

# Setting Up a Journal Alert

You can set up an e-mail alert to automatically notify you each time a new issue for a selected journal title is available.

## To set up a journal alert:

1. Click the **Publications** link at the top of the screen. The Publications Screen displays.

The screenshot shows the 'Publications' screen with the following elements:

- Publications** header
- Browsing: **Academic Search Premier Publications**
- Search input field and **Browse** button
- Sorting options:  **Alphabetical**,  **By Subject & Description**,  **Match Any Words**
- Page navigation: **Page:** Previous | **Next** | **A B C D E F G H I J K L M N O P Q R S T U V W X Y Z**
- Mark Items for Search** button and **Add** button
- List of publications:
  - AAC: Augmentative & Alternative Communication**  
*Bibliographic Records:* 03/01/2001 to present  
**Notes:** This is the default message for Titles Outside of the Local Collection
  - AACN Clinical Issues: Advanced Practice in Acute & Critical Care**  
*Bibliographic Records:* 02/01/2002 to 01/31/2006  
**Notes:** This is the default message for Titles Outside of the Local Collection
  - AANA Journal**  
*Bibliographic Records:* 02/01/2001 to present; *Full Text:* 02/01/2001 to present  
**Notes:** This is the default message for Titles Outside of the Local Collection  
 PDF Full Text
  - ABA Journal**  
*Bibliographic Records:* 01/01/1975 to present; *Full Text:* 01/01/1975 to present  
**Notes:** This is the default message for Titles Outside of the Local Collection  
 PDF Full Text; HTML Full Text

2. To locate the publication, enter the title in the **Browse Publications** field and click **Browse**, or use the **A - Z** links and left/right arrows to browse through the list of titles.
3. From the journal's Publication Details Screen, click the **Alert/Save/Share** link, and then click the **Create an Alert** link. If you have not signed in to My EBSCOhost, you will be prompted to do so.

The screenshot shows the EBSCOhost interface for the 'ABA Journal'. The main content area displays the following information:

- Title:** ABA Journal
- ISSN:** 0747-0088
- Publisher Information:** American Bar Association, 321 North Clark Street, Chicago Illinois 60610, United States of America
- Title History:** ABA Journal (1984 - present), [American Bar Association Journal](#) (1975 - 1983) Changed to: ABA Journal
- Bibliographic Records:** 01/01/1975 to present

On the right side, there is a vertical list of years from 2008 down to 1998, each with a '+' icon next to it. A floating menu is overlaid on the page, containing the following options:

- Create an alert
- Create RSS Feed
- Permalink: <http://search.ebscohost>
- Alert / Save / Share >

4. The [Journal Alert Screen](#) appears, on which the Journal Alert Name, Date Created and Database name have automatically been filled in.
5. In the **Run Alert for** field, select how long the journal alert should run:
  - - One month (the default)
    - Two months
    - Six months
    - One year

*In the Alert Options area*

1. Select the **Alert results format** to use: Brief, Detailed, or Bibliographic Manager formats.
2. To **limit EBSCOhost access to only the articles in the alert** (rather than the entire site), mark the checkbox to the left of this field.
3. **Alert on full text only** – Mark the check box to indicate that you want to set up an alert for only the full text

*In the E-Mail Options area*

1. Indicate how you would like to be notified. Select one:
  3.
    - E-mail all alerts and notices (the default)
    - E-mail only creation notice
    - No e-mail (RSS only) – if you select this option, the remaining E-mail Properties will be hidden (because they are not necessary for RSS).
2. **E-mail Address** - to be notified by e-mail when a new issue is available, enter your e-mail

address. If you are entering multiple e-mail addresses, place a semicolon between each e-mail address.

3. **Hide Addresses from recipients** – if you select this option, the e-mail addresses you enter will be placed into the BCC (Blind Copy) field of the e-mail, rather than the “To” field.
4. **Subject** - enter a brief explanation that will appear in the subject line of the Journal Alert e-mail.
5. **Title** - you can optionally enter a title for the e-mail. The default value for the Title field is: *EBSCOhost Alert Notification*.
6. **E-mail [From] address** - defaults to *EPAlerts@EPNET.COM*. You can enter a different "From" e-mail address if desired.
7. Select the **E-mail format to use**: Plain Text or HTML.
8. Indicate whether you want to include: **Link to TOC page on EBSCOhost** or **Article links embedded within the results**.
9. **Include in e-mail** - To have your search string included with your results, mark the **Query** check box. To include the frequency (how often the alert will run), mark the **Frequency** check box.
10. When you have finished making changes, click **Save**. You will be returned to the Publication Details Screen. A message is displayed that indicates a journal alert has been set for the publication.