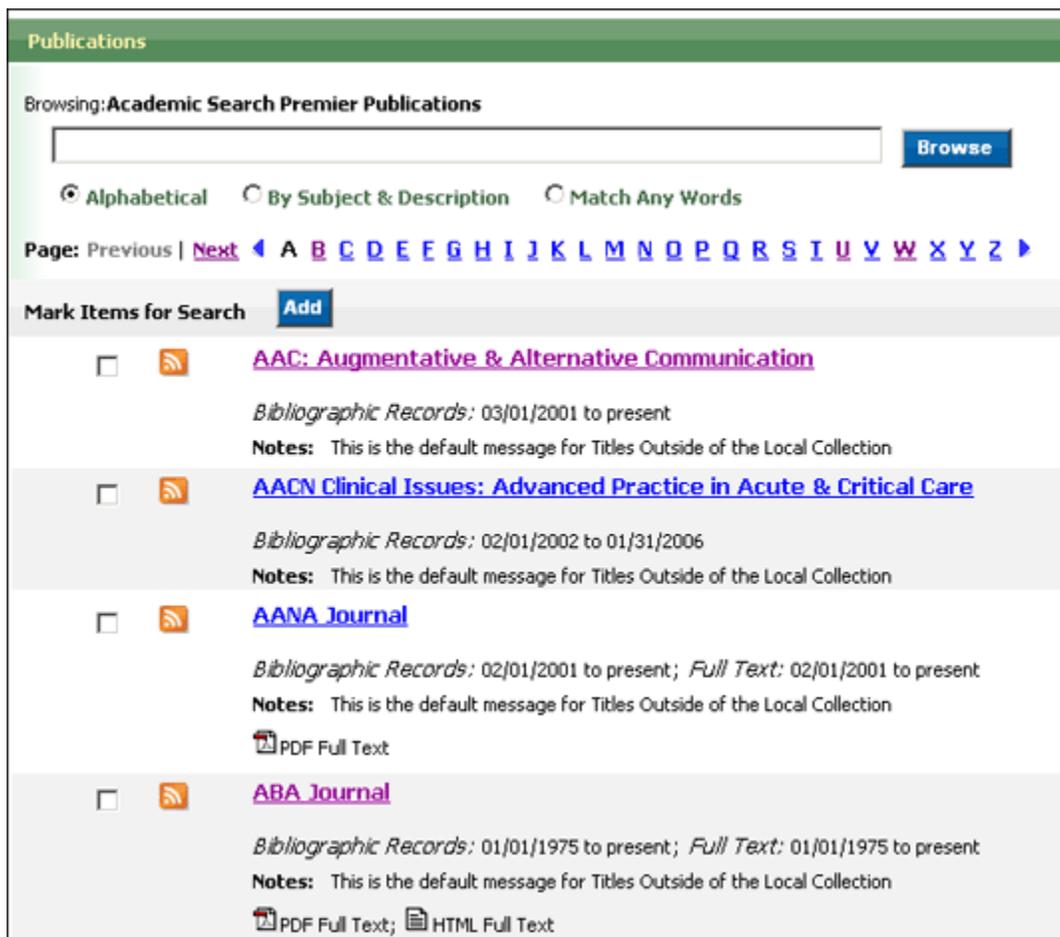


# Setting Up a Journal Alert (on an EBSCO database)

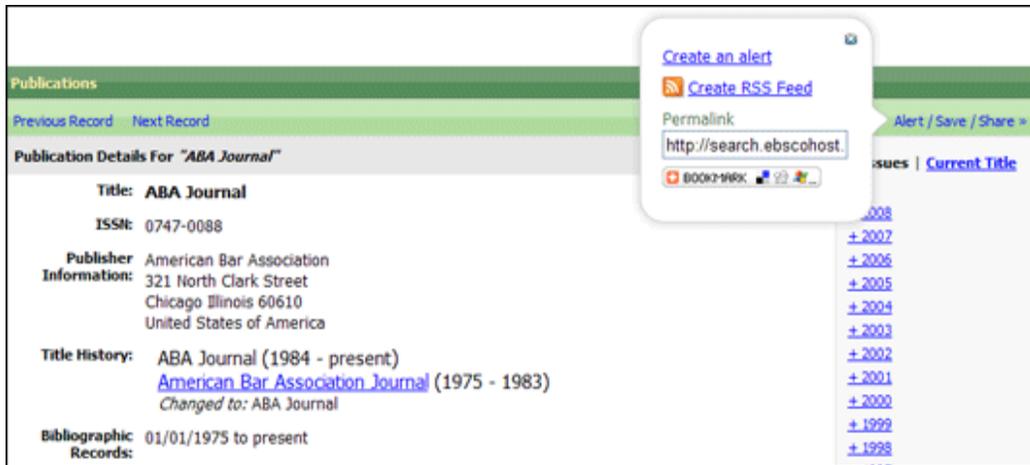
You can set up an e-mail alert to automatically notify you each time a new issue for a selected journal title is available.

## To set up 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 **Alert/Save/Share** link, and then click the **Create an Alert** link. If you have not signed in to My EBSCOhost, you will be prompted to do so.



4. The [Journal Alert Screen](#) appears, on which the Journal Alert Name, Date Created and Database name have automatically been filled in.
5. In the **Run Alert for** field, select how long the journal alert should run:
  - - One month (the default)
    - Two months
    - Six months
    - One year

*In the Alert Options area*

1. Select the **Alert results format** to use: Brief, Detailed, or Bibliographic Manager formats.
2. 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.
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:
  
3.
  - 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 *EPAAlerts@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**.
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.