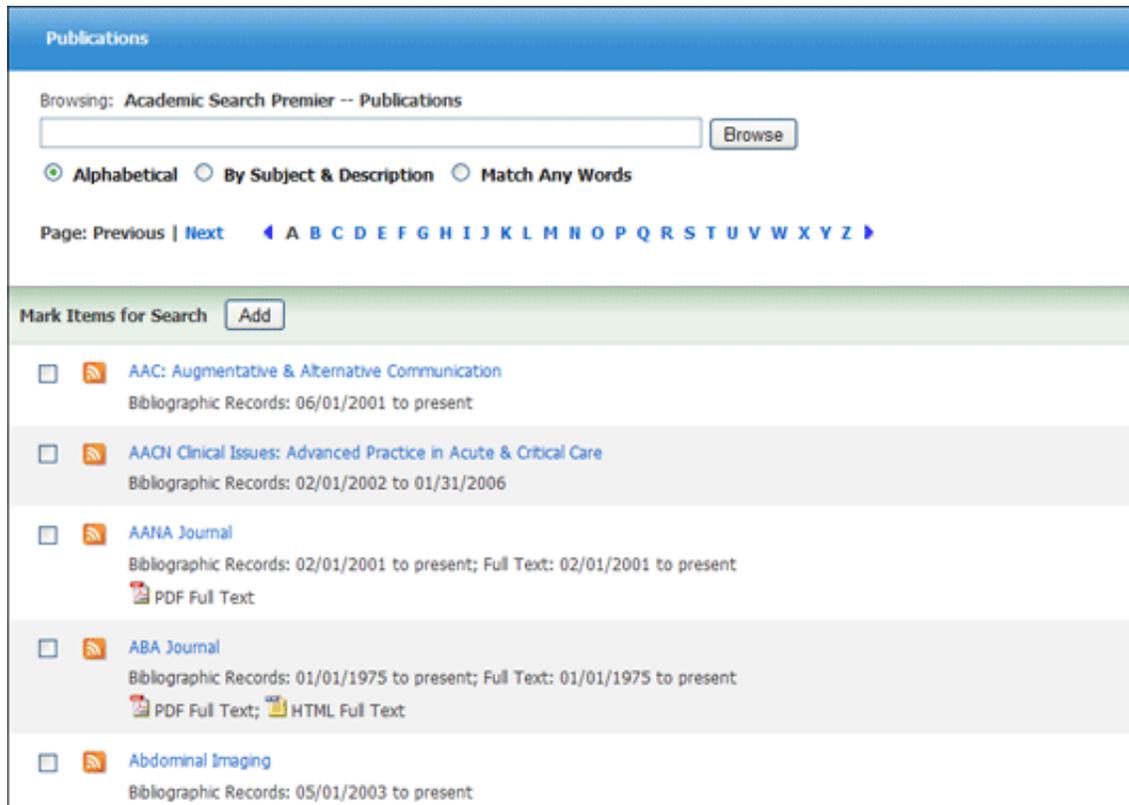


Setting Up a Journal Alert

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

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 **E-mail Alert** link.

Publications Alert / Save / Share

Previous Record Next Record
Search within this publication

Publication Details For "ABA Journal"

Title: ABA Journal
ISSN: 0747-0088
Publisher Information: American Bar Association
321 North Clark Street
Chicago Illinois 60610
United States of America

Title History: ABA Journal (1984 - present)
American Bar Association Journal (1975 - 1983)
Changed to: ABA Journal

Bibliographic Records: 01/01/1975 to present
Full Text: 01/01/1975 to present
Link to this Publication: <http://product-view.epnet.com>

Publication Type: Periodical
Subjects: Law & Criminology; Law
Description: A magazine for lawyers published by the American Bar Association. Articles on substantive law, practice tips lawyer.

2003
+ 2002
+ 2001
+ 2000
+ 1999
+ 1998
+ 1997
+ 1996
+ 1995
+ 1994
+ 1993

Create an alert:
 Email Alert RSS Feed

Use Permalink:
 Persistent link to search (copy & paste)
<http://product-view.epnet.com/webauth/login.asp>

Bookmark

4. The Journal Alert window appears, with the *Subject* and *E-mail from* address automatically filled in. If you have not already signed into your My EBSCOhost account, do so by clicking the **Sign in** link.

Create Alert ?

Journal Alert: "ABA Journal" on 2010-07-16 03:00 PM

E-mail

Subject: Hide addresses from recipients

E-mail from: E-mail format: Plain Text HTML

E-mail to: E-mail contents: Link to table of contents Link to individual articles

Separate each e-mail address with a semicolon.
Leave E-mail to field blank if you do not wish to receive e-mail alerts.

General Settings

Results format: Alert on full text only

RSS Feed <http://epweb704.epnet.com/AlertSyndicationService/Syndication.aspx/GetFeed?guid=247474>

[Advanced Settings](#)

5. Set your alert parameters and click **Save Alert**.

Notes:

- o Before your alert expires, you will be e-mailed and given the opportunity to renew it.
- o To view all available alert parameters, click the **Advanced Settings** link.

In the E-Mail area

1. **Subject** – enter a brief explanation that will appear in the subject line of the Journal Alert e-mail.
2. **E-mail from** - defaults to EPAAlerts@EPNET.COM. You can enter a different "From" e-mail address if desired.
3. **E-mail to** - 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.
4. **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.
5. **Select the E-mail format to use** - Plain Text or HTML.
6. **E-mail contents** - Indicate whether you want to include: Link to table of contents or Link to individual articles.

In the General Settings area

1. **Select the Results format to use** - Brief, Detailed, or Bibliographic Manager formats.
2. **Alert on full text only** – Mark the check box to indicate that you want to be alerted only when the full text is available.
 - One month (the default)
 - Two months
 - Six months
 - One year

Using the Advanced Alert Settings

Click the **Advanced Settings** link to view the [Journal Alert screen](#), featuring all available parameters.

In the **Run Alert for** field, select how long the journal alert should run:

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 alert** (rather than the entire site), mark the checkbox to the left of this field.

Note: When this box is marked, the folder feature will not be available to users accessing articles from the alert.

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:
 - 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 *EPAlerts@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.

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