude ...................................................................................................................................... 10
Librarian Corner ....................................................................................................................................... 10

For More Information ............................................................................................................................... 10
Getting Started
All IGI Global electronic resources (Book E-Access, Journal E-Access, InfoSci Database, etc.) for institutional customers can be accessed through a single, customizable gateway. Visit www.igi-global.com/gateway to search and view your IGI Global research holdings.

Compliance Information
Institutional customers may access their IGI Global Gateway for e-resources through any web browser. The web-based gateway is Z39.50 compliant and Open URL compliant. The platform displays both PDF and XML and is compliant with full text searching and federated search systems. To request free MARC records or persistent URLs to accompany your IGI Global e-resources, please contact: eresources@igi-global.com

Available Search Options
Three search options or types are available from within IGI Global’s Gateway, which can be found at www.igi-global.com/gateway. The Gateway is the single point of entry to all of your institution’s holdings or IGI Reference materials that are owned.

a. Basic Search is a full text content smart search. Enter any search keyword or term and search our rich content.
b. Advanced Search is a Book, Journal, and keyword-level search. Specific information, such as ISBN/ISSN, Digital Object Identifier (DOI), title, and author information, is searched for article-level results in this option.
c. Expert Search expands on full text search and provides additional filtering and sorting options.
d. Keyword Search allows you to search using suggested topic areas, filtering to a more specific sub category.
e. Subject Search allows you to search based on one of the many subjects that our content covers.
Gateway Basic Features
IGI Global’s XML-powered Gateway has several features that you will see throughout the system.

Relevancy Ranking
Search results are returned ranked based upon relevancy. The ranking bar indicates the relevancy of the returned results within the entire IGI Global database, shown by percentage. The ranking system should be used to provide users with a general guideline on relevancy.

Citation with RefWorks & EasyBib
IGI Global, in cooperation with RefWorks, Inc., as well as EasyBib, provides a citation exporting tool for researchers. Users must have their own RefWorks or EasyBib account and may export titles used from the IGI Global database for use in their references. Specific questions regarding RefWorks or EasyBib functionality may be answered by viewing RefWorks documentation available online at: http://www.refworks.com. The same is available for EasyBib by visiting: http://www.easybib.com.

Citations: APA, MLA & Chicago Style Citations
Researchers can now easily export citations in APA, MLA and Chicago Style formats via the InfoSci-Platform.
Basic Search
Our simple search is an XML-powered full text search engine that returns relevant search matches at an article level. The full collection of IGI Global research consists of more than 2,000 academic reference titles and books, and 155 scholarly journals. The IGI Global Research Gateway allows you to search all titles that are currently owned by your institution, often referred to as your institution’s holdings. The total number of articles owned by your institution is displayed at the top of the Search Results Page.

The XML-powered search allows for specific and general searches. Performance, or speed, is influenced by the type of search performed by the user. General searches for broad topics will return results more slowly than specific, detailed, narrow searches due to the volume of information being searched. For example, “Information Technology” will return thousands of results whereas “Radio Antenna Technology” will return a more niche, faster result.

Relevancy in Searches

1. Enter the search term “Data Mining” into the Basic Search box and click Search. Leave Full Text Search (the default) selected. Search results are returned based on relevancy.
Basic Search Continued...

Filtering Search

2. Filter your results by clicking on the Narrow your Search panel to the right of the displayed Search results. Here you are able to narrow by Subject, Affiliate, or Copyright Year.

Filtering tabs

3. At this point you can open an article by clicking on the links below the article’s description or further filter your results. Notice that search results returned by the simple search are full text search results. That means the search engine located articles with “Data Mining” in the body of the article. You have additional filtering options available to you! Using the filtering tabs at the top of the results window, you can see where books or journals and authors return results.
Full Text, Title, and Author Search
Let’s start a new search where the power of full text searching is joined with title and author searching visible. Return to the Gateway page – www.igi-global.com/gateway

Search by Titles

1. Enter “encyclopedia” into the Full Text Search Box and click on the “Titles” button to select that you want to do a title level search. Click “Search” to start your search. The results return on the titles tab and reveal Titles that contain the word encyclopedia.

2. To see results with encyclopedia in the article content, click on the Full Text tab at the top of the results window. The results will redisplay, and now relevant search results are displayed at a content level.
Filtering Search Results
The right side column navigation allows the user to filter by Subject, Affiliate, and Copyright Year. Each variation displays how many chapters or articles are available within the selection and allows for further narrowing at each level.

Advanced Search
The advanced search can be used to narrow searching quickly. Users may enter up to 3 search criteria and can choose from the following filtering methods:

- Full text
- Keyword
- ISBN/ISSN
- Title
- Author/Editor
- DOI

Dropdown boxes are available to search specific sources such as Books, Journals, or Teaching Cases. Functionality is also available to sort at the product level (IE. InfoSci-Books or InfoSci-Journals) as well as by specified Copyright Year.
Expert Search
The expert search is unique to IGI Global and offers a detailed search option for users. Begin a new search from the Expert tab of IGI Global’s gateway page by returning to www.igi-global.com/gateway or by clicking the “Return to Search” link on the search results page.

Weighted Matching
This new search type 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.
1. Enter the following search criteria for this example:
   a. Basic search – “technology”
   b. Words for Weighted Matching – “technology;90;information;10”

The results are weighted according to the criteria entered and are able to be filtered and refined.
Inflectional and Excluded Words in a Weighted Expert Search

Inflectional Words
Inflectional word search is a searching tool with a dictionary and thesaurus built into the search engine. The search automatically searches all forms and tense of the word(s) entered and offers synonyms in the search results.

Word to Exclude
This final search option allows users to enter words that should be excluded from search results.

Contact

Librarian Corner
IGI Global has built administrative tools to enhance the experience of library personnel so they can download their own COUNTER complaint usage statistics, Persistent URL’s, and MARC Records. To gain access to these features please register as a user, then e-mail eresources@igi-global.com so we can set up your access.

For More Information
Please contact IGI Global with any comments or questions:
eresources@igi-global.com