EBSCOhost Alerting Services

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. 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.

2. From the journal’s Publication Details Screen, click the Journal Alert link. If you have not signed in to My EBSCOhost, you will be prompted to do so.

3. The Journal Alert Screen appears, on which the Journal Alert Name, Date Created and Database name have automatically been filled in.

4. In the Run Alert for field, select how long the journal alert should run:
   - One month (the default)
   - Two months
   - Six months
   - One year
   - Perpetuity – when this option appears, you can create a non-expiring alert.
**Journal Alert Screen**

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:
   - 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.