



# DE GRUYTER ONLINE MANUAL

HOW TO NAVIGATE THROUGH OUR WEBSITE

[www.degruyter.com](http://www.degruyter.com)

## STRUCTURE

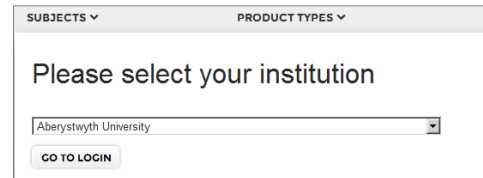
1. Access
2. Subject Areas
3. Product Types
  - ▶ Books
4. Search
5. Share & Recommend
6. Personal Settings
  - ▶ Login
  - ▶ My De Gruyter Account
7. News & Updates
  - ▶ Alerts
  - ▶ Newsletter & Social Media

# 1. ACCESS

## INSTITUTIONAL ACCESS

You can access your institutional content through:

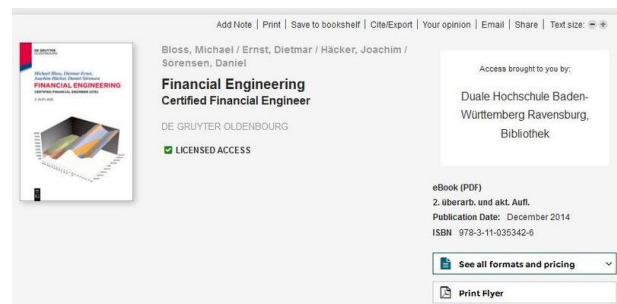
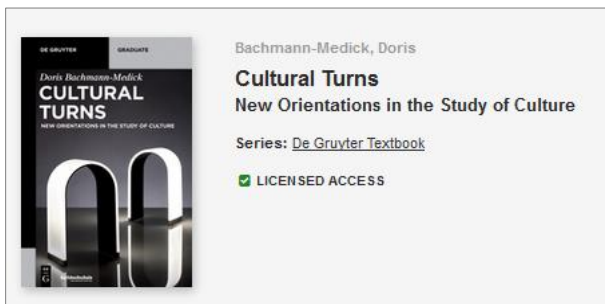
- a) the IP address of your institution,



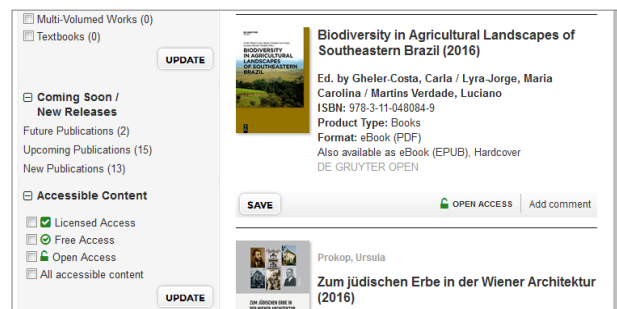
## LINCENSED ACCESS

All journals, books and databases acquired by your institution are identified:

- ▶ by **Licensed Access** on the search result page,
- ▶ by **Access brought to you by** your institution on the product page.



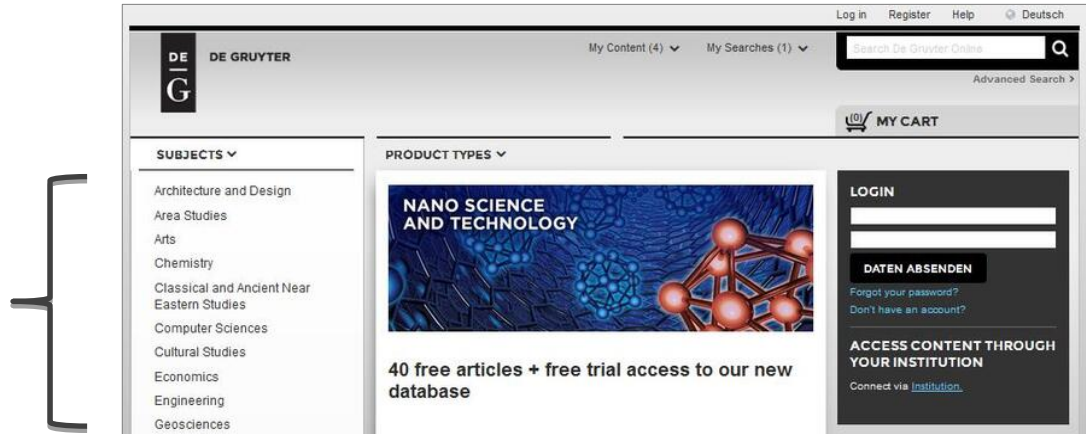
The search bar on the left of the website allows you to filter the content that has been **licensed by your institution**.



## 2. SUBJECT AREAS

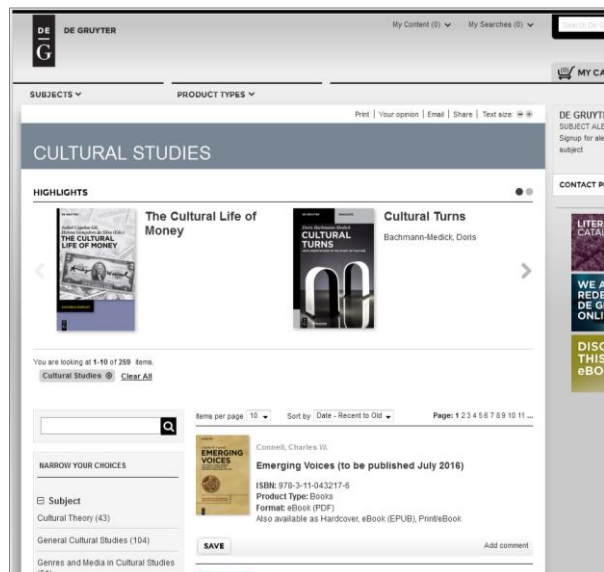
You can find an overview of all subject areas at De Gruyter on the left side of the homepage.

Subject areas  
at De Gruyter



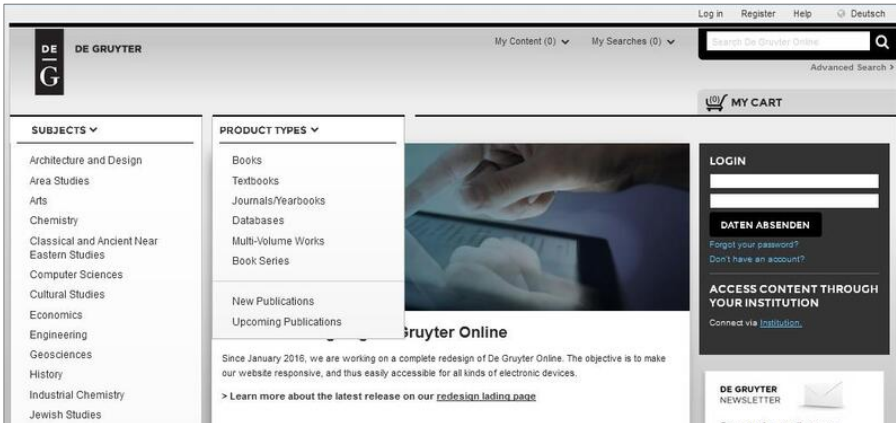
Click on your subject of interest and you will be directed to the **landing page** of the specific subject area.

- ▶ You can find the **highlights** of the selected field at the top of each subject area's landing page.
- ▶ Narrow your search down to a more specific **sub-subject** area.



### 3. PRODUCT TYPES

You can filter your search by selecting a product type.



- ▶ Books
- ▶ Textbooks
- ▶ Journals / Yearbooks
- ▶ Databases
- ▶ Multi-Volume Works
- ▶ Book Series
- ▶ New Publications
- ▶ Upcoming Publications

### BOOKS

You can find all relevant information about each title on every product page.

**1** BIBLIOGRAPHICAL INFORMATION

**2** PRINT FLYER

**3** CONTENT OVERVIEW, REVIEWS

**4** SEARCH BOX

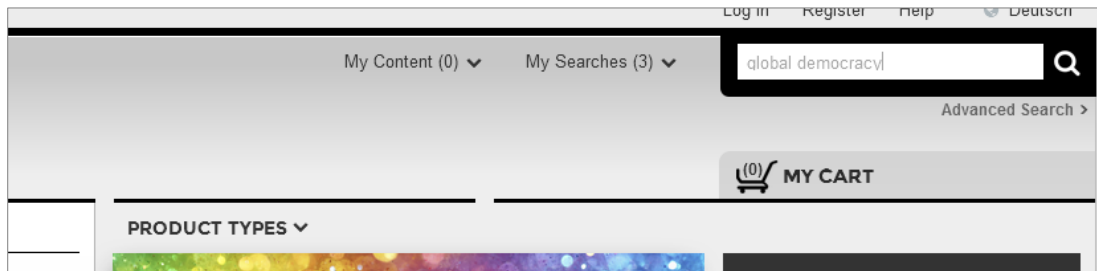
**5** TABLE OF CONTENTS

## 4. SEARCH

You can find the Search box at the top right of every webpage.

### SEARCH EXAMPLE

- ▶ Keyword: global democracy



### SEARCH RESULTS

**3 SEARCH KEYWORDS**

**4 SELECT: SUBJECT AREA, PUBLICATION DATE, PRODUCT TYPE, ACCESSABILITY, PUBLISHER**

**1 CHANGE RESULT DISPLAY**

**2 SEARCH RESULTS**

Print | Save search | Your opinion | Email | Share | Text size: - +

## Search Results - De Gruyter Publishers

You are looking at 1-10 of 236 results in Titles.  
Your search may return additional results in [Chapters](#), [Articles](#), [Entries](#).

global democracy [Clear All](#)

Items per page: 10 | Sort by: Relevance | Page: 1 2 3 4 5 6 7 8 9 10 11 ...

**NARROW YOUR CHOICES**

Subject

- Arts (1)
- Classical and Ancient Near Eastern Studies (4)
- Cultural Studies (1)
- Economics (8)
- History (9)
- Industrial Chemistry (1)
- Law (7)

**1** Biti, Vladimir  
**Tracing Global Democracy (2016)**  
ISBN: 978-3-11-045764-3  
Product Type: Books  
Format: eBook (PDF)  
Also available as Hardcover, Print/eBook, eBook (EPUB)

**2** Parola, Giulia  
**Environmental Democracy at the Global Level: (2013)**  
ISBN: 978-83-7656-014-4

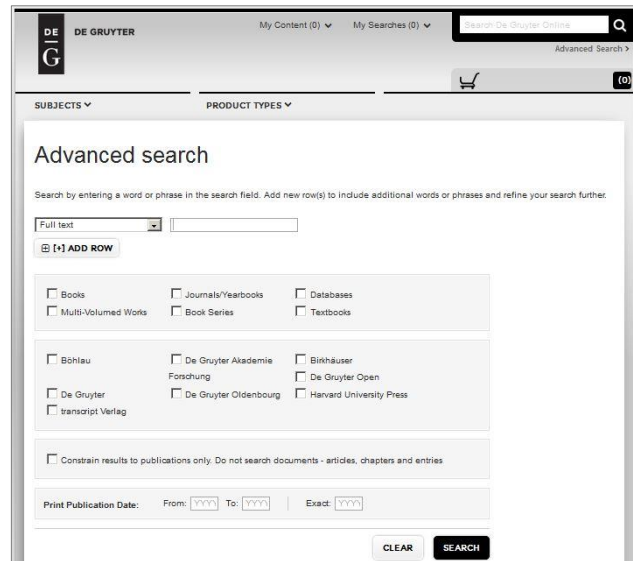
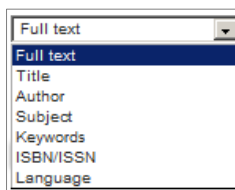
## ADVANCED SEARCH

To specify your search, click on **Advanced search**.

The following criteria can be selected:

- ▶ Product type
- ▶ Publisher
- ▶ Only full text publications
- ▶ Publication date

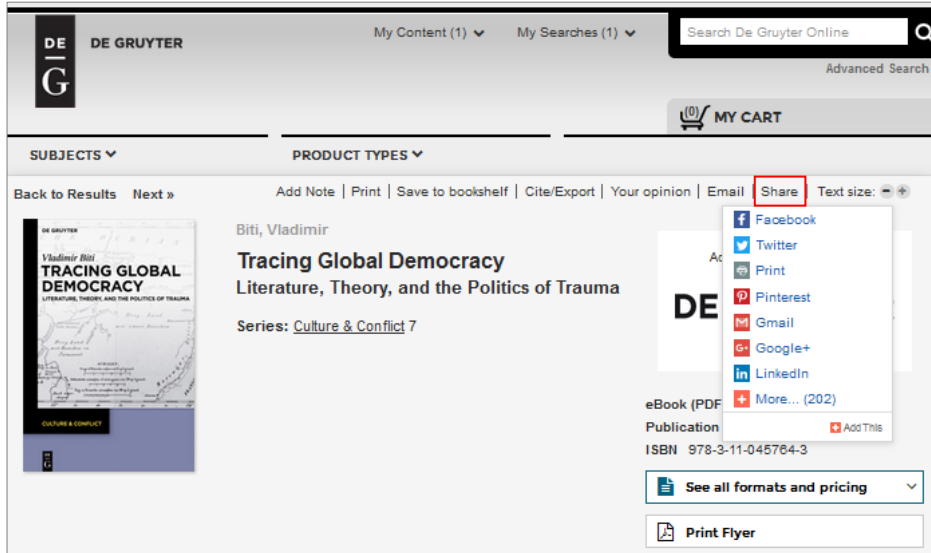
Combined with a drop-down menu.



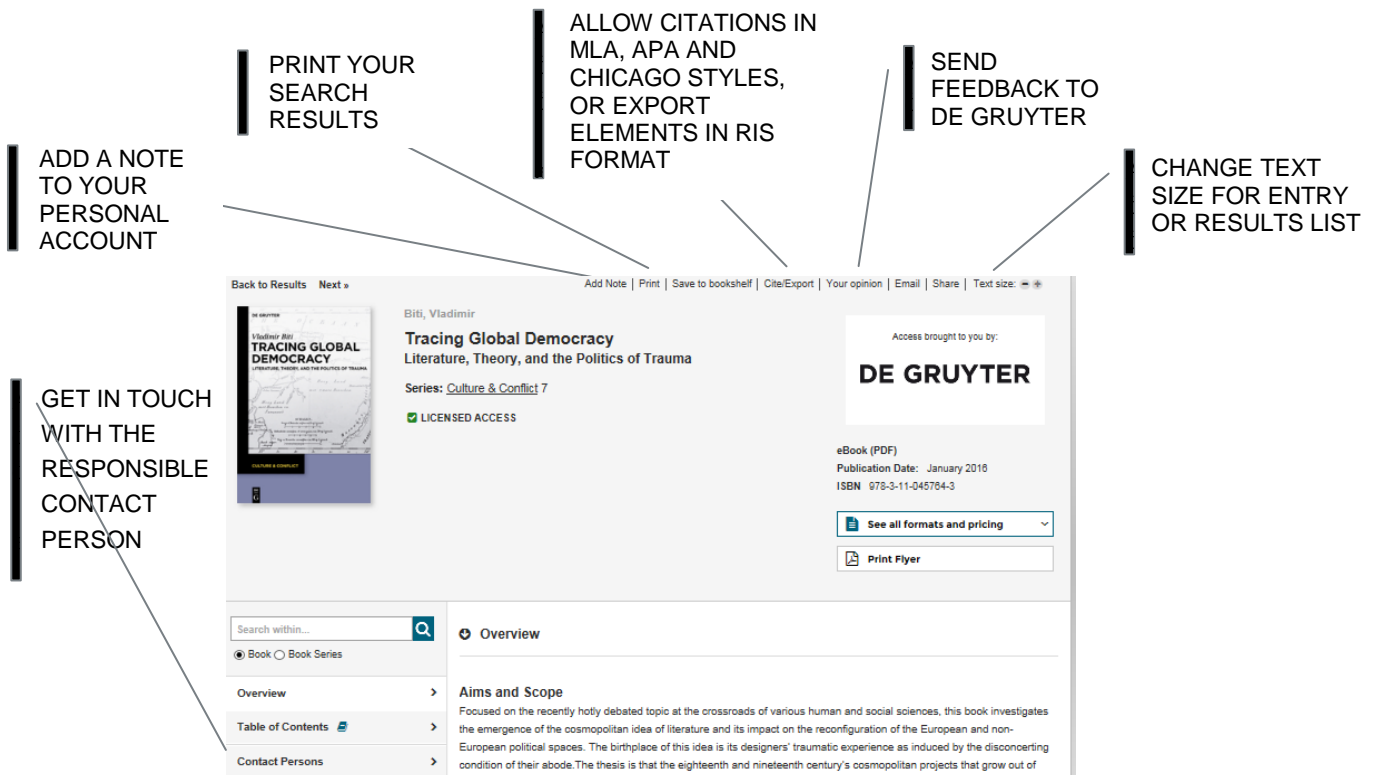
## 5. SHARE & RECOMMEND

On every product page you can:

- ▶ share a book, journal or database on more than 200 social networks,
- ▶ recommend the product to your library if the product has not been purchased yet.



## GENERAL FUNCTIONS




## 6. PERSONAL SETTINGS

To learn more about the variety of De Gruyter content, you can create your own **My De Gruyter Account**.

### REGISTER

If you don't have an account yet, click **Register** and follow the instructions to create your own account.



Already have an account? [Sign In](#) 

Don't have an account yet? Register with De Gruyter Online here and [benefit](#) from the free membership:

\* fields are compulsory

First Name

Last Name


Email Address


Password

Confirm Password

Please remember to add [noreply@degruyter.com](mailto:noreply@degruyter.com) to your safe senders list.

Type the characters you see below into the box:





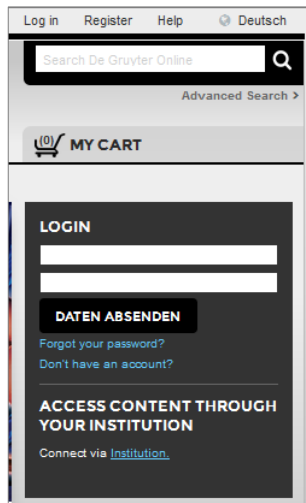
- ▶ Enter your **data** in the fields provided.
- ▶ If you can't read the **CAPTCHA code**, please click the refresh button to receive a new one.
- ▶ Click the **Submit** button and you will receive a confirmation email.

After you have received your email, click on the **confirmation link** to complete your registration.



## LOGIN

You have two options to enter your login data.



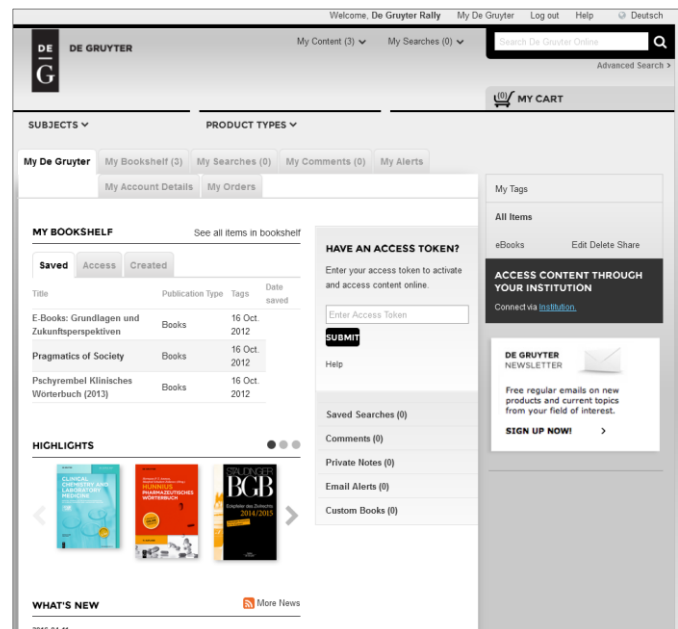
- ▶ You can find the **Login** button in the header at the top of every page.
- ▶ Alternatively, you can use the **Login** box on the homepage.

## MY DE GRUYTER ACCOUNT

De Gruyter Online offers numerous features you can use to efficiently and easily navigate through the De Gruyter's electronic content.

You can manage your

- ▶ bookshelf,
- ▶ searches,
- ▶ content you have access to,
- ▶ alerts,
- ▶ account details and orders.



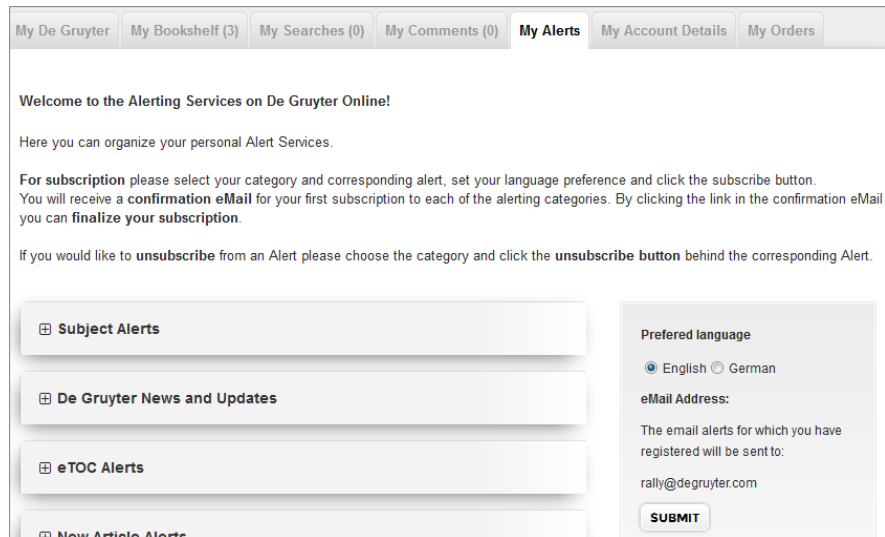
## 7. NEWS & UPDATES

If you wish to be kept up-to-date, you can subscribe to **De Gruyter Alerts** or follow us on various **social networks**.

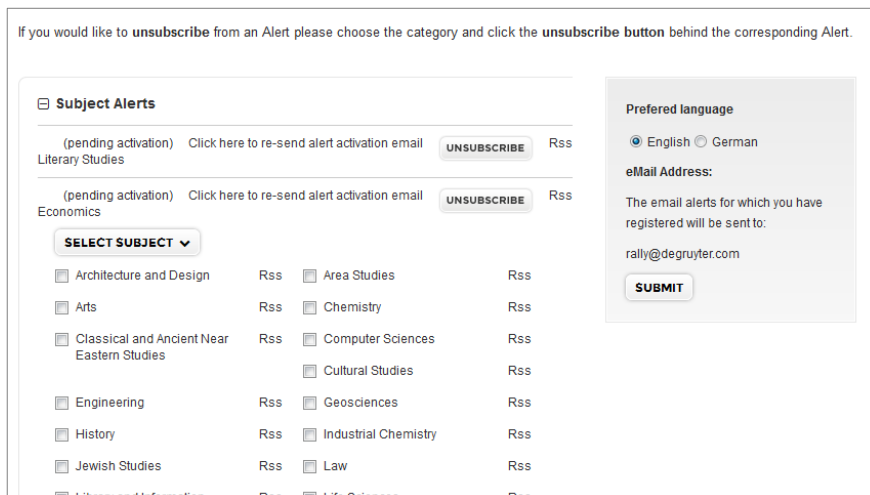
### ALERTS

Within your personal account you can subscribe to several kinds of alerts, e.g.:

- ▶ subject alerts,
- ▶ eTOC alerts,
- ▶ various news and updates.



To subscribe to an alert, just select an alert category and, e.g., a subject area that you are interested in.



## NEWSLETTER & SOCIAL MEDIA

You can find information about our social media activities or company news via the corresponding button in the footer of the webpage.

LIBRARIES	TRADE	AUTHORS	SOCIETIES	TEXTBOOKS	PRESS	OPEN ACCESS
<b>ABOUT DE GRUYTER</b> The Publishing House Career Walter de Gruyter Foundation 关于德古意特 De Gruyter China	<b>E-PRODUCTS &amp; SERVICES</b> eProducts Abstracting & Indexing Marketing & Sales Materials Services Advertising Rates Rights & Permissions	<b>IMPRINTS AND PUBLISHER PARTNERS</b> Birkhäuser De Gruyter Open De Gruyter Akademie Forschung De Gruyter Mouton De Gruyter Oldenbourg De Gruyter Saur Publisher Partners	<b>HELP &amp; CONTACT INFORMATION</b> De Gruyter Company Details FAQ Give Feedback Redesigning De Gruyter Online	<b>NEWS</b> Conferences News, Social Media & Blogs		

BE UP-TO-DATE AND SUBSCRIBE TO OUR FREE NEWSLETTER

WE INFORM YOU ABOUT THE LATEST NEWS AT DE GRUYTER VIA FACEBOOK, TWITTER, GOOGLE+, LINKEDIN AND XING

Home > News, Social Media & Blogs

### News, Social Media & Blogs

Print | Your opinion | Share | Text size: ☰ ☱

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**ALL PRESS RELEASES AT A GLANCE**

In order to get an overview about what's happening at De Gruyter have a look at our [News Archive](#).

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**SUBSCRIBE TO OUR FREE NEWSLETTER**

The regular newsletters and alerts of De Gruyter keep you up to date with custom made information about our products and services. [Subscribe to our news and services now.](#)

Make sure to update your subscription profile on a regular basis, so that you receive **exactly the information** you need.

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**DON'T MISS ANY NEWS!**

We will keep you up to date via the following social networks:

- De Gruyter on Facebook
  - De Gruyter
  - De Gruyter Mouton
  - De Gruyter Open
  - Birkhäuser
- De Gruyter on Twitter
  - De Gruyter Mouton
  - De Gruyter TRS
  - De Gruyter Open
  - Birkhäuser
- De Gruyter on Google+
  - De Gruyter Mouton
  - De Gruyter TRS
  - De Gruyter Open
  - Birkhäuser
- De Gruyter on LinkedIn
  - De Gruyter Mouton
  - De Gruyter TRS
  - De Gruyter Open
  - Birkhäuser
- De Gruyter auf Xing
  - De Gruyter Mouton
  - De Gruyter TRS
  - De Gruyter Open
  - Birkhäuser