

let your training journey begin



Trainer's top tips: SAGE Journals

Our Trainers have put together their top tips to help you promote the **SAGE Journals** platform, where your patrons can access a range of peer-reviewed journal content in their subject area. If you want to learn more about this database, explore more of our training resources or [contact us](#) directly!

Create a free account to administrate your access

By [creating your free account](#) on *SAGE Journals*, you will be able to manage your institution's administrative functions, including checking your IP ranges, managing link resolvers and off-campus access, uploading your own logo to brand your platform, and pulling usage reports.

We have created an [Account Administrator user guide](#) to help you explore your Administrator profile. If you need any further assistance, you can contact our **Online Support team** on onlinesupport@sagepub.co.uk.

All users, including librarians, can use their account to save searches, save favourite journals and set up email alerts for new content. We highly encourage all users to create a free account to make the most of the service.

Help users understand what access level you have

Different institutions have access to different levels of *SAGE Journals* content, depending on your chosen package. Next to each article, users will find an icon to indicate their level of access, according to the following key:



This article is available through your institution's subscription



This article is available to all users because it is Open Access



This article is not available through your institution's subscription

This can be confusing to users, so it's worth explaining these availability icons during training and reference sessions.

Check out our Discoverability Checklist

To ensure your patrons have the most user-friendly experience, we index our journal content in discovery layers, selected A&I databases, and mainstream search engines. We also encourage librarians to catalogue *SAGE Journals* in their A-Z and subject listings, to ensure optimal discovery. Work your way through our [Discoverability Checklist](#) to make sure your users have the best chance of finding and benefitting from our journal content.

Use the Browse option to start discovering our journals

With over 1000 journals in our portfolio, it can take time for users to see how *SAGE Journals* can help them. A good first step, especially for less experienced researchers, is to use the **Browse** menu to filter all our journals by relevant subject areas; we recommend showing this function during training to help people get started in using the platform.

Explore Related Articles for similar content

Researchers will find the **Related Articles** section very useful. Available on any article page, this feature links out to other SAGE articles that have similar metadata to the current article, as well as CrossRef links to other articles (both SAGE and non-SAGE publications) that have cited the current article. These links help researchers discover new content and continue their research in the right direction.

If you are in Europe, the Middle East, Africa, Asia, or Oceania, you can explore more of our training resources [here](#).
If you are in North America, Latin America, or the Caribbean, you can explore more of our training resources [here](#).