Creating Journal Table of Contents (TOC) Alerts in Ebscohost Databases

To create a journal table of contents E-Mail alert in an EBSCOhost research database, connect to one of the EBSCOhost databases accessible from the State Library’s Research Databases web page at the following URL:


The EBSCOhost database selected for these instructions is Academic Search Premier, which is a multi-disciplinary database that contains indexing and abstracts for more than 8,300 journals, with full text for more than 4,500 of those titles. This scholarly collection offers information in nearly every area of academic study including: computer sciences, engineering, political science, chemistry, arts & literature, medical sciences, ethnic studies, library & information science, and many more.

When you connect to an EBSCOhost database remotely from the State Library’s Research Databases web page, such as Academic Search, you will be prompted to login using your 14-digit State Library ID number and last name (as illustrated below). Once the login is completed, you will then be authenticated to use that desired database. Please note that remote access to databases accessible via Research Databases web page is restricted to current Illinois state government employees with a valid library card from the Illinois State Library.

Once you have connected to an EBSCOhost database, such as Academic Search Premier, click on the Sign in to My EBSCOhost link at the top of the page.
At the **Create a new account** dialog box, simply enter the required information. Make sure you have entered your correct E-Mail address. You will also want to note your **username** and **password** so you can access your personal EBSCOhost account in the future.

Once you have established a Personal account in EBSCOhost, you may start creating journal alerts. There is no limit to the number of alerts that you can create.

To begin, **search/browse** for the journal title that you’d like to create an alert for. An easy way to search for a journal title is to simply click on the **Publications** link located at the top of the database search screen.

At the **Publications** screen, type in the journal title in the search box and click on the **Browse** button. You may search for journal titles **alphabetically** or by **keyword**. You may also search by **subject** and **description**.

In the example provided below, the user has entered the journal title **American Libraries**:

If the desired journal title is included in the EBSCOhost database, a record for that journal title will be presented in the search results. In this example, *American Libraries* is available in **Academic Search Premier** from 1975 to present. You’ll also notice that full text for this journal is available in both PDF (Portable Document Format) and HTML.

Once you have located the journal title in the search results, **click** on the **Journal Title link** to display the full record for that title.
With the full record for the journal title displayed, click on the Alert link located in the upper right-hand side of the Publication Details for that journal title. Note: If you have not signed in to My EBSCOhost, you will be prompted to do so.

After you click on the Alert link, a Create an Alert window will open. To create an E-Mail alert, click on the Create an alert link.

Note: You also have the option to create a RSS feed alert for a journal title. RSS stands for Really Simple Syndication, which will provide a feed for a journal alert in XML format. RSS enabled alerts allow users to feed results from EBSCOhost journal alerts into their RSS readers and aggregators. Many of today’s Web browsers also support RSS feeds.

These instructions are for creating an E-Mail journal alert only. If you’re interested in creating a RSS feed for a journal alert using Ebscohost’s One-Step RSS feature, refer to the Creating an RSS Journal Alert instructions.
On the Create or Edit Journal Alerts screen (illustrated below), you will see the Alert Name (journal name), Date Created, and Database listed, followed by several options for configuring your journal alert.

In the Run Alert for drop-down menu, choose how long you want the alert to run. You may choose from One month (default), Two months, Six months, or for One year. When an alert is set to expire, you will be notified by e-mail and given the option to renew.

In the Alert Options panel, select the Alert results format to use: Brief (default), Detailed, or Bibliographic Manager formats. The Bibliographic Manager format requires a third-party bibliographic or citation management software package to be installed on your computer (not provided by the Illinois State Library).

In the E-Mail Properties area, indicate how you would like to be notified. You may select one of the following:

- E-mail all alerts and notices (recommended)
- 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).

In the E-mail Address field, enter your e-mail address. You may enter multiple e-mail addresses. However, make sure you separate addresses with a semicolon.

Clicking on the Hide addresses from recipients checkbox will place all of an alert’s e-mail addresses in the BCC: (blind carbon copy) field instead of the To: field. This option applies when you want to send alerts to multiple e-mail addresses.
In the **Subject** field, enter a meaningful description that will appear in the alert's e-mail **subject line** (e.g., *Journal Alert: American Libraries*). You may also enter a **Title** for your e-mail. The default value for the Title field is: *EBSCOhost Alert Notification*.

Select the **E-mail Results format** you prefer. The default is Plain Text, which uses no formatting. HTML e-mails may contain different textual formats and graphics. Links to articles or Table of Contents pages will appear in both formats.

Specify whether you want your alerts to include a link to the journal’s **TOC (table of contents) page** or have **links to each article embedded** in the **body of the e-mail** (default).

When you have finished entering your information in the **Create or Edit Journal Alerts form**, click on the **Save** button. A message will display indicating that an alert **has been created** for your journal. You will also receive a confirming e-mail message.