

Transcript: Journal Table of Contents services

This video introduces you to Journal Table of Contents services.

These services allow you to subscribe to receive tables of contents for recently published issues of your key journals. This means that rather than repeatedly seeking the journal out to see what is covered in the newest issue, you will automatically be sent an email so that you can browse the table of contents and the articles in that issue. You will not necessarily be able to read the full text of the article. Table of Contents services simply act as an intermediary between the publisher and you. If you cannot link straight to the article, you may find that you need to use SOLO, the University's resource discovery tool, to read the full text.

I'm going to introduce you to two Table of Contents services: JournalTOCs and Zetoc. There is some overlap between what these two platforms cover but if you find that the journal you are interested in is not on one platform, try the other. JournalTOCs provides access to recent table of contents from over 35,000 scholarly journals. Zetoc provides access to over 36,000 journals. Zetoc also provides access to conference papers with more than 59 million article citations and conference papers. You need to register to use JournalTOCs but you do not need to register to use Zetoc.

I'm going to start with JournalTOCs.

Open a web browser and navigate to JournalTOCs. The URL is [journaltoocs.ac.uk](http://journaltoocs.ac.uk). To register to use JournalTOCs, click 'Sign Up' in the middle of the screen. Enter an email address and password. Click 'Sign Up'. An automated email will be sent to the address you provided for you to confirm your registration. Once you have registered and signed into JournalTOCs, your name will appear in the top right and you can sign up for email alerts.

If you do not know journals in your area, you can browse subjects alphabetically. If I click on 'architecture', you will see the journals under this subject area.

If you do know the title of the journal you're interested in, type it into the search bar. As an example, I'm going to search for 'Victorian Studies'. You'll be able to see the latest table of contents for this journal. Tick the 'Follow' box next to the journal title. This means that you have indicated

this is a journal of interest to you but there is one more step to make sure you receive email alerts.

Click on your JournalTOCs login name in the top right of the screen and click 'Followed Journals'. You can see the journals that I have saved. At the bottom, it says email alerts are off. Make sure you tick the box for emails to be sent to you. You will now receive the table of contents for your chosen journal every time a new issue is published. To determine how often you receive an email alert, hover over your log in name in the top right and go into your account settings.

Let's move on to Zetoc.

You do not need an account to set up email alerts for journal table of contents in Zetoc. The URL for Zetoc is [zetoc.jisc.ac.uk](http://zetoc.jisc.ac.uk).

To set up email alerts, click 'Zetoc Alert - Access'. It will ask you for your institution. Search for 'University of Oxford'. Click 'Continue'. You will be asked for your Single Sign On credentials.

You will need to enter an email address so that Zetoc knows who to send email alerts to. This can be a personal email address or your University email address.

Click 'Create'. Now you can add journals to your list. Click 'Add journals'. Now we look at the right of the screen. You can search for a journal of your choice using the search box, or you can browse journals by subject. As an example, I'm going to search for the journal title 'Agricultural History'. Once you have found your journal, click the 'Add' button next to the title. You can see on the left it has now been added to my history list, which I created a moment ago. I will now receive the table of contents of this journal by email each time a new issue is received by the British Library.

In Zetoc, alerts are automatically set to expire twelve months after the date of creation. You'll be sent an email notifying you the alert will be expiring and you can choose to renew it by following the instructions in that email.