



## SUMMON Quick Start Guide

“How come this library isn’t as easy to use as Google?”

“I like Google but cannot trust the results....”

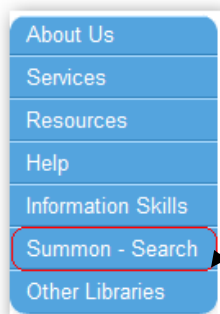
***These are questions that have now been addressed by Summon***

Summon is the new Online Library search engine which is as quick and powerful as Google, but retrieves reliable results. Use Summon to discover the wealth of information that is available in the Online Library. From a **single search box** you will be able to access all the Online Library resources including articles from journals and newspapers, and conference proceedings.

### Search Summon

Summon is available on the Online Library from

<http://www.external.shl.lon.ac.uk/summon/index.php>



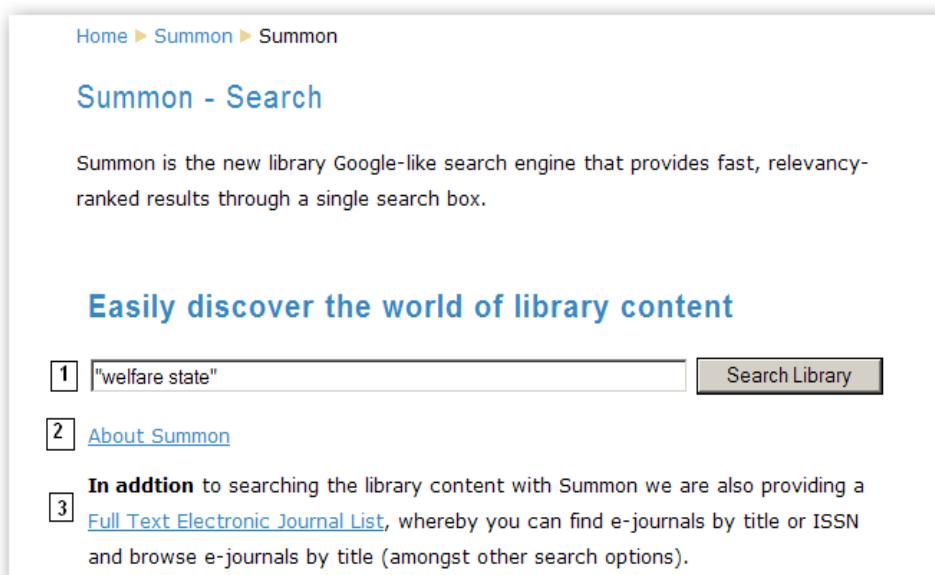
You will also see a link to Summon in the blue menu on the left side of your Course Gateway.

Use the single search box (below) for your initial search and then refine your results using the options on the results page. See the Summon [Help](#) page for tips to help you to search more effectively.

<http://ulrls.summon.serialssolutions.com/search?s.q=help>

### Summon Search

1. **Search Summon** using the single search box
2. **Find out more** about Summon
3. **Find Journal titles** with the Full Text Electronic Journal List.



**The results page** – If your search produces too many results you can narrow the search by using the options on the left hand menu. After you make a selection allow the page to refresh.

The screenshot shows a search results interface. On the left is a navigation menu with four main sections: 'Refine your search', 'Content Type', 'Subject Terms', and 'Publication Date'. Each section has a list of checkboxes and a 'more options' link. The 'Refine your search' section includes options for full text, scholarly publications, newspaper articles, and results beyond the library's collection. The 'Content Type' section lists various document types like Journal Article, Newspaper Article, Book Review, etc. The 'Subject Terms' section lists terms like western europe, politics, social policy, etc. The 'Publication Date' section has a date range slider. On the right, the search results are displayed, starting with a 'Recommendation' for 'LexisLibrary - UK News Content Set'. Below that, three search results are shown, each for an article titled 'Welfare State' or 'Welfare state' by different authors. Each result includes the author's name, journal information, subjects, a snippet of the article, content type, and availability. At the top right of the results area, there are icons for sorting (Relevance), printing, and an RSS feed, each with a small numbered box (5, 6, 7) next to it.

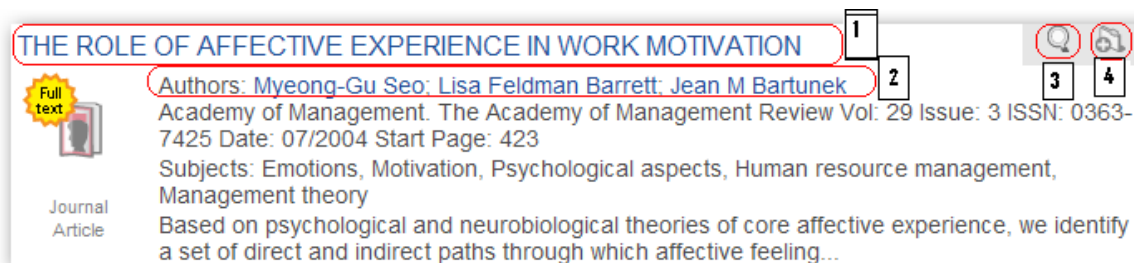
1. **Refine your Search.** Limit to full text only, scholarly peer-reviewed publications, exclude newspaper articles and search for results beyond the resources in the Online Library databases.
2. **Content Type.** You may wish to limit your results to journals articles or newspapers only, If you select 'more options' you can exclude resources. You may wish to exclude book reviews.
3. **Subject Terms.** Refine your search by subject terms. Select 'more options' to exclude Subject terms.
4. **Publication Date.** Use the date slider to specify a publication date range.
5. Sort your results by **relevance**, newest or oldest publication date first.
6. **Print** your results.
7. Set up an **RSS feed** to receive regular updates to your search results.

## Using Summon to find a journal article from your reading list.

Summon gives you a simple way to find the **full text** of journal articles. You can type in the title of the article into the Summon search box and be taken to the full text of the results.

Barret, Lisa Feldman et al    The role of affective experience in work motivation  
Academy of Management Review; Jul2004, Vol. 29 Issue 3, p423-439

For example in order to find the above article you can type the exact article title into the search box and select '**Search Library**'.



1. In the results screen click on the **title** to access the full text, after entering your Athens details you will be taken to the full text.
2. Click on the **authors name** to view other articles by the same author
3. Click the magnifying glass to view the **abstract** of the article, this will help you decide whether you need to view the full text.
4. Click to save your results

**What if I can't find an article?** If the article you want is not on the first page of results, try putting quotation marks around the title for example "The role of affective experience in work motivation".

If you still cannot find the article try adding the authors name to the search, for example "The role of affective experience in work motivation" and Myeong-Gu Seo.

If you still cannot find the article use the [Full Text Electronic Journal List](#) to look up the Journal Title to make sure that the Online Library has the journal and that our subscription covers the year you need. Please contact us if you need further help.

## Saving your results

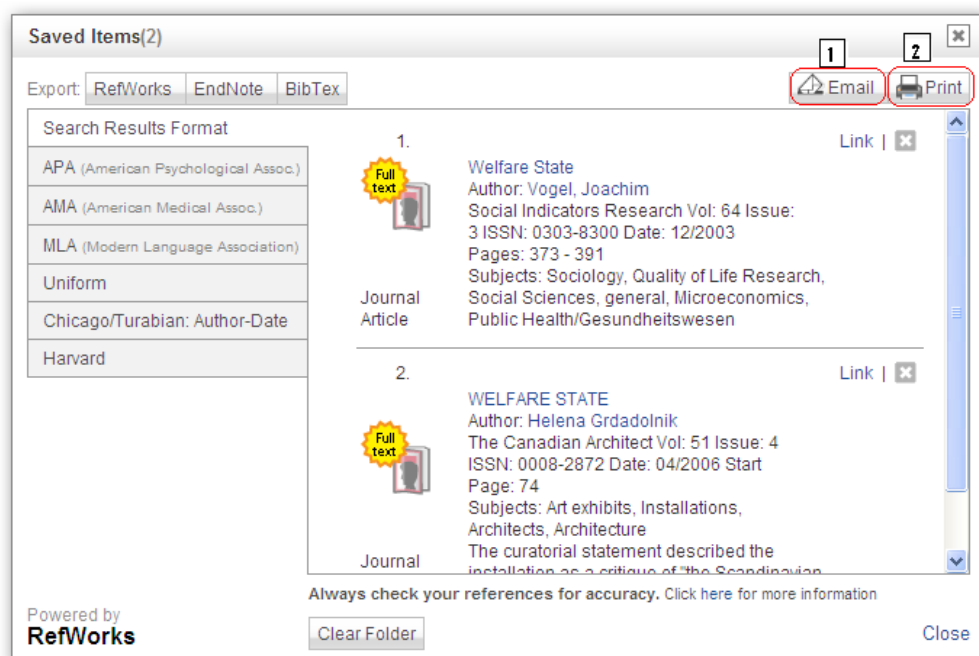


(1)



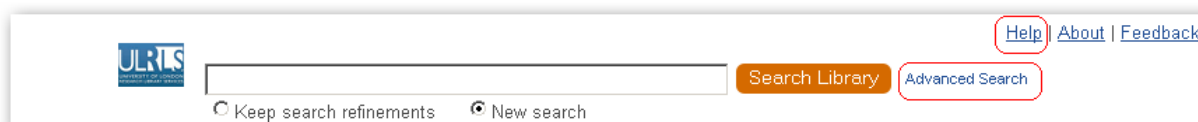
(2)

Click the folder icon(1) in the results display to save your results. When you have finished using Summon click on the saved items icon(2) at the bottom of the results page to view the saved references .



1. Email your references. The email will contain a link to the full text.
2. Print a list of your saved references.

## Advanced Search



The Advanced search feature is good for

- Finding items written by a particular author
- Searching for articles within a specific publication.
- Finding an article using incomplete information (if you do not know the article title but know the author and the publication it is from).

See the guide [Advanced Searching with Summon](#) for more information.

## Help and Support

Use the Help link to get advice on further advice searching and you can also email the Online Library enquiry service at [uolia.support@london.ac.uk](mailto:uolia.support@london.ac.uk)