

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. On the Advanced Search Screen, click the **Publications** link. To locate the publication, enter the title in the **Browse for** field and click **Browse**, or use the **A - Z** links and left/right arrows to browse through the list of titles.
2. Click the **Journal name** to display the journal's Publication Details Screen.
3. Click the **Journal Alert** link. If you have not signed in to *My SRC*, you will be prompted to do so.
4. The Journal Alert Screen appears, on which the Journal Alert Name, Date Created and Database name have automatically been filled in.

*In the **Run Alert for** area*

1. In the **Run Alert for** field, select how long the journal alert should run:
 - One month
 - Two months
 - Six months
 - One year (the default)

*In the **Alert Options** area*

1. Select the **Alert results format** to use: Brief, Detailed, or Bibliographic Manager formats.
2. To **limit access to only the articles sent** (rather than the entire site), mark the checkbox to the left of this field.
3. To receive an **Alert on full text only**, mark the checkbox to the left of this field.

*In the **E-Mail Properties** area*

1. Indicate how you would like to be notified. Select one:
 - 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 (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 Carbon Copy) field of the e-mail, rather than the “To” field.

Note: If you specify multiple e-mail addresses and do not want recipients to see all e-mail addresses, mark the **Hide Addresses from Recipients** checkbox.

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: *SRC 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 e-mail message**.
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**. *Kids Search* displays the Alert Summary details. Click **Continue** to return to the Publication Details Screen. The Publications Details Screen includes a message indicating that a journal alert has been set for the publication.

Note: Due to the Children's Online Privacy Protection Act, the journal alert feature is not available if you have indicated that you are younger than 13 years of age.