

Goizueta Business Library

Creating Bridges to Knowledge

Steps for Registering and Creating Alerts for Academic Journals

All of the academic journal databases allow you to set up ejournal alerts and saved search alerts.

Following are the steps for Business Source Complete and Science Direct; the other like databases utilize similar functionality for these features. To get started, always register and create a personal username and password.

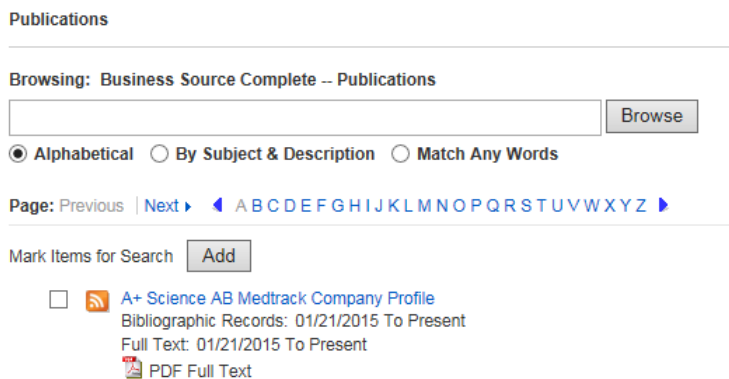
Business Source Complete

<http://business.library.emory.edu/research-learning/databases/business-source-complete.php>

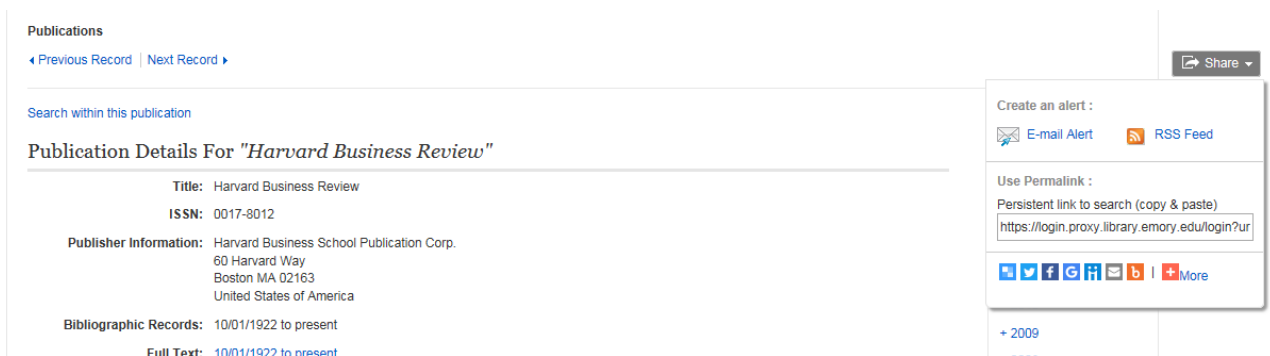
Set up an alert to receive automatic e-mail notification whenever a new issue of a particular journal becomes available.

Click **Sign In** at the top of the page. **Create a new account** if you don't have one already.

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



2. To locate the publication, enter the title in the **Browsing Publications** box and click **Browse**, or use the **A - Z** links and left/right arrows to browse through the list of titles.
3. Click the journal title link.
4. At the journal's Publication Details Screen, click **Share** in the far right corner and then click **E-mail Alert**.



5. The **Create Journal Alert** window appears, with the *Subject* and *E-mail from* address automatically filled in.

Create Alert

Journal Alert: ""ABA Journal"" on 2013-09-20 09:26 AM*

E-mail

Subject: EBSCO Alert ABA Journ

Hide addresses from recipients:

E-mail from: epalerts@epnet.com

E-mail to:

E-mail format: Plain Text HTML

E-mail contents: Link to table of contents Link to individual articles

General Settings

Results format: Brief

Alert on full text only:

RSS Feed: <http://epweb704.epnet.com/AlertSyndicationService/Syndication.aspx?GetFeed?guid=954994>

Save Alert Cancel Alert

Advanced Settings

6. Set your alert parameters and click **Save Alert**.

Notes:

- Before your alert expires, you will be e-mailed and given the opportunity to renew it.
- To view all available alert parameters, click **Advanced Settings** below the Save Alert button.

In the E-Mail section

1. **Subject** – enter a brief explanation that will appear in the subject line of the Journal Alert e-mail.
2. **E-mail from** - defaults to EPAalerts@EPNET.COM. You can enter a different "From" e-mail address if desired.
3. **E-mail to** - Enter your e- mail address. If you are entering multiple e-mail addresses, place a semicolon between each e-mail address.
4. **E-mail format** – Select Plain Text or HTML.
6. **E-mail contents** - Indicate whether you want to receive: Link to table of contents or Link to individual articles.

Advanced Settings

Click **Advanced Settings** to view the **Journal Alert screen**, featuring all available parameters. In the **Run Alert for** section, select how long the journal alert should run for.

Editing a Journal Alert

1. Click **Folder** at the upper right of the screen.
2. Click the **Journal Alerts** link on the left side.
3. Click **Edit Alert** below the journal title.
5. Edit the alert.
6. Click **Save**.

Deleting a Journal Alert

1. Click **Folder** at the upper right of the screen.
2. Click the **Journal Alerts** link on the left side.
3. Mark the check box for each alert you would like to delete.
4. Click **Delete Items**. The selected items are removed from the folder.

Viewing a Search Alert

EBSCOhost alerts are set to display the first 100 results. If your alert produces more than 100 results, and you want to view the remaining results, there are two ways to view all results from your alerts.

Click on the persistent link in the alert email to view all available results or view them by using the

Retrieve

Alerts feature in EBSCOhost.

Science Direct

<http://business.library.emory.edu/research-learning/databases/science-direct.php>

Set up an alert to receive automatic email notification whenever a new issue of a particular journal, handbook, and book-series becomes available.

Click **Sign In** at the top right of the page. Click **Register Now** if you need to create your account. Once you are registered, your name will display on the upper right corner.

1. Click **Journals** on upper right corner of the page.
2. On the **Publications** page, locate the journal title(s). Use the **Filter by Subject** option on the left to retrieve multiple journal titles by discipline.
3. Click the journal title link.
4. Click to the **Subscribe to New Volume Alerts** link.
5. In the **Save Journal or Book-Series Alert** box, select **Alert Type**: Table of Contents or Articles in Press
5. Click **Save**.

Editing/Deleting Journal Alerts

1. Click on your name on upper right corner of the page.
2. Click **Manage My Alerts**.

Creating Topic or Search Alerts

1. Click on your name on upper right corner of the page.
2. Click **Manage My Alerts**.