Add a journal article / conference paper

Before you begin it is important that you have installed the bookmarklet tool on to your internet browser. Instructions for this can be found on the Reading Lists Online LibGuide [http://libguides.tees.ac.uk/RLO/gettingstarted](http://libguides.tees.ac.uk/RLO/gettingstarted).

Find the journal article or conference paper you wish to add to your reading list using the Library's online databases or Discovery (make sure full text is available). If the article/paper is not available via the Library please email [digitalcollectionsteam@tees.ac.uk](mailto:digitalcollectionsteam@tees.ac.uk) as it may be possible to purchase a copyright cleared version.

**If using an online database:**

Open the article's or paper's record (not the full text PDF) by clicking on the title from your results list:

![Screen shot of online database search results](image1.png)

and click on the **Add to My Bookmarks** tool on your toolbar.

![Screen shot of adding to bookmarks](image2.png)
Reading Lists Online - RLO

If using Discovery:
Click on the title from the results list:

Click on Full Text Online

Preparing a research proposal for a student research dissertation: a pedagogic note

Author: Emmanuel, Clive
Journal: Accounting Education
Date: 09/2003
Volume 12, Issue 3
Page: 303-312

Full Text Online

and click on the Add to My Bookmarks tool on your toolbar.
You will be taken to the **Bookmarking from** ... page. Make sure that all the fields have been filled in correctly for your item (i.e. Resource Type, Title, Author, etc.) and edit if necessary. Click on **Create & Add to List** to add the item to your reading list.

In the pop up box, select the list you wish to add your item to from **Add to list**.

You can also select a position on your list (i.e. top or bottom) or which section it will appear under (if you have already created sections in your list).

On this screen you can add a **Note for student**, these notes will appear next to the item in your reading list.

It is also possible to add a **Note for library**, this can be any information you wish the library to be made aware of regarding this item.

**Important** - the **Note for library** will only be transmitted to library staff once you have published your reading list.

To finish click on OK.

If you were working on a Reading List and it is still open in another tab or window, you will need to refresh the page to show your newly added item.

Any additions to your list are automatically saved as a ‘draft’. Once you have finished adding the items you want to your list, you must publish it by clicking on the **publish** button on the top right of the screen (visible when you click on **Edit list**).
(classic). By publishing the list, the library will be notified and will check it. The list will also be made live for students to view.