Creating Journal Alerts in EBSCO Databases

Journal alerts can be set up in all **EBSCO** databases. These alerts can be used to notify you when a new issue of a certain journal is released. You will receive a table of contents list with links to each article in that journal issue. In many cases, you can read the full article on your computer. Here is an example of how to set up a journal alert in an EBSCOhost database.

To set up alerts, you must first create an account for **My EBSCOhost**. Click on the **Sign in** link in the blue menu bar at the top of the EBSCOhost database search page to begin.

From the *Sign in to My EBSCOhost* screen, click **Create a new Account**..

1. Fill in all of the fields on the *Create a New Account* page. You may select the user name and password of your choice. When you have completed the form, click **Continue**.
2. If all the information was accepted, a message appears that provides your user name and password. Click **OK**. You will be automatically logged in as a personal user. Please note the user name and password for future reference.

Set up a Journal Alert:

1. Find your publication by clicking on the **Publications** tab at the top of every EBSCO screen. Type in the journal name or browse for your title. Click on the name of your journal.
2. From the *Publication Details* page for the chosen journal click on the **Share** button, which is located on the far right side of the page.
3. The *Share* menu includes two options. To receive alerts via email click on **Email Alert**. Clicking on **RSS Feed** will provide you with a link that may be added to any RSS reader.
4. If you choose Email Alert you will be taken to the *Create Alert* menu (see below). If you have not yet signed in to your *My EBSCOhost* account you must do so at this time.

Create Alert ⑦

Journal Alert: """Hemingway Review" on 2015-01-07 09:43 AM"

E-mail

Subject
EBSCO Alert: Hemingway

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://rss.ebscohost.com/AlertSyndicationService/Syndication.asmx/GetFeed?guid=4302753

[Save Alert] [Cancel Alert]

Advanced Settings

5. Fill in the requested information and click **Save Alert**. The default alert duration is six months.
6. To adjust the alert duration and other options click on the **Advanced Settings** link at the bottom of the *Create Alert* menu. Adjust the desired options on the *Advanced Settings* page (see below) and click **Save**.

Enter information in the fields below. You will be notified each time a new issue is made available on EBSCOhost for the following journal:

Alert Name   "Hemingway Review" on 2015-01-07 09:43 AM
Date Created   1/7/2015
Database   Academic Search Complete
Interface   EBSCOhost
Run Alert for   [Six months ▼]
Alert Options   Alert results format
                    ● Brief ○ Detailed ○ Bibliographic Manager

                    ☑ Limit EBSCOhost access to only the articles sent
                    ☐ Alert on full text only
E-mail Properties   ○ Email all alerts and notices
                    ○ Email only creation notice
                    ● No e-mail (RSS only)
                    E-mail Address (please separate e-mail addresses with a semicolon)
                    [   ]

                    ☐ Hide addresses from recipients
                    Subject
                    [   ]
                    Title
                    [   ]
                    E-mail [From] address
                    [   ]
                    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]

7. You will receive an email confirmation of your journal alert.

EBSCO*host* Alert Notification
To: bmeyer@blinn.edu
Subject: EBSCO Alert: Hemingway Review

The Alert ""Hemingway Review" on 2015-01-07 10:38 AM" created on 01/07/2015 10:38:16 AM, was modified by Brad Meyer.

Alert Name: "Hemingway Review" on 2015-01-07 10:38 AM
Database: Academic Search Complete
Run Alert For: Six Months

RSS Feed: http://rss.ebscohost.com/AlertSyndicationService/Syndication.asmx/GetFeed?guid=4302817

Blinn Library

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Please do not reply to this message. For questions regarding your alert please visit http://support.ebscohost.com/contact/askus.php.