

# Current Awareness Services

## Creating Journal Table of Contents & Search Alerts

### Publishers' Journal Alerts

Many journal publishers provide an e-mail alert service where they will e-mail registered users notification of the latest issue's publication and links to the table of contents.

**TIP:** After you set up any journal alerts it is advisable to check your SPAM mailbox in case any e-mail alerts are being inadvertently trapped. To allow e-mails from certain addresses follow the directions in ITS' [Messenger Express Spam E-mail Filters](#) document.

Academic Press – see [ScienceDirect](#)  
ACS – American Chemical Society  
APA – American Psychological Association  
American Institute of Physics  
BioOne  
Blackwell  
Cambridge Journals  
Catchword – see [IngentaConnect](#)  
CRC Press – see [SARA](#)  
Elsevier – see [ScienceDirect](#)  
Haworth  
HighWire  
Institute of Physics  
Johns Hopkins – see [Project Muse](#)  
Kluwer – see [Springer](#)  
Lawrence Erlbaum

MIT  
Nature Publishing Group  
Oxford Journals  
Psychology Press – see [SARA](#)  
Project Muse  
Routledge – see [SARA](#)  
SAGE  
SARA (Taylor & Francis, Psychology Press, Routledge and CRC Press)  
ScienceDirect  
M.E. Sharpe  
Springer  
Taylor & Francis – see [SARA](#)  
University of Chicago  
Wiley

### More Options for Journal Alerts

#### [Academic Search Premier](#)

Use the Academic Search Premier database to create and manage alerts for one or more journals.

#### Setting up a Journal Alert in Academic Search Premier

1. Click on the **Publications** button along the top toolbar.
2. In the *Browse for* field, enter the name of the publication you want to set up the alert for, and then click **Browse**.
3. If you find the publication listed, click on the *publication name* link to go to the **Publication Details** screen.
4. Click the **Journal Alert** link.
5. Sign in to *My EBSCOhost*, or click on **I'm a new user** to create a personal account.
6. The Journal Alert screen appears. The Journal Alert name, Date Created, and Database name are automatically filled in.
7. In the *Run Alert for* field, select how long the journal alert should run (e.g., one month, two months, six months or one year).

8. In the *E-mail Properties* section, enter the *e-mail address* you want the alert notification(s) delivered to, the *subject line* for the e-mail message, the *e-mail format* and whether you want the e-mail to include a link to the journal's table of contents, or links to individual articles.
9. Click **Save**.
10. E-mails will be sent from this address: *ephost@epnet.com*

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## [IngentaConnect](#)

IngentaConnect's free alert service allows for 5 journal titles only. Hamilton does **not** have an institutional alerting license that provides unlimited alerts.

## [Web of Science](#)

Set up journal and search alerts in Web of Science via the [Web of Knowledge](#) Portal.

Alerts are available in for:

- Journals
- Keyword in a specific Journal
- Keyword
- Author
- Institution
- Citation

### **Register**

1. Go to [Web of Knowledge](#).
2. Click on **Register**.
3. Enter your *e-mail address* and *password*.
4. Follow the steps below to set up alerts.

### **Set Up an Alert (follow steps 1-4 first)**

1. Log in to your account from the [Web of Knowledge](#) main page.
2. Click on **Web of Science**.
3. Select one or more of the Web of Science databases (e.g., *Science*, *Social Sciences*, *Arts & Humanities*).
4. Click on **General Search**.

### **Journal Alerts**

If alerts are not available directly from a journal publisher's website or in the [Academic Search Premier](#) database, you may be able to set up an alert in the Web of Science database.

- a) Find the journal you wish to receive alerts for in the Web of Science's *full source title list* (located near the Source Title box).
- b) Click **Add** and at the bottom of the screen; click **OK** to transfer your selected title to the source field on the search page.
- c) Click the **Search** button.
- d) Proceed to step 5.

### **Keyword Search Alerts in specific Journals**

- a) Follow steps in **Journal Alerts** (above) and then enter keywords in the *Topic* field.
- b) Click the **Search** button.
- c) Proceed to step 5.

### **Keyword, Author or Institution Alerts**

- a) Enter keywords in the *Topic* field, or
- b) Enter the Author's last name in the *Author* field (ex: Jones D\*), or
- c) Enter the Institution name in the *Address* field. (ex: Hamilton Coll)
- d) Click the **Search** button.
- e) Proceed to step 5.

### **Citation Alerts**

A citation alert notifies you when a specific article has been cited in a newly published article.

- a) Go to the Full Record of any article and click the **Create Citation Alert** button.
- b) The displayed record will be added to your *My Cited Articles* list in Web of Knowledge.

### **Steps 5-12**

5. From the results page, click the **Advanced Search** button.
6. On the Advanced Search page, click the **Save History** button.
7. Give your history a *name*, and a *description* (optional).
8. Check the box for *Send Me E-Mail Alerts*.
9. Select the *notify type* you prefer.
10. Select an *e-mail format*.
11. Click **Save** to save your History to the server. You have now set up a journal alert via Web of Science.
12. When you have finished please **Log Out** to free up one of the library's 10 connections to Web of Knowledge/Web of Science.

### **Editing your Alerts**

1. Go to [Web of Knowledge](#).
2. Log in to your account.
3. Under *My Saved Searches* click on **Open/Manage Saved Searches**.

For questions about the Journal and Search Alert features available in library-subscribed databases, please contact a Reference Librarian at [askref@hamilton.edu](mailto:askref@hamilton.edu) or (315) 859-4735.