Keeping up to date with research

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The webinar will be starting soon.
While you wait, please mute your microphone.
Aims

• Understand how email alerts can help you

• How to utilise the following key platforms:
  • SOLO
  • Bibliographic databases
  • Newspapers
  • Journal alerts
  • JiscMail

• Managing alerts
How do email alerts work?

Removes distracting and superfluous information.
Email alerts: advantages

- A lot of services offer email alerts
- The email joins all your other emails
- You can keep your work all in one place
Email alerts: disadvantages

You will need to go back to the original source and remove yourself from email alerts.

If you like to keep your work separate, having your emails all together may not suit you.
Catalogues

SOLO

WorldCat

JISC Library Hub Discover

Library of Congress
Demonstration
SOLO: sign in

1. Go to SOLO (https://solo.bodleian.ox.ac.uk/) and sign into SOLO by clicking the ‘sign in button’ in the top right.
SOLO: enter search

- 2. Enter search query and click the magnifying button or return key on keyboard

- cotton industry lancashire
SOLO: save query

3. Click the ‘Save query’ button at the top of the results page
SOLO: favourites

• 4. Click the pin icon at the top of the webpage to go to your Favourites
5. In your Favourites, click ‘Saved Searches’ to see the search you just saved
• 6. Click the bell icon next to your saved search in order to turn on email alerts
SOLO: alert on

- 7. The bell icon will change colour and become filled in to show email alerts have been turned on
Bibliographic Databases

- Scopus, Proquest, Web of Knowledge, EBSCO databases (Historical Abstracts, Philosophers Index, ATLA etc) and more
- Save searches and set up email alerts
- Cross-search 1000s of scholarly journal articles
Demonstration: bibliographic databases
Demonstration: ProQuest
ProQuest: select database

1. Go to https://search.proquest.com/index. You can select a database if wanted
ProQuest: search

2. Type your search in the search bar and click the search icon. Using ‘advanced search’ will give you more options.
ProQuest: save search

3. Click ‘Save search/alert’
3. Click ‘Save search/alert’ and click ‘create alert’. If you want to save or modify your search you will need to create a free account.
Demonstration: Web of Science
Web of Science: access

1. Search SOLO for ‘Web of Science’ and click ‘online access’
Web of Science: sign in

2. You will need to sign in to Web of Science with your personal Web of Science username and password. If you have not got one, click Register to set one up.
Web of Science: search

3. Enter your search. You can limit to a particular subject database by clicking on ‘editions’
Web of Science: create alert

4. Click ‘create alert’
Web of Science: alert settings

5. Fill in the alert name and choose whether to receive emails. Click ‘create alert’
Web of Science: citation alert

6. To set up an alert for a specific article on the results page click on the article title.
Web of Science: create citation alert

7. Click ‘create citation alert’
Web of Science: save citation alert

7. Click ‘create’
Web of Science: manage alerts

8. To manage your alerts click on ‘alerts’
Have a go

Have a go at one of the exercises that interests you and take a break if needed.
Newspapers

Use Nexis UK to save searches and set up email alerts.
Demonstration: Nexis UK
Nexis UK: access

1. Search SOLO for ‘nexis uk’. Click ‘online access’. Click on an online access option depending on where you are.
Nexis UK: home page

2. The Nexis UK homepage will show you any previous activity.
Nexis UK: search

3. Click ‘news’ to search news articles
Nexis UK: limit search

4. You may want to limit by type or by region. You can enter your search here.
Nexis UK: results

5. Results are automatically sorted by relevance. You can click on the article title to read more.
Nexis UK: view article

6. You can read, download or email the article to yourself.

Benin Bronzes must be returned to Africa, says curator of Oxford's Pitt Rivers Museum

telegraph.co.uk
November 5, 2020 Thursday 8:28 PM GMT

Section: NEWS; Version:1
Length: 812 words
Byline: By Jessica Carpani
Nexis UK: create alert

7. You can create an alert by clicking the bell icon or save the search by clicking on ‘actions’
Nexis UK: view and modify alerts

8. You can view, modify or delete previous alerts by clicking on ‘alerts’ in the top menu.
Nexis UK: modifying alerts

8. Click in the box next to the search you want to modify. You will be able to edit, restart, stop or delete the search.
Journal alerts

Receive alerts when new issues of your favourite journals are published.

• Publisher websites
• JournalTOCs
Publisher website

Advantage
• Usually faster than other alert services.

Disadvantages
• Cover a small number of journals.
• More difficult to manage your alerts.
JournalTOCs

Advantages
• Alerts available for thousands of journals.
• Manage alerts in one place.

Disadvantage
• It takes slightly longer for alerts to be sent.
Some journals release articles online **all year round, between issues.**

Possible delay in receiving notifications of these articles if relying on alerts for new journal issues.
Demonstration: publisher website

Nature journal
Go to the Nature website (https://www.nature.com/).
Nature sign up

Click ‘Sign up for alerts’.
Nature: sign up options

If you already have an account, sign in. Otherwise register with an email address and password.
Nature: verify email address

- **Click the link** in the automated email you receive prompting you to **verify your account**.
- You will be taken to a web page where you need to fill in details about your **subscription preferences**.
- Upon completion, you will be subscribed to Nature.
Nature: manage and add to journal email alerts

Go to your account area (https://www.nature.com/my-account/alerts) to manage and add to the journals you will receive email alerts for.
Demonstration: JournalTOCs
Go to the JournalTOCs website (http://www.journaltocs.ac.uk/).
JournalTOCs: sign up

1. Sign up by clicking the ‘sign up’ button in the middle of the webpage
JournalTOCs: search

2. After signing up and signing in, either search for a specific journal in the search bar or browse by subjects or publisher.
JournalTOCs: follow journal

3. Once you have found a journal, tick the ‘Follow’ box. This will mean you are following the journal and it has been logged as a journal of interest.
JournalTOCs: settings

4. To receive email alerts for that journal, hover over your name in the top right of the webpage and click ‘Followed Journals’ from the dropdown.
JournalTOCs: alerts

5. In the ‘Followed Journals’ area of your account, make sure the box at the bottom of the screen is ticked so that it reads ‘Email alerts is on’
JiscMail

8,000 mailing lists

Over 13 million subscribers

https://www.jiscmail.ac.uk/
JiscMail: navigate home page

1. Click ‘Mailing Lists’ in the ribbon menu and click ‘Find and join a mailing list’, ‘A-Z lists’ or ‘Recently Created’.
JiscMail: find mailing list

2. Personally, I like to click ‘Find and join a mailing list’, then browse mailing lists by subject.
JiscMail: view mailing list

3. Once you have found a mailing list you would like to join, click ‘Subscribe or Unsubscribe’.
JiscMail: subscribe to mailing list

4. Enter your name and email address, then click the ‘Subscribe’ button.
Managing your inbox:
Create filters
Mark unread or flag
Managing your inbox: new folder

Create a folder in Outlook desktop app
1. right click in left hand pane
2. click ‘new folder’
Managing your inbox: filters

Create filters (called ‘rules’ in Outlook)
Right click on the email you would like to filter and hover over ‘rules’. Click ‘create rule’.
Managing your inbox: rules

You will be given various options to create a ‘rule’ with. Click ‘move the item to folder’ and select an existing folder.
What have you learnt?

How to set up email alerts:

- on library catalogues
- on databases
- for newspapers
- for journals
- on JiscMail

How to manage your email
Further help

Contact:

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Copies of handouts will be available on the iSkills guide: https://bit.ly/3bk8eyf
Questions