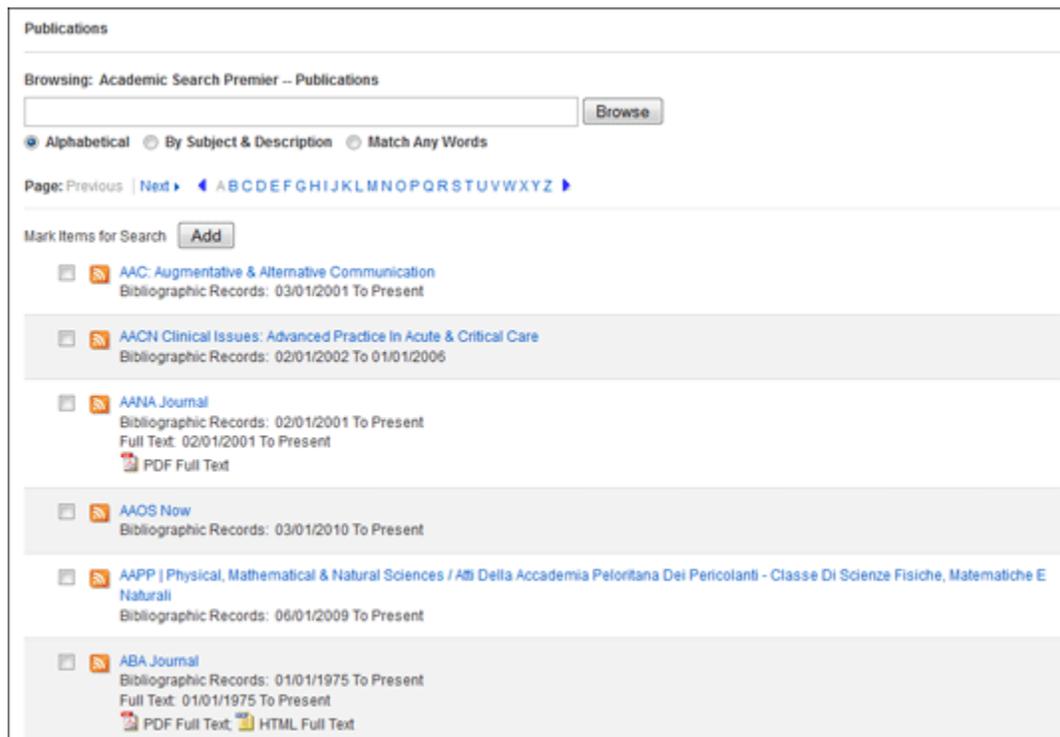# Creating a Journal Alert in Political Science Complete, IPSA or Academic Search Complete

(Instructions from EBSCOhost Help: http://support.ebsco.com/help/index.php?help_id=1165)

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 EBSCO*host* account, do so by clicking the **Sign in** link.

Create Alert ⦿

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

E-mail

Subject

EBSCO Alert: ABA Journa

Hide addresses from recipients

☐

E-mail from

epalerts@epnet.com

E-mail format

◉ Plain Text ○ HTML

E-mail to

[   ] Separate each e-mail address with a semicolon. Leave E-mail to field blank if you do not wish to receive e-mail alerts.

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.asmx/GetFeed?guid=954994

Save Alert   **Cancel Alert**

Advanced Settings

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

Notes:

- o Before your alert expires, you will be e-mailed and given the opportunity to renew it.
- o 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 EBSCO*host*** or **Article links embedded within the results**.

   If you select the **Link to TOC page on EBSCO*host*** 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.