

Creating Journal Table of Contents (TOC) Alerts in Ebscohost Databases

To create a journal table of contents E-Mail alert in an EBSCOhost research database, connect to one of the EBSCOhost databases accessible from the State Library's [Research Databases web page](#) at the following URL:

<http://www.cyberdriveillinois.com/departments/library/databases/home.html>

The EBSCOhost database selected for these instructions is **Academic Search Premier**, which is a multi-disciplinary database that contains indexing and abstracts for more than 8,300 journals, with **full text** for more than **4,500** of those titles. This scholarly collection offers information in nearly every area of academic study including: computer sciences, engineering, political science, chemistry, arts & literature, medical sciences, ethnic studies, library & information science, and many more.

When you connect to an EBSCOhost database remotely from the State Library's Research Databases web page, such as Academic Search, you will be prompted to login using your 14-digit State Library ID number and last name (as illustrated below). Once the login is completed, you will then be authenticated to use that desired database. Please note that remote access to databases accessible via Research Databases web page is restricted to current **Illinois state government employees** with a valid library card from the Illinois State Library.

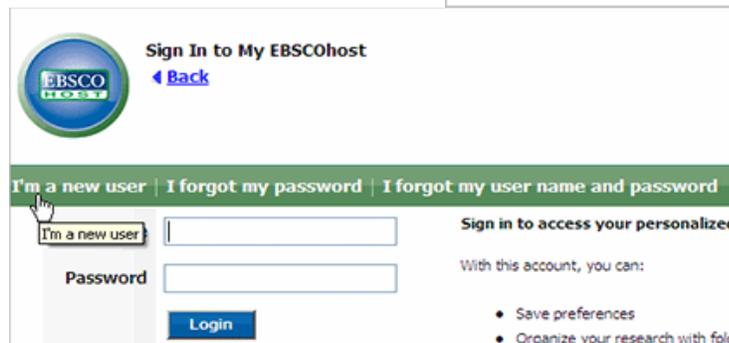
Illinois State Library Patron Authentication

Use of this resource is restricted to **Illinois State Government Employees** with a valid library card from the Illinois State Library, and requires authentication by entering your 14-digit library ID number (located on the back of your library card) and your last name.

Please enter your **Library Card Number**:

Please enter your **Last Name**:

Once you have connected to an EBSCOhost database, such as Academic Search Premier, click on the **Sign in to My EBSCOhost** link at the top of the page.



At the **Create a new account** dialog box, simply enter the required information. Make sure you have entered your correct E-Mail address. You will also want to note your **username** and **password** so you can access your personal EBSCOhost account in the future.

Once you have established a Personal account in EBSCOhost, you may start creating journal alerts. There is no limit to the number of alerts that you can create.

To begin, **search/browse** for the journal title that you'd like to create an alert for. An easy way to search for a journal title is to simply click on the **Publications** link located at the top of the database search screen.



At the **Publications** screen, type in the journal title in the search box and click on the **Browse** button. You may search for journal titles *alphabetically* or by *keyword*. You may also search by *subject* and *description*. In the example provided below, the user has entered the journal title **American Libraries**:

If the desired journal title is included in the EBSCOhost database, a record for that journal title will be presented in the search results. In this example, *American Libraries* is available in **Academic Search Premier** from 1975 to present. You'll also notice that full text for this journal is available in both PDF (Portable Document Format) and HTML.

Once you have located the journal title in the search results, **click** on the **Journal Title** link to display the full record for that title.



With the full record for the journal title displayed, click on the **Alert** link located in the upper right-hand side of the **Publication Details** for that journal title. **Note:** If you have not signed in to My EBSCOhost, you will be prompted to do so.

The screenshot shows the EBSCOhost interface for the journal 'American Libraries'. At the top, there are navigation links: 'Previous Record', 'Next Record', 'Search within this publication', and 'Alert / Save / Share'. The 'Alert / Save / Share' link is highlighted with a mouse cursor. Below this is the 'Publication Details For "American Libraries"' section, which includes fields for Title, ISSN, Publisher Information, Bibliographic Records, and Full Text. To the right of these details is an 'All Issues' column with a list of years from 2000 to 2009, each preceded by a '+' sign and a blue underlined link.

Publications	
Previous Record	Next Record
Search within this publication Alert / Save / Share	
Publication Details For "American Libraries"	
Title: American Libraries	All Issues
ISSN: 0002-9769	+ 2009
Publisher Information: American Library Association 50 East Huron Street Chicago Illinois 60611 United States of America	+ 2008
Bibliographic Records: 01/01/1975 to present	+ 2007
Full Text: 01/01/1975 to present	+ 2006
	+ 2005
	+ 2004
	+ 2003
	+ 2002
	+ 2001
	+ 2000

After you click on the **Alert** link, a **Create an Alert** window will open. To create an **E-Mail** alert, click on the **Create an alert** link.

The screenshot shows a 'Create an alert' dialog box. The 'Create an alert' link is circled in red. Below it are links for 'Create RSS Feed' and 'Permalink'. There is an empty text input field for the permalink. At the bottom, there are icons for 'BOOKMARK', a printer icon, and a share icon. The dialog box is overlaid on a page with a green header and a 'Alert /' link on the right side.

Note: You also have the option to create a RSS feed alert for a journal title. RSS stands for Really Simple Syndication, which will provide a **feed for a journal alert** in XML format. RSS enabled alerts allow users to feed results from EBSCOhost journal alerts into their RSS readers and aggregators. Many of today's Web browsers also support RSS feeds.

These instructions are for creating an **E-Mail journal alert** only. If you're interested in creating a RSS feed for a journal alert using Ebscohost's **One-Step RSS** feature, refer to the **Creating an RSS Journal Alert** instructions.

On the **Create or Edit Journal Alerts** screen (illustrated below), you will see the **Alert Name** (journal name), **Date Created**, and **Database** listed, followed by several options for configuring your journal alert.

In the **Run Alert for** drop-down menu, choose how long you want the alert to run. You may choose from **One month** (default), **Two months**, **Six months**, or for **One year**. When an alert is set to expire, you will be notified by e-mail and given the option to renew.

In the **Alert Options** panel, select the **Alert results format** to use: **Brief** (default), **Detailed**, or **Bibliographic Manager** formats. The **Bibliographic Manager** format requires a third-party bibliographic or citation management software package to be installed on your computer (**not** provided by the Illinois State Library).

In the **E-Mail Properties** area, indicate how you would like to be notified. You may select one of the following:

- E-mail all alerts and notices (**recommended**)
- 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).

In the **E-mail Address** field, enter your e-mail address. You may enter multiple e-mail addresses. However, make sure you separate addresses with a **semicolon**.

Create or Edit Journal Alerts	
Enter information in the fields below. You will be notified each time a new issue is made available on EBSCOhost for the following journal: <i>American Libraries</i>	
Alert Name	American Libraries
Date Created	3/27/2009
Database	Academic Search Premier
Interface	EBSCOhost
Run Alert for	One Year <input type="button" value="v"/>
Alert Options	Alert results format <input checked="" type="radio"/> Brief <input type="radio"/> Detailed <input type="radio"/> Bibliographic Manager <input checked="" type="checkbox"/> Limit EBSCOhost access to only the articles sent <input type="checkbox"/> Alert on full text only
E-mail Properties	<input checked="" type="radio"/> Email all alerts and notices <input type="radio"/> Email only creation notice <input type="radio"/> No e-mail (RSS only) E-mail Address (please separate e-mail addresses with a semicolon) jsmith@emailaddress.net <input type="button" value="v"/>

Clicking on the **Hide addresses from recipients** checkbox will place all of an alert's e-mail addresses in the **BCC:** (blind carbon copy) field instead of the **To:** field. This option applies when you want to send alerts to multiple e-mail addresses.

<input type="checkbox"/> Hide addresses from recipients

In the **Subject** field, enter a meaningful description that will appear in the alert's e-mail **subject line** (e.g., **Journal Alert: American Libraries**). You may also enter a **Title** for your e-mail. The default value for the Title field is: *EBSCOhost Alert Notification*.

Select the **E-mail Results format** you prefer. The default is Plain Text, which uses no formatting. HTML e-mails may contain different textual formats and graphics. Links to articles or Table of Contents pages will appear in both formats.

Specify whether you want your alerts to include a link to the journal's **TOC (table of contents) page** or have **links to each article embedded in the body of the e-mail** (default).

Subject
Journal Alert: American Libraries

Title
American Libraries Journal Alert Notification

E-mail [From] address
EPAAlerts@EPNET.COM

E-mail Results format
 Plain Text HTML

Link to TOC page on EBSCO/host Article links embedded within the e-mail message

Include in e-mail
 Query
 Frequency

Save Cancel

When you have finished entering your information in the **Create or Edit Journal Alerts form**, click on the **Save** button. A message will display indicating that an alert **has been created** for your journal. You will also receive a confirming e-mail message.

Your alert has been created	
Alert Name:	American Libraries
Database:	Academic Search Premier
Duration:	One month
Search Strategy:	JN "American Libraries"
Frequency:	Daily
Syndicated Feed:	http://rss.ebscohost.com/AlertSyndicationService/Syndication.aspx/GetFeed?guid=1960110
<input type="button" value="Continue"/>	