Setting Up a Journal Alert

You can set up an e-mail alert to automatically notify you each time a new issue for a selected journal title is available.

1. From the journal’s Publication Details Screen, click the Journal Alert link. If you have not logged in to My EBSCOhost, you will be prompted to do so.

2. The Journal Alert Screen appears, on which the Journal Alert Name, Date Created and Database name have automatically been filled in.

3. In the Run Alert for field, select how long the journal alert should run:
   - One month (the default)
   - Two months
   - Six months
   - One year
4. Select the **Results content** – indicate whether you want to include: Link to TOC page on EBSCOhost or Article links embedded within the results.

5. Select the **Results format (if including Article links)** to use: Brief or Detailed.

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

7. In the **E-mail Options** section, 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)

8. **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.

9. **Subject** - enter a brief explanation that will appear in the subject line of the Journal Alert e-mail.

10. **Title** - you can optionally enter a title for the e-mail. The default value for the Title field is: EBSCOhost Alert Notification.

11. **E-mail [From] address** - defaults to EPAlerts@EPNET.COM. You can enter a different "From" e-mail address if desired.

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

13. To have your search string included with your results, mark the **Include query string in results** checkbox.

14. 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.