

1. [OPTIONS ON THE SA ePublications TOOLBAR](#)
  - 1.1. [SEARCH](#)
    - 1.1.1. [Options on SEARCH](#)
      - 1.1.1.1. [A B C D E F G H I J K L M N O P Q R S T U V W X Y Z](#)
      - 1.1.1.2. [Browse](#)
      - 1.1.1.3. [Categories](#)
    - 1.2. [ADVANCED SEARCH](#)
      - 1.2.1. [Options on ADVANCED SEARCH](#)
        - 1.2.1.1. [Browse](#)
        - 1.2.1.2. [Categories](#)
    - 1.3. [CONTENT PAGES](#)
      - 1.3.1. [Options on CONTENTS PAGES](#)
        - 1.3.1.1. [Browse](#)
        - 1.3.1.2. [Categories](#)
    - 1.4. [HELP](#)
    - 1.5. [EXIT](#)
  2. [HOW TO SEARCH](#)
    - 2.1. [Basic search](#)
    - 2.2. [Word index](#)
    - 2.3. [Phrase index](#)
    - 2.4. [Leading articles in a phrase index](#)
    - 2.5. [Examples per index](#)
    - 2.6. [Using operators](#)
    - 2.7. [Boolean operators](#)
    - 2.8. [History screen](#)
  3. [DISPLAY SCREENS](#)
    - 3.1. [Brief display screen](#) : example, sorting, paging and viewing, saving, unsaving, refining
    - 3.2. [Full display screen](#) : example, sorting, paging and viewing, saving, unsaving, refining
    - 3.3. [Full text screen](#) : paging and viewing
    - 3.4. [Saved records screen](#) : example, viewing, unsaving, e-mailing, printing

---

## 1. OPTIONS ON THE SA ePublications TOOLBAR



The toolbar above occurs on every screen of SA ePublications.

### 1.1. SEARCH

Use this option to do a search on the basic search screen.  
Enter words or phrases in the data entry boxes.

Select the indexes from the drop-down lists.  
 Set Boolean operators (AND/ OR/ NOT) from the drop down lists.  
 Select a publication from the drop-down list if you wish to search on a specific publication.  
 Else, search across all publications.  
 Click on the Search button.

### 1.1.1. Options on SEARCH

#### 1.1.1.1. A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Use this option to display the content pages of a publication.  
 Click on a letter of the alphabet.  
 Select a publication from the drop-down list.  
 Select a volume from the drop-down list.  
 Click the Search button.  
 The content pages of the selected publication and volume will be displayed on the screen.

#### 1.1.1.2. Browse

Use this option to:  
 verify that a word or phrase exists in a publication,  
 check the spelling or spelling variations of a word,  
 or see how many records in a publication contain the word.

Enter the word or phrase in the data-entry box.  
 Select an index from the drop-down box.  
 Select a publication from the drop-down list if you wish to browse on a specific publication.

Else, browse across all publications.

Click the Search button.

A word list, containing the number of times that the word or phrase occurs in the publication(s), will display.



<b>cultural</b> - 1	<b>curriculum</b> - 1
<b>culturaland</b> - 1	<b>custodial</b> - 2
<b>culture</b> - 4	<b>custodians</b> - 1
<b>cultures</b> - 1	<b>d</b> - 8
<b>cunningham</b> - 1	<b>da</b> - 2
<b>cured</b> - 1	<b>daily</b> - 4
<b>current</b> - 2	<b>danger</b> - 1
<b>currently</b> - 2	<b>dangerous</b> - 1
<b>curricula</b> - 1	<b>dangerousness</b> - 1



Click on the hotlink to search on the word or phrase.

The records will be displayed.

### 1.1.1.3. Categories

Use this option to display publications according to category.

Categories include: Business, Humanities, Science.

Select a publication by clicking on the hotlink.

The content page of the selected publication will be displayed.

## 1.2. ADVANCED SEARCH

Use this option to do an advanced search across all the databases or a selected database.

Select a specific database or all databases by clicking on the relevant hotlink.

The advanced search screen will be displayed.

### 1.2.1. Options on ADVANCED SEARCH

#### 1.2.1.1. [Browse](#)

#### 1.2.1.2. [Categories](#)

## [ ADVANCED SEARCH ]

[Browse](#) [Categories](#) [Term Finder](#)Search over **All Journals**[SA Journals \(full text only\)](#)  
[SA Journals \(abstracts only\)\(SAP\)](#)  
[SA Journals \(full text and abstracts\)](#)Select an **Individual Journal Title**[ACCORD: Africa Dialogue Monograph Series \(full text only\)](#)  
[ACCORD: African Journal on Conflict Resolution \(full text only\)](#)  
[ACCORD: Conflict Trends \(full text only\)](#)  
[ACCORD: Occasional Paper \(full text only\)](#)  
[Acta Criminologica \(full text only\)](#)

### 1.3. CONTENT PAGES

Use this option to display the content pages of a selected publication.

Select a publication from the drop-down list.

Select a volume from the drop-down list.

Click the Search button.

The content pages of the selected publication and volume will be displayed on the screen.

#### 1.3.1. Options on CONTENTS PAGES

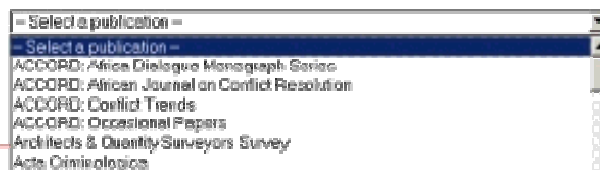
##### 1.3.1.1. [Browse](#)

##### 1.3.1.2. [Categories](#)

## [ CONTENT PAGES ]

[Browse](#) [Categories](#) [Term Finder](#)

Full text publications (for certain back issues, abstracts only are available):



### 1.4. HELP

Use this option to access this Help document.

### 1.5. EXIT

Use this option to log off from the system.

## 2. HOW TO SEARCH

## 2.1. Basic search

Enter words or phrases in the data-entry boxes.

Select the indexes from the drop-down lists.

Set the Boolean operators (AND/ OR/ NOT) from the drop-down lists.

Select a publication from the drop-down list if you wish to search on a specific publication.

Else, search across all publications.

Click on the Search button.

## 2.2. Word index

All, author, title, subject and source are word indexes. Word indexes allow users to enter any word(s) that may occur in that specific index. It is not necessary to enter the exact words with which the title, source, author or subject starts. See examples.

## 2.3. Phrase index

Article phrase, author phrase, subject phrase, and journal title phrase are phrase indexes. Phrase indexes allow users to enter the exact phrase (72 characters maximum), or enter up to the first 72 characters of the phrase, followed by a question mark, to retrieve all the records that start with those words.

As users seldom know the exact phrase, they should rather look up the exact phrase in the appropriate phrase index by using the Browse facility.

Enter the first few words of the phrase, to retrieve a list of all the phrases that start with those specific words.

## 2.4. Leading articles in a phrase index

The phrase index does not index the leading articles "a", "and", or "the".

In order to retrieve the article title, **the state, war, and the state of war**, enter **state, war, and the state of war** in the title phrase index.

Should you enter **the state, war, and the state of war** in the phrase index, the system will retrieve 0 hits.

In order to retrieve the title, **a new approach to risk management in the health-care domain**, enter **new approach to risk management in the health-care domain** in the title phrase index.

Should you enter **a new approach to risk management in the health-care domain** in the phrase index, the system will retrieve 0 hits.

## 2.5. Examples per index

### Keyword

Enter words from the journal title, article title, author and subject in this index.

Proximity operators (w and n) can be used in this index.

journal title, e.g. south african journal  
journal title, e.g. acta criminologica  
article title, e.g. theoretical explanations for parent  
article title, e.g. theoretical explanations parent abuse  
author, e.g. maree jg  
author, e.g. olivier k  
parent w abuse  
children n4 drugs  
child?  
parent abuse criminologica  
subject, e.g. information management

<p><b>Standard number</b></p> <p>Enter the standard number in this index.</p>	<p>10128093</p>
<p><b>Article title</b></p> <p>Enter words from the article title in this index. Proximity operators (w and n) can be used in this index.</p>	<p>theoretical explanations for parent abuse parent abuse parent w abuse parent n abuse</p>
<p><b>Article title phrase</b></p> <p>Enter words from the article title in this index. Enter the exact phrase (72 characters maximum), or enter up to the first 72 characters of the phrase, followed by a question mark, to retrieve all the records that start with that specific phrase. <b>Do not use the leading articles "a", "and", or "the" in this index.</b></p>	<p>theoretical explanations for parent abuse theoretical explanations for ?</p>
<p><b>Author</b></p> <p>Enter the initials and surnames from the author in this index. <b>Do not use the w or the n as initials</b> in this index. They are proximity operators and will cause search errors. Rather use the Author Phrase index to search for du preez n or erasmus w.</p>	<p>maree jg maree olivier k</p>
<p><b>Author phrase</b></p> <p>Enter the initials and surnames of the author in this index. Enter the exact phrase (72 characters maximum), or enter up to the first 72 characters of the phrase, followed by a question mark, to retrieve all the records that start with that specific phrase.</p>	<p>maree jg maree ? maree j? du preez n erasmus w</p>
<p><b>Journal title</b></p> <p>Enter words from the journal title in this index. Proximity operators (w and n) can be used in this index.</p>	<p>acta criminologica acta criminologica</p>
<p><b>Journal title phrase</b></p> <p>Enter words from the journal title in this index. Enter the exact phrase (72 characters maximum), or enter up to the first 72 characters of the phrase, followed by a question mark, to retrieve all the records that start with that specific phrase. <b>Do not use the leading articles "a", "and", or "the" in this index.</b></p>	<p>acta criminologica acta ? acta crimino? south african journal of ?</p>
<p><b>Subject</b></p> <p>Enter words from the subject in this index. Proximity operators (w and n) can be used in this index.</p>	<p>damage damage prevention</p>
<p><b>Subject phrase</b></p> <p>Enter words from the subject in this index. Enter the exact phrase (72 characters maximum), or enter up to the first 72 characters of the phrase, followed by a question mark, to retrieve all the records that start with that specific phrase. <b>Do not use the leading articles "a", "and", or "the" in this index</b></p>	<p>damage prevetion damage ?</p>

## 2.6. Using operators

<p><b>Plurals</b></p> <p>To specify a search for a term or the simple plural forms of a term (-s), type + at the end of a search term.</p>	<p><b>school+</b> to find records containing school or schools</p>
<p><b>Truncation</b></p> <p>Type a question mark after a root search term to specify that records found contain terms that begin with the root search term.</p>	<p><b>child?</b> to find records containing child, children, childlike</p>
<p><b>Wildcards</b></p> <p>Wildcards may be used within a word, to retrieve variant spellings. Replace a single character within a search term by typing a hash (#) between the characters of the search term.</p>	<p><b>wom#n</b> to find records containing woman, women</p>
<p><b>Proximity operators - with operator: w</b></p> <p>Proximity operators (w) can only be used in a word index. Proximity operators <b>will not work</b> in a phrase index. Type w between two search terms to specify that records found contain both terms, in the order typed, with no other words between them.</p>	<p><b>crime w prevention</b></p>
<p><b>Proximity operators - with operator: w</b></p> <p>Proximity operators (w) can only be used in a word index. Proximity operators <b>will not work</b> in a phrase index. Type w and a number (1-25) between two terms to specify that records found contain both terms, in the order typed, with no more than the specified number of words between them.</p>	<p><b>drug w4 abuse</b></p>
<p><b>Proximity operators - near operator: n</b></p> <p>Proximity operators (n) can only be used in a word index. Proximity operators <b>will not work</b> in a phrase index. Type n between two search terms to specify that records found contain both terms, in any order, with no other words between them.</p>	<p><b>online n searching</b></p>
<p><b>Proximity operators - near operator: n</b></p> <p>Proximity operators (n) can only be used in a word index. Proximity operators <b>will not work</b> in a phrase index. Type n and a number (1-25) between two terms to specify that records found contain both terms, in any order, with no more than the specified number of words between them.</p>	<p><b>children n4 drugs</b></p>

## 2.7. Boolean operators

<p><b>AND</b></p> <p>Type AND between two terms in a search to specify that records found contain both terms.</p>	<p><b>adult education and literacy</b> to find records containing adult, education and literacy with any number of words between</p>
---	--

<p>If you type two search terms with only a space between them, the system will process the search as if and were between them.</p>	<p>them.</p> <p><b>adult education</b></p>
<p><b>OR</b></p> <p>Type OR between two terms in a search to specify that records found contain either of the terms. You can use OR only once or twice in a search.</p> <p>When using the Boolean operator OR between search terms, put each search term in parentheses ( )</p>	<p><b>(dog) or (canine)</b> to find records containing either dog or canine</p>
<p><b>NOT</b></p> <p>Type NOT between two terms in a search to specify that records found contain the first term but not the second.</p> <p>When using the Boolean operator NOT between search terms, put each search term in parentheses ( )</p>	<p><b>(pets) not (dogs)</b> to find records containing pets, excluding records containing dogs</p>
<p>It is essential when using more than one type of Boolean operator in a search, to use parentheses ( ) around each search term as well as around each group of search terms</p>	<p><b>((management) or (administration)) and ((african journal on conflict resolution) or (acta criminologica)) not ((moolman) or (van zyl))</b></p>

## 2.8. History screen

**Summary**  
4 Searches  
in  
4 Databases

**History**

Search for records in  of the checked searches

Search	Database	Search Query	Results
<input type="checkbox"/>	Ecquid Novi	so: 22 1	7
<input type="checkbox"/>	SA ePublications	kw: internet	5
<input type="checkbox"/>	South African Journal of Information Management	ti: management	2
<input type="checkbox"/>	South African Journal of Chemistry	au: Markovic	2

All searches are stored for the duration of the session.  
You can recall a previous search or combine two or more previous searches to form a new search.  
Click on the History link in the top right-hand corner.  
All previous searches and the number of hits for these searches will be displayed.

Click on the hotlink if you want to repeat a single search.  
If you want to combine previous searches, check the check boxes next to the relevant searches.  
Select ANY or ALL from the drop down list to combine the searches.  
The result of an ANY combination will provide a combined result list of all records. (Boolean OR).  
The result of an ALL combination will provide a combined result list of only those records common to the two searches. (Boolean AND).  
Click on the Go button.

History is cleared when you log off.



---

## 3. DISPLAY SCREENS

### 3.1. Brief display screen

When you enter a search, the result appears as a record list in sets of 10 records in the brief display format. Records are displayed in order of input. The records most recently added will display first.

#### Example of a record on the brief screen



The screenshot shows the SRA Publications search results page. The header includes the SRA Publications logo and navigation links: SEARCH, DATABASES, PUBLICATIONS, HELP, and EXIT. Below the header, there are links for History and Saved-Records. The search results section displays "Search Results: 9 Hits [ refine ] [ sort ]" and "Records: 1 - 9" with a "save all" button. Three records are listed, each with a checkbox for saving:

1. [Editorial Announcement: SACJ to go Online](#)   
Authors: Casey, L.; Published: 2001  
From: South African Computer Journal, Issue 27, Aug, Pages: p.1
2. [A New Approach to Risk Management in the Health-care Domain](#)   
Authors: Smith, E.; Eloff, J.H.P.; Published: 2001  
From: South African Computer Journal, Issue 27, Aug, Pages: p.2-11
3. [A Taxonomy of Algorithms for Constructing Minimal Acyclic Deterministic Finite Automata](#)   
Authors: Watson, B.W.; Published: 2001  
From: South African Computer Journal, Issue 27, Aug, Pages: p.12-17

#### Sorting the records on the brief screen

The sort option allows you to sort the search results in a specific order. Click on the Sort link. Indexes available for sorting are database dependent. Select an index from the drop down list. Select the sort order (ascending or descending) and click on the Go button. A sorted result list will be displayed.

#### Paging and viewing the records on the brief screen

Jump to the next set in the result list by clicking on the next set number, e.g. Jump to: 1 11 21 31 41 51 ... 121. Click on the previous set number to go back in the result list.

#### Saving records on the brief screen

Records are saved for the purposes of printing or e-mailing.

Click on the check box to the right of the record to save it as record. Click on the Save all button to save all 10 records on a page.

#### Unsaving records on the brief screen

Click on the checked check box to unsave a single record.

#### Refining the search results from the brief screen

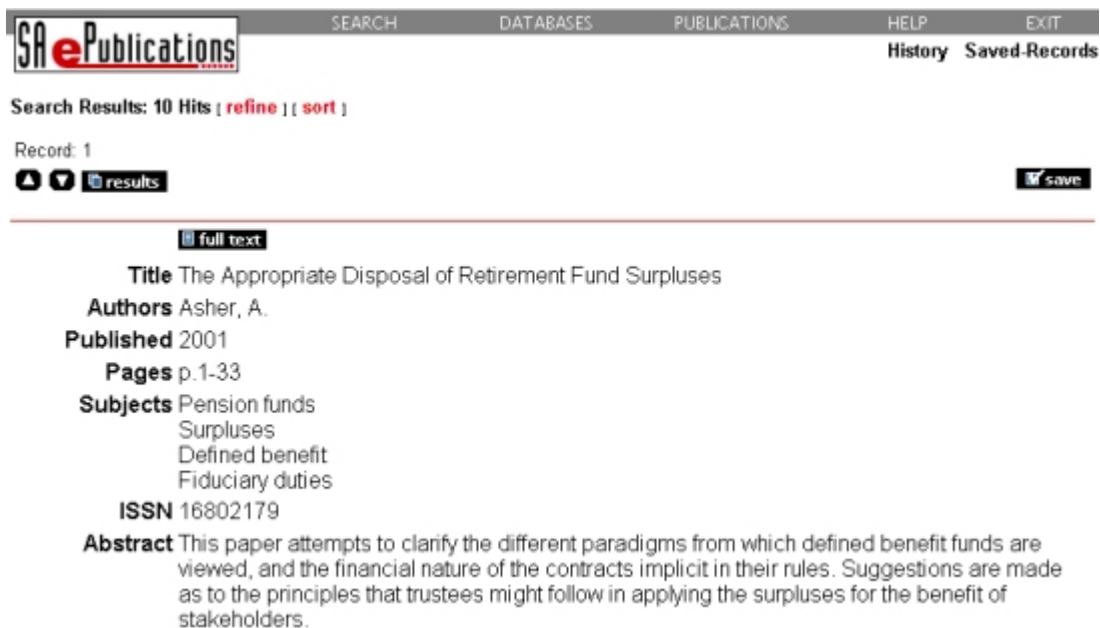
The refine option allows you to narrow your search by adding additional words, or phrases, or limits. Please note that it re-executes the search to produce a new result and does not refine the existing results.



Click on the Refine link on the brief display screen.  
 Add additional words or limits.  
 Click on the Search button.

### 3.2. Full display screen

#### Example of a record on the full screen



#### Sorting the records on the full screen

The sort option allows you to sort the search results in a specific order.  
 Click on the Sort link.  
 Indexes available for sorting are database dependent.  
 Select an index from the drop-down list.  
 Select the sort order (ascending or descending) and click on the Go button.  
 The sorted records will be displayed on the brief-display screen.

#### Paging and viewing records on the full display

Click on the title hotlink to view a record in full display.  
 Use the arrow buttons to view records from a point backwards or onwards.  
 Click on the Results button to return to your result list.

#### Saving records on the full screen

Records are saved for the purposes of printing or e-mailing.

If you have not saved the record on the brief screen, a Save button will be displayed in the top right-hand corner. Click on the Save button to save the record.

The Save button will change to an Unsave button that will allow you to unsave the record.

If you have saved a record on the brief screen, an Unsave button will be displayed in the top right-hand corner. Click on the Unsave button to unsave the record.

The Unsave button will change to a Save button that will allow you to save the record.

### Unsaving records on the full screen

Click on the Unsave button to unsave a single record.

### Refining the search results from the full screen

The refine option allows you to narrow your search by adding additional words, or phrases, or limits.

Please note that it re-executes the search to produce a new result, and does not refine the existing results.

Click on the Refine link on the full display screen.

Add additional words or limits.

Click on the Search button.

### 3.3. Full text screen

**Full-text records cannot be saved.**

**Full-text records can only be viewed or printed.**

### Paging and viewing the fulltext

Click on the Fulltext button on the full display of a record.

The Adobe Acrobat Viewer software opens.

The fulltext record is displayed in the Adobe Acrobat Viewer.

Use the arrow buttons at the bottom of the Adobe Acrobat Viewer to page.

### 3.4. Saved records screen

Records are saved for the purposes of printing or e-mailing.

### Example of a record on the saved records screen

SAePublications SEARCH DATABASES PUBLICATIONS HELP EXIT  
History Saved-Records

**1 Record Currently Saved**

1. Saved Record from Search: kv: (animal)

Title: Assessing the profitability of using animal traction  
under smallholder farming conditions

Authors: Simalenga, T.E.  
Jongisa, L.L.

Published: 2000

Pages: p.1-9

Subjects: Natural resources  
Agriculture  
Animal traction  
Profitability  
Profitability assessments  
Smallholder farming

### Viewing records on the saved records screen

Click on the Saved Records link in the top right-hand corner.

The number of records currently saved will be displayed, followed by all the records you have saved on either the brief or the full-display screen.

Records will be displayed in the same format as on the full-display screen.

### **Unsaving records on the saved records screen**

Click in the check box to the left of the record to unsave a single record.  
Click on the Unsave all button to unsave all 10 records on a page.

### **E-mailing records on the saved records screen**

Saved records can now be e-mailed by clicking on the E-mail button.  
Complete all the e-mail fields.  
Remember to use a full Internet e-mail address.  
Any record in the list may still be unsaved before sending the e-mail.  
Click on the checked check box to the left of the record to unsave it.  
Click on the Go button to submit the e-mail.

### **Printing records on the saved records screen**

Saved records will be displayed in the same format as on the full-display screen.  
Click anywhere on the screen to select this page for printing.  
Use your Internet browser's Print button to print the saved records.