Over three centuries of scholarly publishing

BRILL

BRILL.COM
User Guide

Tips for Effective Searching,
Reading and Account Management
for Scholars and Librarians



Table of Contents

Brill.com Features

1 Searching
4 Creating an Account Account
5 Features
8 The Webshop
10 Reading Online
11 Downloading Content

In 2017, Brill launched its new brill.com website, including new catalog, web shop and e-content innovations. This guide will show scholars and librarians how best to make use of all the features this platform introduces. Searching the catalog, creating an account, purchasing digital or print products, accessing e-content and more will be explained to enable researchers to get the most out of brill.com.

For librarians the website's access management system is an invaluable tool to gain insight in their institution's holdings and usage statistics. This guide will help librarians get the most out of the reports generated by brill.com.

Still have questions? Visit the FAQ pages on brill.com/faq. You can also contact us at brillonline@brill.com with questions or feedback.

Contact

If you would like to get in touch with the Brill publishing team please feel free to contact us.

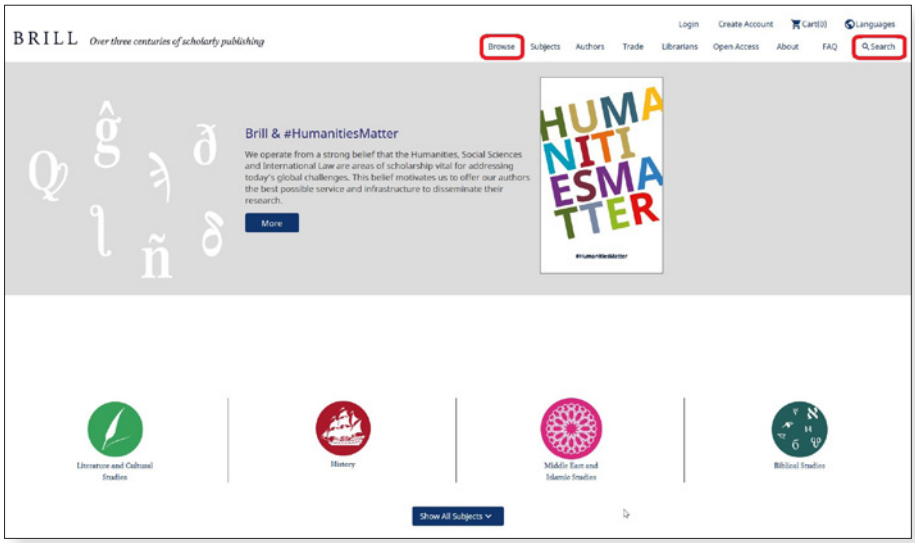
For questions about our marketing please contact marketing@brill.com

BRILL
P.O. Box 9000
2300 PA Leiden
The Netherlands

VAT number NL 001539243 B01
Commercial Register Leiden 28000012

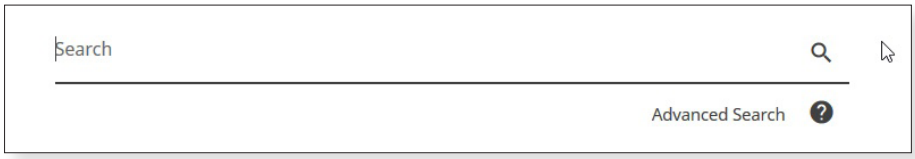
Searching

Quick Search



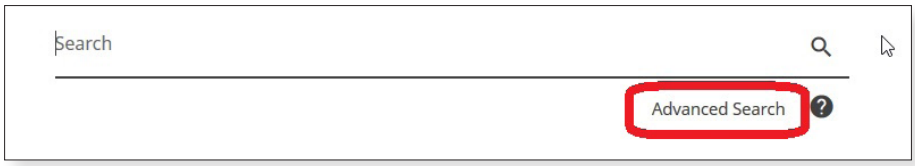
The brill.com homepage

From the brill.com homepage, start searching by clicking 'Search' or 'Browse':
- **Search:** opens a pop-up search box
- **Browse:** browse Brill's entire catalog and filter the results



The search pop-up will appear underneath the website's menu

Advanced Search

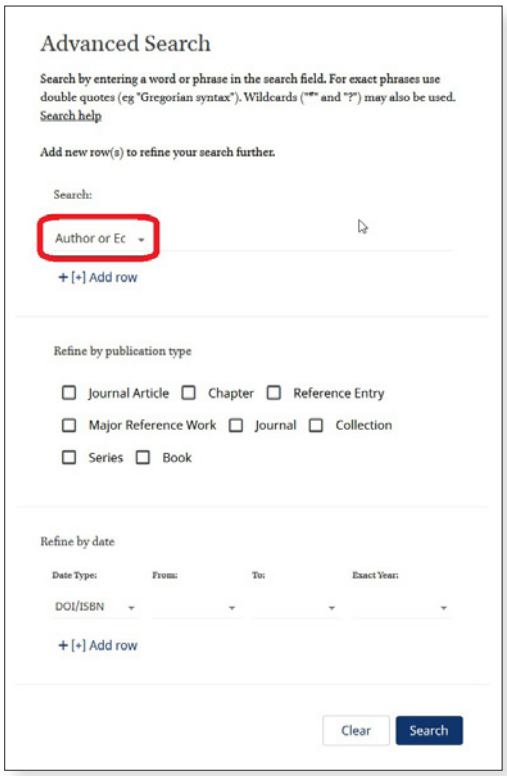


This button links to the advanced search page

The 'Advanced Search' options (brill.com/advancedsearch) offer ways to search more specifically for:
- **Author or Editor**
- **Full Tekst**
- **DOI/ISBN**
- **Journal Source**
- **Publisher**
- **Title**

You can also refine your search by:
- **Publication Type**
- **Date**

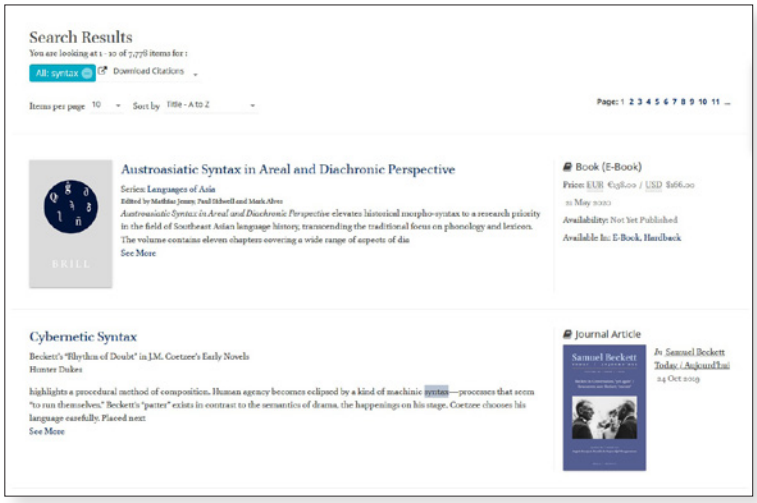
When ready, either click the icon or the Search button, to go to the Search Results.



Click the drop-down menu to select the additional search specifics listed above

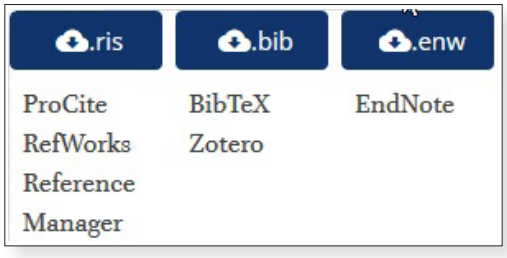
Search Results

On the 'Search Results' page the number of results and the number of results pages are shown.



An example of a Search Results page

Options:
Remove search terms by clicking
Set the number of 'Items per page'
'Sort by' relevance, alphabetically, date, source or author
Download citation in several file formats (.ris; .bib; .enw)



Citation download options

To view the product page of a book or journal, or to go directly to a chapter or article, click on one of the search results.

N.B: The search terms are highlighted when found in the blurb texts of search results, as well as on the product pages when clicking on books or articles.

Refining Search Results

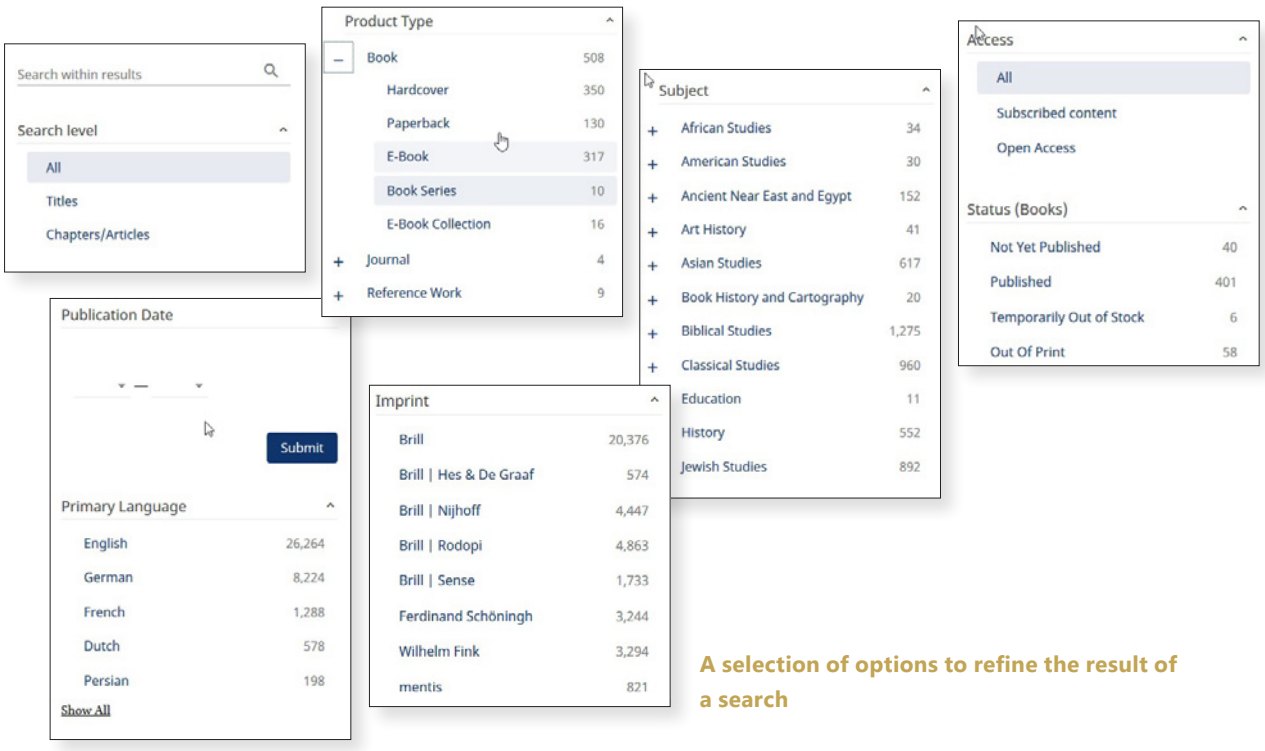
On the left side of the 'Search Results' page, options can be found to refine your search results.

- **Search within results**
- **Choose Search Level:** all results, only full titles, or only separate chapters/articles
- **Product Type:** book, journal, reference work, or primary source collection
- **Subject:** choose from 24 of Brill's subject areas and many more detailed subsections
- **Access:** all results, only subscribed/purchased content or Open Access content
- **Publication Status:** forthcoming, available, or out of stock/print titles
- **Publication Date**
- **Primary Language**
- **Brill Imprint**

The numbers on the right side represent the amount of search results for each option

Like the Subjects, each Product Type has subsections as well. Press the + icon to expand the menu.

- **Books:** Hardcover, Paperback, E-Book, Book Series or E-Book Collection
- **Journal:** Single Journal or E-Journal Collection
- **Reference Work:** Bibliography, Dictionary, Encyclopedia, Text Edition or Atlas
- **Primary Source Collection:** Online Primary Source or Microfiche/film Primary Source



A selection of options to refine the result of a search

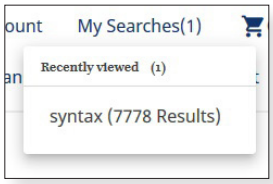
Search History

Even without an account, brill.com saves your most recent searches.



Your search history can be found at the top of the page

At the top right corner of any page on brill.com, click on 'My Searches'. This displays a collection of your most recent searches. Click on a search to go to those search results again.



My Searches saves your most recent search terms

To save a search, an account is needed (see the next chapter). On the 'My Searches' drop-down menu click the icon after you log in to save your search for later.

Creating an Account

After finding the correct content in Search Results, you can purchase, access and/or download that book, journal, chapter, article, etc. However, you need to create an Account to be able to do this.

N.B.: You will also need an individual account to be able to purchase a MyBook copy. MyBook enables users to purchase a print-on-demand paperback copy of books of their choosing, provided they have access to the E-Book version via their institution. Visit brill.com/mybook for more information.

From any page on brill.com, click on Create Account at the top right corner of the page. Or go to the brill.com/signup page.



The top menu bar can be found on every brill.com page

Fill in all your information, pick a password, confirm you are not a robot and agree to our Terms and Conditions (click the link to read them). Then click the Submit button.



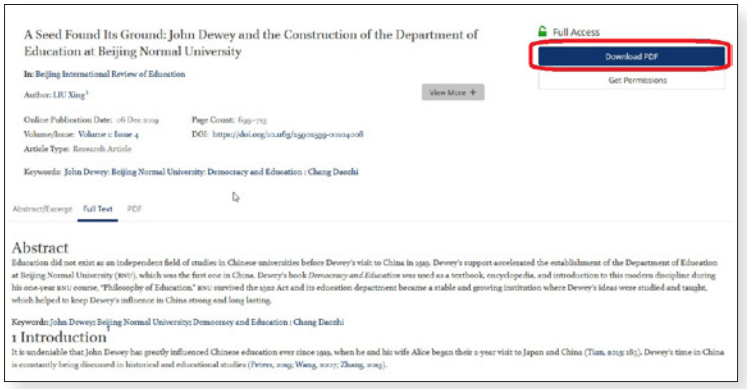
An example of a filled in form

You will receive an email. Click on the confirmation link to complete the registration.

After you create an account, logging in is possible from the top right of any brill.com page. Or go to the brill.com/login page.

Account Features

After logging in, click on 'My Account' at the top right of any brill.com page.



In the My Account menu different tabs can be found at the top of the page

The 'My Account' tabs are:
- Most Recent: Your most recent searches
- My Content: Purchased E-Content
- My Searches: Saved searches
- My Alerts: Email alerts for new content
- My Annotations: Saved annotations
- My Account: Your account details, where you can change your password
- My Orders: Your web shop orders
- Tokens: Enter access tokens provided by Brill. Includes a list of used token
- My Data: EU GDPR Information

Most Recent

Here you can find your most recent saved searches. As this is the first tab to display on your account, this is meant to get a quick access to your saved research. It displays the search terms and the date when it was saved.



Did you forget what you were working on? You can find your most searches here

Check a saved item and click the buttons to either delete the save (Delete works as well) or edit the search (by adding personal comments).

My Content

As mentioned above, this lists the E-Book and Journal content you've purchased.

My Searches

A complete list of your saved searches. This tab has the same features as the 'Most Recent' tab.

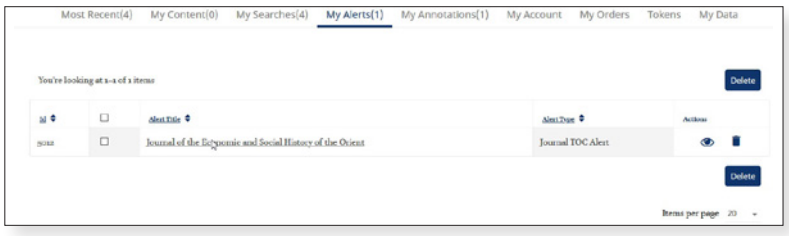
My Alerts

You have the ability to sign up for a variety of email alerts that notify you of new journal issues or advance articles, new citations, new results to your saved searches and additional added content.

To sign up for an email alert, click on the appropriate 'Get Alert' button on a product's page.



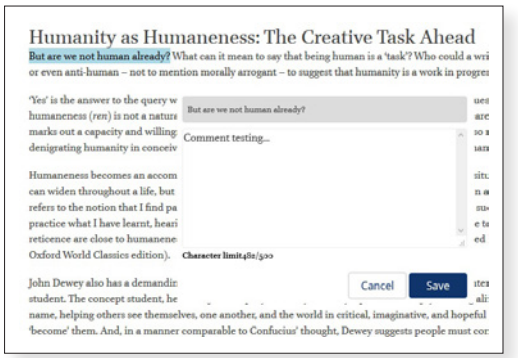
For example, the 'Get eTOC Alerts' and 'Get Ahead of Print Alerts' buttons can be found to the right on the journal page. Here you can enable or disable your alert for this journal



On the 'My Alerts' tab you can find an overview of all the alerts you have turned on. Click the button to visit the product's page, or click the button to delete an alert.

My Annotations

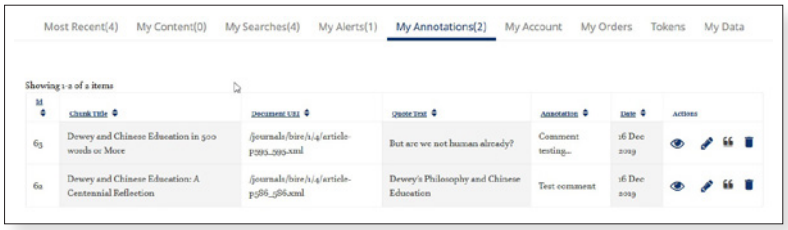
When reading a journal article of book chapter you can include your own comments by selecting a piece of text and clicking the Annotate button.



Adding comments to content is easy!

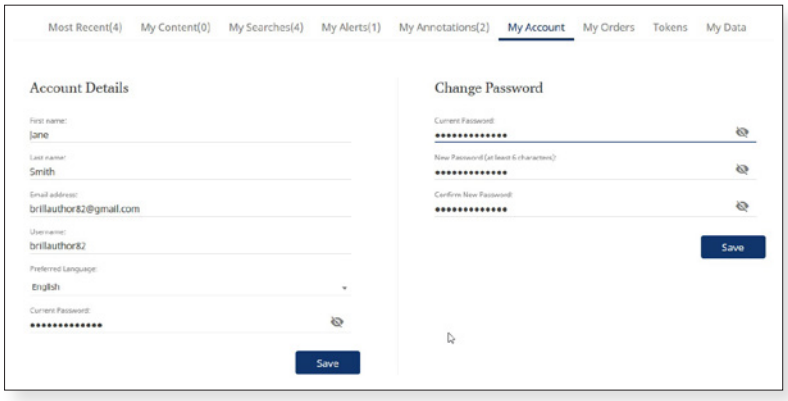
On the 'My Annotations' tab you can find an overview of all your saved annotations, including:
· Chunk Title: The title of the article/chapter
· Document URI: The URI of the article or chapter's page
· Quote Text: The selected text to which you have added your comments
· Annotation: Your comment's text

Click the button to visit the content page, the button to edit your comments, the button to download the content's citation or click the button to delete an annotation.



My Account

Your account details are listed, and can be edited, here. This is also the tab where you can change your password:



Make sure not to share your personal details with anyone

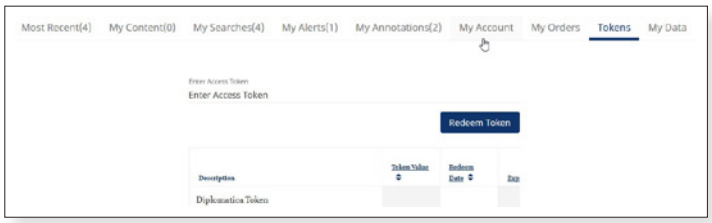
My Orders

An overview of the purchases you have made in the brill.com webshop.

Tokens

Brill often shares special offers in their email newsletters or at academic conferences. On this tab you can enter an token which provides access to specific content for a predetermined amount of time. Simply enter the shared token and click the Redeem Token button.

Please note that you have to be logged in to your account to be able to access the token's content.



For an example of a token for free access to one of our new journals, please visit brill.com/free4u

My Data

Brill takes your privacy seriously and will only use your information to provide you with services you request. Brill.com is compliant to the EU's GDPR rules. On this tab you can read more information about GDPR, how you can remove your data from brill.com and how to download your personal information and saved searches, annotations, etc.

Before requesting that your account is deleted, it is advised to download your data by clicking the Download All Data button.

The Webshop

Once you have found the content you need and have created an account, you are able to purchase digital content or physical books and journals through our webshop.

Books

To purchase a book, search for the title and go to the product page. On the page, click on 'Please choose a format' to select the format (E-Book, Hardback or Paperback) you want to buy.



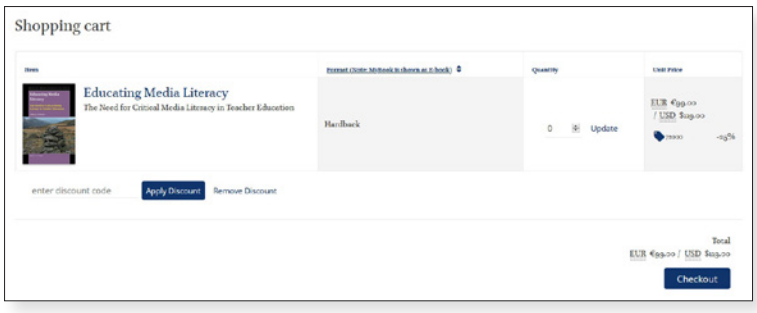
Note that certain formats are only available for specific books, i.e. not every book is available in paperback

To purchase the book, click the Add to Cart button.

The 'My Cart' button at the top right of the screen lists the amount of products that have been added. Click the button to start the checkout process.



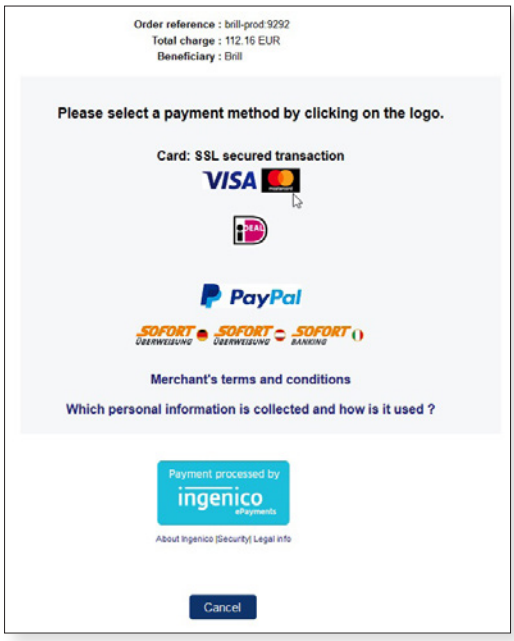
In your cart, you can:
· 'Update' the number of copies in the order
· 'Apply Discount' by entering a code that has been provided by Brill
· When you are ready to order, click the Checkout button



Note that the discount percentage will be displayed, but the discount will only be applied to your order total at the payment stage

On the next page, fill in the Billing and Shipping Information, then press the Continue button.
Required information =
· Country
· Name
· Street
· Street Number
· Postal Code
· City
· Email
· Phone

The next page gives a summary of your order. Agree to the Terms and Conditions and click the Go To Payment button.



Payment is arranged through a third-party service and takes you out of the brill.com site

Finally, select a payment option. You will receive an email with an order confirmation and your order will be displayed on the 'My Orders' tab under the 'My Account' options.

Digital content will be made available through your account immediately. Print orders will be sent to our distributor and will be shipped to the provided shipping address. Please take into account between 5 to 10 workdays before shipments are sent.

N.B.: Unfortunately, at this point it is not possible to purchase a Journal Subscription on brill.com. Please contact our Sales department at sales@brill.com for more information.

Chapters / Articles

To purchase an individual book chapter or journal article, go to the chapter/article's page and click on the Add to Cart button.

Additionally, you can either login for institutional access, rent the article on DeepDyve, or redeem an access token if one is provided by Brill.

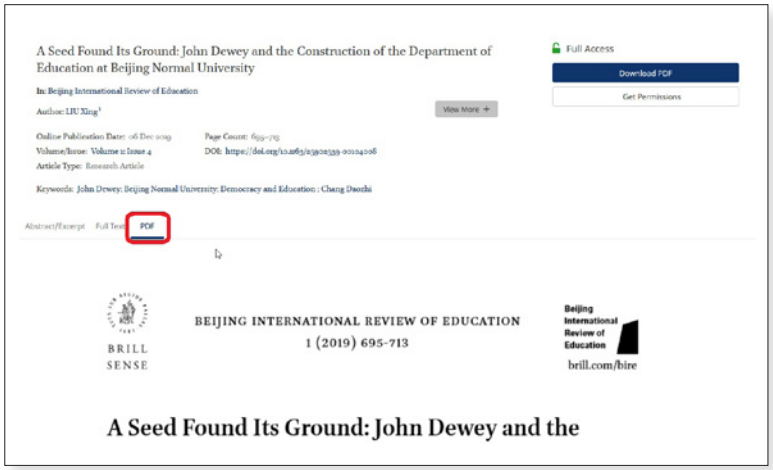


Please note you need to be logged in to your personal account to make use of some of these features

Once an article or chapter is added to your cart, the checkout process is the same as with any book purchase (see p. xx).

Reading Online

Once access is available the restricted access icon will be replaced with the full access icon. To access a purchased book chapter or journal article, go to the table of contents and click on the chapter/article.



Access the PDF file by clicking on the PDF tab



Where XML is available, access the article directly by clicking on the Full Text tab

Downloading Content

To download a book chapter or journal article, click on the Download PDF button from the chapter/article's page.



A dialog box will open where the file can either be opened or saved.

Besides individual chapters, complete books can also be downloaded directly from the title's product page, when complete access is available.



N.B.: A PDF reader such as 'Adobe Acrobat Reader' is needed to access Brill's PDF files.

Brill offers publications in the following areas:

- African Studies
- American Studies
- Ancient Near East and Egypt
- Art History
- Asian Studies
- Biblical Studies and Early Christianity
- Biology
- Book History and Cartography
- Classical Studies
- Education
- History
- Human Rights and Humanitarian Law
- International Law
- International Relations
- Jewish Studies
- Language and Linguistics
- Literature and Cultural Studies
- Media
- Middle East and Islamic Studies
- Philosophy
- Religious Studies
- Slavic and Eurasian Studies
- Social Sciences
- Theology and World Christianity

