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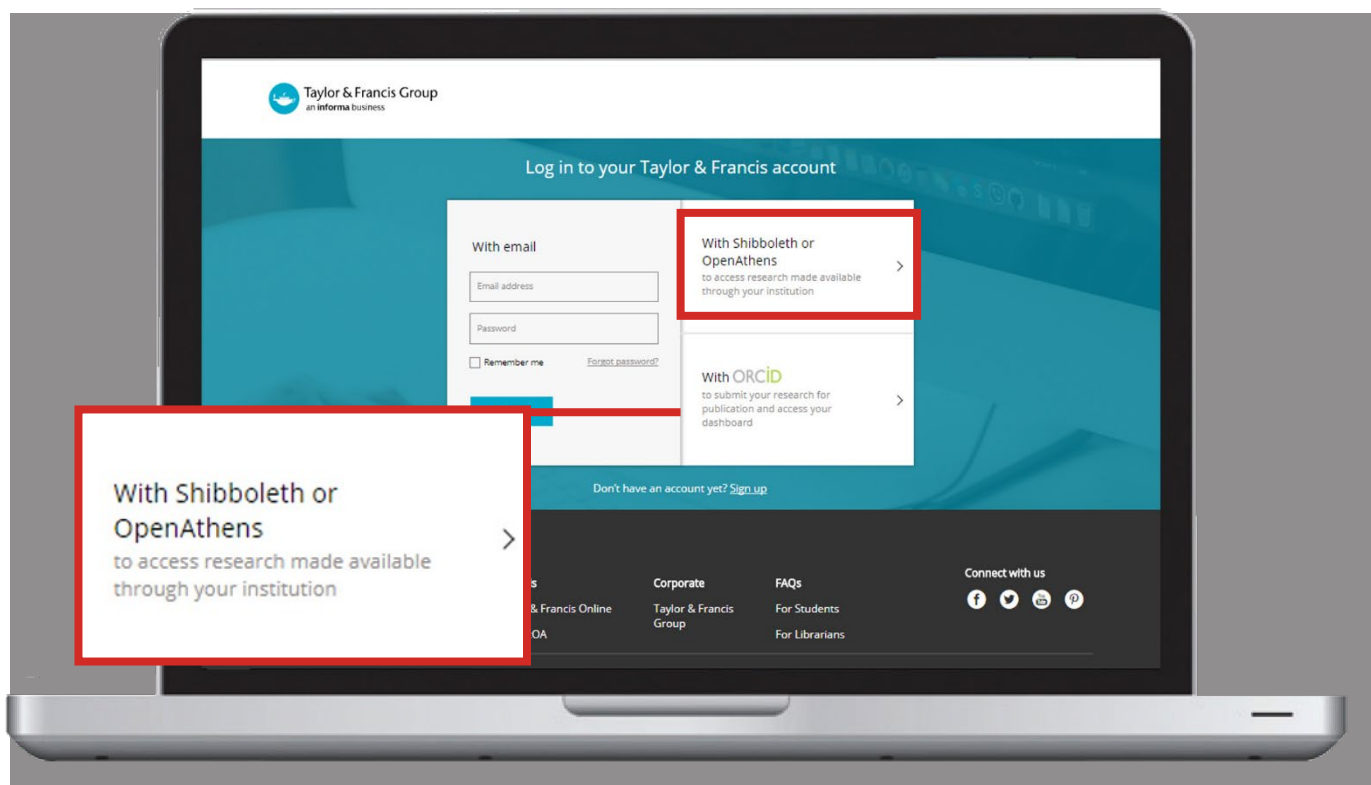
USER GUIDE
Researchers

Contents

Getting started:
# INSTITUTIONAL REGISTRATION

Users will have instant access to the site via their institutional log-in, which will grant authentication through IP recognition, EzyProxy, Shibboleth or OpenAthens.

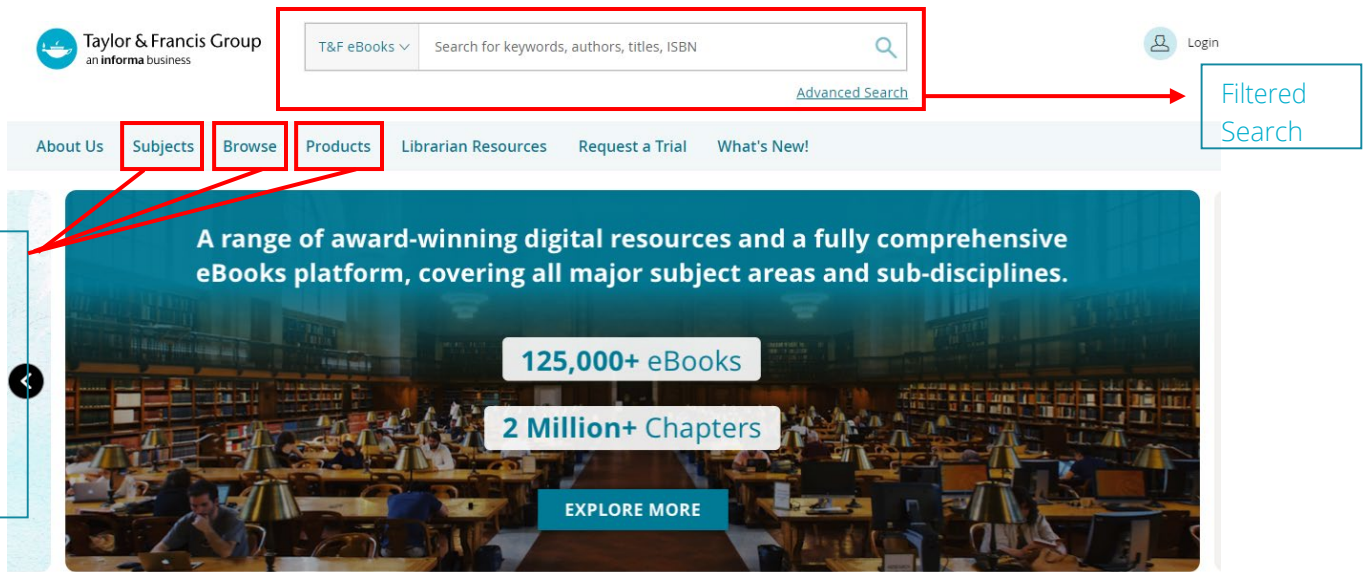Alternatively, users can visit www.taylorfrancis.com to access Taylor & Francis eBooks.

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Then, search for your institution and click '**CONTINUE**'.

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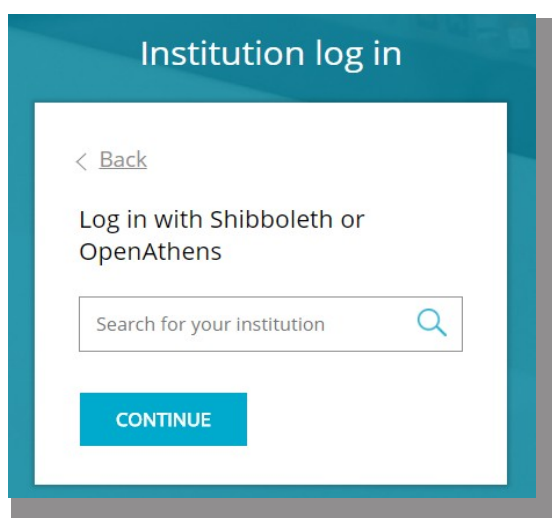
Finding What You Need: **Search**
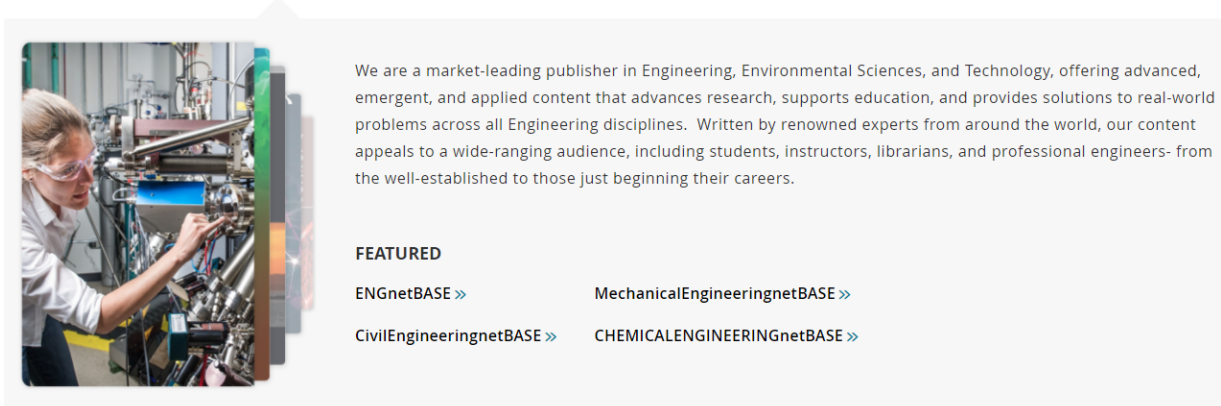
On the home page (www.taylorfrancis.com), you can use the filtered search or browse subject areas, collections and products using the top navigation bar, or by scrolling down to the relevant section.
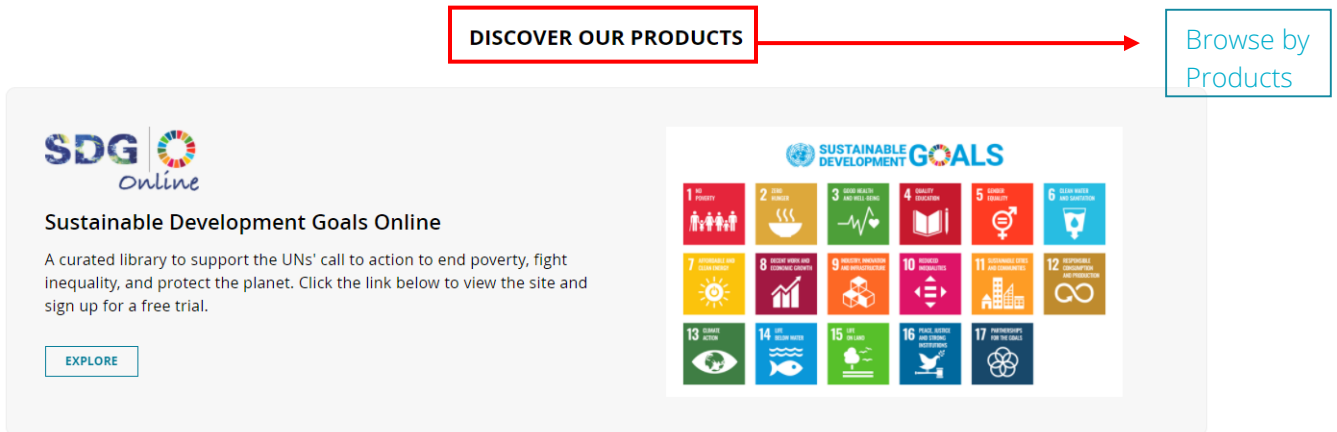
Finding What You Need: **Filtered Search**

The main way to find content is filtered search, via the main search box.
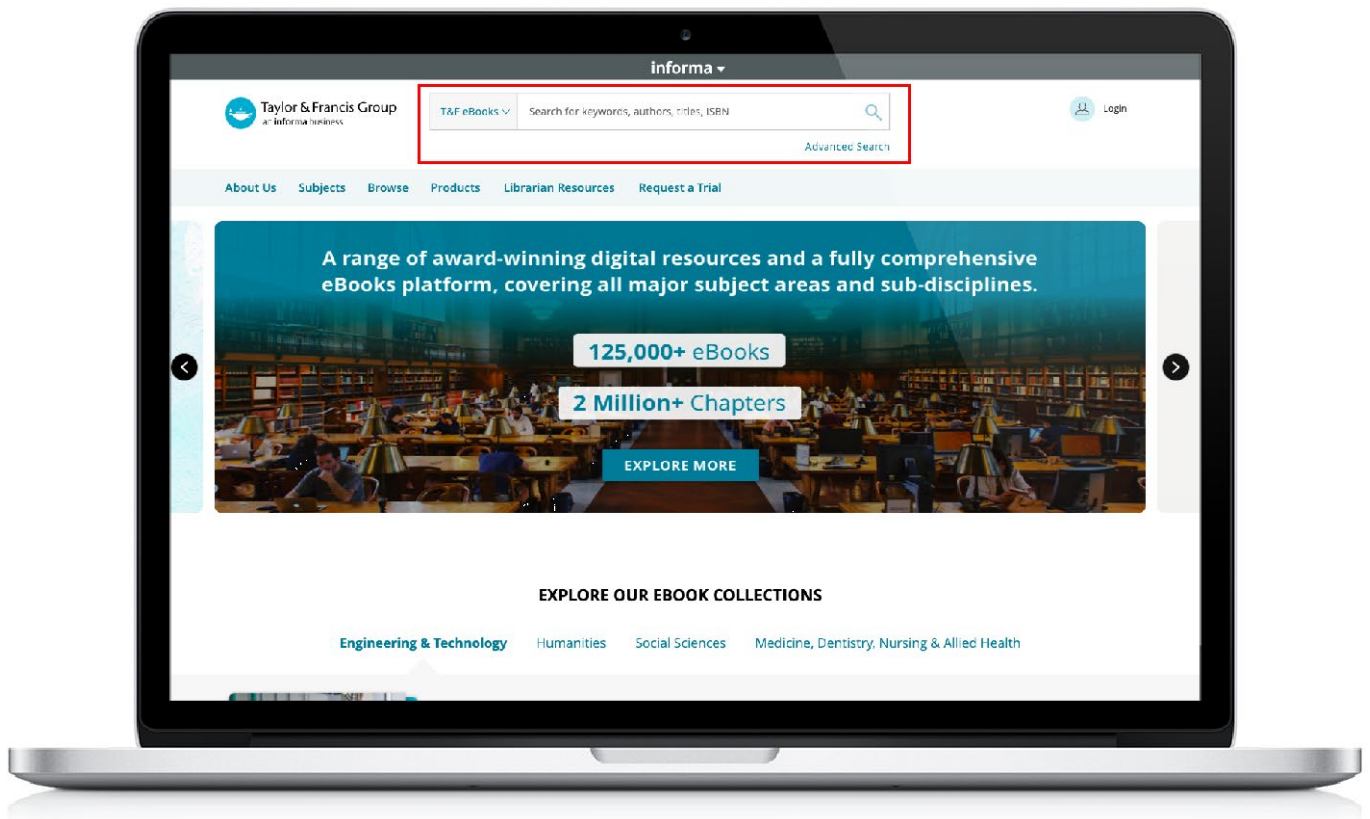
FILTERED SEARCH

The filtered search field will initially search the title, author and keywords of a book. So, if a word or a string of words are entered, matches will be displayed.

From the initial query, users can then filter their search using a number of filters:
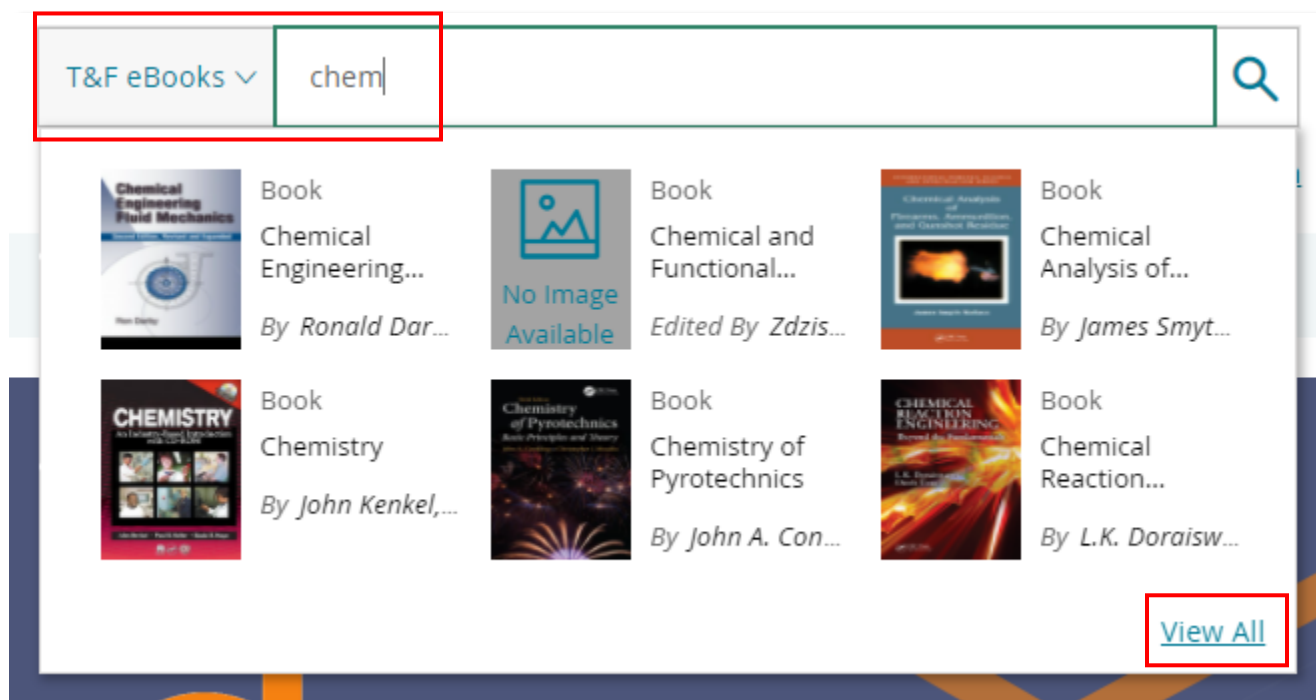
» Search by Access Type

» Search by Subject

» Search by Publication Dates

» Search by Imprint (e.g. Routledge, CRC Press).

» Search by eBook Collections

» Search by Authors

Filter By

- [ ] Content I have access to
  - [ ] Licensed Content
  - [ ] Open Access

AVAILABILITY

- [ ] Include Forthcoming

SUBJECT	View more
Law	3368
Politics & International ...	2076
Social Sciences	1797
Humanities	1743

PUBLICATION DATE	
Recent Releases	55
Last Month	51
Last 3 Months	138
Last 6 Months	293
Last 12 Months	583
Older	6909

Choose from year

e.g. 1985	to	e.g. 2017

APPLY

IMPRINT	View more
Routledge	6244
CRC Press	585
Routledge-Cavendish	403

EBOOK COLLECTION	View more
STMnetBASE	579
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FORENSICnetBASE/LawE...	147

AUTHORS	
Routledge	49
Janet Murray	40
Myra Stark	40
Lawrence Grossberg	23

Finding What You Need: **Auto Complete**

When a user starts to type a word in the search bar, six titles will automatically appear.

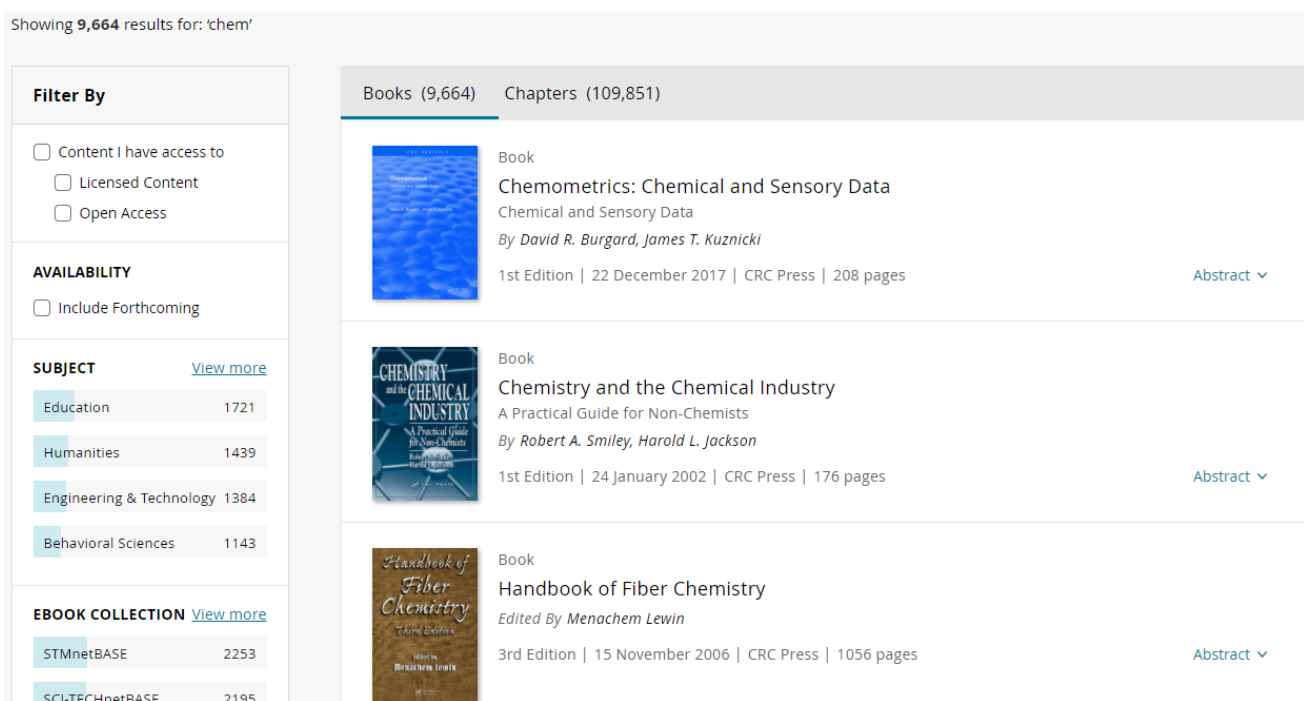If a user clicks on "View All", additional titles will also appear.

Finding What You Need: **Exploring Our Content**

Use the main menu bar at the top of the screen for browsing options. This navigation element is always available on all pages within the site.
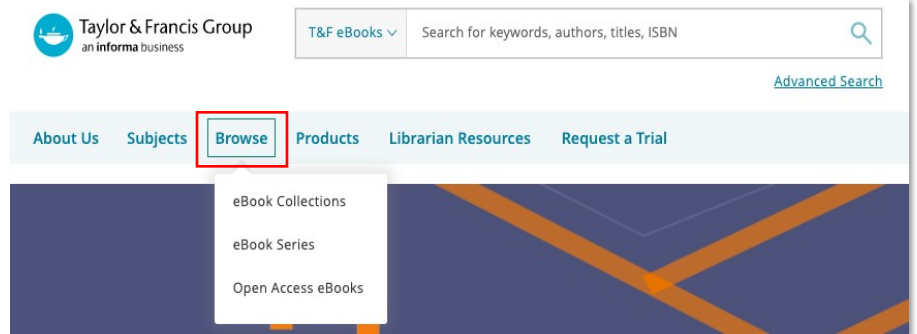
Search by subjects

Clicking 'Subjects' from the menu will open a dropdown with all subjects listed. Click on a subject to get a filtered list of eBooks under that subject.
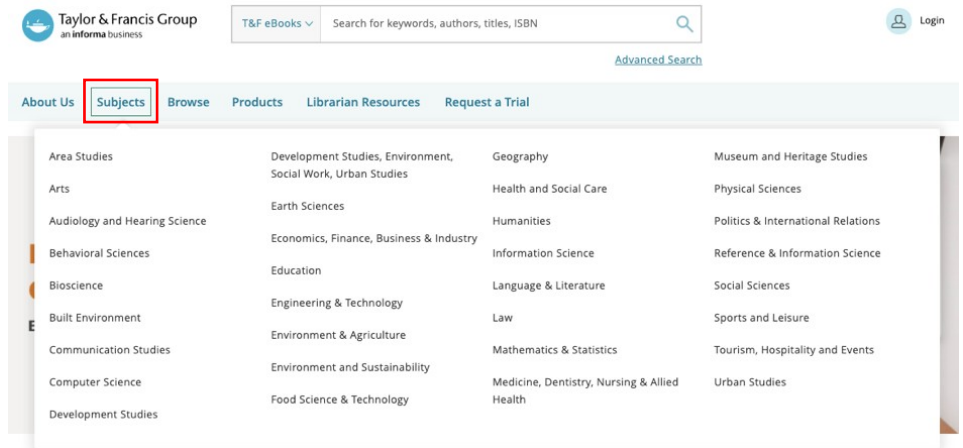

Browse by

Clicking 'Browse' from the menu will let you see our content by eBook Collections or eBook Series, and allow you to view all our Open Access content.

Browse by eBook Collections

Browse through our extensive catalog of eBook Collections. The subject filter will help you find collections most relevant to you.

Use the 'EXPLORE' button to see the full list of titles within the collection.

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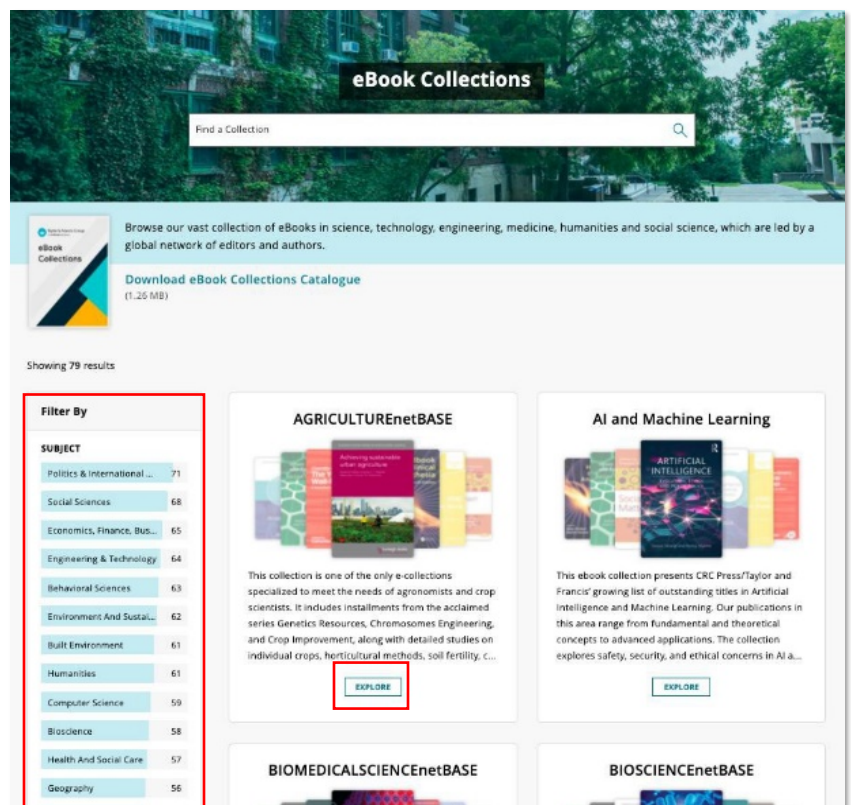
You can filter the collection using a number of available search filters, or download the full list of titles using the 'Download Collection Details' button.

To request a free trial for a collection, click the 'Request Trial For Collection' button, submit the form and our sales team will reach out to you.

Browse by eBook Series

Browse titles alphabetically, or search for our eBook series. To explore a series, click the series name from the list, you can also download the full list of titles in the series using the 'Download Series Details' button.

Accessing an eBook

ACCESS TYPES

To help users find the content to which their institution has access, the 'Content I have access to' checkbox on the search page can be used to narrow down the search only to the content that has been bought by the institution, forthcoming titles, and/or Open Access content.

In the example below, a search has been carried out by typing 'education' as a simple search term, and then adding a 'Sociology of Education' subject filter. These filters can be seen below the search bar.
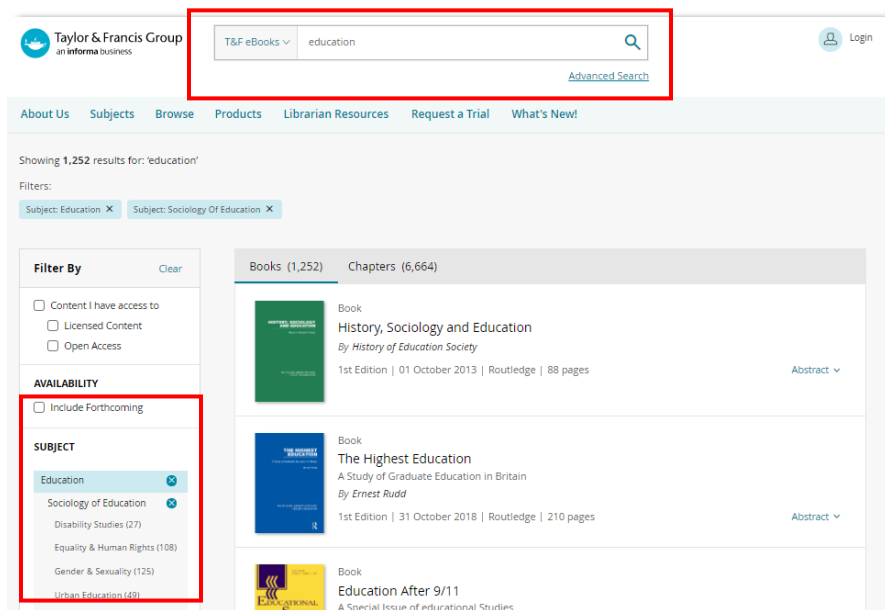
Results will be returned from within the 'Sociology of Education' subject category, where 'education' appears anywhere in the book's text.
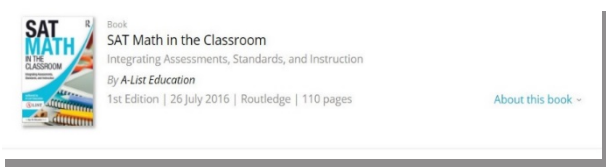
ACCESS INDICATORS

The access display options are as follows:

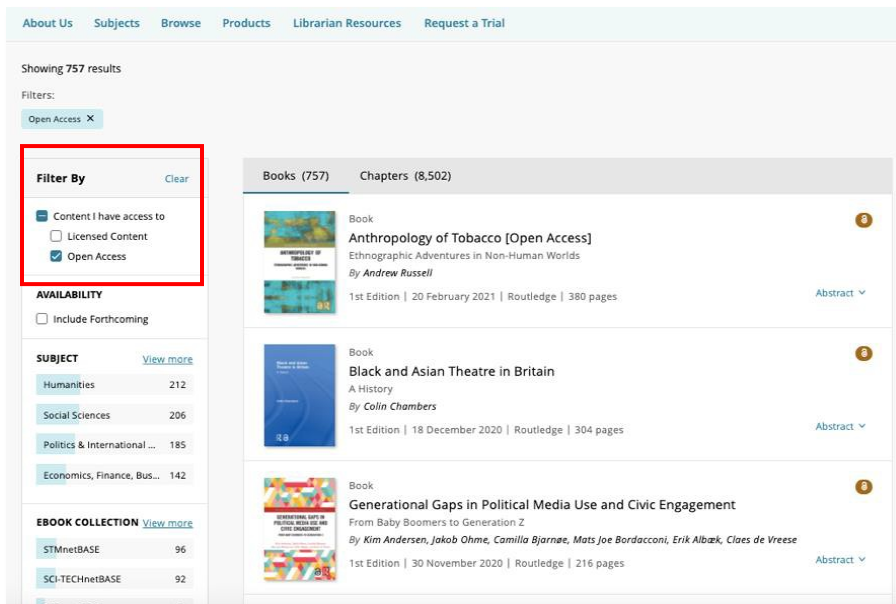Titles available to access will have a full 'Green Tick' button.

Titles not available to access will not have the 'Green Tick' button.
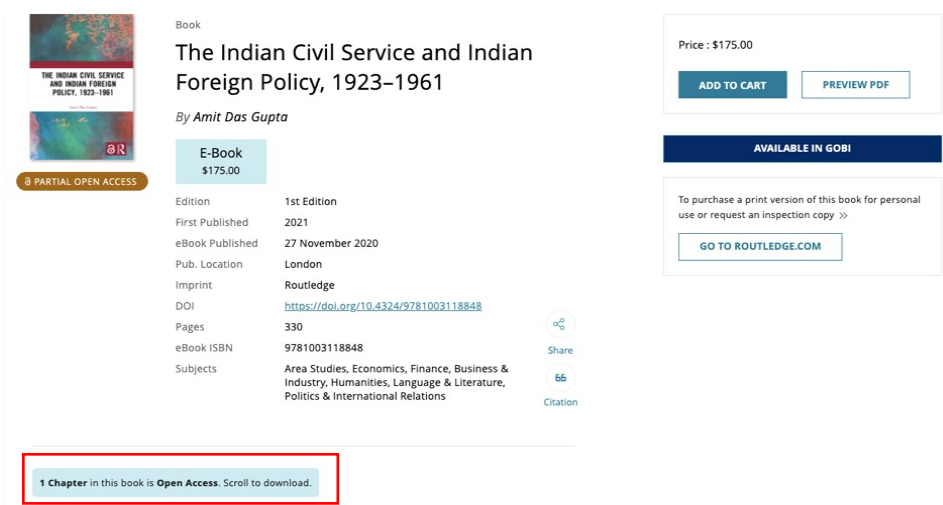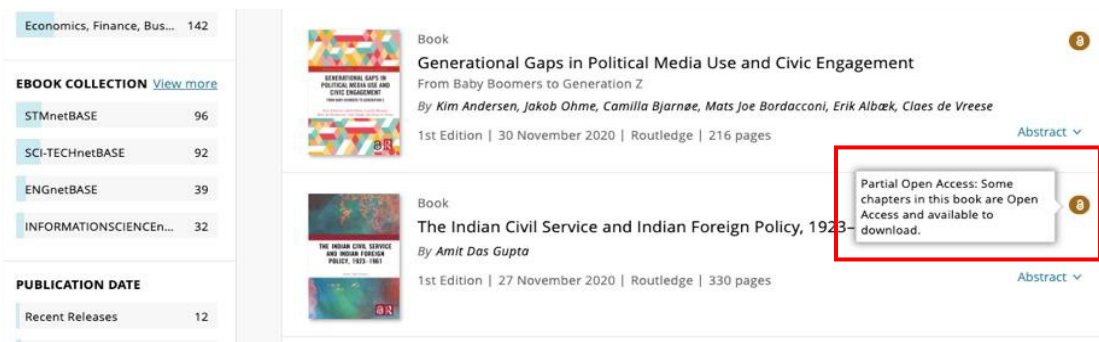
Accessing OA eBooks

To view Open Access eBooks, filter by 'Open Access' in the **'Content I have access to'** checkbox.

The Open Access search results will also show partial Open Access eBooks. By clicking through to the OA eBook page, you can view information on how many chapters can be accessed.

Using an eBook

Once a user has navigated to the book page they require, they will be presented with the bibliographic information corresponding to that title, and the option to read it if they have access.

Users can perform the following tasks, as highlighted in the following screenshots:

» **Citation:** Users can get citation by clicking on the '**Citation**' icon on the page displayed as below.
   * The format of the citation is American Psychological Association (APA) style.

User can copy the citation to the clipboard by clicking on the COPY button.

» **Download by book:** Users can now download the entire book by clicking on the '**DOWNLOAD**' button at the top right of the bibliographic information on the book page.

» **Read Online:** Users can now read the entire book through an Online Reader by clicking on the '**READ ONLINE**' button at the top right of the bibliographic information on the book page. This will open an online reader from where the user can search the book's full text, navigate using table of contents, select and print page ranges, and resize the page.

» **Download by chapter:** Users can now download by chapter. To access a chapter, scroll down on a book's product page to the table of contents. If chapter PDF downloads are available, a download link will appear next to each chapter.
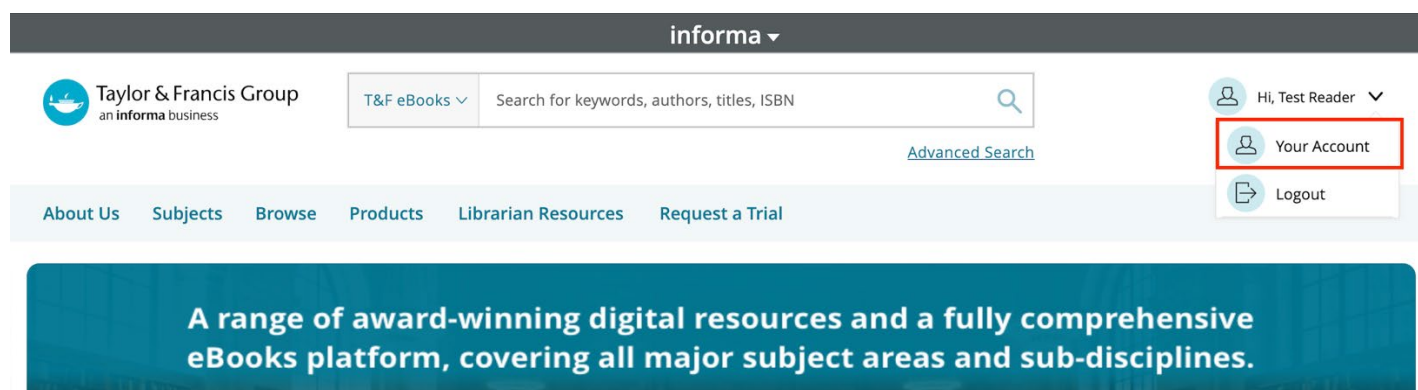
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Comparative analytics in the dynamics of education politics
Abstract ⌄
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Orienting to the Finnish case
Abstract ⌄
DOWNLOAD
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Chapter Chapter 3 | 16 pages
Dynamics in policymaking
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Personalization Features

Both personal and institutional users have access to additional features when they register on the site.

The "Your Account" button directs the user to their personal page.

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Help Desk

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Frequently Asked Questions

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