

Setting up email alerts – sample list

Database	Instructions	Managing your alert
Cambridge Journals Online	Use the link <i>Register now</i>	<ul style="list-style-type: none"> Click on <i>Log-in</i> Use the <i>Accounts Options</i> drop down menu and select <i>Personalise</i> Click on <i>Choose Journals of Interest</i> To Save searches <ul style="list-style-type: none"> Perform search using the Advanced search Click on <i>Save search</i>
Current Contents	<i>See Web of Knowledge</i>	
Duke University Press	Click on the word Register in the link, <i>Sign in or Register here</i>	To save searches <ul style="list-style-type: none"> Perform your search and click on <i>go</i> Click on <i>PDF</i> At the bottom of the page, click on <i>CiteTrack Personal Alerts</i> Click on <i>Create a new Keyword/Author Alert</i> Table of Contents <ul style="list-style-type: none"> Click on <i>My Content Alerts</i> Click on <i>Add eTOCs</i> Select your journal And/or <ul style="list-style-type: none"> Click on <i>My Favourite Journals</i>
Emerald	Use the link <i>Register</i>	To save searches <ul style="list-style-type: none"> Conduct your search Click on <i>Save search</i> (at top of screen) Table of Contents <ul style="list-style-type: none"> Click on <i>Browse</i> (down the left hand side) Select your journal Click on <i>Add to my email Alerts</i> (right side)
IEEEExplore	Use the <i>Alerts</i> link	When you have registered: <ul style="list-style-type: none"> Select the titles Scroll to the bottom of the page and <i>Submit Selection</i>
Informaworld (previously known as Taylor & Francis)	Use the <i>Register</i> link	When you have registered: <ul style="list-style-type: none"> Journal Title alert <ul style="list-style-type: none"> Click on <i>Browse Publications A-Z</i> Keywords alert <ul style="list-style-type: none"> Click on <i>Save this search</i> Subjects alert <ul style="list-style-type: none"> Click on <i>Browse Subjects A-Z</i>
ISI Proceedings	<i>See Web of Knowledge</i>	
Lexis.com	Register after you perform a search	<ul style="list-style-type: none"> Perform your search At the top of the page, click on <i>Save As Alert</i> Register your search and fill in the <i>Email Options</i>

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Project Muse	Use the <i>Request Journal Alerts</i> link, enter your email and click on <i>Make or Change Selections</i>	When you have registered: <ul style="list-style-type: none"> • Tick the titles required • Click on <i>Save Changes and Exit</i>
Proquest 5000	Register after you have performed a search	<ul style="list-style-type: none"> • Perform your search • Click on <i>Set up Alert</i> • Alerts are deleted from within the email notification
ScienceDirect	Use the <i>Alerts</i> link and click on <i>Register Now</i>	When you have registered: <ul style="list-style-type: none"> • Click on <i>Alerts</i> • Select the alert type <ul style="list-style-type: none"> ○ Search Alerts – including author alerts ○ Topic Alerts ○ Volume/Issue Alerts ○ Citation Alerts
SpringerLink	Use the <i>register</i> link	When you have registered: <ul style="list-style-type: none"> • Click on <i>log in</i> • Conduct your search <ul style="list-style-type: none"> ○ Click on the <i>Save</i> icon • Journal alert <ul style="list-style-type: none"> ○ Use the <i>more options</i> link (next to <i>Find</i>) ○ Under the <i>Publication</i> tab, click on the journal title
Synergy	Click on the <i>Register</i> button	When you have registered: <ul style="list-style-type: none"> • Select the journal title from <i>All Journals By Subject</i> • Click on <i>Sign-up for FREE email table of contents alerts</i> To save searches <ul style="list-style-type: none"> • Perform your search • In <i>Research alerts</i>, type the name of your search alert • Click on <i>Save search</i>
Web of Knowledge <ul style="list-style-type: none"> ○ Current Contents ○ ISI Proceedings ○ Web of Science 	Use the <i>sign in or register</i> link	When you have registered: <ul style="list-style-type: none"> • Conduct a <i>General Search</i> (or <i>Cited Ref Search</i> for Web of Science) • Click on the <i>Search History</i> button • Note: to save a Cited Ref Search, you must click on the <i>Finish Search</i> button
Wiley InterScience	Use the <i>Register Now</i> link	When you have registered: <ul style="list-style-type: none"> • Journal Title alert <ul style="list-style-type: none"> ○ Click on <i>My Profile</i> ○ Use the radio button for <i>Publication Titles</i> ○ Type the journal name ○ Click on the journal title link ○ Click on <i>Set E-Mail Alert</i> • To save searches <ul style="list-style-type: none"> ○ Perform a search ○ Click on <i>Save Search</i>