




# EBSCOhost Alert Tips

## Setting up a Table of Contents Alert

1. Go to the Stanford databases page:  
<http://library.stanford.edu/sulapp/databases/index.jsp>  
and search for EBSCO.
2. Click on **EBSCOhost**.
3. **Academic Search Premier** has most law school journals and **Business Source Complete** has business titles (e.g., *Journal of Law & Economics*, *American Journal of Political Science* etc.). Many titles are in both databases.
  - ◆ To search for a journal in one of the databases, select **Title List** for the appropriate database.
1. Browse for the journal title by entering all or part of the title in the **Publications** search box. Click on the feed icon  next to the title of the desired journal.



**Note:** If the journal title does not appear in the title list for the database you have selected, check the other database. If it is not in either database, contact a librarian ([reference@law.stanford.edu](mailto:reference@law.stanford.edu)) to see if a table of contents alert service might be available through another provider, such as the publisher or William & Lee Law School's Current Law Journal Content (<http://lawlib.wlu.edu/CLJC/>).

5. To receive alerts via RSS feed with no abstracts, **copy the Syndication Feed URL** that appears into your feed aggregator, or click on it to view the feed and **subscribe** with your browser.



Alert **setup is now complete**, and new Tables of Contents will appear in your aggregator when EBSCO adds issues to the database.

### About default settings:

- ◆ Alerts are only available as feeds.
  - ◆ Abstracts will not be included in the alert.
- To receive abstracts or **set up an e-mail alert**, you will need to create and sign in to a **My EBSCOhost account**.


### About RSS feeds

For more information on RSS feeds, see "What is RSS? A basic tutorial introduction to RSS feeds and aggregators for non-technical people from Software Garden, Inc." at <http://rss.softwaregarden.com/aboutrss.html>.

### About aggregators

- Popular free online aggregators:
- ◆ Google Reader  
<http://www.google.com/reader>
  - ◆ Bloglines  
<http://www.bloglines.com/>
  - ◆ NewsGator  
<http://www.newsgator.com/>

## Reviewing Alerts

1. Sign in to My EBSCOhost.
2. Click on  in the upper right corner.
3. Select **Journal Alerts** from the options on the left side of the screen (The number in parentheses will vary depending on how many alerts you have set up).
4. A list of your existing table of contents alerts will be displayed, along with
  - ◆ when each alert was created
  - ◆ a link to display the alert's syndication feed
  - ◆ a link to edit alert settings

## Changing Alert Settings

1. Select **Sign in and create a new alert** from the alert creation pop-up window in Step 5 above, or click on [Sign In to My EBSCOhost](#) in the upper-right corner of the browser window from anywhere in EBSCOhost. Sign in, or create a new account by selecting [I'm a new user](#).
2. **Change settings for alert expiration.** Alerts can be changed to run for up to one year.
3. **Change alert results format.** Brief and Bibliographic Manager formats include journal title, article title, author, date, and the name of the database in which the article is available. Detailed format includes the same information as the Brief format, plus abstracts or summaries where available.
4. **Change e-mail properties.** Alerts can be sent as e-mail instead of or in addition to a feed. E-mail subject, recipient, and sender information can be customized. E-mail alerts can include links either directly to each article, or to the journal's table of contents.