Creating a Journal Alert in Political Science Complete, IPSA or Academic Search Complete

To create a journal alert:

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

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 Share link, and then click the E-mail Alert link.
4. The Journal Alert window appears, with the *Subject* and *E-mail from* address automatically filled in. If you have not already signed into your My EBSCOhost account, do so by clicking the **Sign in** link.
5. 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 the **Advanced Settings** link.

In the **E-Mail area**

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 EPAlerts@EPNET.COM. You can enter a different "From" e-mail address if desired.

3. **E-mail to** - 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.

4. **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.

5. **Select the E-mail format to use** - Plain Text or HTML.

6. **E-mail contents** - Indicate whether you want to include: Link to table of contents or Link to individual articles.

In the General Settings area

1. **Select the Results format to use** - Brief, Detailed, or Bibliographic Manager formats.

2. **Alert on full text only** – Mark the check box to indicate that you want to be alerted only when the full text is available.
   - One month (the default)
   - Two months
   - Six months
   - One year

**Using the Advanced Alert Settings**

Click the **Advanced Settings** link to view the **Journal Alert screen**, featuring all available parameters.

In the **Run Alert for** field, select how long the journal alert should run:

**In the Alert Options area**

1. Select the **Alert results format** to use: Brief, Detailed, or Bibliographic Manager formats.

2. To **limit EBSCO access to only the articles in alert** (rather than the entire site), mark the checkbox to the left of this field.

   **Note**: When this box is marked, the folder feature will not be available to users accessing articles from the alert.

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**.

   If you select the **Link to TOC page on EBSCOhost** option when setting up a journal alert, the link created will launch a search against the database that will return records from the new issue, based on the time frame you selected when you set up the alert.

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.