Database Journal Alerts and Search Alerts
for Neumann Library subscription databases
<table>
<thead>
<tr>
<th>Database</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>EBSCO databases</td>
<td>2</td>
</tr>
<tr>
<td>Search Alerts</td>
<td>2</td>
</tr>
<tr>
<td>To save a search as an alert from the Share link:</td>
<td>2</td>
</tr>
<tr>
<td>To save a search as an alert from the Search Alert/History window:</td>
<td>2</td>
</tr>
<tr>
<td>Editing a Search Alert</td>
<td>3</td>
</tr>
<tr>
<td>Deleting a Search Alert</td>
<td>3</td>
</tr>
<tr>
<td>Viewing a Search Alert</td>
<td>3</td>
</tr>
<tr>
<td>Journal Alerts</td>
<td>4</td>
</tr>
<tr>
<td>Create a Journal Alert</td>
<td>4</td>
</tr>
<tr>
<td>Using the Advanced Alert Settings</td>
<td>4</td>
</tr>
<tr>
<td>Editing a Journal Alert</td>
<td>5</td>
</tr>
<tr>
<td>Delete a Journal Alert</td>
<td>5</td>
</tr>
<tr>
<td>EdITLib</td>
<td>7</td>
</tr>
<tr>
<td>Create Alerts</td>
<td>7</td>
</tr>
<tr>
<td>TOC Alerts</td>
<td>7</td>
</tr>
<tr>
<td>Topics Alerts</td>
<td>7</td>
</tr>
<tr>
<td>Edit or Delete Alerts</td>
<td>7</td>
</tr>
<tr>
<td>Search Alerts</td>
<td>7</td>
</tr>
<tr>
<td>TOC and Topic Alerts</td>
<td>7</td>
</tr>
<tr>
<td>Delete All Alerts</td>
<td>8</td>
</tr>
<tr>
<td>Gale Databases</td>
<td>8</td>
</tr>
<tr>
<td>From the search results screen</td>
<td>8</td>
</tr>
<tr>
<td>From the Saved Searches screen</td>
<td>8</td>
</tr>
<tr>
<td>IEEE Xplore</td>
<td>8</td>
</tr>
<tr>
<td>To begin receiving email alerts:</td>
<td>8</td>
</tr>
<tr>
<td>To change your selections:</td>
<td>8</td>
</tr>
<tr>
<td>To unsubscribe from email alerts:</td>
<td>8</td>
</tr>
<tr>
<td>ProQuest</td>
<td>9</td>
</tr>
<tr>
<td>Search Alerts</td>
<td>9</td>
</tr>
<tr>
<td>Create or modify a search alert:</td>
<td>9</td>
</tr>
<tr>
<td>Creating an alert without a My Research account:</td>
<td>10</td>
</tr>
<tr>
<td>Viewing Documents in Alerts:</td>
<td>10</td>
</tr>
<tr>
<td>Publication alerts</td>
<td>10</td>
</tr>
<tr>
<td>Managing your alerts in My Research:</td>
<td>11</td>
</tr>
<tr>
<td>SAGE Journals</td>
<td>12</td>
</tr>
<tr>
<td>Create an Alert</td>
<td>12</td>
</tr>
<tr>
<td>SJ Search Alerts</td>
<td>12</td>
</tr>
<tr>
<td>CiteTrack Article Alerts</td>
<td>12</td>
</tr>
<tr>
<td>Email Alerts</td>
<td>12</td>
</tr>
<tr>
<td>Edit or Delete Alerts</td>
<td>13</td>
</tr>
<tr>
<td>SpringerLink</td>
<td>13</td>
</tr>
<tr>
<td>Journal TOC Alerts</td>
<td>13</td>
</tr>
<tr>
<td>From journal page</td>
<td>13</td>
</tr>
<tr>
<td>From search results list</td>
<td>13</td>
</tr>
</tbody>
</table>
EBSCO databases

Search Alerts

To save a search as an alert from the Share link:
1. Run a search and view your search results.
2. Click the Share link and select E-mail Alert from the menu.
3. If you have not done so already, click the Sign in link in the alert window to sign into your My EBSCO Host folder.
4. Set your alert parameters and click Save Alert.

Note: When you create a Search Alert, the sort selection of the result list is honored for your alert.

In the E-mail area of the window:
1. Subject - enter a brief explanation that will appear in the subject line of the 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 - Enter your E-mail Address. Separate multiple e-mail addresses with a semicolon
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
5. E-mail format - Select Plain Text or HTML.

In the General Settings area of the window:
1. Frequency - Select how often the search will be run:
2. Results format - Select a results format for your alert.
3. Articles published within the last – Select one to limit which articles are searched

Note: To view all available alert settings, click the Advanced Search link.

To save a search as an alert from the Search Alert/History window:
1. Run a search and view your search results.
2. Click the Search History/Alerts link, and then click the Save Searches/Alerts link. If you have not already signed in your personal account, you will be prompted to do so.

On the Save Search Alert Screen:
1. Enter a Name and Description for the Alert.
2. To run the Alert against a different database, select the Databases from the drop-down list. (Hold down the control key and left-click your mouse to select multiple databases.)
3. Search strategy - The search terms are displayed. (not editable)

In the Save Search As area of the screen:
1. Click the Alert radio button. The Save Search Alert Screen appears
2. From the Frequency drop-down list, select how often the search will be run
3. From the Articles published within the last drop-down list select to limit which articles are searched
4. In the Run Alert for field, select how long the alert should run

In the Alert Options area of the screen:
1. Select the Alert results format: Brief, Detailed, or Bibliographic Manager.
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.

In the **E-mail Options** area of the screen:
1. Indicate how you would like to be notified.
2. Enter your **E-mail Address**. Separate multiple e-mail addresses with a semicolon.
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.
4. In the **Subject** field, enter a brief explanation that will appear in the subject line.
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: **EPAalerts@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. To have your search string included with your results, mark the **Include query string in results** checkbox. To include the alert frequency, mark the **frequency** checkbox.
9. When you have finished making changes, click the **Save** button.

**Editing a Search Alert**
1. From the Advanced Search Screen, click on the **Search History** link below the **Find** field.
2. Click the **Retrieve Alerts** link.
3. Sign in to **My EBSCOhost**.
4. Click the **Search Alerts** link.
5. Locate the alert you want to edit.
6. Click on the **Edit Alert** link to access the Save Alert page.
7. Edit the alert.
8. Click **Save**.

**Note:** If you would like to edit the search terms or limiters/expanders of your alert, click the **Edit** link in the Search History box at the bottom of the alert.

**Deleting a Search Alert**
1. Click the **Sign in** link in the upper left corner of the screen.
2. Click the **Folder** link.
3. Your folder contents display, with a menu located in the left-hand column.
4. Click **Search Alerts**.
5. Mark the check box for each alert you would like to delete.
6. Click the **Delete Items** button. The selected items are removed from the folder.

**Viewing a Search Alert**
EBSCOhost alerts are set to display the first 100 results. If your alert produces more than 100 results, there are two ways to view all results from your alerts.

Click on the persistent link in the alert email to view all available results or view them by using the **Retrieve Alerts** feature in EBSCOhost.
1. From the Advanced Search Screen, click the **Search History** link.
2. Click the **Retrieve Alerts** Link.
3. Sign in to your personal account.
4. Locate the alert you want to view, and click on the date of the alert. Your search results will appear.
Note: If you are receiving a search alert that someone else has set up for you, only the creator of an alert can stop the alert from being sent.

Journal Alerts
Create a Journal Alert
1. Click the Publications link at the top of the screen.
2. 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 Share link, and then click the E-mail Alert link.
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.
5. Set your alert parameters and click Save Alert.

Notes:
• Before your alert expires, you will be e-mailed and given the opportunity to renew it.
• 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
2. E-mail from - defaults to EPAlerts@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. Separate multiple e-mail addresses with a semicolon
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
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.

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
2. To limit EBSCO 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.
2. **E-mail Address** - to be notified by e-mail when a new issue is available, enter your e-mail address. Separate multiple e-mail addresses with a semicolon.
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.
4. **Subject** - enter a brief explanation that will appear in the subject line.
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**. If you select the **Link to TOC page on EBSCOhost** option when setting up a journal alert, the link created will launch a search against the database that will return records from the new issue, based on the time frame you selected when you set up the alert.
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**.

**Editing a Journal Alert**

1. From the Advanced Search Screen, click on the **Search History** link below the **Find** field.
2. Click the **Retrieve Alerts** link.
3. Sign in to My EBSCOhost.
4. Click the **Journal Alerts** link.
5. Locate the alert you want to edit.
6. Click on the **Edit Alert** link to access the Save Alert page.
7. Edit the alert.
8. Click **Save**.

**Note:** You can only edit the **Description**, **Frequency**, and **Email Properties** of an alert.

**Delete a Journal Alert**

1. Click the **Sign in** link in the upper left corner of the screen.
2. Click the **Folder** link.
3. Your folder contents display, with a menu located on the left-hand column.
4. Click **Journal Alerts**.
5. Mark the check box for each alert you would like to delete.
6. Click the **Delete Items** button. The selected items are removed from the folder.
### EBSCO Databases available at UHCL:

<table>
<thead>
<tr>
<th>Database</th>
<th>Collection/Edition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Search Premier</td>
<td>MAS Ultra - School Edition</td>
</tr>
<tr>
<td>Agricola</td>
<td>MasterFile Premier</td>
</tr>
<tr>
<td>AHFS Consumer Medication Information</td>
<td>MedicLatina</td>
</tr>
<tr>
<td>Alt Health Watch</td>
<td>Medline</td>
</tr>
<tr>
<td>America: History &amp; Life</td>
<td>Medline with Full Text</td>
</tr>
<tr>
<td>Applied Science &amp; Technology Source</td>
<td>Mental Measurements Yearbook with Tests in Print</td>
</tr>
<tr>
<td>Art Source</td>
<td>Middle &amp; Junior High Core Collection</td>
</tr>
<tr>
<td>Bibliography of Native North Americans</td>
<td>Middle Search Plus</td>
</tr>
<tr>
<td>Biological &amp; Agricultural Index Plus</td>
<td>Military &amp; Government Collection</td>
</tr>
<tr>
<td>Biological Abstracts</td>
<td>MLA Directory of Periodicals</td>
</tr>
<tr>
<td>Book Review Digest Plus</td>
<td>MLA International Bibliography</td>
</tr>
<tr>
<td>Business Abstracts with Full Text</td>
<td>Newspaper Source</td>
</tr>
<tr>
<td>Business Source Complete</td>
<td>OmniFile Full Text Mega</td>
</tr>
<tr>
<td>Children’s Core Collection</td>
<td>Play Index</td>
</tr>
<tr>
<td>CINAHL Plus with Full Text</td>
<td>Political Science Complete</td>
</tr>
<tr>
<td>Communication and Mass Media Complete</td>
<td>Primary Search</td>
</tr>
<tr>
<td>Computer Source</td>
<td>Professional Development Collection (Education)</td>
</tr>
<tr>
<td>Criminal Justice Abstracts with Full Text</td>
<td>PsycARTICLES</td>
</tr>
<tr>
<td>eBook Collection (EBSCOHost)</td>
<td>PsycBOOKS</td>
</tr>
<tr>
<td>EconLit with Full Text</td>
<td>PsycEXTRA</td>
</tr>
<tr>
<td>Economia y Negocios</td>
<td>PsycINFO</td>
</tr>
<tr>
<td>Education Full Text</td>
<td>PsycTESTS</td>
</tr>
<tr>
<td>Education Source</td>
<td>Race Relations Abstracts</td>
</tr>
<tr>
<td>Educational Administration Abstracts</td>
<td>Reader’s Guide Full Text Mega</td>
</tr>
<tr>
<td>Environment Complete</td>
<td>Regional Business News</td>
</tr>
<tr>
<td>ERIC</td>
<td>Religion &amp; Philosophy Collection</td>
</tr>
<tr>
<td>Essay &amp; General Literature Index</td>
<td>Science &amp; Technology Collection</td>
</tr>
<tr>
<td>European Views of the Americas: 1493 to 1750</td>
<td>Senior High Core Collection</td>
</tr>
<tr>
<td>Family Studies Abstracts</td>
<td>Short Story Index</td>
</tr>
<tr>
<td>Fuente Academica</td>
<td>Social Sciences Full Text</td>
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<tr>
<td>Funk &amp; Wagnalls New World Encyclopedia</td>
<td>Social Work Abstracts</td>
</tr>
<tr>
<td>General Science Full Text</td>
<td>SocINDEX with Full Text</td>
</tr>
<tr>
<td>GreenFILE</td>
<td>SPORTDiscus with Full Text</td>
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<tr>
<td>Health Source: Consumer Edition</td>
<td>Teacher Reference Center</td>
</tr>
<tr>
<td>Health Source: Nursing / Academic</td>
<td>Texas Reference Center</td>
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<tr>
<td>Historical Abstracts with Full Text</td>
<td>The Serials Directory</td>
</tr>
<tr>
<td>Humanities Full Text</td>
<td>TOPICSSearch</td>
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<td>Humanities Source</td>
<td>Vocational &amp; Career Collection</td>
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<tr>
<td>Information Science &amp; Technology Abstracts</td>
<td>Women’s Studies International</td>
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<td>INSPEC</td>
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<tr>
<td>Legal Collection</td>
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<tr>
<td>LGBT Life with Full Text</td>
<td></td>
</tr>
<tr>
<td>Library, Information Science &amp; Technology Abstracts</td>
<td></td>
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<tr>
<td>Literary Reference Center</td>
<td></td>
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</tbody>
</table>
EdITLib

Create Alerts
Sign in to EdITLib to create, edit, or delete alerts

Search Alerts
1. Click Researchers in the top navigation bar
2. Click Alerts
3. Click Set up and manage your alerts button
4. Click Search Alerts
5. Type up to three sets of search criteria
6. Fill in your name and email address
7. Click Save Alerts button
8. Click Continue button go to basic search screen

TOC Alerts
1. Click Researchers in the top navigation bar
2. Click Alerts
3. Click Set up and manage your alerts button
4. Click Table of Contents Alerts
5. Click the box next to the journals of interest
6. Fill in your name and email address
7. Click the Save Alerts button
8. Click Continue button go to basic search screen

Topics Alerts
1. Click Researchers in the top navigation bar
2. Click Alerts
3. Click Set up and manage your alerts button
4. Click Topics Alerts
5. Click the box next to the topics of interest
6. Fill in your name and email address
7. Click the Save Alerts button
8. Click Continue button go to basic search screen

Edit or Delete Alerts
Follow steps 1 – 4 above for the type of alert you want to edit or delete.

Search Alerts
1. Edit or delete search criteria
2. Fill in your name and email address
3. Click the Save Alerts button

TOC and Topic Alerts
1. Click to uncheck the box next to the Journal or Topic you no longer want
2. Fill in your name and email address
3. Click the Save Alerts button
Delete All Alerts

1. Fill in your email address in the Unsubscribe email box
2. Click the Unsubscribe button

Note: This will unsubscribe you from all three types of alerts.

Gale Databases

From the search results screen

1. Log in to the Gale database
2. Click Save this search in the Tools box in the right column
3. Type a name for the search
4. Click the check box next to Create Search Alert
5. Choose the frequency and format for your alert
6. Click Save Search

From the Saved Searches screen

1. Log in to the Gale database
2. Click your name in the top toolbar, and then click Saved searches
3. Click the Search Alert icon

Gale databases available at UHCL that allow alerts:
Health Reference Center Academic

IEEE Xplore

To begin receiving email alerts:

1. Click Alerts on the My Settings dropdown menu in the top toolbar.
2. Enter your username and password to log in, or click Create a free account.
3. Click Sign In.
4. On the selection page, there are tabs for Journals & Magazines, Conferences, Standards, and eBooks
5. Under each tab, click to select each publication for which you want to receive alerts.
6. Click Update.

To change your selections:

1. Repeat steps 1 through 3.
2. Click to select the publications to add to your alerts.
3. Click to unselect the publications to remove from your alerts.
4. Click Update.

To unsubscribe from email alerts:

1. Repeat steps 1 through 3.
2. Click to unselect the publications to remove from your alerts.
3. Click Update.
ProQuest

- **Search alerts** — notify you when new documents that match your search are available.
- **Publication alerts** — notify you when new issues of a selected publication are available.

**Search Alerts**

**Create alert** icon is available
- Below the search box at the top of any search results list.
- With any search included in your recent or saved searches lists in My Research.

Although you can set up a search alert without a My Research account, you will not be able to modify or otherwise re-visit the alert details without one.

**Create or modify a search alert**

Sign in to ProQuest My Research account

1. **Review search details**
   - **Name this alert**: can include alphabetic, numeric, spaces and special characters.
   - **Searched for**: Shows the search you performed.
     **NOTE**: When you modify an alert, an *Edit search query* link displays alongside your Searched for terms. Click it to display the search page with your original terms and any limiters, shown. Make changes and then click *Update alert*. Optionally click *Search* to see a results list first. Click the *Update alert* link on the results page to update the search.
   - **Limited by**: Any limiters you applied to the search
   - **Databases**: Shows the databases selected when you ran your search. If your search ran against multiple databases, click the *View list/Hide list* link toggle to show or hide the database list. To run search against different databases, run a new search and create a corresponding new alert.

2. **Define your alert email**
   - **Send to**: The email address associated with your My Research account displays here.
   - **Also send to**: Enter one or more email addresses, separating each with a comma or semicolon. You cannot send to multiple addresses unless you are signed in.
   - **Subject**: Enter a subject for your message. If you do not enter a subject, your search terms will display as the email subject.
   - **Message**: Optionally enter a message of up to 250 characters. The message text will display in your alert email.
   - **Format**: Select *HTML* (the default), or *Plain text*.
     **NOTE**: If you change your *Preferred email format* preference in My Research to *Text only*, that setting will override the default HTML setting here.

3. **Define your alert content**
   - **Include search details**: Do you want the following information included in your alert?
     - Name you gave the alert
     - Your search terms
     - Any limiters you applied.
     - The databases you searched
Include:
- **Newly published documents only** (default) — your alert will deliver new articles and other content from currently published sources.
- **Newly added documents, including historical items** — your alert will deliver articles and other content from currently published sources, as well as from historical sources that are no longer publishing.

4. **Schedule your alert**
   - **Send:** Specify how frequently ProQuest should run your alert.
   - **Stop after:** Specify when you no longer want to receive the alert.

After responding to an email from ProQuest to confirm the email address you provided, your alert is activated.

You will receive an alert renewal reminder when your alert is about to expire, allowing you to extend or delete the alert.

**Creating an alert without a My Research account**
- You can send the alert to a single email address only.
- You cannot modify the alert once you create it.
- You will receive an alert renewal reminder when your alert is about to expire, allowing you to extend or delete the alert.

**Viewing Documents in Alerts**
1. Click the title to open the document in ProQuest.
2. Listed documents may have corresponding formats—such as Brief citation or Full text—displayed beneath the title. Click one of these icons to display the document.
3. Click **View all search results** to run the search and return the most current list of results.
4. Click **Do more with documents in this alert** to display the list of documents in the alert on the **Selected items** page.
   - A prompt will display, asking whether you want to include only the alert documents on your **Selected items** page, or add them above any existing items you’ve added to the page while searching during your current session.
   - The **Selected items Help topic** details what you can do with documents in your list.

**NOTE:** Content from the ebrary e-books database will not be included in alert emails or RSS.

**Publication alerts**
When you browse or search for a publication, and it’s available, you can click the publication title to display a page that provides details about that publication.

1. Click the **Create alert** link to define your publication alert details.
2. After responding to an email from ProQuest to confirm the email address you provided, your alert is activated.
Managing your alerts in My Research

Click the Alerts tab at the top of your My Research page.

You can:

- **Delete alerts**
  1. Click the checkbox at the top of the list to select all, or the individual checkboxes corresponding to each alert you want to delete
  2. Click **Delete selected alerts** to permanently delete them.
  3. Alternatively, click the **Delete** link corresponding to a specific alert.

- **Modify alerts**
  1. Click the link corresponding to a listed alert to modify the details you specified when you created it.

- **View latest results, or latest issue contents** — Use these links to retrieve either a current search results list (for a search alert), or the current issue's contents list (for a publication alert).

- **Extend an alert that is expiring soon**
  1. Click the **extend your alert** link in the notification message
  2. Select from a range of extension options.

- **Sort your alerts**
  1. Use the **Sort by** panel on the right to sort your alerts by:
     - Date (most recent first)
     - Date (oldest first)
     - Alert name (A-Z)
     - Alert name (Z-A)

**ProQuest Databases available at UHCL:**

- Accounting & Tax
- AltPress Watch
- American Periodicals
- BioOne Abstracts & Indexes
- Dissertations & Theses @ University of Houston-Clear Lake
- Environment Abstracts
- ERIC
- PILOTS: Published International Literature on Traumatic Stress
- ProQuest Dissertations & Theses A&I
- ProQuest Historical Newspapers: The New York Times (1851-2010)
- ProQuest Historical Newspapers: The Wall Street Journal (1889-1996)
- Social Services Abstracts
- Sociological Abstracts
- Wall Street Journal
SAGE Journals

Email Alerts can notify you
• when new OnlineFirst content is posted
• to provide table of contents email with links
• to provide table of contents awareness email with link to view TOC online
• to send announcements related to the journal

SJ Search Alerts can notify you
• when new content is posted that matches your search criteria

CiteTrack Alerts can notify you
• when an article of interest is cited
• when a correction is posted for an article you specify

Create an Alert

SJ Search Alerts
Sign in to SAGE Journals
1. Search for your desired topic
2. On the search results screen, click Save as Alert in ‘This search’ box in the right column
OR
1. Mouse over My Tools in the top navigation bar
2. Mouse over Email alerts and then click View current email alerts
3. Click Create a new SJ Search Alert in the ‘SJ Search Alerts’ box
4. Enter a name for the search
5. Enter the search criteria
6. Click Save Alert
OR
1. Mouse over Search in the top navigation bar
2. Click Search history
3. Click Save as alert link under the search you want to save

CiteTrack Article Alerts
Sign in to SAGE Journals
1. Find an article of interest
2. Click Abstract, Full Text, or References link
3. Locate and click one or both of these links in the Services box in the middle or right column
   a. Alert me when this article is cited
   b. Alert me if a correction is posted

Email Alerts
Sign in to SAGE Journals
1. Mouse over My Tools in the top navigation bar
2. Mouse over Email alerts and then click Add/delete/edit
3. Locate the discipline you want
4. Click the plus sign to expand the discipline to see list of journals
5. Click the box for any available alerts you want for each journal of interest
6. Click the Save button to the right of the discipline title
Edit or Delete Alerts
Sign in to SAGE Journals
1. Mouse over My Tools in the top navigation bar
2. Mouse over Email alerts and then click View current email alerts
3. Click on the alert name to edit or delete a listed alert.

SpringerLink

Journal TOC Alerts

From journal page
1. Type the journal title in the search box, or browse a subject and choose journal in the content type box in the left column
2. Click the journal title in the results list
3. On the journal page, scroll down to Alerts for this journal in the right column
4. Click Submit to get the table of contents for each new issue

From search results list
1. Choose an article from the list of results
2. Click Register for Journal Updates under Other actions to the right of the abstract
3. On the journal page, scroll down to Alerts for this journal in the right column
4. Click Submit to get the table of contents for each new issue