

Handbook for Online Database

Your Guide to Exploring the
Information



Table of Contents

Welcome

Purpose of Manual	03
-------------------	----

01

Emerald Insight	05
------------------------	----

Guide to Emerald Insight	09
--------------------------	----

02

JSTOR	10
--------------	----

Guide to JSTOR	12
----------------	----

03

Science Direct	13
-----------------------	----

Guide to Science Direct	15
-------------------------	----

04

IEEE XPLORE	16
--------------------	----

Guide to IEEE XPLORE	18
----------------------	----

05

ZLibrary	19
-----------------	----

Guide to ZLibrary	24
-------------------	----

06

ProQuest	19
-----------------	----

Guide to ProQuest	24
-------------------	----

07

UPustaka	25
-----------------	----

Guide to UPustaka	27
-------------------	----

Table of Contents

08

iGPublishing

28

Guide to iGPublishing

32

HOW TO ACCESS ONLINE DATABASE ?

Online databases are used to provide access to a wide range of academic resources such as journal articles, eBooks, research papers, and reports. These resources are made available by the Library to support students in their studies, research, and assignments. This guide is designed to help users understand how login procedures are carried out, how searches can be performed effectively, and how the main features of each online database are used.

Several online databases are provided by the Library for students to use in their research and information gathering, including:

- Emerald Insight
- ProQuest
- ZLibrary
- ScienceDirect
- IEEE Xplore
- JSTOR
- U-Pustaka
- iGPublishing

It should be noted that access under the institution's subscription is currently limited to **Emerald Insight and iGPublishing** only. Other databases may be accessed through their ****open access content****, which can be used to obtain freely available journals and articles.

Important Note



While this Library User Guide provides important information, it does not serve as a formal policy or contractual agreement between the library and its users. If you require further assistance or if there is any matter beyond the scope of this manual, please contact the Library Department.

Address **Level 1, Unit 1B-1**

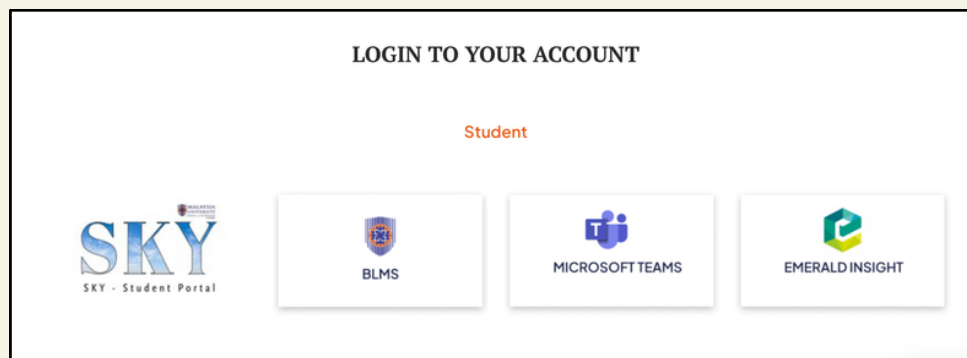
Email **nabilah@must.edu.my**
library@must.edu.my



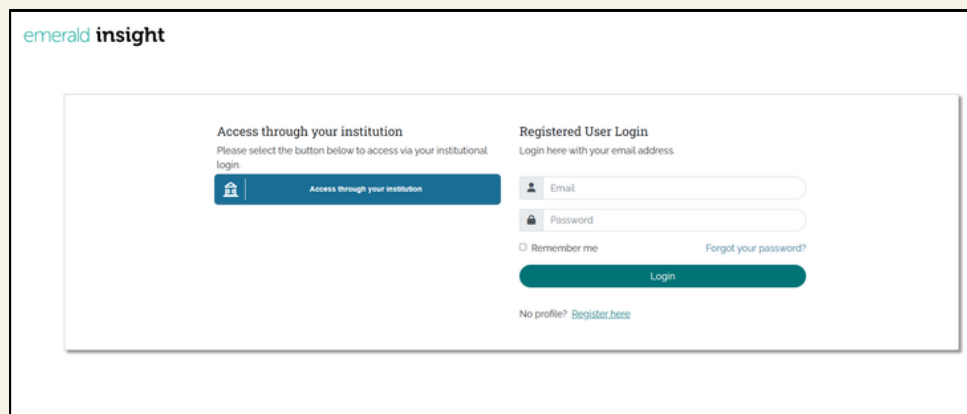
01

Emerald Insight

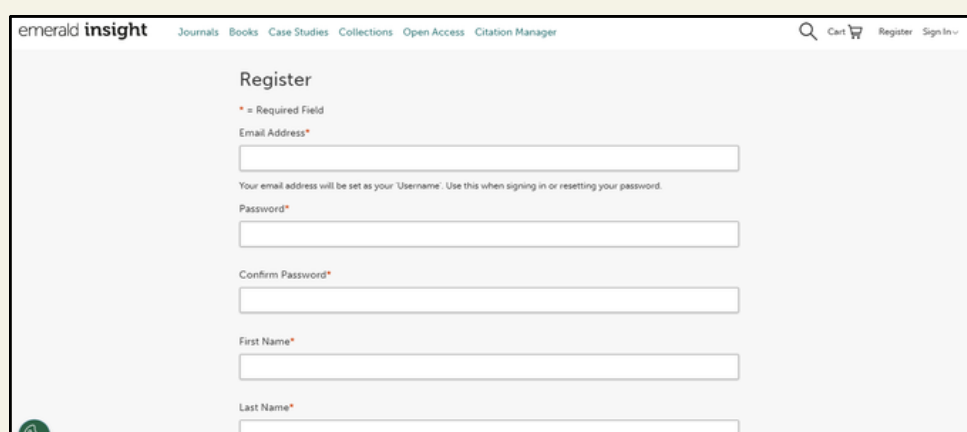
1.0 How To Use Emerald Insight



- Go to the MUST Website and click on the Emerald Insight Logo.



- Click Register Here to create an account.



- After that, register your Emerald Profile to access the website.
- Provide details needed to Register Emerald Profile.
- Name
- Email Address (Please use your institutional email address when registering for an Emerald Insight account).

1.0 How To Use Emerald Insight

☐ Yes, I'm happy for you to send me marketing communications to the personal email address I have provided (optional)

Where you are interacting with us in a professional capacity we will contact you by email about Emerald products and services that we think you may be interested in. If you are interacting with us in your personal capacity, please indicate above whether or not you are happy for us to contact you in this way.

You can read the full information about how we use personal data in our [Privacy Notice](#). You can simply click the 'unsubscribe' link in any marketing email you receive from us if you don't want to receive them.

☐ I'm not a robot 

[Register](#)

- User also click Tick if want to receive any marketing communication to your email from Emerald Insight.
- After entering your details, click Tick on “ I’m not a robot”.
- Then click Register button to finish Sign Up.

Activate your Emerald Profile

Activate your Emerald Profile

Thank you for creating a new Emerald profile. Please click the button below to set your password and activate your profile.

[Activate Profile](#)

If you have any issues during the registration process, please reach out to our support team at support@emerald.com. If you have trouble clicking the button above, try [this link](#) in your browser to activate your profile.

Kind regards

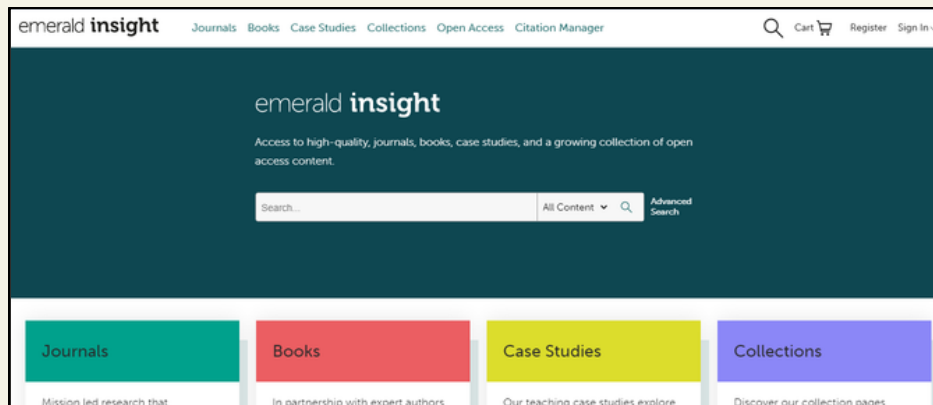
Emerald Publishing
emeraldgroupublishing.com

Contact us: If you have any questions regarding this email or need further support, please contact: support@emerald.com

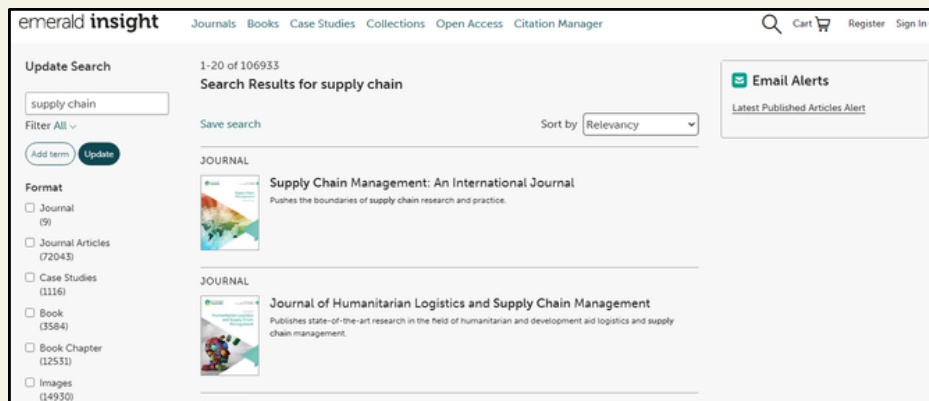
© Emerald Publishing Limited
Registered Office: Floor 5, Northspring, 21-23 Wellington Street, Leeds, England, LS1 4DL
Registered in England No. 3080506, VAT No. GB 665 3593 06

- Then, you will receive an e-mail for account activation and click the activation link.
- After assigning a password, click Continue.
- After complete registering, please email your institutional email address to the librarian to be added under our university’s account.
- Our university’s subscription includes the following subject areas:
 - Information and Knowledge Management
 - Operations, Logistics and Quality
 - Business, Management and Strategy
 - Accounting, Finance and Economics

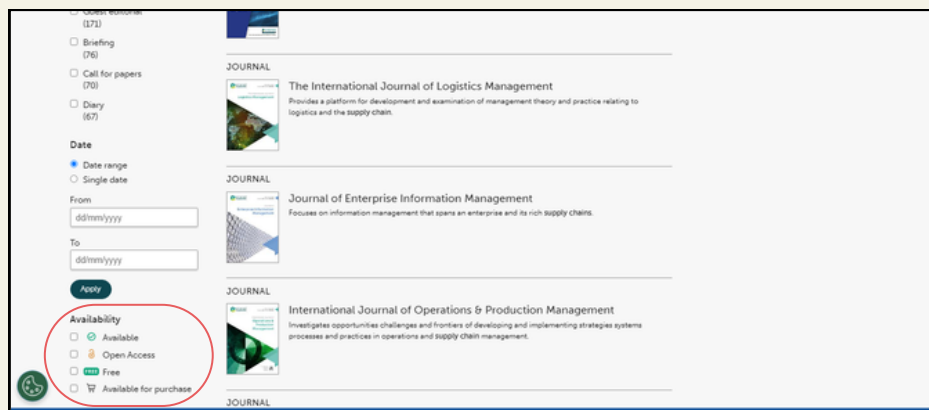
1.0 How To Use Emerald Insight



- User can enter a Keyword in the search bar.

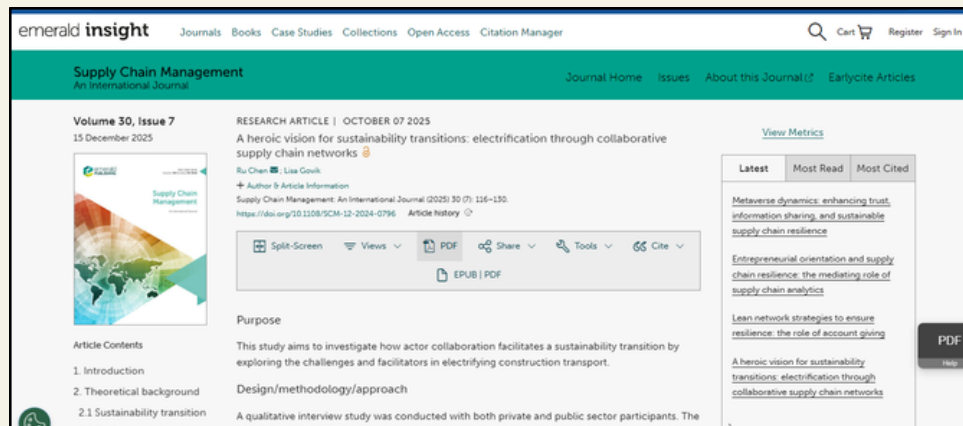


- After that, the results will be shown based on the keywords entered.



- After that, user need to go below of the side panel to filter the result.
- Result can be streamlined to "Available" and "Open Access" only.
- Use the Abstract to decide on a suitable article.

1.0 How To Use Emerald Insight



- User can choose any article that suit with their preferences and click on 'PDF' to download the article.



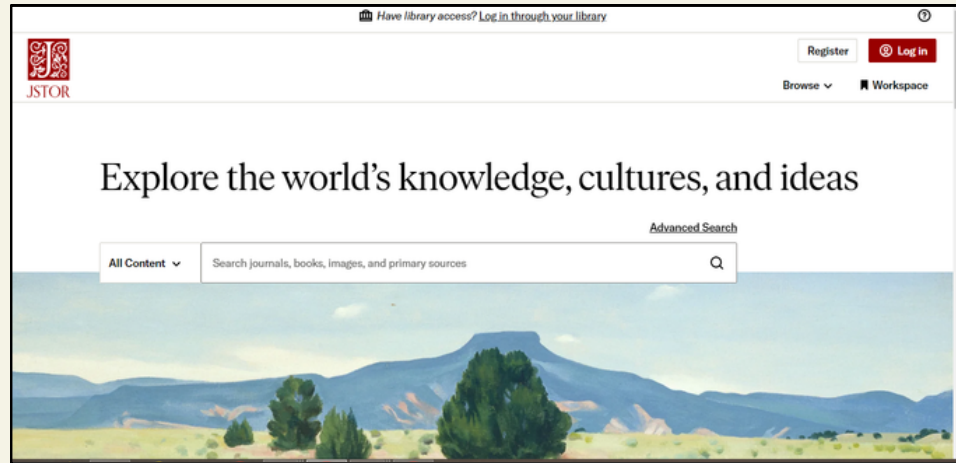
- Example of downloaded article journal.



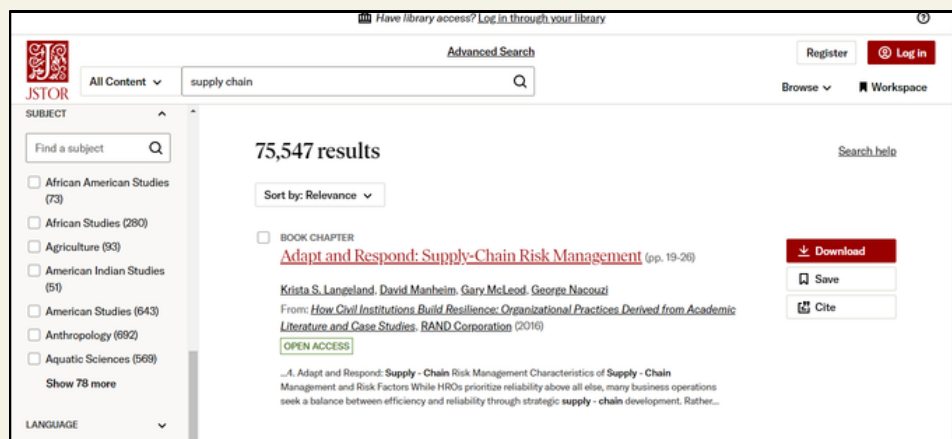
02

JSTOR

2.0 How To Use JSTOR

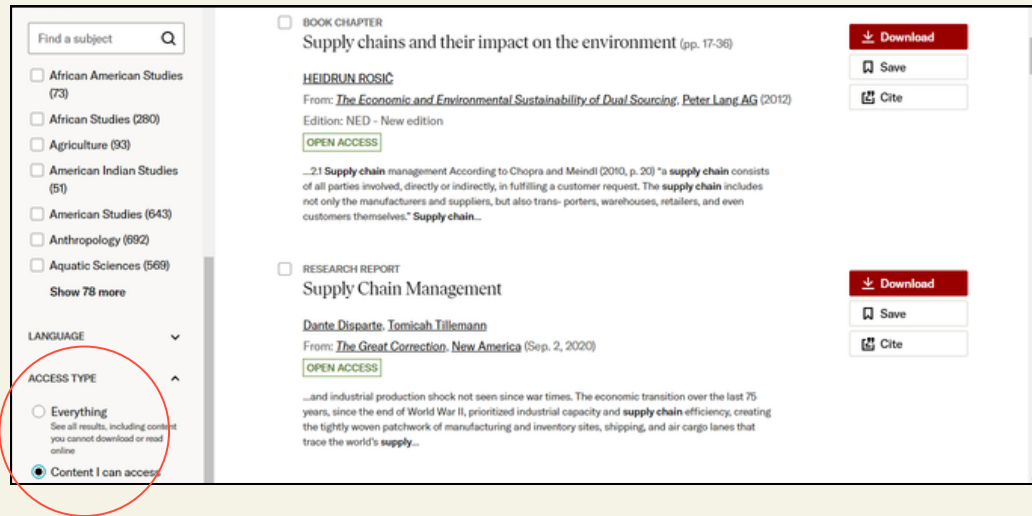


- Users are not required to sign up or register an account for these online databases.
- The search box can be used directly based on the entered keywords.

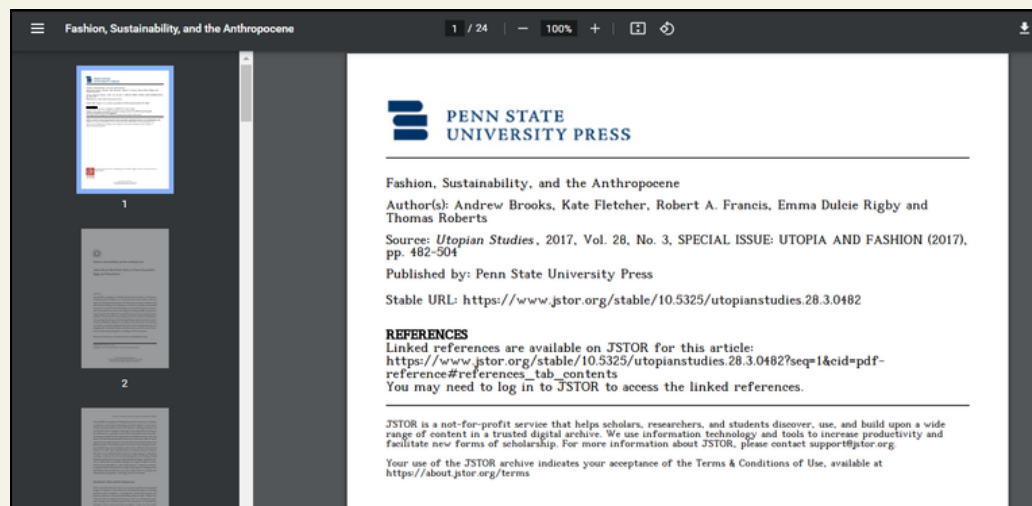


- After that, the results will be shown based on the keywords entered.

2.0 How To Use JSTOR



- After that, user need to go below of the side panel for 'Access Type' to filter the result.
- Result can be streamlined to 'Open Access' only.
- Use the Abstract to decide on a suitable article.
- On the right side, download the article in PDF format if needed.



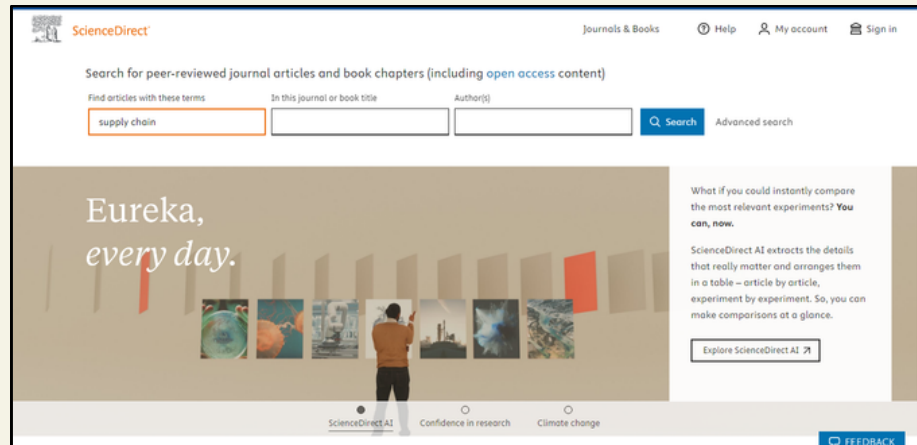
- Example of downloaded article

03

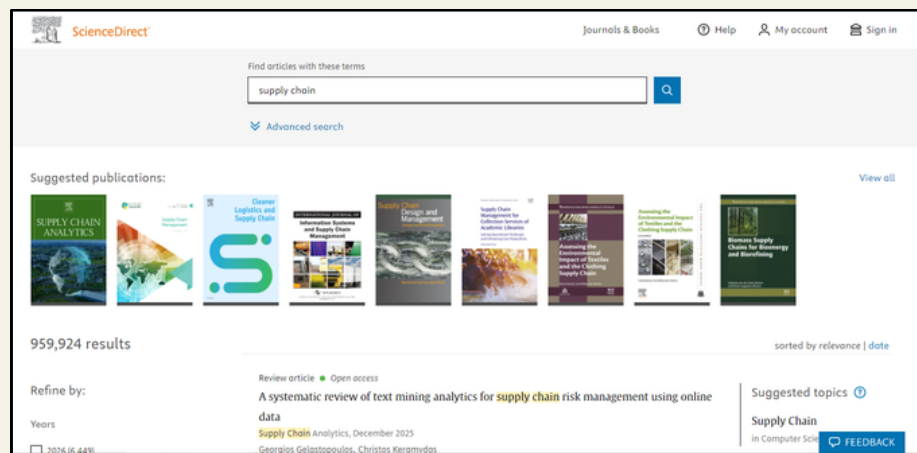
Science Direct



3.0 How To Use Science Direct

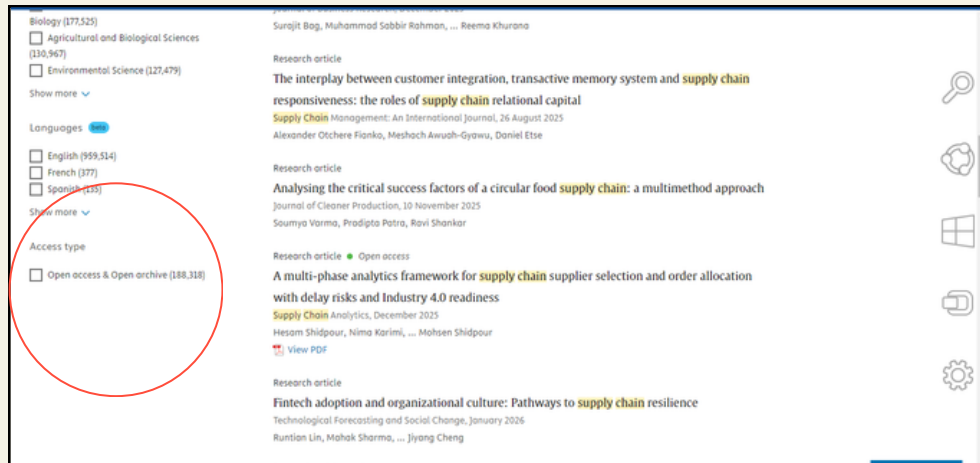


- Users are not required to sign up or register an account for these online databases.
- The search box can be used directly based on the entered keywords.



- After that, the results will be shown based on the keywords entered.

3.0 How To Use Science Direct



- After that, user need to go below of the side panel for 'Access Type' to filter the result.
- Result can be streamlined to 'Open Access' only.
- Use the Abstract to decide on a suitable article.
- On the below of the abstract, download the article in PDF format if needed.



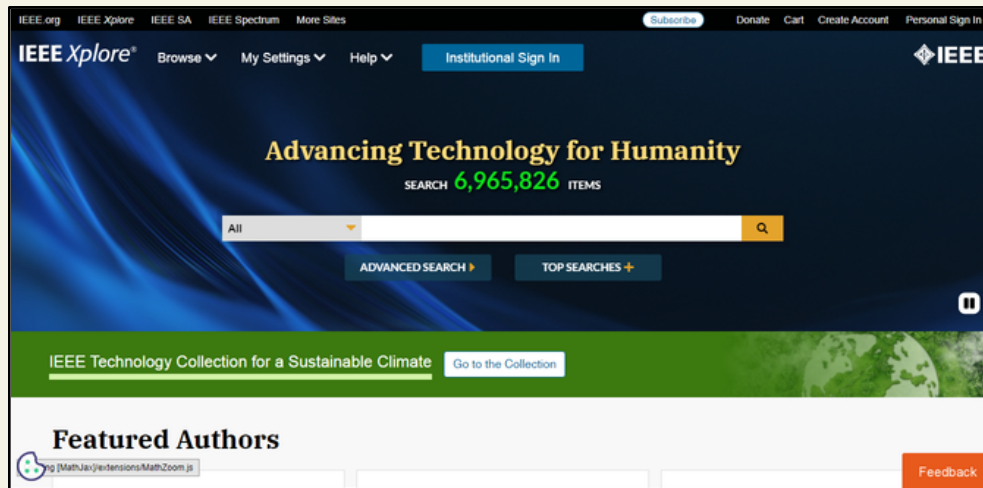
- Example of downloaded article

04

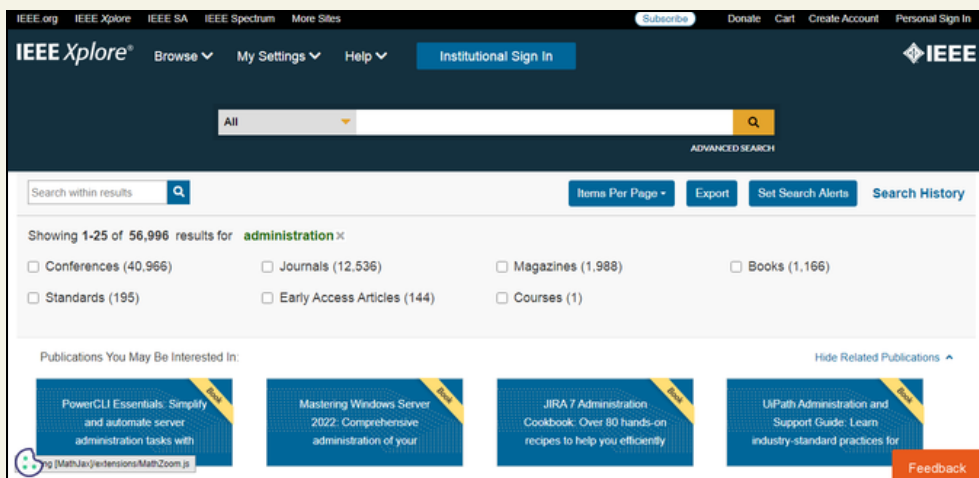
IEEE Xplore



4.0 How To Use IEEE Xplore

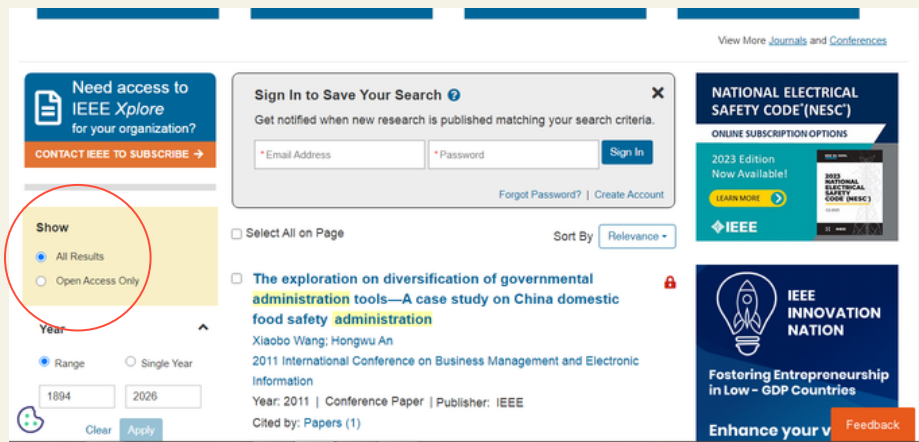


- Users are not required to sign up or register an account for these online databases.
- The search box can be used directly based on the entered keywords.



- After that, the results will be shown based on the keywords entered.

4.0 How To Use IEEE Xplore



- After that, user need to go below of the side panel to filter the result.
- Result can be streamlined to 'Open Access' only.
- Use the Abstract to decide on a suitable article.
- On the below of the abstract, click Adobe logo to download the article in PDF format if needed.



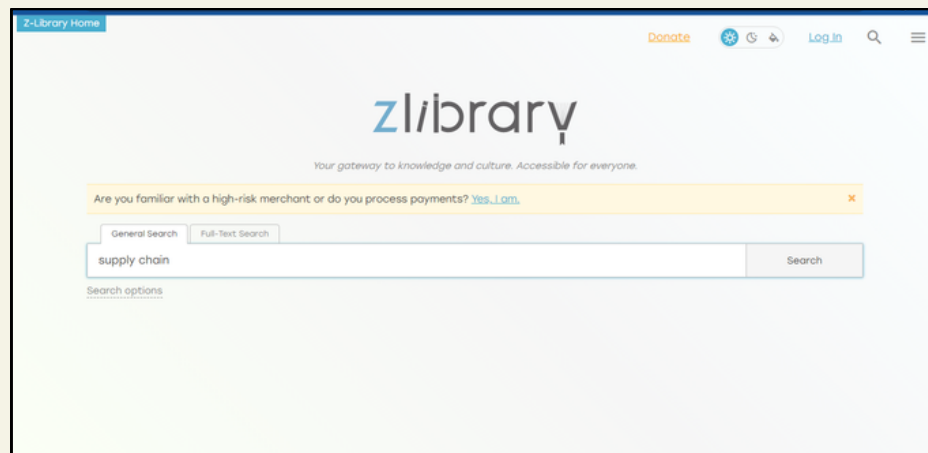
- Example of downloaded article

05

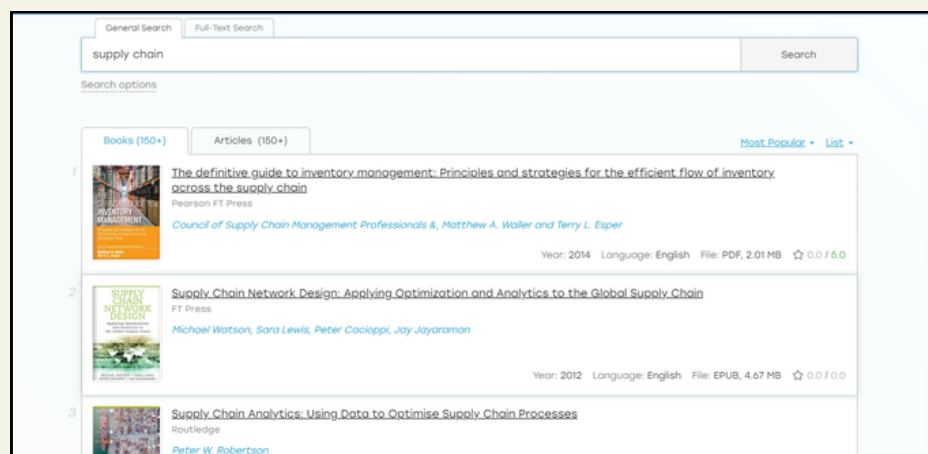
ZLibrary



5.0 How To Use ZLibrary

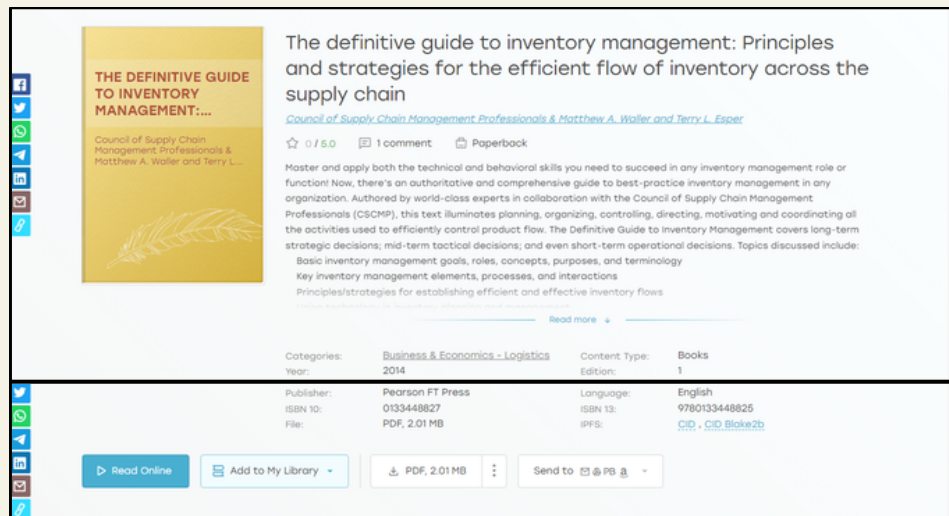


- Users are not required to sign up or register an account for these online databases.
- The search box can be used directly based on the entered keywords.

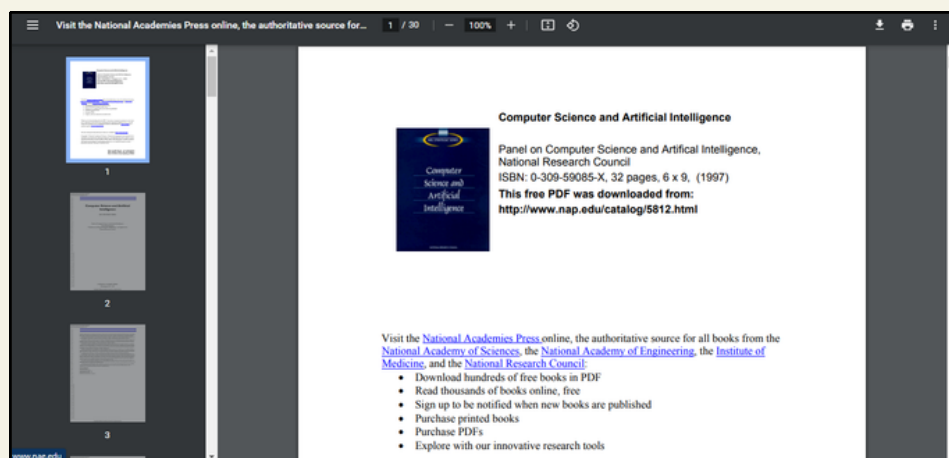


- After that, the results will be shown based on the keywords entered.

5.0 How To Use ZLibrary



- After that, the description and synopsis of the book can be read by the user.
- Below the synopsis, the 'PDF' button can be clicked to download the book in PDF format if needed.



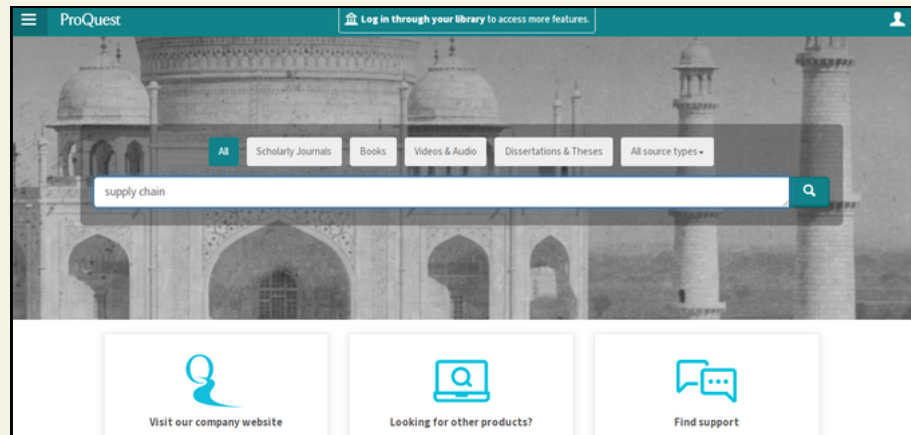
- Example of downloaded e-book



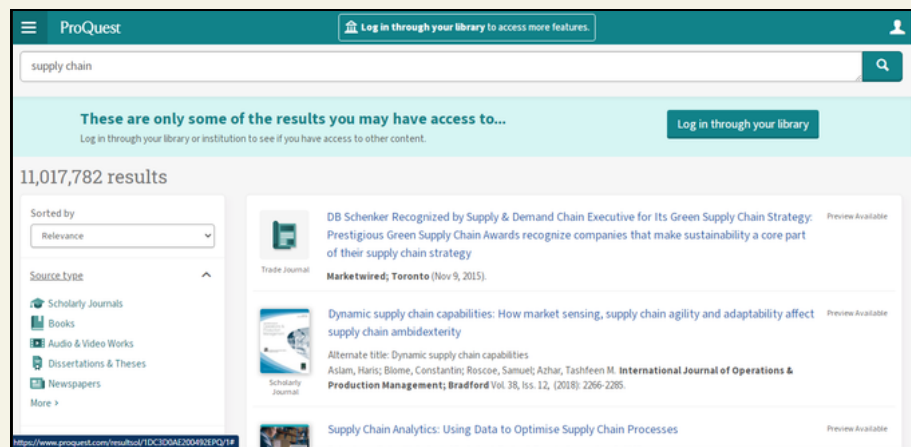
06

PROQUEST

6.0 How To Use ProQuest



- Users are not required to sign up or register an account for these online databases.
- The search box can be used directly based on the entered keywords.



- After that, the results will be shown based on the keywords entered.
- Result can be streamlined to 'Full Text' only

6.0 How To Use ProQuest



- Use the Abstract to decide on a suitable article.
- On the side of the abstract, click 'PDF' to download the article in PDF format if needed.



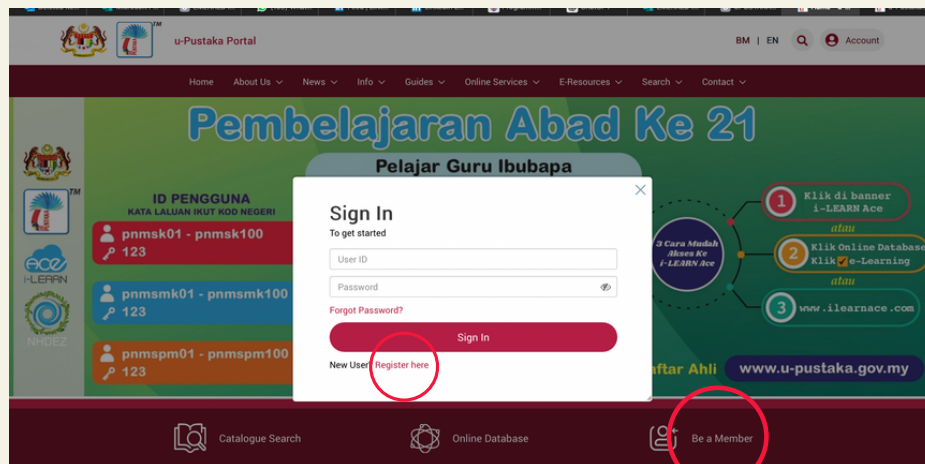
- Example of downloaded article.



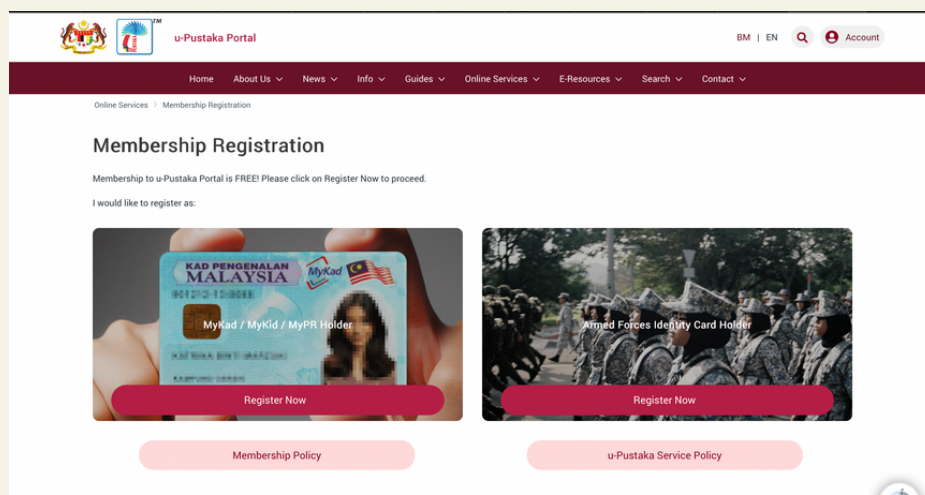
07

u-PUSTAKA

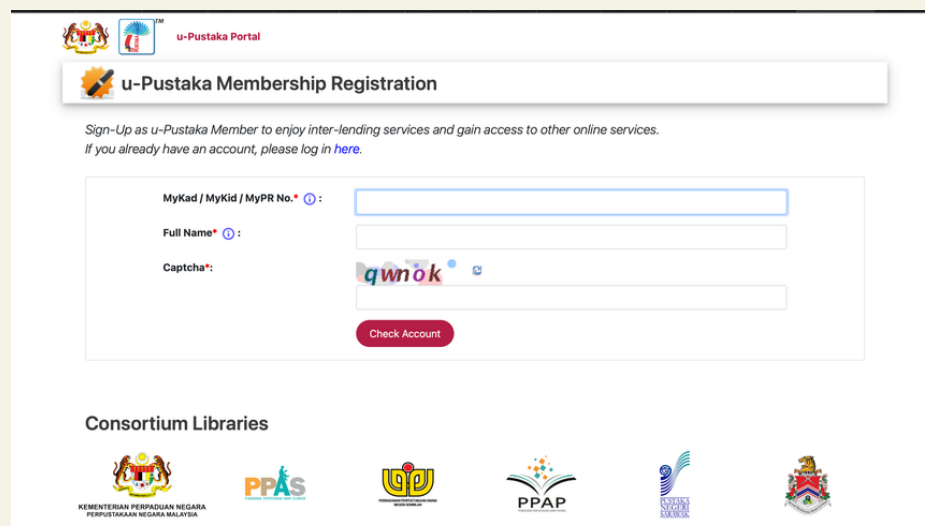
7.0 How to Use U-PUSTAKA



- Click on “Be a Member” and click “Register here”

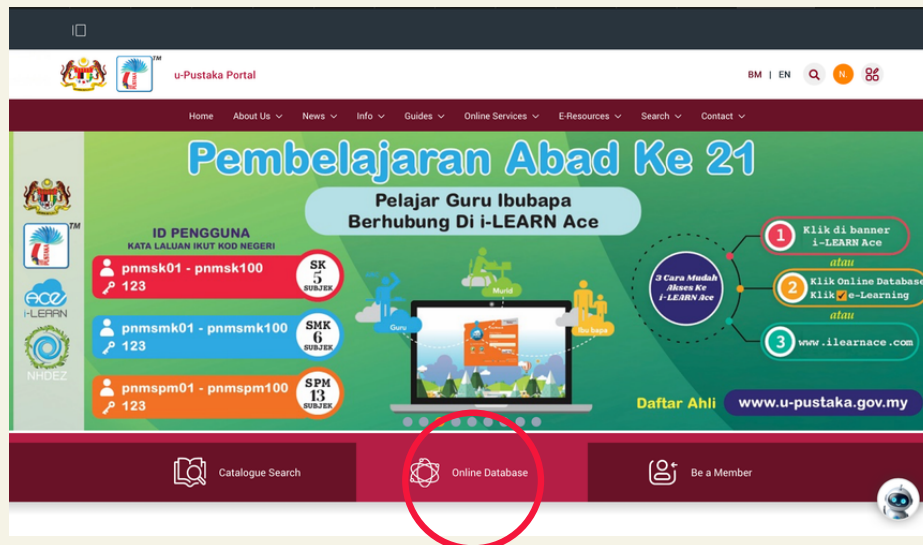


- Click on Register Now

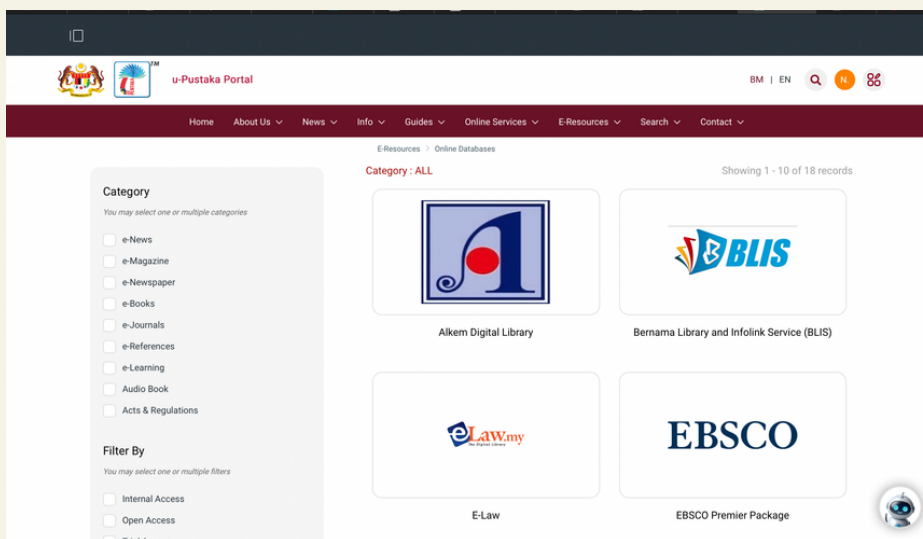


- Fill all your details as requested.
- Then, click on Check Account.

7.0 How to Use U-PUSTAKA



- Click on 'Online Database' to explore all the E-Resources available.



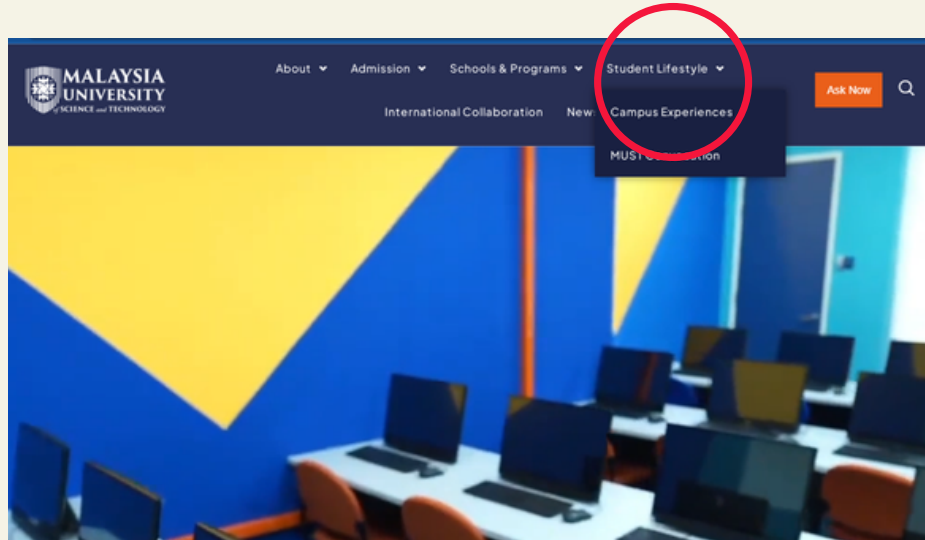
- User may use all the resources appeared.

08

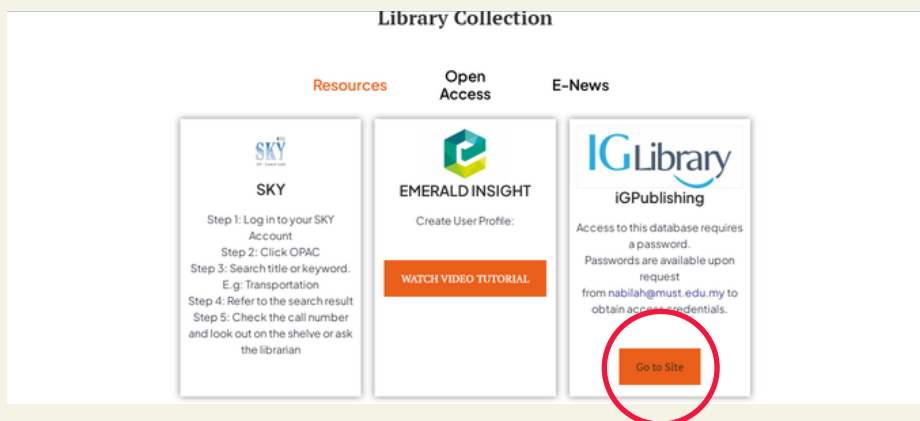
iGPublishing



8.0 How to Use iGPublishing

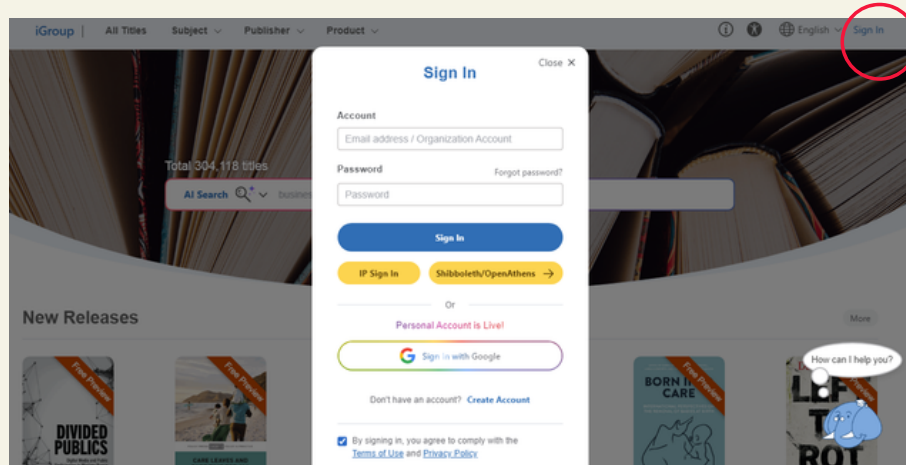


- Go to MUST Website and click on Student Lifestyle> Campus Experience> Library

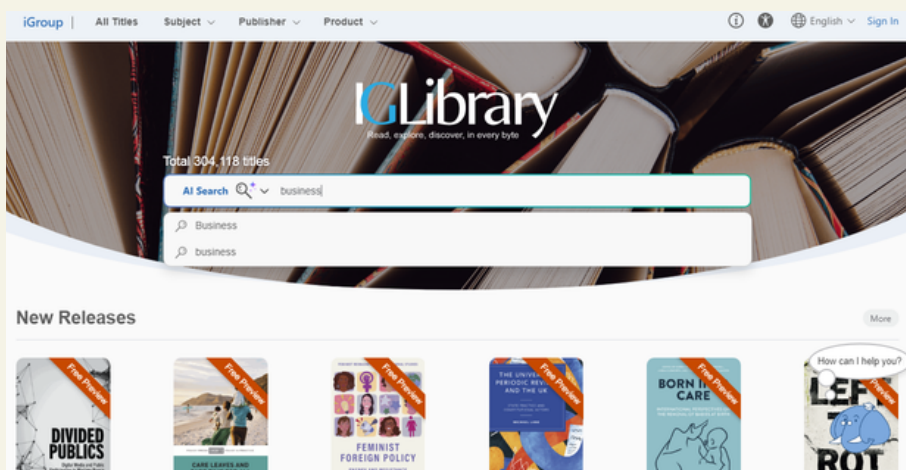


- Then, go down until you find 'Library Collection' and click on Resources.
- Choose iGPublishing and click 'Go on Site'.

8.0 How to Use iGPublishing

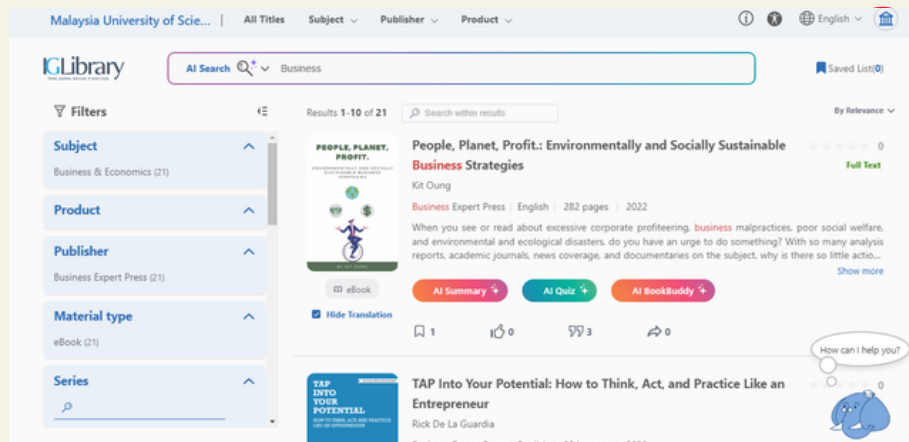


- After that, it will redirect to the iGPublishing website.
- On upper right navigation bar, click on Sign In.
- **Reminder:**
For those around the campus will be automatically login. However for those off the campus will required password to sign in.
- To obtain the password, kindly request to this email
nabilah@must.edu.my

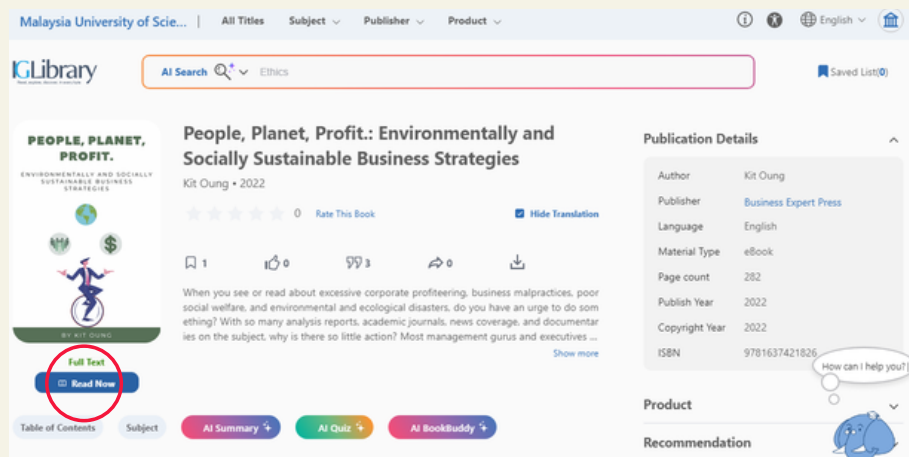


- After finish sign in, you can search any keyword to the Search Bar.

8.0 How to Use iGPublishing



- Then, the result will be appear based on the keyword.



- From the result given, you can click on the book that suits best for you.
- When you click on the selected book, this interface will be appear and contain the details of the selected book.
- You also can read the synopsis of the book along with three AI features that can be useful to your research.
- Click on 'Read Now' to read the full text of the book.

8.0 How to Use iGPublishing



- Here is the example of the full text of the book.