

Introduction

Welcome to the BMJ journals* user guide. This guide will take you through the useful features and functions of our online journals collection step by step. At www.bmjournals.com, you can read many articles before they are published in print and search the archive using keywords, citation, or author's name. You can find articles relevant to your interest and have them emailed to you or share articles with colleagues through our 'Email a friend' feature.

Our websites are hosted by HighWire Press, the electronic imprint of Stanford University Libraries. HighWire Press produce the online versions of high-impact, peer-reviewed journals and other scholarly content for publishers across the world.

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Librarians only > Sign up to our newsletter for regular updates:
www.bmjournals.com/misc/lrc/newsletter.dtl

Visit our Library Resource Centre (www.bmjournals.com/lrc), a dedicated section of our site designed to give you all the information you need to get the most out of your subscription.

Quickly find exactly what you want

Searching

There are two ways to search a BMJ journal website. Both methods search the current issue and the archive.

How to use this feature

Use the quick search box at the top right of any page to search by author name, citation or keyword. **[1]**

Alternatively use the 'Advanced Search' link on any BMJ journal's homepage or 'Search' on bmj.com for more precise searching. **[2&3]**

The advanced search allows you to search for articles in any BMJ journal or in any of the 1,000+ HighWire journals. **[4]**

The image displays four numbered screenshots illustrating search features on the BMJ website:

- 1**: A search box at the top right of a journal page, with a search button and a 'Go' button.
- 2**: An 'Advanced Search' link in the top right corner of a journal page.
- 3**: A 'Search' link in the left-hand navigation menu of the BMJ.com homepage.
- 4**: The full 'Advanced Search' interface, showing search criteria (Author, Keyword, Title, etc.), filters (Date, Page, etc.), and search options (Search, Clear, etc.).

What's new in your specialty?

Browse by topic

Every article in the BMJ to journals is assigned to topic areas, making it easy to search by topic across more than one journal. The BMJ journals have over 250 clinical and non-clinical topic collections.

How to use these features

One of the best ways to find content relevant to your interests is to use the 'Browse by topic' [5] or 'Topic collections' [6] links on the homepages.

You can register with the site for free to receive email notification when a new article is added to your chosen collection(s).



Looking for the latest issue?

Browse the current issue

It's easy to look at the current issue of the journal online.

How to use this feature

Click the journal cover [7] or the 'Current issue' link. [8]

You can register for our free table of contents email that will be sent to you as soon as the latest issue is online*.



*the BMJ Publishing Group will not pass your details on to any third parties. For our full privacy policy, please refer to www.bmjournals.com/misc/privacy.shtml

Read articles before they're printed

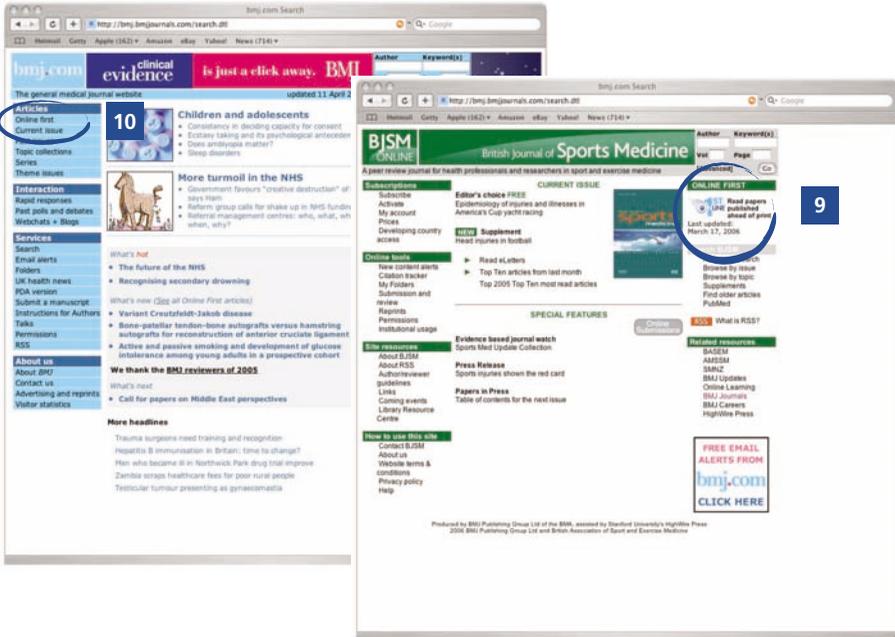
Online First

Many of our journals post articles that have been accepted for publication but have not yet appeared in print, allowing you access to selected articles in their raw manuscript form a few days after acceptance.

How to use this feature

Click the 'Online First' logo on the journal website to see these articles. [9]

To read the articles published on bmj.com, go to the homepage and click the Online First link [10]. You can also register to receive email notification when a new Online First article is published*.



*The BMJ Publishing Group will not pass your details on to any third parties. For our full privacy policy, please refer to www.bmjournals.com/misc/privacy.shtml

Telling you exactly what you want to know

New issue alerts

Email alerts provide a time-saving way to keep abreast of each new issue. An email is sent to your inbox letting you know the new issue is available and allowing you to browse the whole of the latest table of contents which includes articles, letters and reviews.

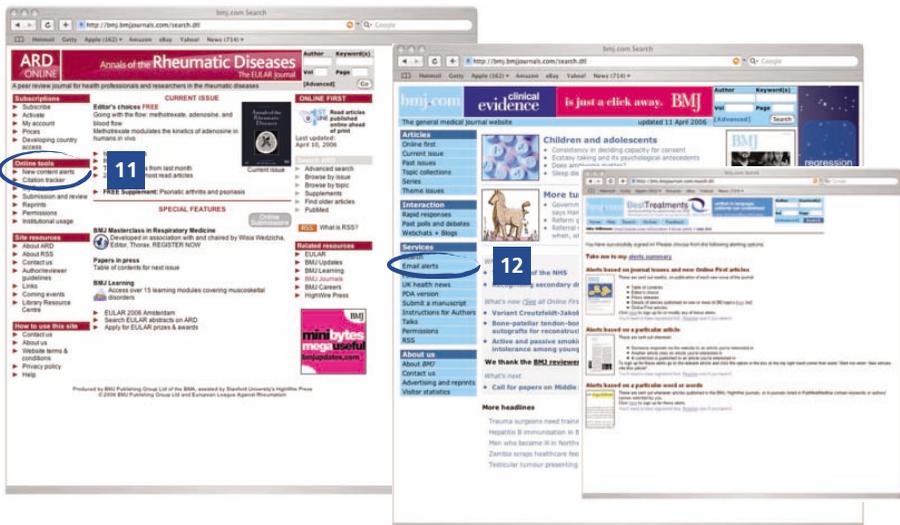
Weekly Table of Contents alert on bmj.com

At bmj.com, along with the weekly table of contents you can also opt to receive the weekly 'editor's choice' and press releases by email.

How to use these features

To sign up for BMJ journals alerts, click on the 'new content alerts' link on the homepage. You will need to register with the site to use this free service*. [11]

For bmj.com alerts, click on 'email alerts' on the homepage and then select the type of alert you wish to receive from the selection given. You will need to register with the site to use this free service*. [12]



*The BMJ Publishing Group will not pass your details on to any third parties. For our full privacy policy, please refer to www.bmjournals.com/misc/privacy.shtml

Your interests – straight to your inbox

Useful email alerts

Receive emails whenever content matching your interests is published.

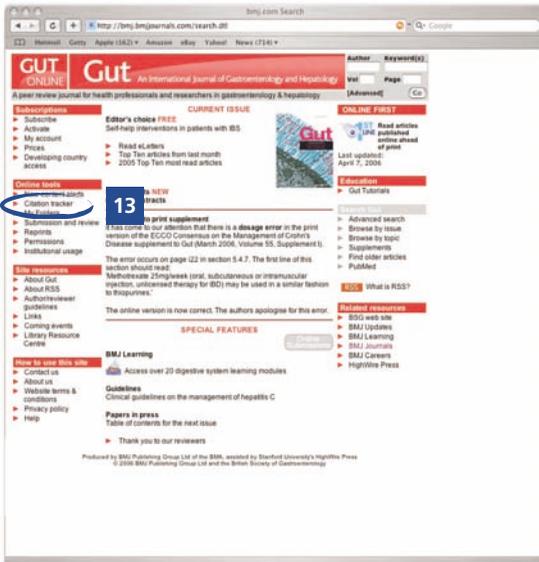
'Keyword' and 'Search term' alerts can notify you when articles matching criteria set by you are published in any BMJ journal, HighWire journal or in journals listed on PubMed/Medline.

How to use this feature

Click on 'Citation tracker' on the homepage and follow the simple instructions. [13]

To find this service on bmj.com click on the email alerts link on the homepage or the relevant link next to an article.

You will need to register with the site to use this free service*.



*The BMJ Publishing Group will not pass your details on to any third parties. For our full privacy policy, please refer to www.bmjournals.com/misc/privacy.shtml

Track topics, papers or authors

Sign up for our CiteTrack service and we'll let you know by email whenever new content in your BMJ or chosen journal is published.

You can customise CiteTrack to let you know when topics are added, when authors publish new papers on the site and whenever an article that you are interested in is referenced by another paper.

The screenshot shows a web browser window with the URL <http://bmj.bmjournals.com/search.dtd>. The page is titled "My Alert Summary & Preferences" for user Julie Halfacre. It features three main sections for alert management:

- My Customised @Alerts:** A section where the user is not signed up for any Customised @Alerts. A link "Add Customised @Alerts" is provided.
- My CiteTrack Alerts:** A section where the user is not signed up for any CiteTrack Alerts. Links for "Create a new Citation Alert" and "Create a new Keyword/Author Alert" are available.
- My Subspecialty Collection Alerts:** A section where the user is not signed up for Subspecialty Collection Alerts. A link "Add Subspecialty Collection Alerts" is provided.

On the right side, there is a "My Email Alert Preferences:" section. It states that new alerts will be sent to jhalfacre@bmjgroup.com and provides a link to "How to change my email address". It also specifies that alerts are sent only when new results are found, in plain text format, with a maximum of 10 results per alert. It notes that URLs are formatted for USA, Canada, and other countries not specifically listed. A "-modify-" link is at the bottom of this section.

At the bottom of the page, there is a navigation bar with links for HOME, HELP, FEEDBACK, SUBSCRIPTIONS, ARCHIVE, and SEARCH. Below this is the copyright notice: "Copyright © 2006 BMJ Publishing Group Ltd & British Cardiac Society."

Looking for an older article?

Archive

All the BMJ journal websites have an archive of past issues. Every article in the journal archive over a year old is free to access online.

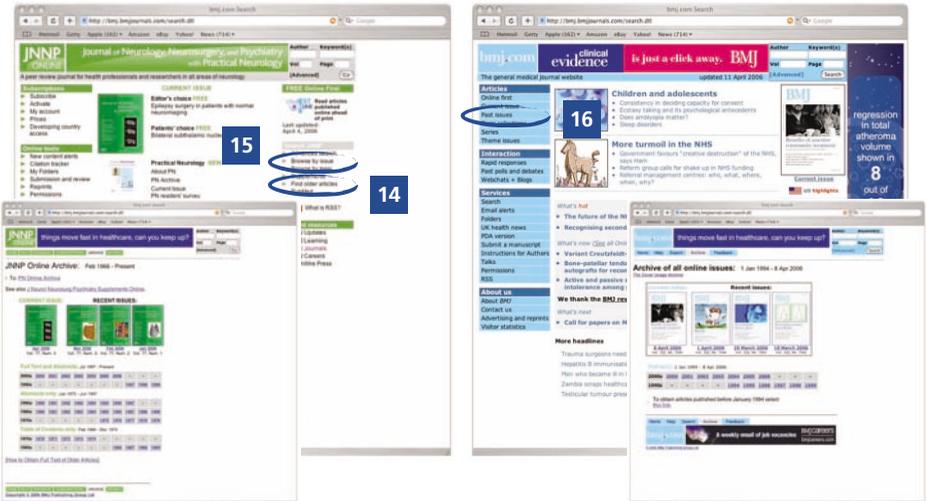
If the article you want to read is less than 12 months old and you or your institution are not subscribers, you can purchase access to a single article, a single issue or the whole site for 30 days through our pay per view function (single articles only on bmj.com).

The full text of some older articles may not be available online. We are currently working to make our entire back archive, dating back 50 years or more, available in PDF format. In the meantime you can order copies of older articles from the BMA document delivery service. For more information go to the 'Find older articles' link on the homepage or archive page.

How to use these features

Use the 'Find older articles' link on each homepage or on the archive page. [14]

You can also use the 'Browse by issue' [15] /'Past issues' [16] links to access the archive. For 'Pay Per View', click on the full text link of the required article and follow the 'Pay Per View' instructions.



What format do you want to read in?

Article formats

Articles are available as abstracts, extracts, in full-text or as PDFs. [17]
You do not need a subscription to read the abstract or extracts of any article.

Editor's Choice articles are free to access from the moment of publication, as are original research articles on bmj.com. All other content requires a subscription. After 12 months all articles are free.

The screenshot shows the BMJ Thorax journal website search page for April 2006. The page includes a navigation bar with links for Home, Help, Feedback, Bibliography, Archive, and Search. Below the navigation bar, there is a section for receiving tables of contents by email. The main content area lists articles for April 2006 (Volume 61, Number 4). A list of article titles is provided, each with a checkbox. Below the list, there is a search box for finding articles in the issue. The 'Airwaves' article is highlighted, and its title is circled in blue. The 'Full text' link for this article is also circled in blue. A blue box with the number '17' is visible on the right side of the page.

Other Issues: ← →

April 2006 (Volume 61, Number 4). [Index by author](#)

- Airwaves
- Editorials
- Asthma
- Respiratory infection
- Chronic obstructive pulmonary disease
- Lung cancer
- Paediatric lung disease
- Tuberculosis
- Epidemiology
- Thoracic surgery
- Review series
- Letters to the editor
- Lung alerts
- Miscellanea

Find articles in this issue containing these words:

To see an article, click its [Full Text] link. To review many abstracts, check the boxes to the left of the titles you want, and click the 'Get All Checked Abstracts' button. To see one abstract at a time, click its [Abstract] link.

Airwaves
Airwaves
Wisia Wedzicha
Thorax 2006; 61: 275. doi:10.1136/thx.2006.n.04.016 [Extract] [Full text] [PDF]

Editorials
Tight glycaemic control in acute exacerbations of COPD
S J Finney and T W Evans
Thorax 2006; 61: 275-279. doi:10.1136/thx.2005.053546 [Extract] [Full text] [PDF]

The childhood asthma epidemic

17

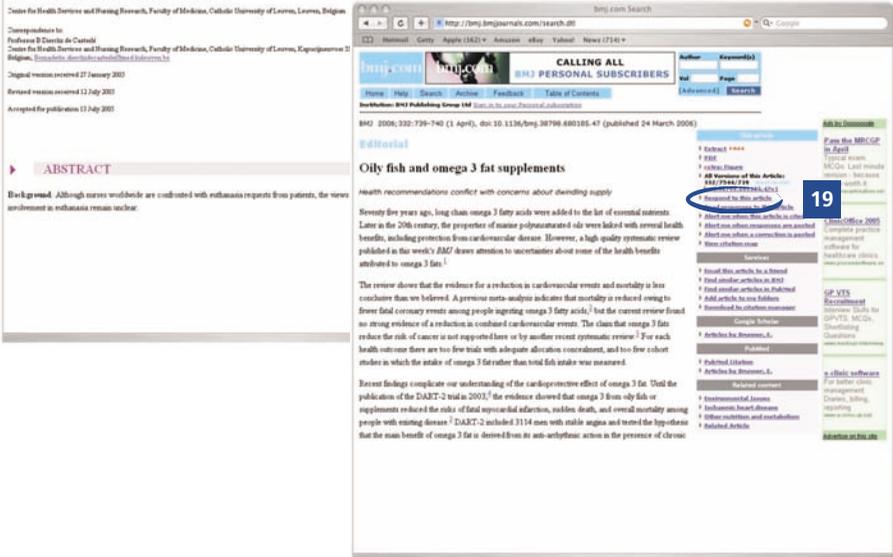
Something to say about an article?

Submit a response

You are welcome to comment on any article published in most BMJ journals. Submit your opinions directly through the website; if suitable, they will be published on the site within 48 hours and an email will be sent to the original author notifying them of your comments about their paper. This feature is not available on Gut and Thorax.

How to use these features

Click on the 'Submit a response' [18] or 'Respond to this article' link beside each article. [19]



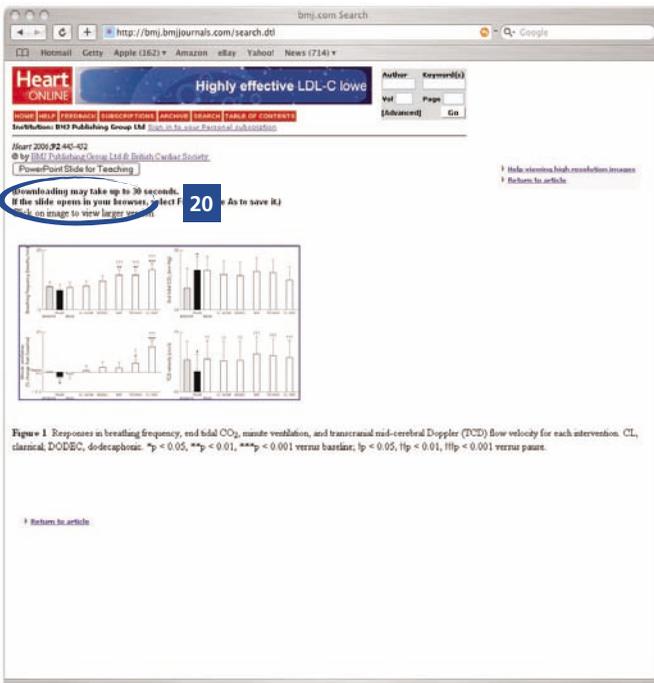
Found an image that would help your teaching?

PowerPoint Slides

Images in full text articles can be downloaded as PowerPoint slides for teaching purposes.

How to use this feature

Find the image you want and click on it to view the larger version. Click the grey button above the image and choose a location where you'd like the image saved. Let the website do the rest! [20]



A gateway to nearly 1,000 journals

HighWire Press

The BMJ journals collection is hosted by HighWire Press alongside nearly 1,000 other journals. All of these journals can be accessed through the **HighWire Portal**. The site has been designed to help researchers search the literature and gain access to it easily – both in journals they regularly read and articles in journals they might otherwise miss – and to help librarians support their researchers and institutions with more complete and improved services.

You can use the portal to receive content alerts from multiple publishers and search across as many journals as you like. You can personalise the portal to display links to your favourite journals and manage all your subscriptions at once. Registration is free at <http://highwire.stanford.edu>

Free Linking

HighWire offer free access to cited articles from any of the journals they host - including 73 of the 200 most frequently cited journals.

How to use this feature

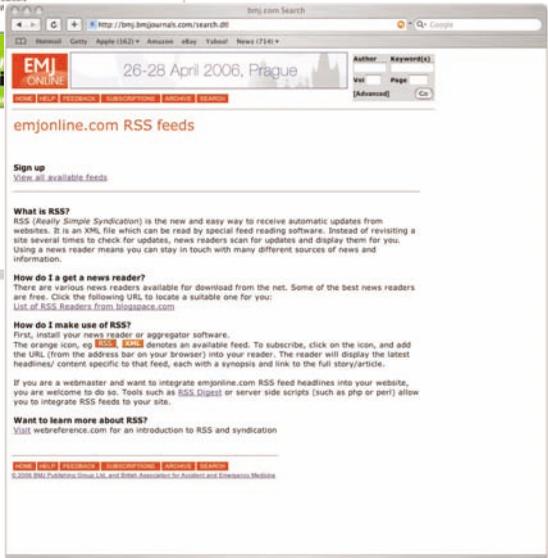
Click on the red 'Free Full Text' link in the reference list of an article.



Information direct to your desktop

RSS

Receive automatic updates every time the website is updated by our RSS feeds. There are three feeds available: the current issue, recent issues and Online First content. To find out more or to start using a feed, click the 'What is RSS' link on the journal's homepage. [21]



Your own online filing system

Personalisation

My Folders is the new personalised online filing system for registered users that provides quick access to articles that you have viewed previously. You can use **My Folders** across all the BMJ journals.

My Searches allows you to save and re-use useful searches.

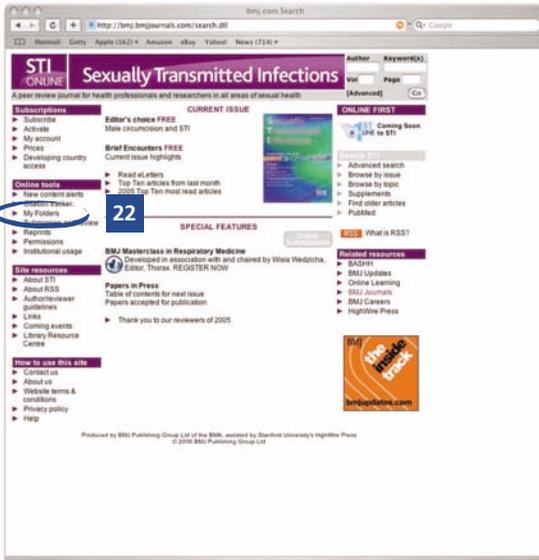
How to use this feature

To save an article, click on the relevant link 'Add article to my folders' in the contents box of the article of interest. [22]

Saved articles can then be filed in folders created by you. Folders can be added, deleted, or renamed.

Articles can be re-organised at any time, according to your needs. Save them to more than one folder using the copy function

To save searches, click on 'Save this search to my folders' from a search result.



Submitting or reviewing a manuscript online

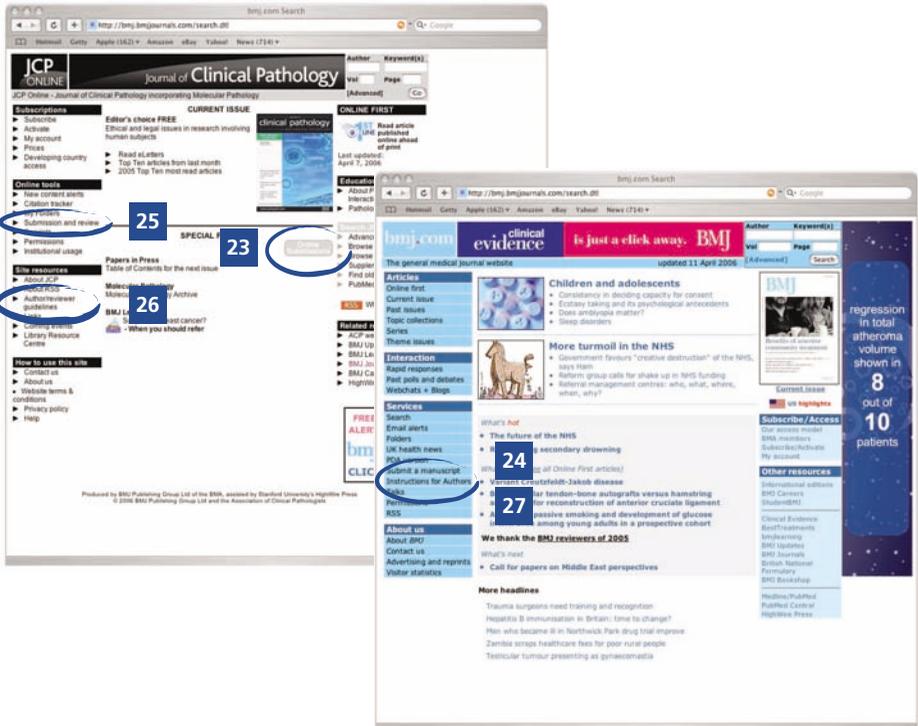
Submission & review

The manuscript submission, reviewing and tracking process for most of the BMJ journals* is conducted entirely online.

How to use these features

To submit or review a manuscript, click on the 'Online Submissions' button [23] or the 'Submit a manuscript' [24]/'submission and review' [25] links

For information on becoming an author, click on 'Author/reviewers guidelines' [26] or 'Instructions for authors'. [27]



*Except the Evidence-Based journals and Medical Humanities

Other features of the BMJ journals collection

- > **Future content:** our sites list recently accepted papers and the table of contents for the next issue as soon as it is available, often up to 6 weeks before the issue is published
- > **Email a friend:** recommend an article to a friend using this free feature, available on any abstract, full text or PDF
- > **PubMed:** search 12 million bibliographical citations and author abstracts from nearly 5,000 biomedical journals
- > **Citation manager:** allows you to collect together an article's references
- > **Citation map:** see a visual representation of the articles citing or cited by your selected article
- > **Data supplements:** additional material online that doesn't appear in the print journal. Look out for additional tables, references, videos, images etc.
- > **Feedback:** to give us your feedback on the site or if you have any general queries, click the 'Feedback' button at the top of any page

Extra features on bmj.com only

- > **See it first online:** as bmj.com goes live every Friday at 00:01 GMT you can view the current issue before seeing a paper copy
- > **Continuous updating:** bmj.com is continuously updated (using RSS see page 14). To see the latest news and what's hot, go to bmj.com's homepage
- > **Webchats:** bmj.com occasionally hosts webchats. To see past webchat topics and conversations, go to www.bmj.com/misc/webchat.shtml
- > **Past polls and debates:** Read survey results from past polls and debates
- > **Interactive case reports:** read cases and post your view on diagnosis

Customer Services

Subscription and activation

Using the customer/membership number you have been given (it's included with your payment confirmation letter), activate your subscription by clicking 'Activate' or 'Subscribe/Activate' on the journal's homepage.

Note that a personal print subscription allows you full access to the journal website.

Make a note of your username and password for future reference:

Customer/Membership number:	<input type="text"/>
Username:	<input type="text"/>
Password:	<input type="text"/>

Athens access

To access most current full text articles via the NHS Scotland e-Library you will first need to obtain an Athens username and password from your institution. To register for these go to the e-Library at www.elib.scot.nhs.uk and click on the 'Need to register?' link.

BMA members

As part of your membership you can access all bmj.com content for free. You will need to register for a username and password on the BMA's website: www.bma.org.uk/register using your BMA membership number.

Further information

For further details about subscribing, activation and access to BMJ journals please contact our customer services department:

- > telephone: +44 (0)20 7383 6270
- > facsimile: +44 (0)20 7383 6402
- > email: subscriptions@bmjgroup.com
(or consortiasales@bmjgroup.com for institutional sales)

We are happy to activate online subscriptions for our institutional customers.

Additional copies

To order additional copies of this leaflet please call the Marketing Department on +44 (0)20 7383 6640 or email us at: marketing@bmjjournals.com

For access to all the websites, go to www.bmjournals.com

Annals of the Rheumatic Diseases
www.annrheumdis.com

Archives of Disease in Childhood
www.archdischild.com

Fetal and Neonatal Edition
(ADC)
www.fetalneonatal.com

ADC Education and Practice
www.archdischild.com

BMJ (British Medical Journal)
www.bmj.com

British Journal of Ophthalmology
www.bjophthalmol.com

British Journal of Sports Medicine
www.bjsportmed.com

Emergency Medicine Journal
www.emjonline.com

Gut
www.gutjnl.com

Heart
www.heartjnl.com

Injury Prevention
www.injuryprevention.com

Journal of Clinical Pathology
www.jclinpath.com

Journal of Epidemiology and
Community Health
www.jech.com

Journal of Medical Ethics
www.jmedethics.com

Journal of Medical Genetics
www.jmedgenet.com

Journal of Neurology,
Neurosurgery and Psychiatry
www.jnnp.com

Practical Neurology
www.practical-neurology.com

Medical Humanities
www.medicalhumanities.com

Occupational & Environmental Medicine
www.occenvmed.com

Postgraduate Medical Journal
www.postgradmedj.com

Quality & Safety in Health Care
www.qshc.com

Sexually Transmitted Infections
www.stijournal.com

Thorax
www.thoraxjnl.com

Tobacco Control
www.tobaccocontrol.com

Evidence-Based Medicine
www.evidence-basedmedicine.com

Evidence-Based Mental Health
www.ebmentalhealth.com

Evidence-Based Nursing
www.evidencebasednursing.com