InfoSci® Platform

User Guide 2023

Fully Customizable e-Collections of Peer-Reviewed Research

IGI Global
PUBLISHER of TIMELY KNOWLEDGE

www.igi-global.com

InfoSci® Platform
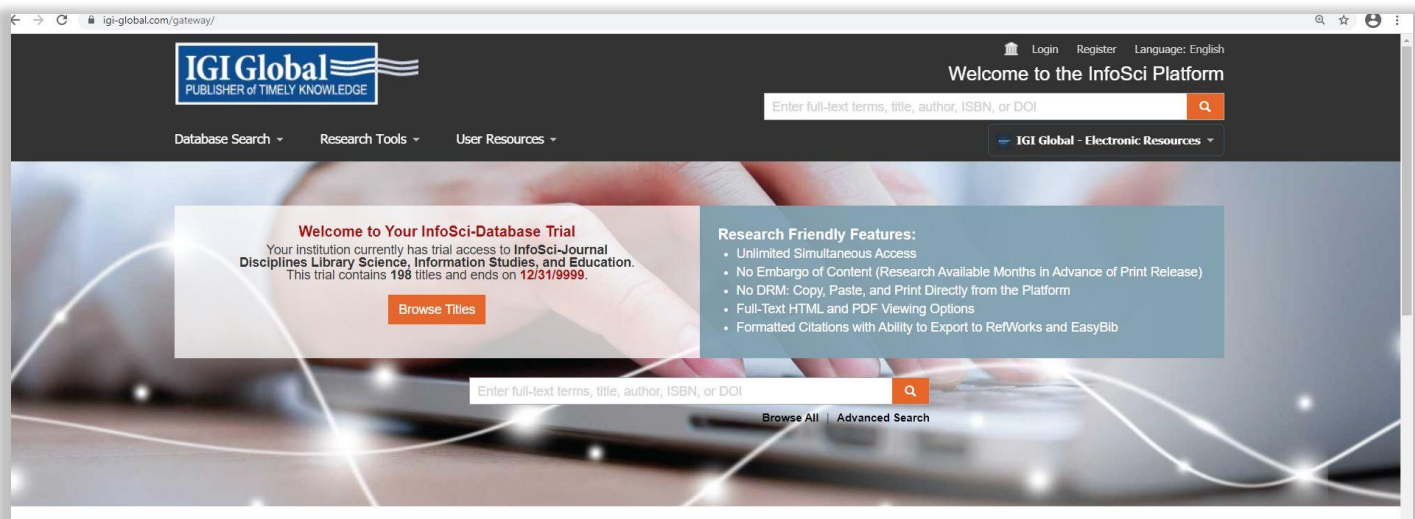
User Guide 2023
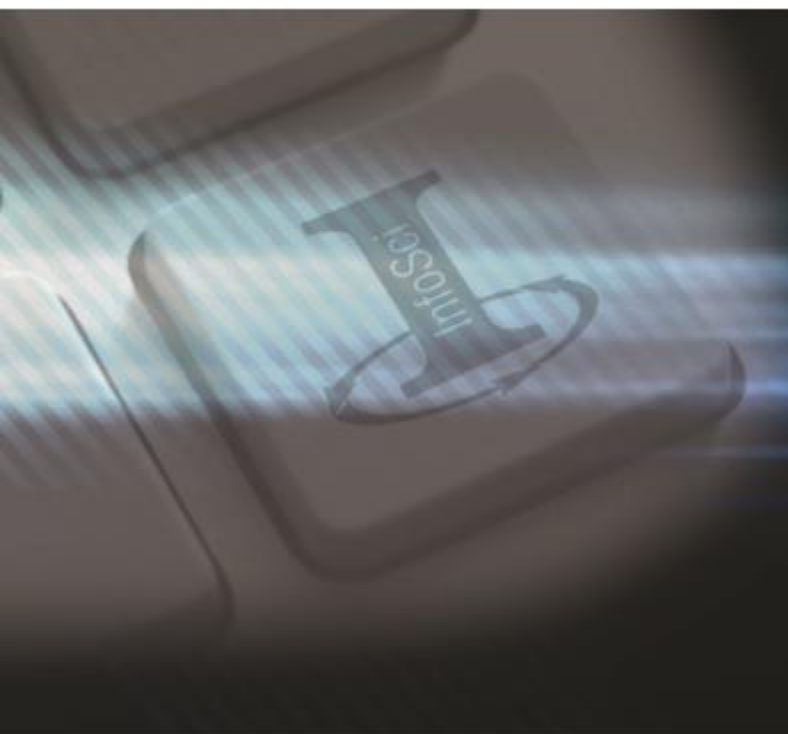
Getting Started:

Headquartered in Hershey, Pennsylvania, IGI Global is a leading international academic publisher committed to facilitating the discovery of pioneering research that enhances and expands the body of knowledge available to the research community. Working in close collaboration with expert researchers and professionals worldwide, IGI Global disseminates vetted, quality content within three fundamental academic subject areas, including Business & Management; Scientific, Technical & Medical (STM); and Education.

Celebrating over 35 years of publishing excellence, IGI Global boasts an ever-expanding portfolio of over 8,100 reference books, 175+ highly indexed journals, and a broad collection of e-Collections, hosting IGI Global's entire collection of advanced e-books and e-journals covering the most sought-after research concepts on one user-friendly, XML-powered platform. The InfoSci® Platform is one single, centralized, and personalized gateway for your institution. The InfoSci® Platform allows both on-campus and remote access.

This user guide is designed to assist you in utilizing the InfoSci® Platform while showcasing its features and benefits, which can be accessed at the following URL: www.igi-global.com/gateway.

Contents:

Customization

1. **Personalize the InfoSci® Platform**
The InfoSci® Platform allows for institution-specific customization. Librarians may add their institution's name, logo, and other additional personalization to the platform.

   Additional institution customization includes: Enabling "Your Copy" feature, which allows institution users to purchase print titles at a discounted price, including unowned or free titles in search results, managing authorized IP Addresses, and enabling subscriber links in Google Scholar search results.

   These edits can be made from the "Institution Settings" page found under the "Librarian Resources" dropdown.

   For further assistance, contact IGI Global's Digital Resources Team at eresources@igi-global.com.

Resources

There are several tools available for users on the InfoSci® Platform.

2. **Librarian Resources**
Contains librarian resources and tools such as title lists, COUNTER reports, MARC records, and persistent URLs. To gain access to these features, librarians must first create an account (in the top right) and register as a user, and then e-mail eresources@igi-global.com to request administrative access.

3. **Research Collections**
This section shows all the collections that your library has access to.
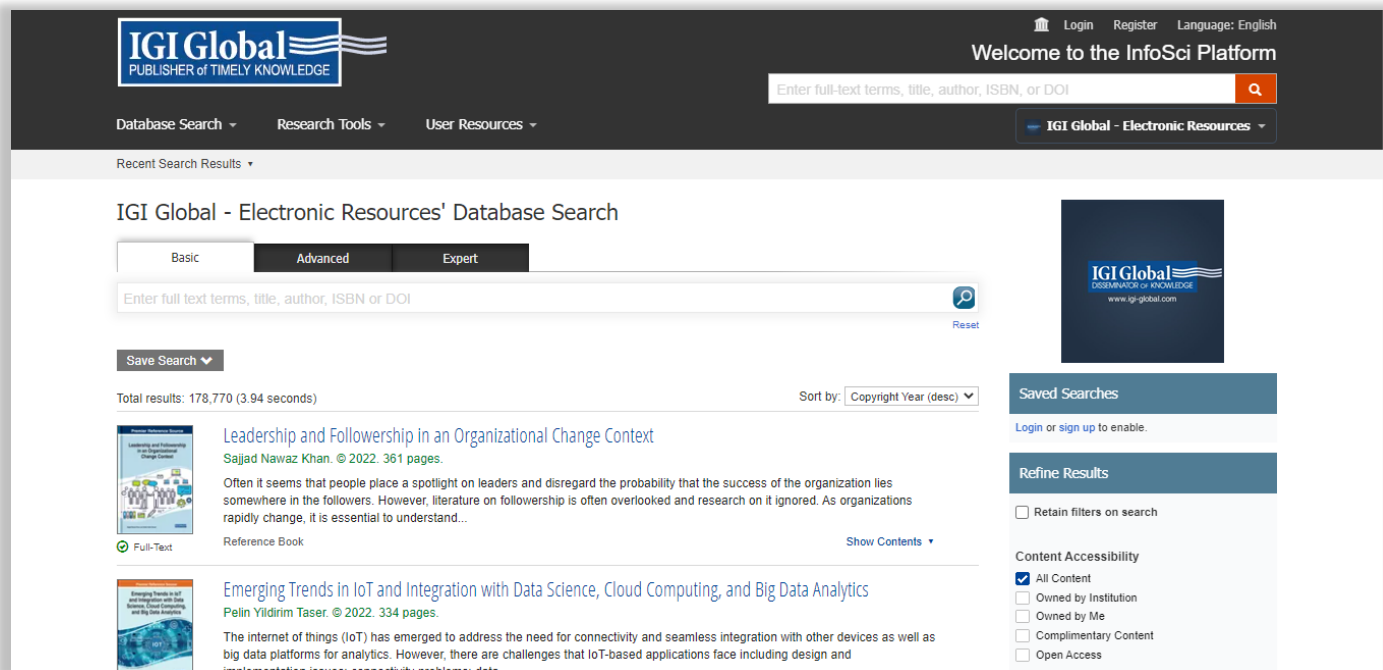
4. **Database Search**
Allows you to search the database with three options – Basic, Advanced, and Expert.

5. **Research Tools**
Contains Help, User Guide, and a list of the members of the Library Advisory Board (LAB).

6. **User Resources**
This section contains resources for platform users and is broken into three categories – Researchers, Authors, and Librarians.

Search Functionality

Under the "Database Search" dropdown menu, you will be able to select one of three search options.
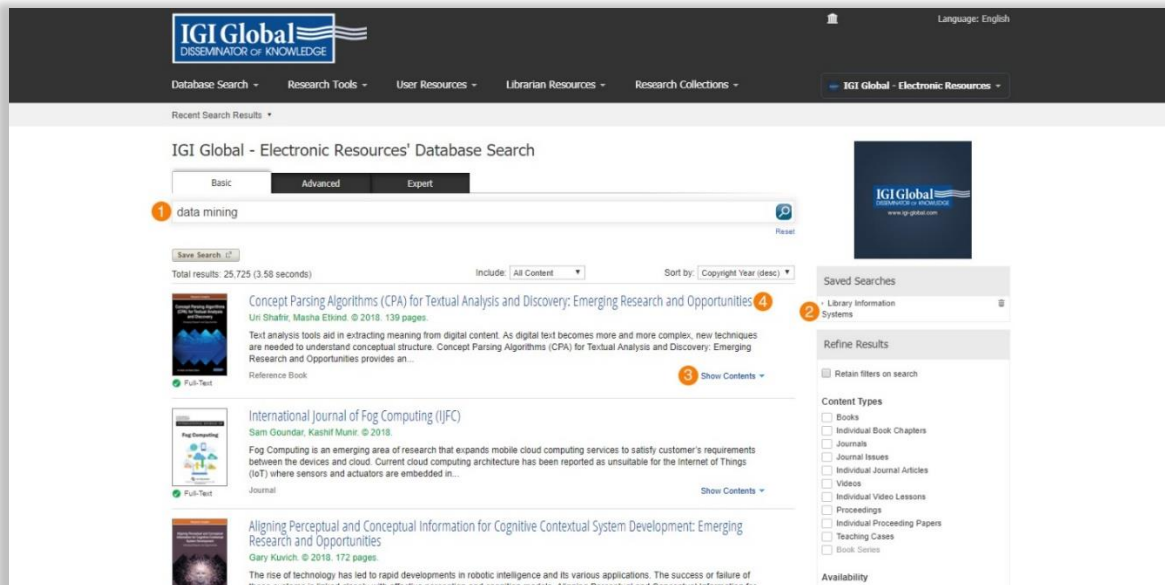
1. **Basic**

Basic Search allows you to search desired items and refine your results using the menu on the right. You can define your search by Content Type, Copyright Year, Subjects, and Categories.

2. **Advanced**

Advanced Search is used to quickly and easily narrow fields in your initial search. An advanced search allows you to search by Full Text, Title, Author, ISBN or ISSN, DOI, and Copyright Year.

3. **Expert**

Expert Search is unique to IGI Global and offers a detailed search option for users, allowing them to search with certain terms excluded, included, or weighted within the results. The Expert Search function also permits for the use of Boolean search terms.

Basic Search

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:

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

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 Topics. The **Refine Results** menu is based on your institution's holdings.

3. You are also able to sort your results by Relevancy, Title, and Copyright Year.

4. 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.

5. 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:

1. **Database** is typed into the **Full text** search box, **Smith** is typed into the **Author** search box, and the **Copyright** fields start from **2015** through **2018.**

2. You are then able to sort your results by Relevancy, Title, and Copyright Year.
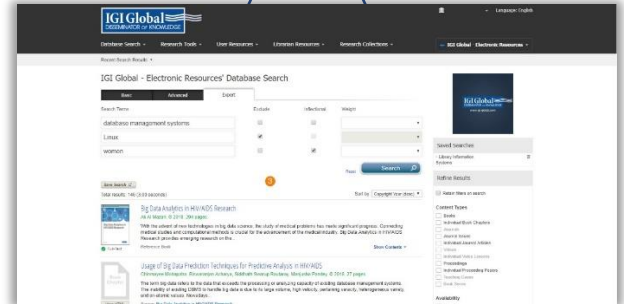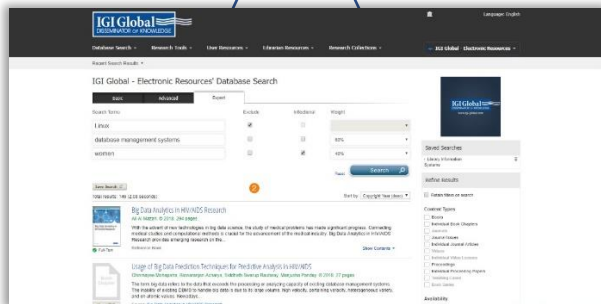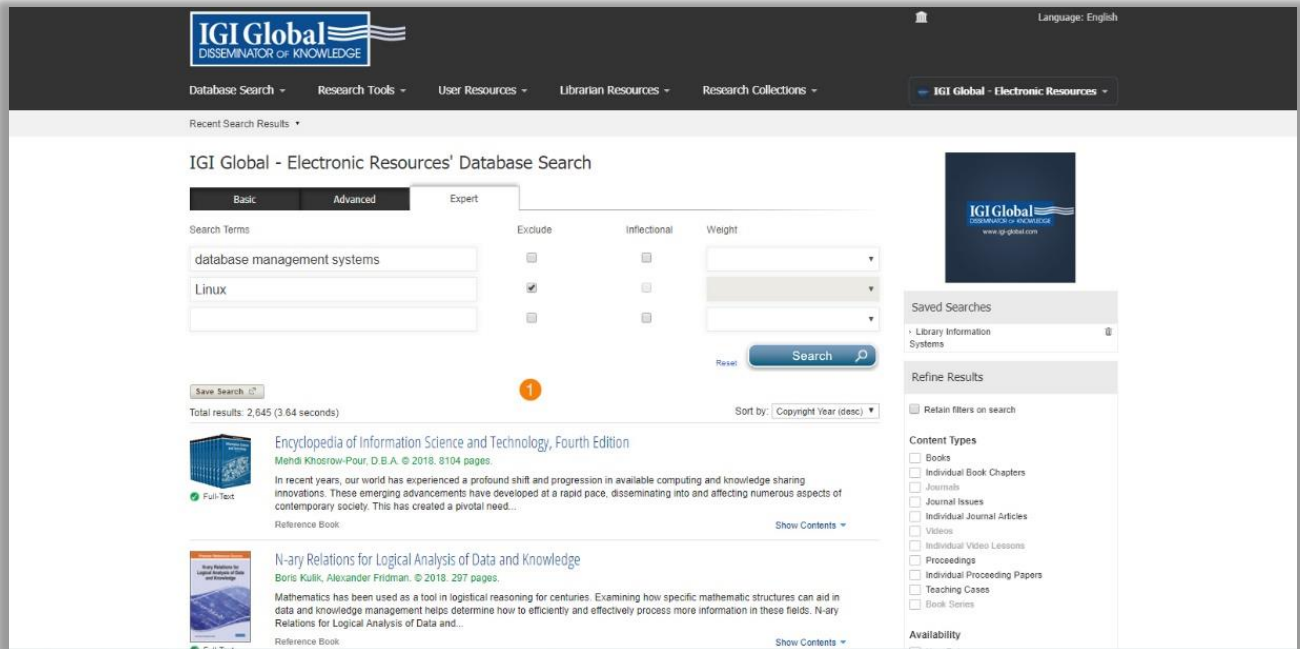
Expert Search

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.

Here are some Examples:

1. **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.

3. **Inflectional Words**: Inflectional word search is a searching tool with a dictionary and thesaurus built into the search engine. It automatically searches all forms and tenses of the word(s) entered and offers synonyms in the search results. The example above shows an inflectional search for the term **women**.
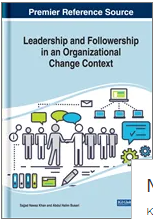
Book & Journal Features

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 "Full Text Search Items" feature applies to full book titles or journal issues only.

4. **Full Book/Journal Issue** Download – If your institution is an e-Collection customer, you are able to download the full book or journal issue when you are logged in and IP authenticated.

5. **Your Copy** – This option allows you to purchase the print title of an e-book owned by your institution through the IGI Global Online Bookstore at a 50% discounted price.

6. **Indices** – Easily and quickly see what indices a specific journal is included in.

7. **Reference Hub** – Allows you to see where the research contained within the journal has been cited.

Available Citations

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

The 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.

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

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. **My IGI Global Portal**: 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.
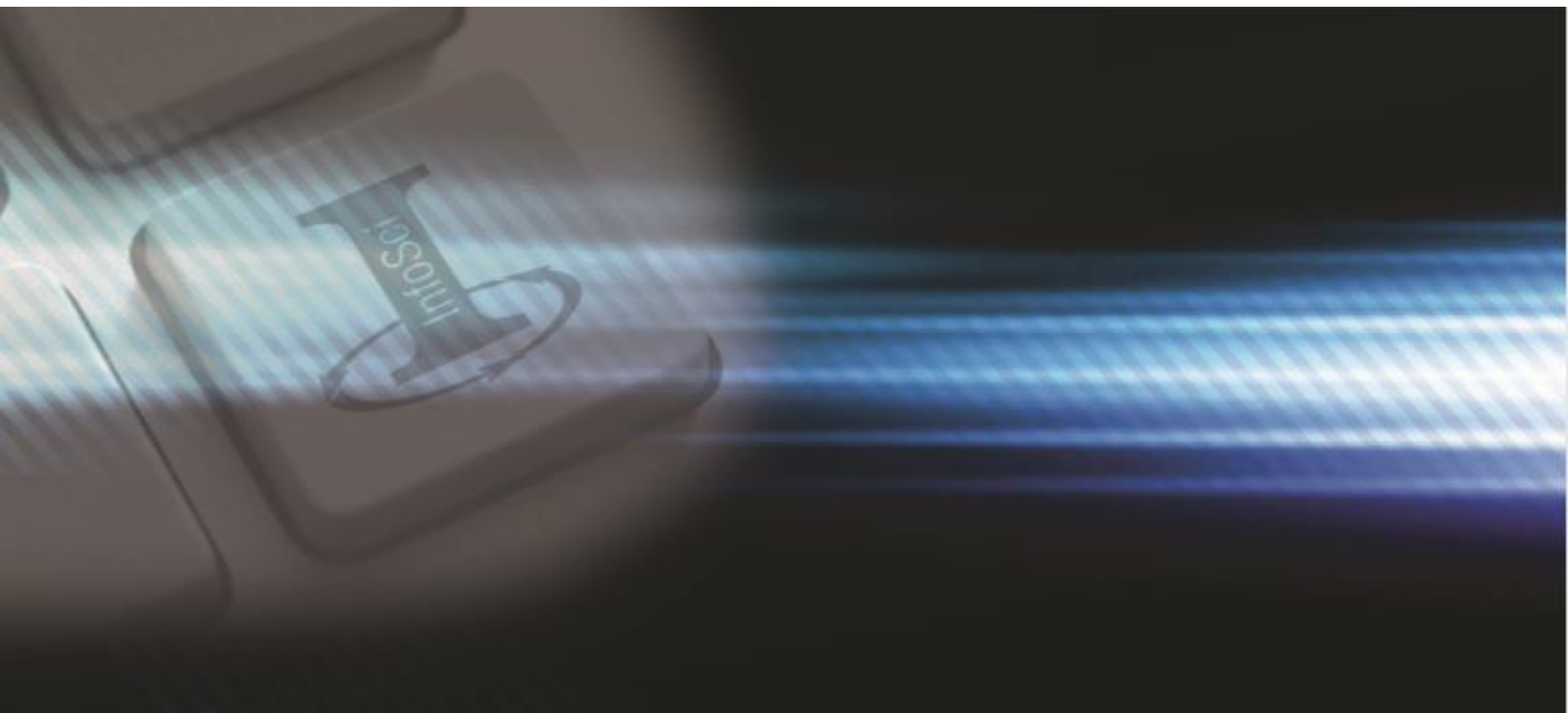
Need Assistance?

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

For any comments or questions, or for more information about e-Collections from IGI Global, please contact the IGI Global Digital 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