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TIPS & TECHNIQUES

Keeping Current With Auto-Alerts

Web versions of this and other Tips & Techniques guides are available at
http://www.marymount.edu/lls/tips/index.html

Auto-alerts allow you to keep current on a research topic, know when journals in your research area become available, or follow citations of an article as they occur. They come in three forms:

1. *Saved search alerts* are created when new search results matching a saved search occur in a database.
2. *Table of contents alerts* usually send you the table of contents of a journal as soon as the journal is available in a database.
3. *Citation alerts* are sent when an article is cited in another article that appears within or is indexed by a database.

   Also note that different databases may call these three alerts by slightly different names; we use the name a database assigns an alert in the directions below.

Auto-alerts are sent via e-mail and you can usually set an auto-alert schedule: normally daily, weekly or monthly. Different databases or sets of databases have differing auto-alert options and capabilities, and some databases do not support auto-alerts. Find the name of the database in the alphabetical list below. Look at the set number in the directions column. Set numbers in numerical order are found after the alphabetical list of databases. Databases that do not appear in the list below do not currently have auto-alerts.

Alphabetical List of Databases

Database	Platform	Directions
ABI/Inform Dateline	ProQuest	Set 1
ABI/Inform Global	ProQuest	Set 1
ABI/Inform Trade & Industry	ProQuest	Set 1
Academic Search Complete	EBSCO	Set 3
Accounting & Tax	ProQuest	Set 1
ACM Digital Library	Stand Alone	Set 4
Alt HealthWatch	EBSCO	Set 3
America: History and Life	EBSCO	Set 3
Annual Reviews	Stand Alone	Set 11
Associates Programs Source	EBSCO	Set 3
Banking Information Source	ProQuest	Set 1
Bibliography of the History of Art	CSA	Set 2
BioOne	CSA	Set 2
Business Source Complete	EBSCO	Set 3
Cambridge Journals Online	Stand Alone	Set 6
Career and Technical Education	ProQuest	Set 1
Catholic Periodical and Literature Index	EBSCO	Set 3
Cinahl Plus	EBSCO	Set 3
CJPI Criminal Justice Periodical Index	ProQuest	Set 1

Cochrane Controlled Trials, Clinical Reviews	EBSCO	Set 3
Cochrane Database of Systematic Reviews	EBSCO	Set 3
Cochrane Methodology Register	EBSCO	Set 3
Communication & Mass Media Complete	EBSCO	Set 3
Computers & Applied Sciences Complete	EBSCO	Set 3
Consumer Health Complete	EBSCO	Set 3
CQ Researcher	Stand Alone	Set 7
DARE	EBSCO	Set 3
Design and Applied Arts Index	CSA	Set 2
Dissertations & Theses	ProQuest	Set 1
EconLit	CSA	Set 2
Economia y Negocios	EBSCO	Set 3
Education Research Complete	EBSCO	Set 3
ERIC	EBSCO	Set 3
Environment Complete	EBSCO	Set 3
Fuente Acadmica	EBSCO	Set 3
GreenFILE	EBSCO	Set 3
Health Source – Consumer Edition	EBSCO	Set 3
Health Source – Nursing/Academic Edition	EBSCO	Set 3
Health Technology Assessments	EBSCO	Set 3
Historical Abstracts	EBSCO	Set 3
Hospitality & Tourism Complete	EBSCO	Set 3
Humanities International Complete	EBSCO	Set 3
Legal Collection	EBSCO	Set 3
LISTA	EBSCO	Set 3
MasterFile Premier	EBSCO	Set 3
MedicLatina	EBSCO	Set 3
MEDLINE	EBSCO	Set 3
Military & Government Collection	EBSCO	Set 3
New York Times (Historical)	ProQuest	Set 1
Newspaper Source Plus	EBSCO	Set 3
NHS Economic Evaluation Database	EBSCO	Set 3
Oxford Journals	Stand Alone	Set 8
PAIS International	CSA	Set 2
Pharmaceutical News Index	ProQuest	Set 1
Philosopher's Index	CSA	Set 2
PILOTS (Literature on Traumatic Stress)	CSA	Set 2
ProQuest Asian Business	ProQuest	Set 1
ProQuest Computing	ProQuest	Set 1
ProQuest Education Complete	ProQuest	Set 1
ProQuest European Business	ProQuest	Set 1
ProQuest Nursing Journals	ProQuest	Set 1
ProQuest Religion	ProQuest	Set 1
ProQuest Research Library	ProQuest	Set 1
ProQuest Science Journals	ProQuest	Set 1
ProQuest Social Science Journals	ProQuest	Set 1
ProQuest Telecommunications	ProQuest	Set 1
PsycINFO	EBSCO	Set 3
Psychology and Behavioral Sciences Collection	EBSCO	Set 3

PubMed	Stand Alone	Set 9
Regional Business News	EBSCO	Set 3
Religion and Philosophy Collection	EBSCO	Set 3
SAGE Journals Online	Stand Alone	Set 12
Salud en Espanol	EBSCO	Set 3
Science Direct	Stand Alone	Set 10
Social Services Abstracts	CSA	Set 2
Sociological Abstracts	CSA	Set 2
Teacher's Reference Center	EBSCO	Set 3
Vente et Gestion	EBSCO	Set 3
Washington Post (Historical)	ProQuest	Set 1
Wiley Interscience	Stand Alone	Set 5
Women's Studies International	EBSCO	Set 3

Set 1 (ProQuest)
1. Conduct a search.
2. Click the "Set Up Alert" link at the top of your results page.
3. Select a schedule for the alert and choose the e-mail address the alert will go to.
4. Click "Save" at the bottom of the screen.
5. Click "Done" at the bottom of the proceeding screen or click the "Delete this alert" link to cancel the alert.
6. Go to the e-mail you assign for the alert and click the "Confirm this email address" link at the beginning of the e-mail message.

Set 2 (CSA)
1. Conduct a search.
2. Click the "Search History" link at the top right-hand corner of your results page.
3. Click on "New Users Register Here" and follow the directions to create a personal profile. If you have already created a profile, enter your email address and password and then click "Continue."
4. On the next screen, use the drop down menu to choose short or full format, select an expiration date and delivery method.
5. Click "Save."

Set 3 (EBSCO)
1. Conduct a search
2. Click the "Alert/Save/Share" link located in the green bar above the search results
3. Click on "Create a new alert."
4. If you are a new user, click on "I'm a New User" and follow the directions to create a new account.
5. After creating your account, click on "Continue."
6. Once you have selected the other options on the page, click on the "save" tab at the bottom of the screen.

Set 4 (ACM Digital Library)
1. ACM Digital Library only provides Table of Contents alerts. Click "Login Required" next to Personalized Services.
2. Click "Create my ACM Web Account now" and follow the directions 3- for creating an account or login if you have an account (go to step).
3. Click "Continue" next to I am **Not** an ACM or SIG Member.
4. Fill out your registration information and click "Continue". Click "Complete" on the next screen.
5. Click "TOC Service" under Personalized Services.
6. Click the check box for all publications you want Table of Contents alerts for and click "Submit".

7. You will need to activate your account through the link ACM sends to your e-mail account to login to ACM in the future.

Set 5 (Wiley Interscience)
1. Perform a search.
2. Click on "Save Search" on the top right of the screen.
3. Click on "Register now" in the left pane and fill out your registration information, click "Submit Now" when done.
4. Go to the verification e-mail that Blackwell sends to your e-mail account and click the link in the message.
5. Come back into the database and sign-in in the far right corner of the screen, click "GO".
6. Click "Save Search" again. On the next screen it will show you your saved search and allow you to create a search alert by clicking on "Start Alert."

Set 6 (Cambridge Journals Online)
1. Under Welcome click "Register now".
2. Register and click "Submit". You must be logged in to set up and manage your alerts.

<u>Content Alerts:</u>
1. Click "My content alerts" on the far left of the screen under My Cambridge Journals Online heading once you have signed in.
2. Set the frequency of your alert under Set alert preferences and click "Update".
3. Choose a journal subject link under Subjects available or scroll down to a complete list of journals under subject headings.
4. Click the check box beside any journal title or click the "Select All…" link at the beginning of a journal subject list. Scroll to the bottom of the screen and Click "Update".

<u>Citation Alerts:</u>
1. Conduct a search.
2. Click "Abstract" under individual article records.
3. On the far right click "Citation alert".
4. Set the Alert Frequency from the drop-down menu and click "Update".

<u>Saved Search Alerts:</u>
1. Conduct a search.
2. Click "Save search" at the top of results records.
3. Give the search a title, set a schedule of days when a search is re-run, provide the e-mail the alert will be sent to, and click "Save".
4. To manage these alerts click "My saved searches" on the far left of the screen.

Set 7 (CQ Researcher)
CQ Researcher has a general non-customized alert published 44 times a year that tells you when a new CQ Researcher report has come out, the topics of upcoming reports, and which past reports are relevant to current news and events.
1. Click the "FAQ" link at the top of the screen.
2. Click on "How do I stay current on CQ Researcher reports?" and then click "Subscribe" within the explanatory text.
3. Click "Subscribe to *CQ Researcher Alert*"
4. Fill in your e-mail address and name and click "Join Now".

Set 8 (Oxford Journals)
1. You must register for a free account to use Oxford Journals autoalerts, click "My Account" in the top far-right corner of the screen.
2. Go to "Click here to register as a new user with Oxford Journals".
3. Fill in your registration information and click "Register with Oxford Journals" at the bottom of the screen.

<u>Table of Contents Alerts:</u>
1. After signing in click "View alerting preferences".
2. Under My eTOCs click "Add eTOCs".
3. Click the triangles next to the list of subject areas to expand a subject area into a list of journals.
4. Check the check box for "Table of Contents" or "Advance Access Alert" for journals of interest. Advance Access Alerts tell you when articles from a journal are available before the entire issue of a journal is available.
5. Click "Save eTOCs" at the bottom of the screen.

<u>Citation Alerts:</u>
1. After signing in conduct a search.
2. In individual article records click "Abstract", "PDF", or "Full Text"; sometimes only one option is present.
3. To the right under *This Article* click "Alert me when this article is cited".
4. Verify your alert details and click "Save Alerts" at the bottom of the screen.

<u>Keyword/Author Alerts:</u>
1. After signing in conduct a search.
2. In individual article records click "PDF"; sometimes this option is not available for an article, so find an article with a "PDF" as an option.
3. In the top right hand corner click "Search Result" (in blue box).
4. Click "Alert me" in the phrase *Alert me when new articles matching this search are published*.
5. Add or modify content or other criteria to your alert, such as a preferred author. Note: this is how author alerts are done.
6. Click "Save Alert" at the bottom of the screen.

Set 9 (PubMed)
1. In the center green box click "My NCBI Account". On the next screen click "register for an account".
2. Fill in your registration information and click "Register".
3. Conduct a search and click "Save Search" on the top of the screen.
4. Click "Yes" for the question "Would you like to receive e-mail updates of new search results?"
5. Fill out the options for the alert including e-mail address and frequency, and click "OK"

Set 10 (Science Direct)
1. Click "Register" in the far right corner of the screen, fill in your account information, and then click "Submit".
2. You must be signed in to use alerts in Science Direct.

<u>Search Alerts:</u>
1. Conduct a search and click "Save as Search Alert" at the top of results page.
2. Name the alert, set the frequency, and click "Save Alert".

<u>Topic Alerts:</u>
1. Click "Alerts" in the main navigation bar on the top of the screen, then click "Add/Delete Topic Alert".
2. Select a topic category from the drop down menu, and then click the checkbox for a topic.
3. Click the green "Save" button.

<u>Volume/Issue Alerts:</u>
1. Click "Alerts" in the main navigation bar on the top of the screen, and then click "Add/Remove Volume/Issue Alerts".
2. Use the alphabetical links under Journal/Book Title to navigate and scroll to a journal title.
3. Check the box under Vol/Issue Alerts for a title and click "Apply" at the top of the titles list. If no check box is present for a title, Science Direct does not supply an alert for that title.

<u>Citation Alerts:</u>
1. Conduct a search, then click either "SummaryPlus" or "Full Text + Links" under an article record.
2. Click "Save as a Citation Alert" in the grey box above the article abstract or full text.

3. Select a name for the alert and its frequency, and click "Save Alert".

Set 11 (Annual Reviews)
1. On the home page, click on "Register Now" and fill out the form
2. Conduct a search
3. In the gray bar above the results, click on "Save search"
4. You will be prompted to log in and then you may name your search and select the frequency of the alert.

Set 12 (Sage Journals Online)
1. On the home page, click on "Sign in via User Name/Password" and on the next page, under "Sign Up," go to "Not Yet Registered" and complete the free registration process
2. Return to the SAGE Journals home page and sign in
3. Conduct a search
4. In the bar at the top, click on "Search History"
5. You may then select to save your search or sign up for an alert

For further information, stop by the reference desk, call (703) 284-1649, e-mail *library@marymount.edu* or IM MSN, Yahoo!, AOL, Google Talk, Meebo: AskMULibrary.