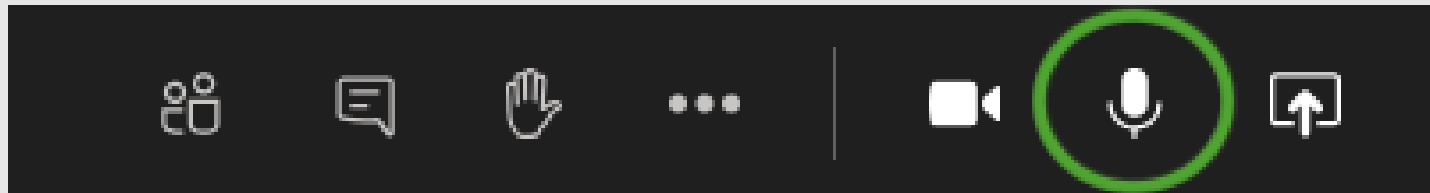# Keeping up to date with research

Helen Worrell and Morwenna Broughton

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
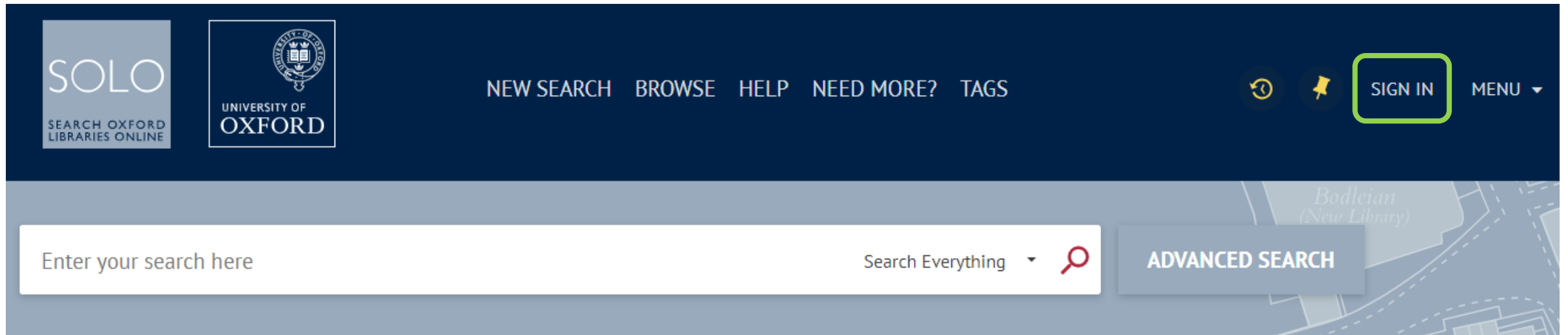
Catalogues

SOLO

JISC Library Hub Discover

WorldCat

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 ✕ Search Everything ▾ 🔍

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
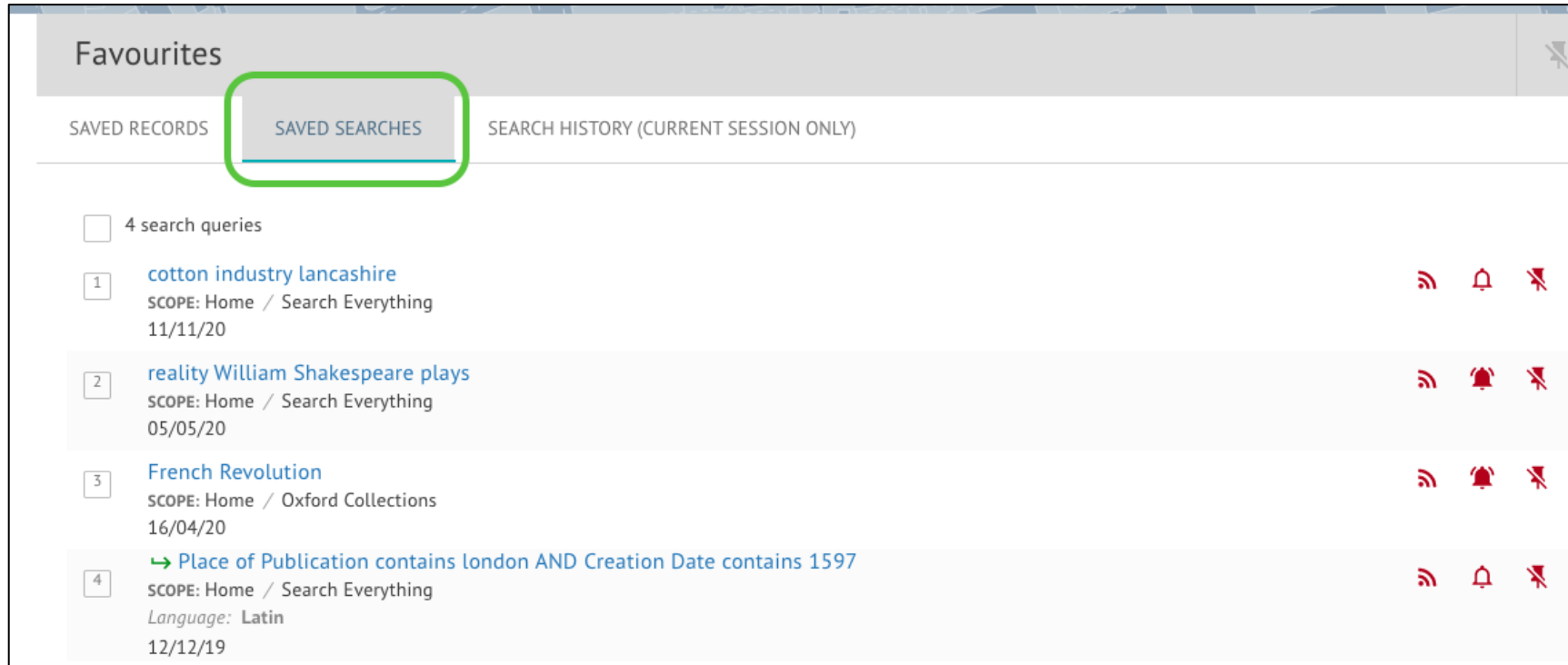
SOLO: saved search

- 5. In your Favourites, click 'Saved Searches' to see the search you just saved

SOLO: alert

- 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

Favourites

SAVED RECORDS   SAVED SEARCHES   SEARCH HISTORY (CURRENT SESSION ONLY)

4 search queries

1 cotton industry lancashire
   SCOPE: Home / Search Everything
   11/11/20

2 reality William Shakespeare plays
   SCOPE: Home / Search Everything
   05/05/20

3 French Revolution
   SCOPE: Home / Oxford Collections
   16/04/20

4 ↪ Place of Publication contains london AND Creation Date contains 1597
   SCOPE: Home / Search Everything
   Language: Latin
   12/12/19

Bibliographic Databases

Cross-search 1000s of scholarly journal articles

Save searches and set up email alerts

Scopus, Proquest, Web of Science, EBSCO databases (Historical Abstracts, Philosophers Index, ATLA etc) and more

Demonstration: bibliographic databases

ProQuest®

Web of Science™

Demonstration: ProQuest

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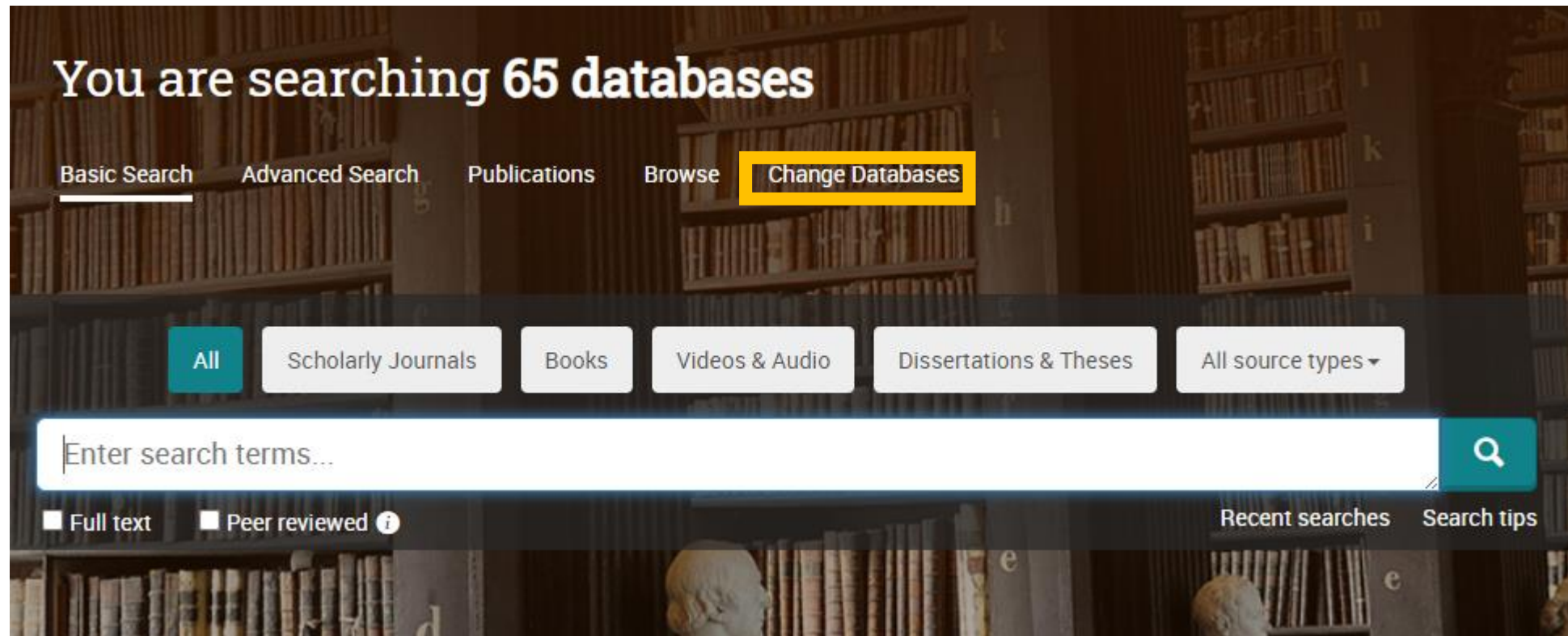
1. Go to
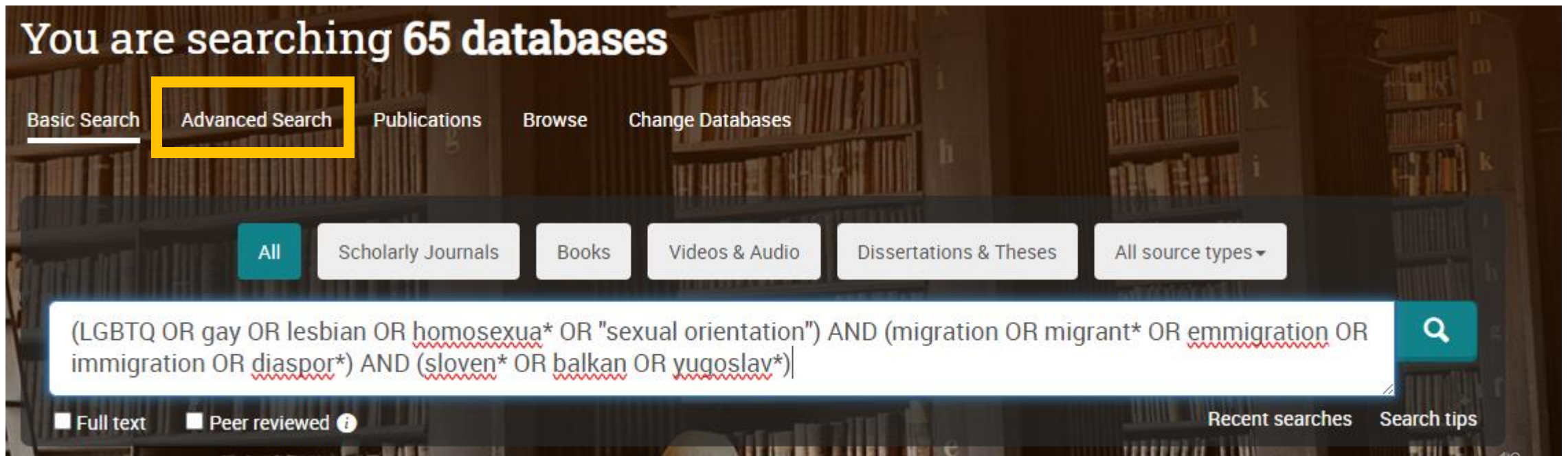https://search.proquest.com/index.
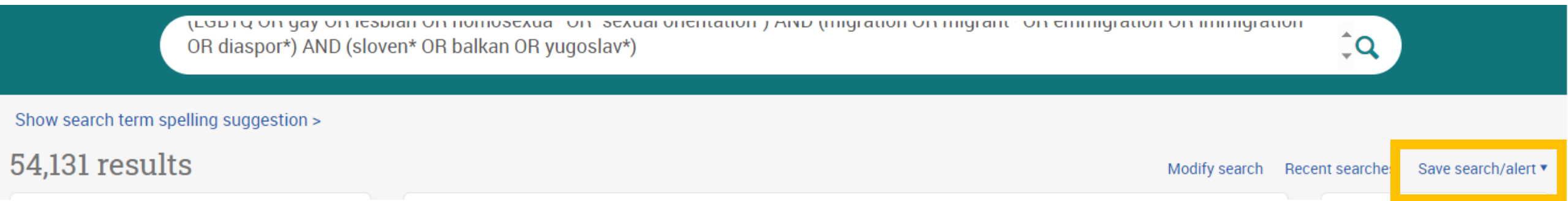You can select a database if wanted

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'

ProQuest: create 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™
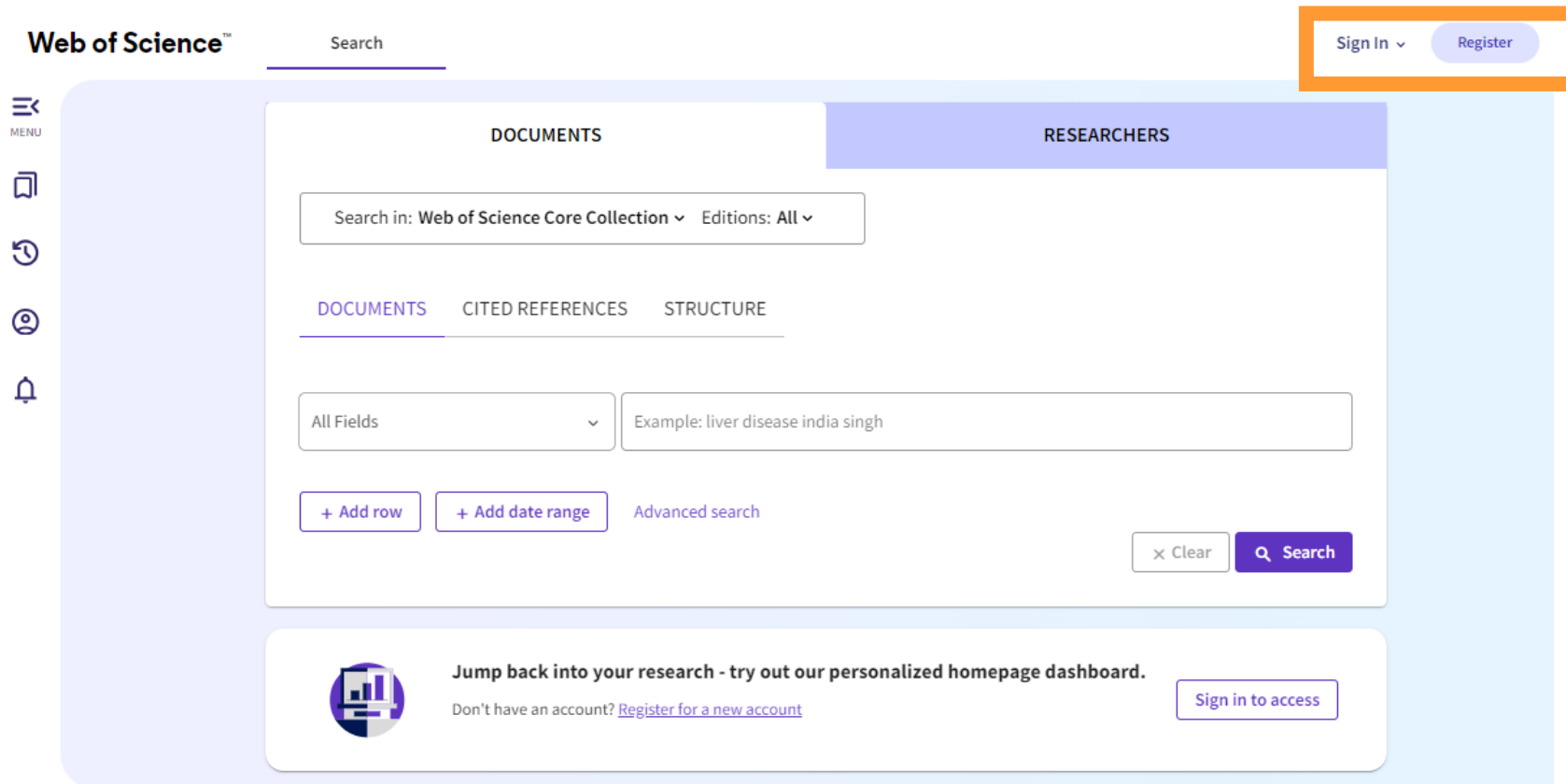
Web of Science: access

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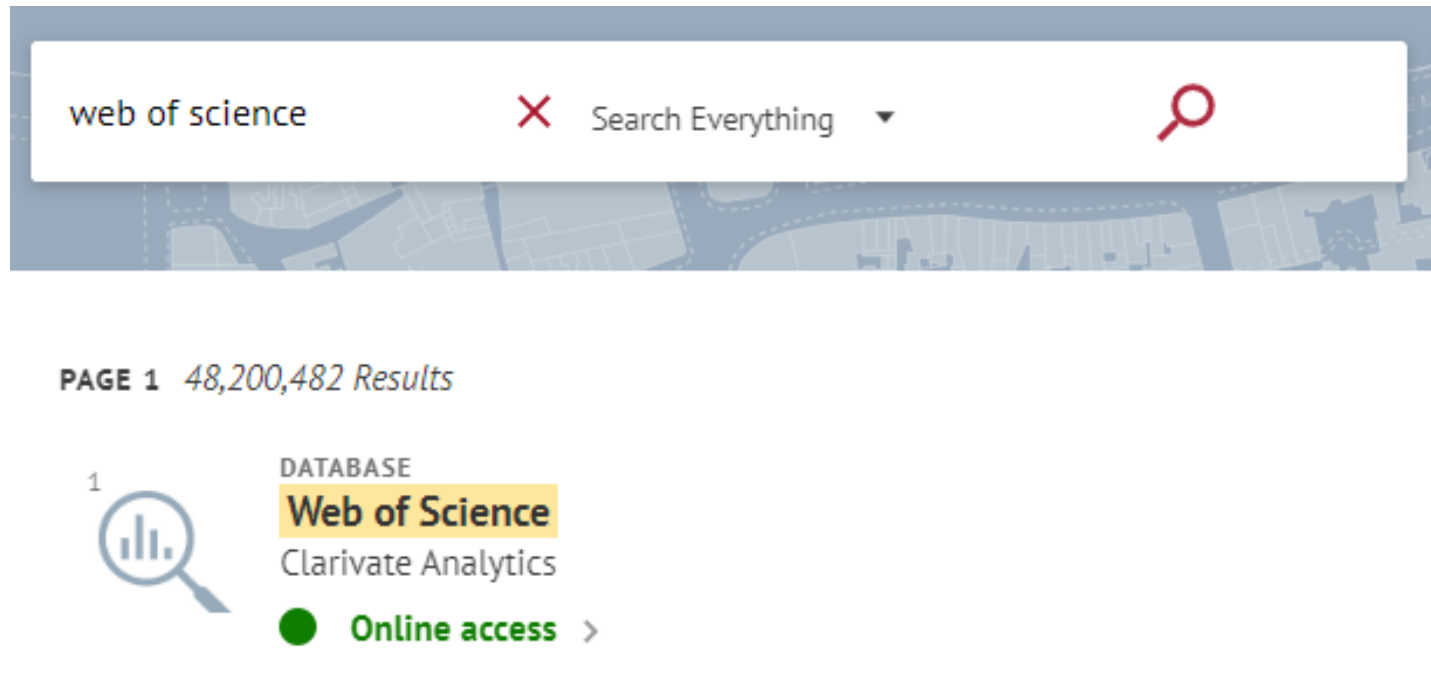
Web of Science: sign in

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'
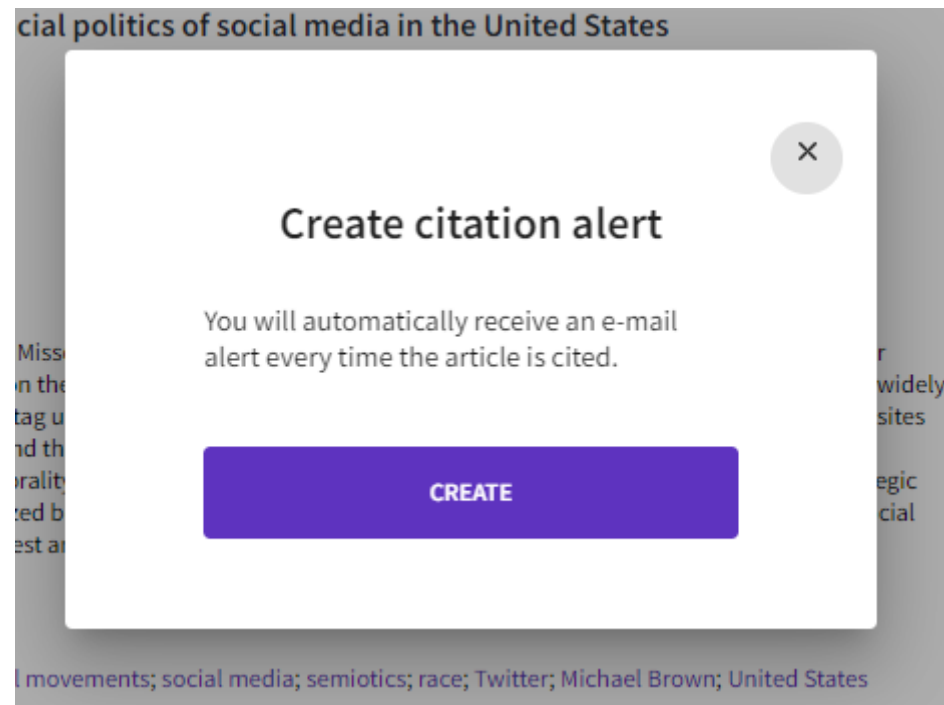
Web of Science: manage alerts

8. To manage your alerts
   click on the bell icon for 'alerts'
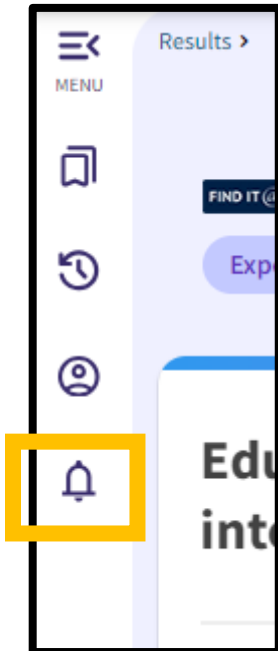
Thinking critically about citation

Who is being cited?

Where are they publishing?

How can you elevate marginalised voices?

Have a go

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

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

Newspapers

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 | ✕ Search Everything ▾ 🔍 | **ADVANCED SEARCH** |

Sort & Filter Results

☐ Include results without full-text access

Did you intend to search for: nexus uk ?

☐ *0 selected* PAGE 1 5,515 Results 📌 Save query 📌 ...

Sort by Relevance ▾

1
DATABASE
Nexis UK
LexisNexis (Firm)

🔗 ✉ 📌 ...

🟢 **Online access** ›

Show only: ⌃

Online Resources

36

Nexis UK: home page

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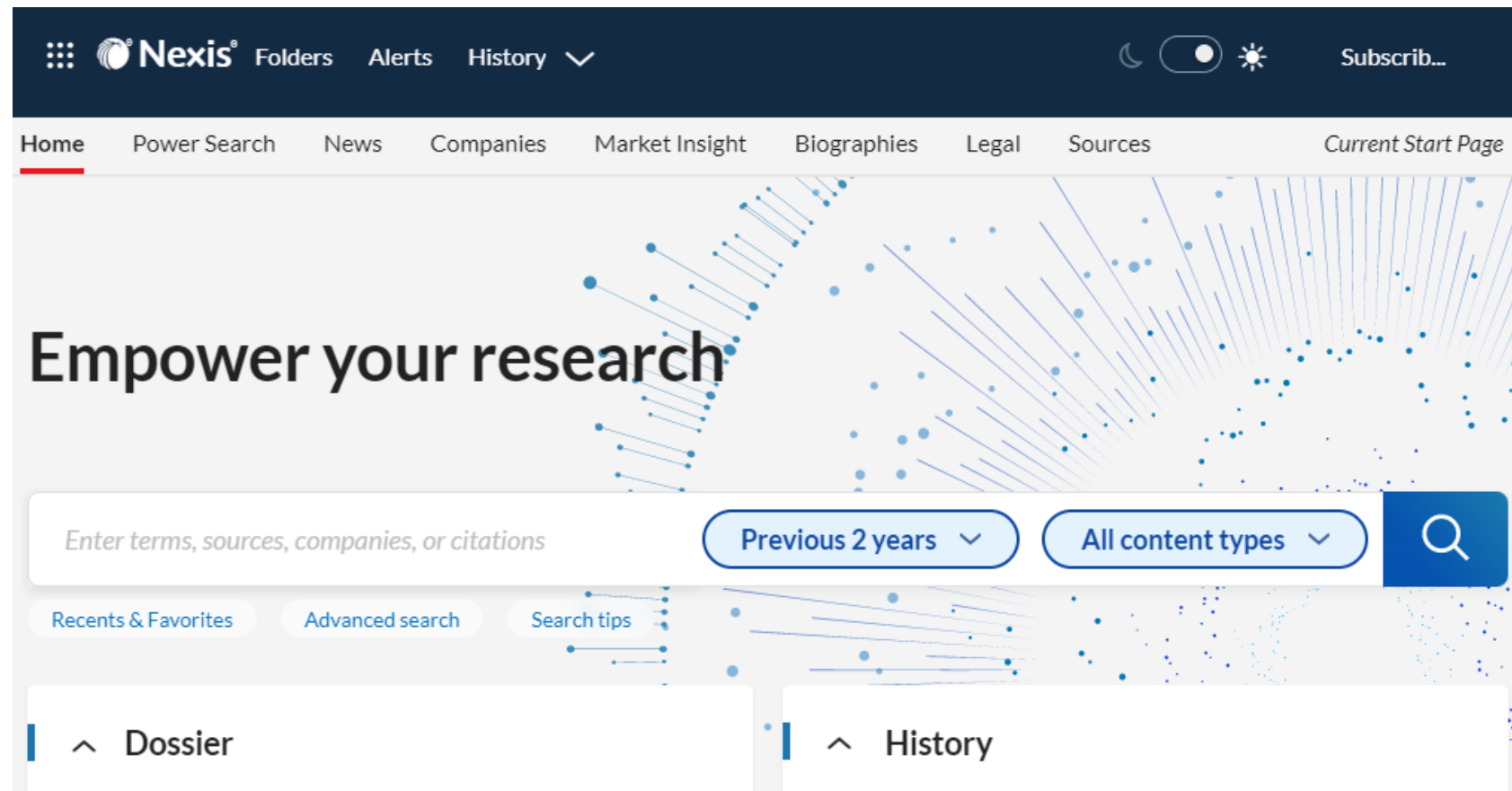
Nexis UK: search

3. Click 'news' to search news articles
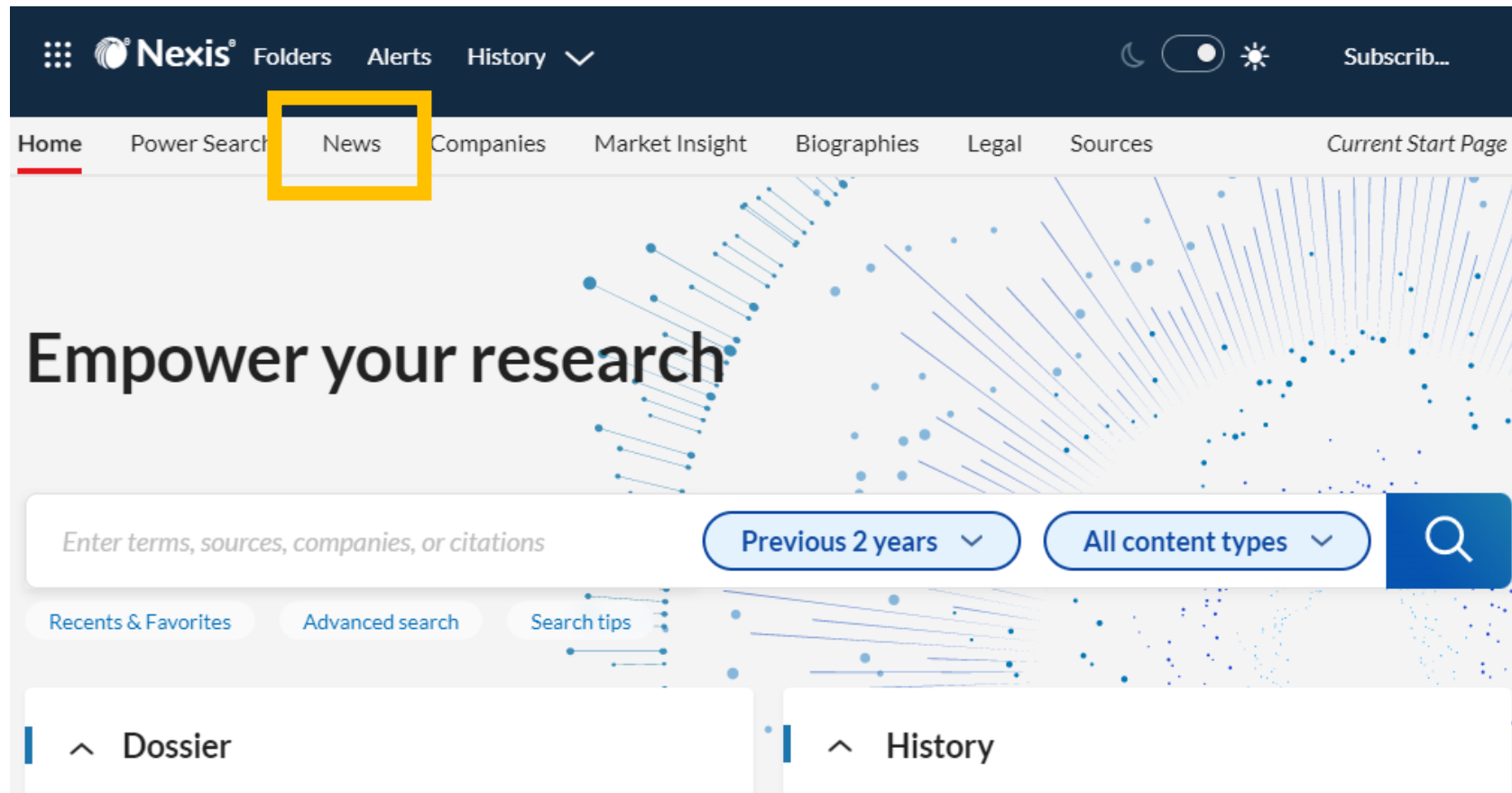
Nexis UK: limit search

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

News

"pitt rivers museum" AND (restitut* OR repatriat*)   News   🔍

Advanced search | Search tips

Explore   By Type   By Region   By Language

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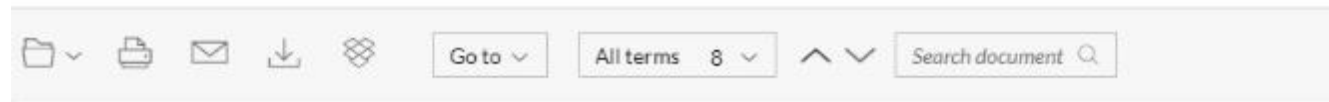
Benin Bronzes must be returned to Africa, says curator of Oxford's Pitt Rivers Museum

telegraph.co.uk

November 5, 2020 Thursday 8:28 PM GMT

Copyright 2020 Telegraph Media Group Limited All Rights Reserved

The Telegraph

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.

1. ☑ **"rhodes must fall" AND oxford**

Alert expired

✎ Edit

Nexis® | Search | -None- | As updates are available | Email + online

Terms: "rhodes must fall" AND oxford   **Period:** 21 Feb 2022 - 30 Aug 2022
Filters: **Note:** No note available
News: United Kingdom; News
Description:
No description available

Journal alerts

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

- Publisher websites
- JournalTOCs/BrowZine

Publisher website

Advantage

- Usually faster than other alert services.

Disadvantages

- Cover a small number of journals.
- More difficult to manage your alerts.

BrowZine

Advantages

- Alerts available for thousands of journals.

- Manage alerts in one place.

Disadvantage

- It takes slightly longer for alerts to be sent.

Year-round publishing

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.
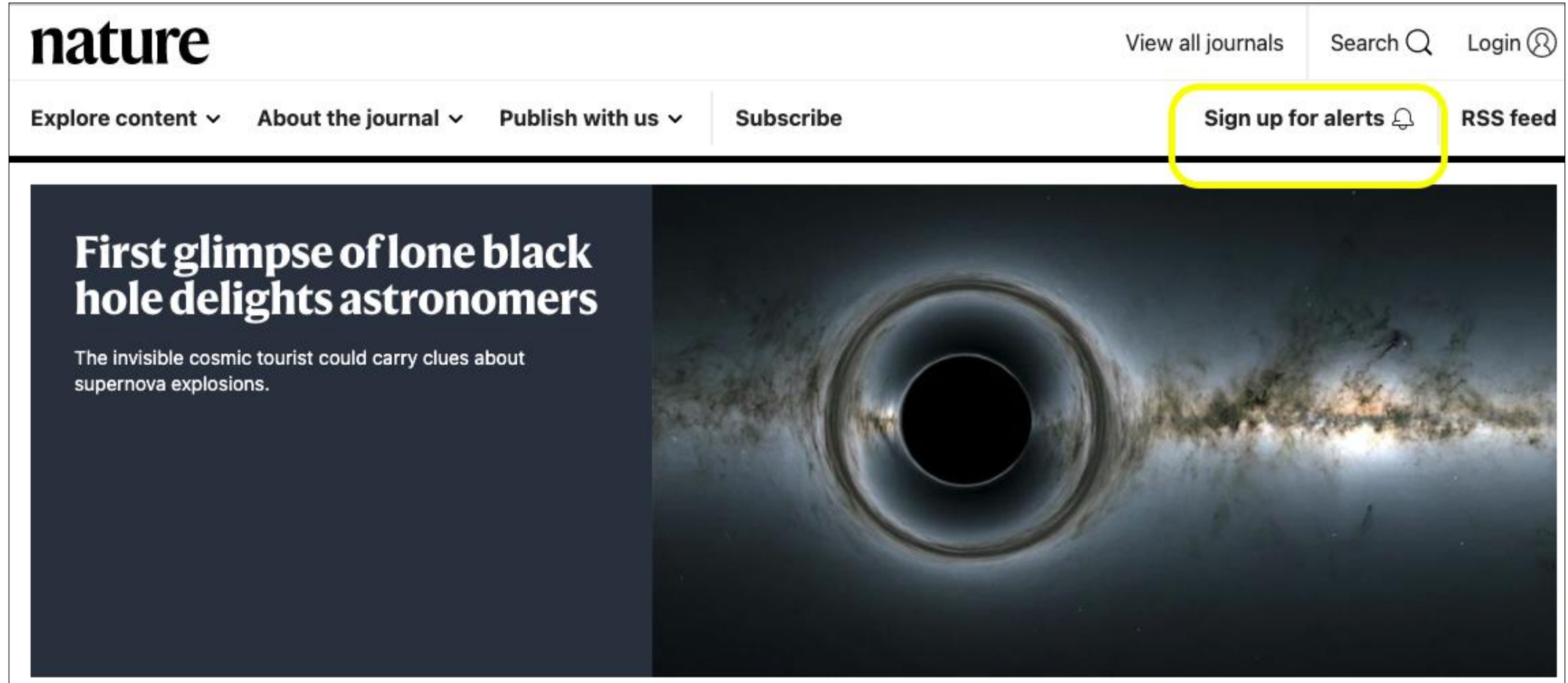
Demonstration: publisher website

Nature journal

Nature website

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.
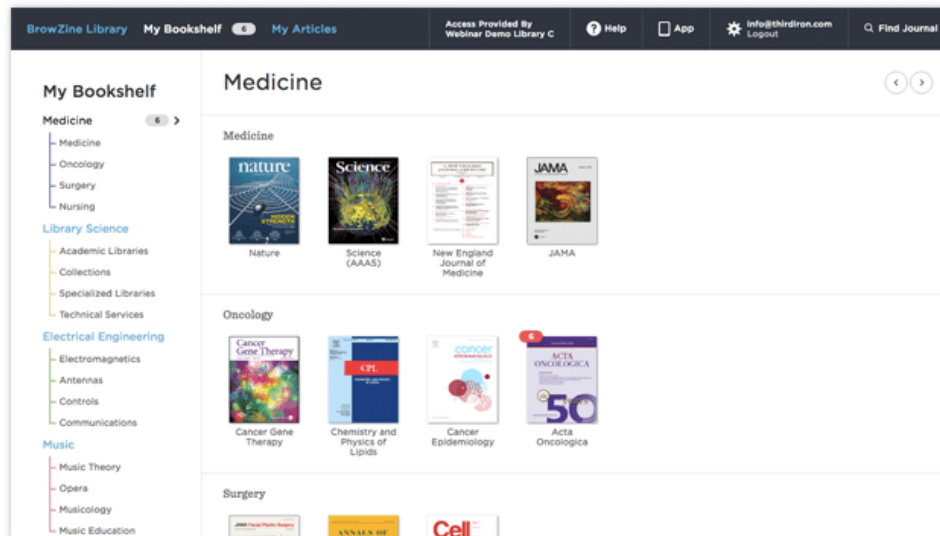
Demonstration: BrowZine

BrowZine website

Go to the BrowZine website (http://www.browzine.com).

BrowZine: sign in

1. Sign up by clicking My Bookshelf and select Sign Up

BrowZine: search

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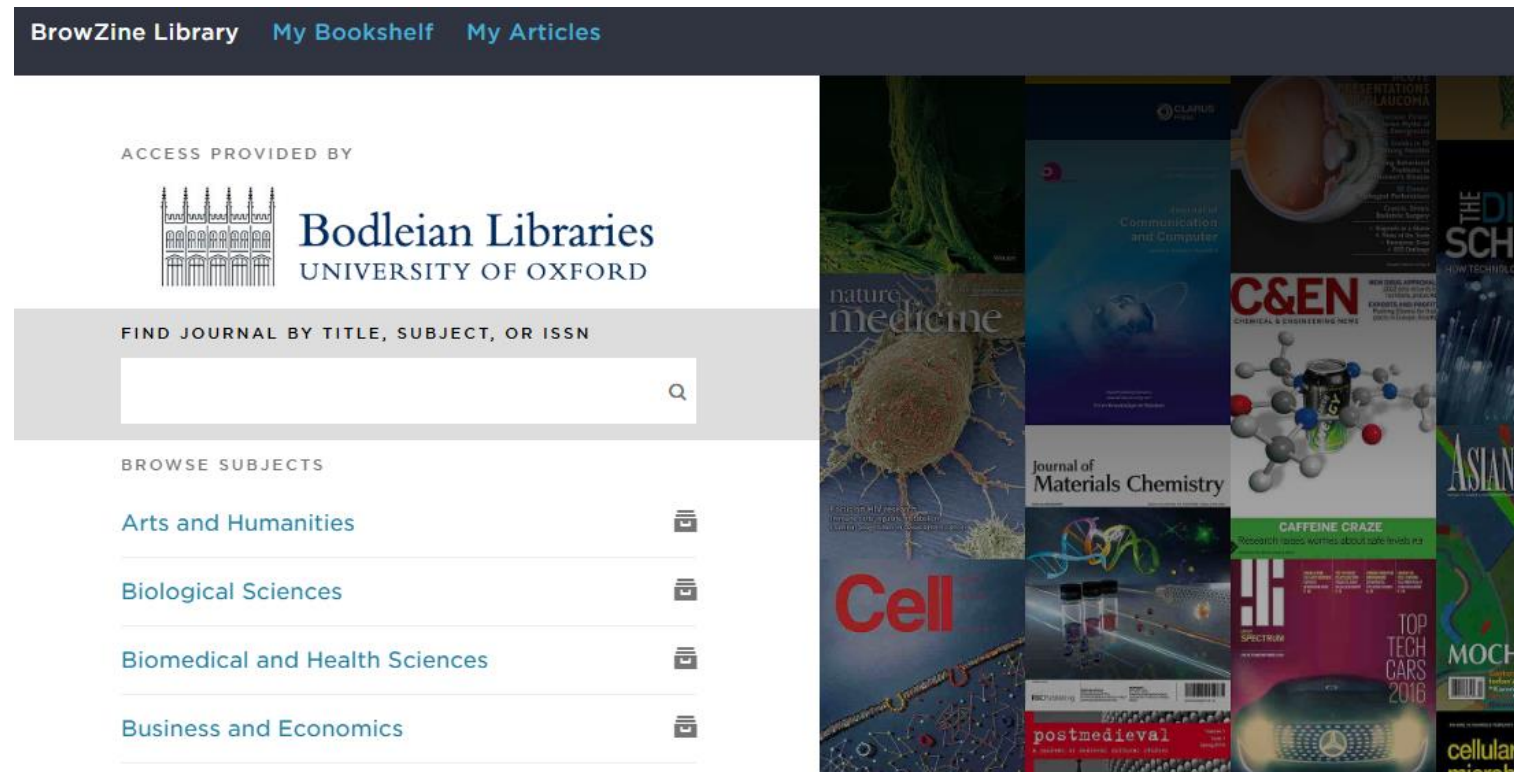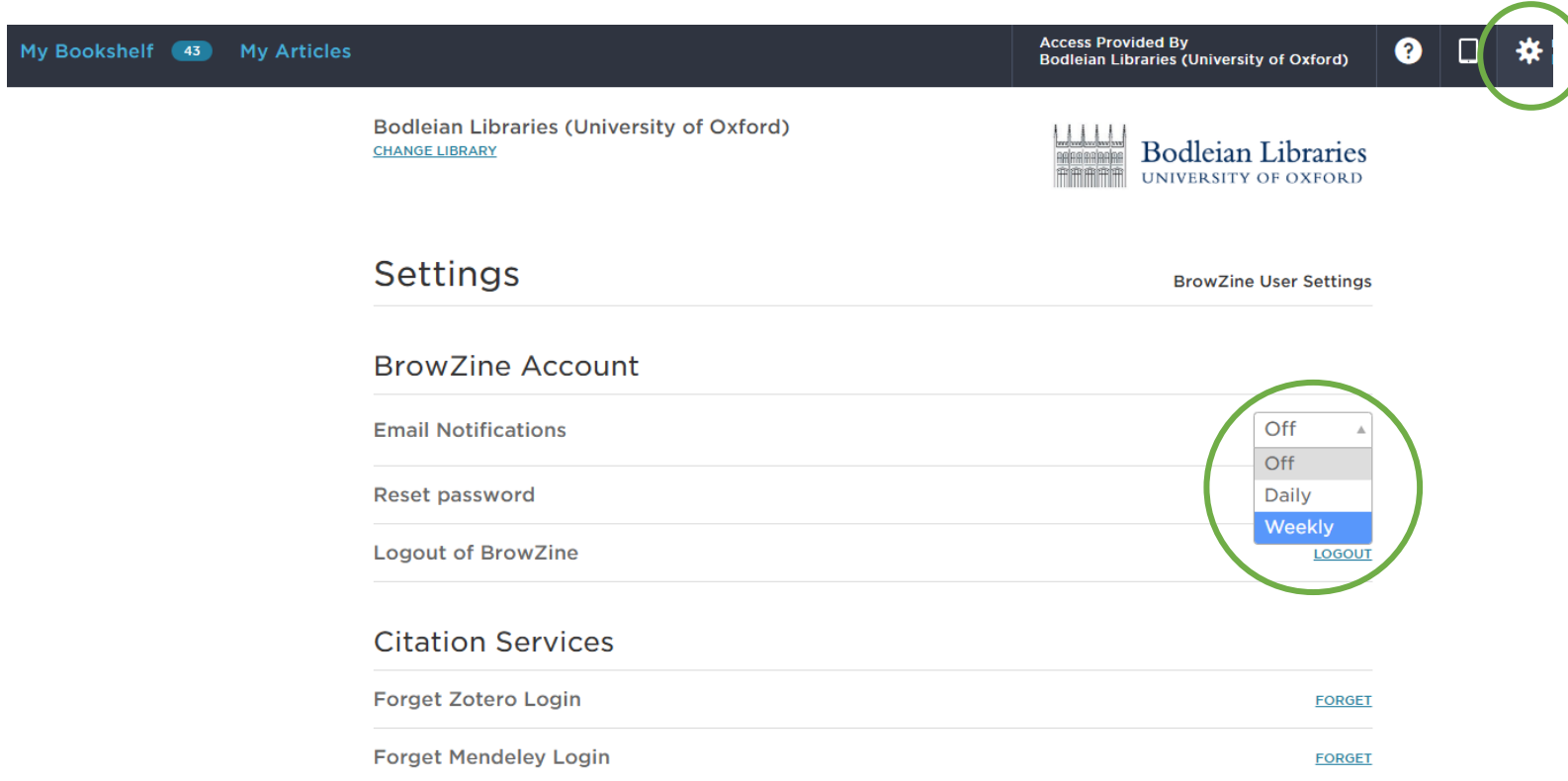
BrowZine: follow journal

3. Once you have found a journal, select 'Add to my Bookshelf' to follow the journal. (Or select the folder icon to save a specific article.) This will mean you are following the journal and it has been logged as a journal of interest.

BrowZine: settings

4. To receive email alerts for the journals, select the settings icon and turn the email notifications on to either 'daily' or 'weekly'.

JiscMail

9,000 mailing lists

Over a million unique users

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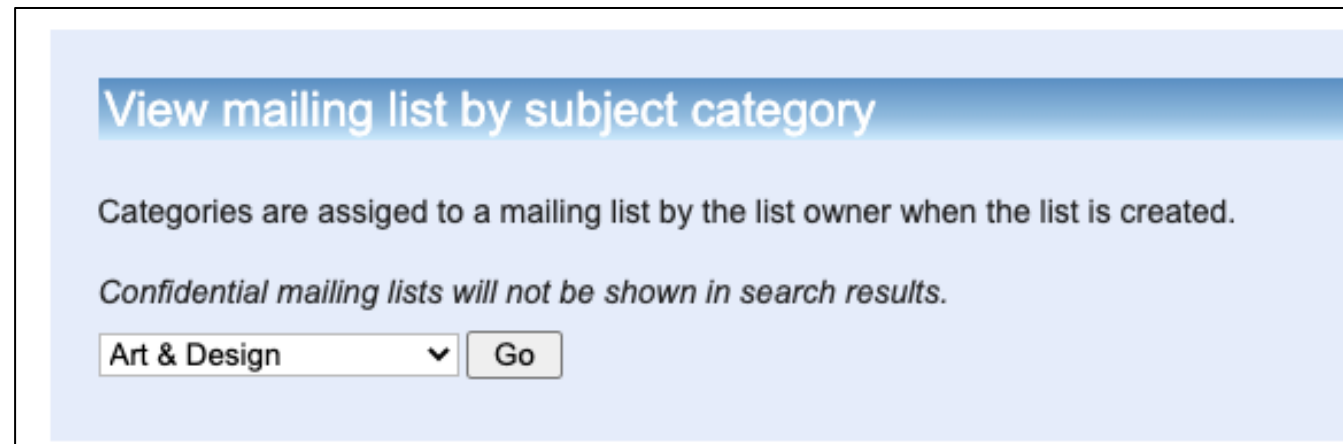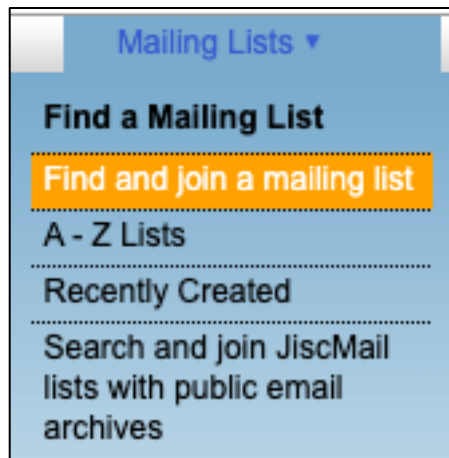
JiscMail: navigate home page

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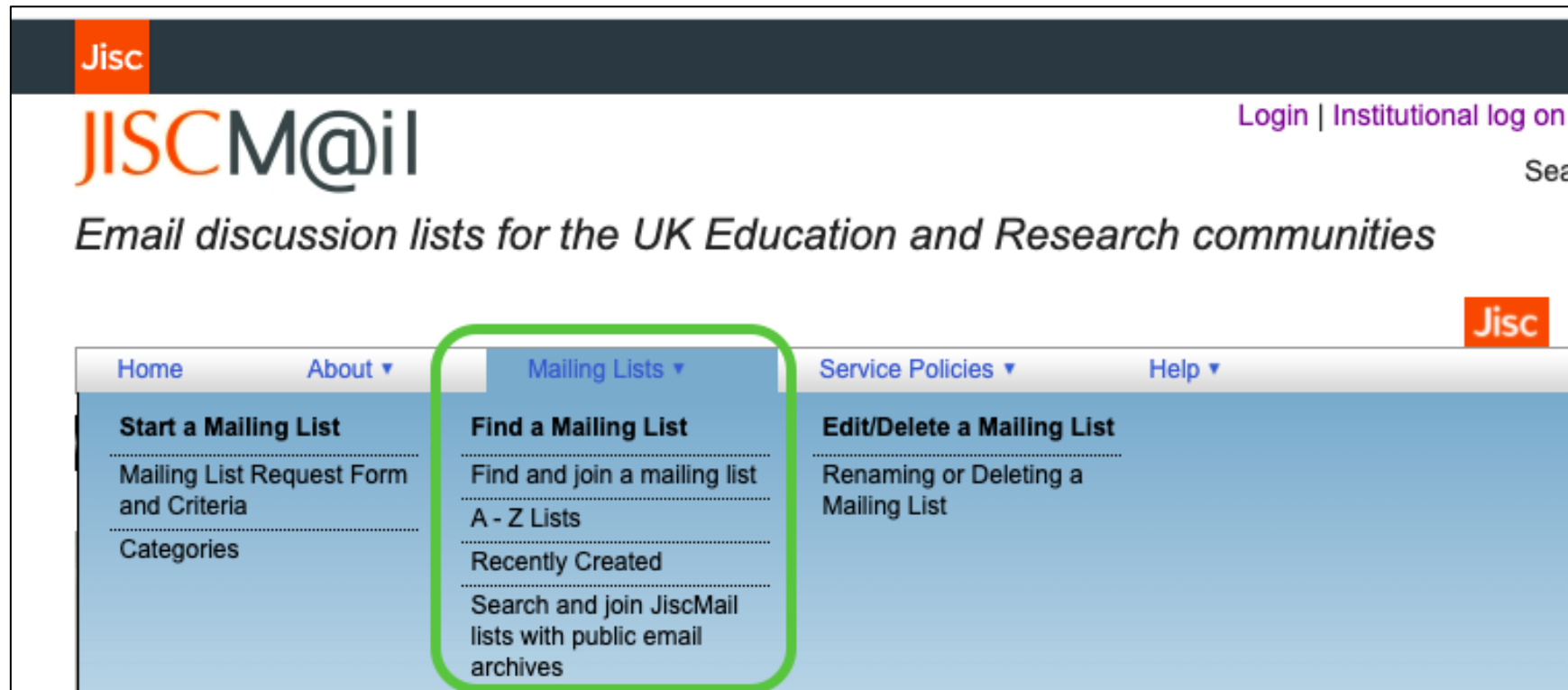
JiscMail: find mailing list

2. An easy start is to click 'Find and join a mailing list', then scroll down the page to 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

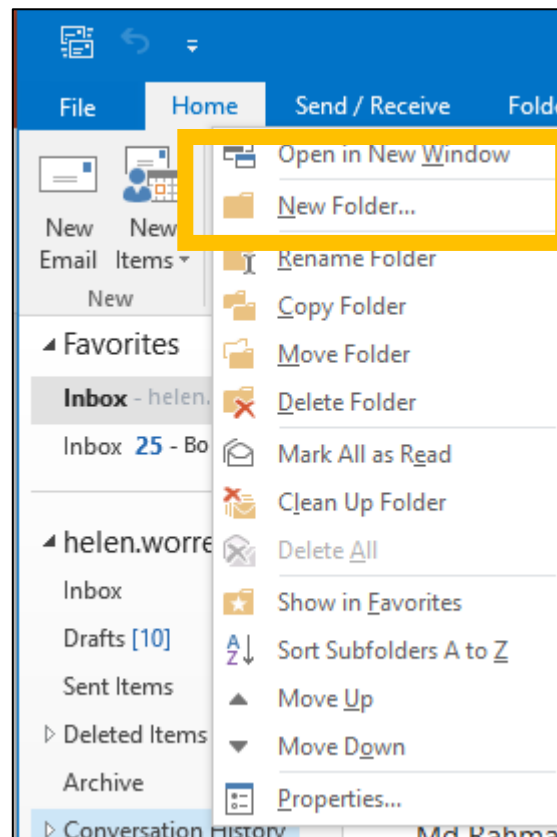# Managing your inbox: new folder
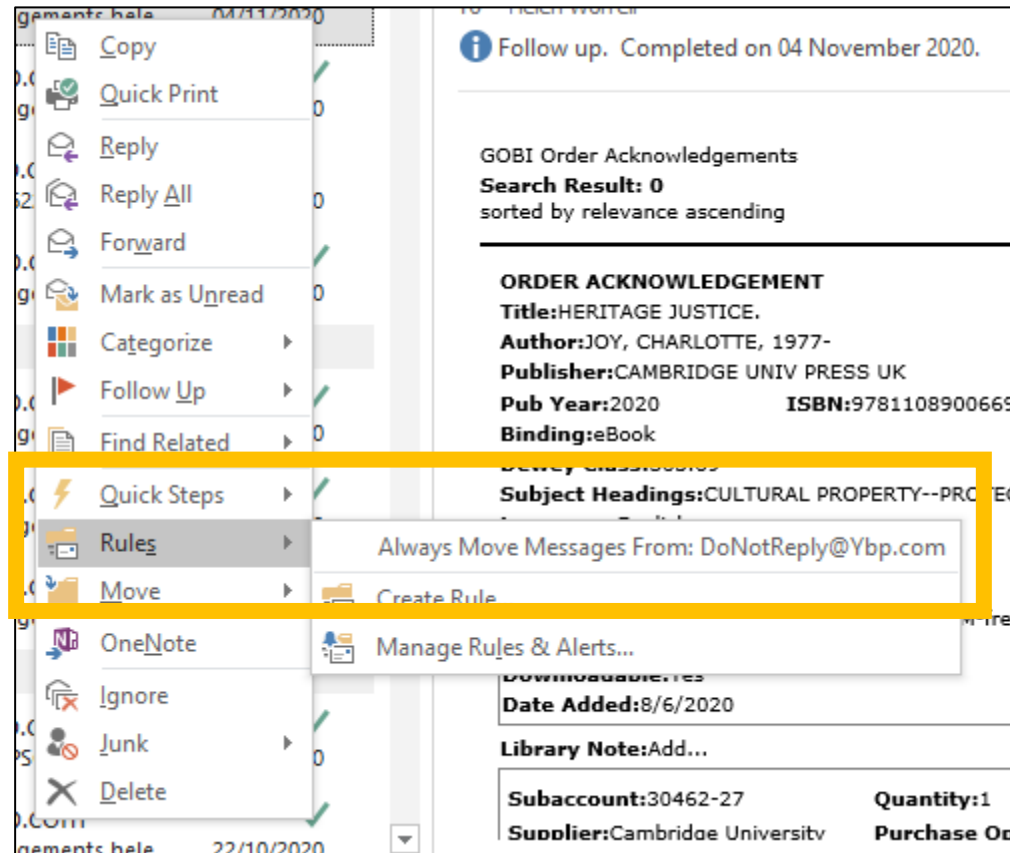
Create a folder in Outlook desktop app
1. right click in left hand pane
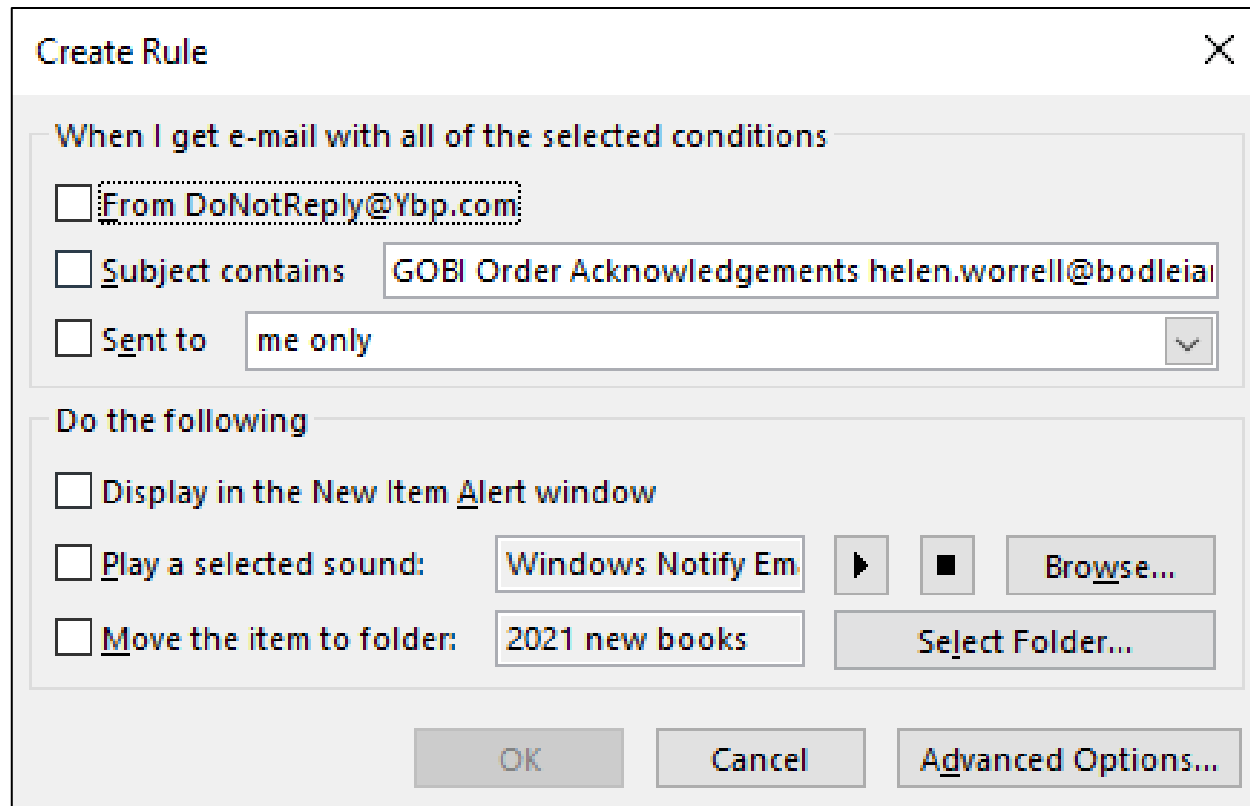2. click 'new folder'

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.
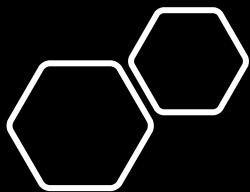
What have you learnt?

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:

morwenna.broughton@bodleian.ox.ac.uk
helen.worrell@bodleian.ox.ac.uk

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

Questions