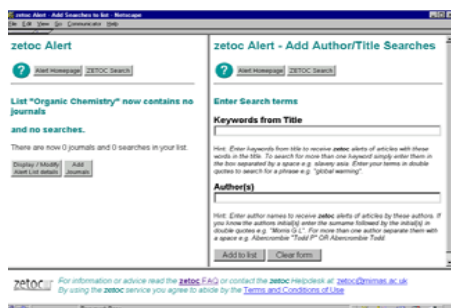


Adding Searches to a List

You may add searches containing author names and/or keywords from the article title. You will be presented with a split-screen display, similar to this:



The left-hand side of the screen shows all the searches which are currently in the list. The right-hand side of the screen is where you enter your searches to add to the list. There are two options for adding searches to your list:

1. **Keywords:** Enter one or more keywords that appear in the article title. E.g. for articles where the words **patient** and **care** appear in the title: enter **patient care** in the box and click on the **Add to List** button. This will retrieve any articles where the words patient and care appear in the title, not necessarily next to each other or in that order. E.g. for articles about **clinical governance** enter "**clinical governance**", including the double quotes, and this will retrieve articles where clinical and governance appear next to each other in that order in the title. Enclosing your search terms in double quotes forces the search engine to search for a phrase. E.g. for a truncated search use the asterisk as a wildcard at the end of the word. A search for **medic*** would find medical, medication, medicine
2. **Authors:** Enter one or more names in the box. E.g. If you know the initials enter the name followed by the initial(s) in double quotes e.g. "**Robinson H**" "**Ashworth M E**" will find all articles where H Robinson **and** M.E. Ashworth are authors. E.g. If you wish to retrieve articles by either H Robinson **or** M.E. Ashworth, enter them as separate searches

You can combine keywords from the title and author(s) in the same search.

Click the **add to list** button to confirm and you will see the author and keyword searches displayed as part of your alert, on the left-hand side of the screen.

ZETOC

Electronic Current Awareness Alert Service

For Researchers and Academic Staff

What is ZETOC?

- **Zetoc** provides access to the British Library's Electronic Table of Contents of around 20,000 current journals and around 16,000 conference proceedings published per year.
- The database covers 1993 to date, and is updated on a daily basis.
- It includes an email alerting service, so that users can receive notification of relevant new data.
- The current awareness service allows you to be emailed the table of contents from particular journals or receive details of articles and papers that match a pre-defined search for author(s) or keywords from the title. These email **alerts** will be sent on the day the new data is loaded into the database (the database is updated daily so this can be as soon as 72 hours after publication). There is no limit on the number of **alerts** people can create, although you are restricted to 50 journals in each **alert list**



About zetoc Alert

Zetoc Alert sends you emails for the search criteria that you have set up. Alerts can be set up for:

- the tables of contents of any journals in **zetoc**
- authors
- keywords from the titles

Passwords

You will need a personal ATHENS password to access the current awareness service. Please contact the library if you do not have an ATHENS account.

Accessing Zetoc Alert

1. Go to the library web site: www.ucsm.ac.uk/library
2. Click on **databases** on the left of the screen
3. Scroll to the bottom of the databases table until you reach **Zetoc**
4. Click on the blue title link
5. You will now see the **Zetoc** home page
6. From the menu on the left of the screen click on:



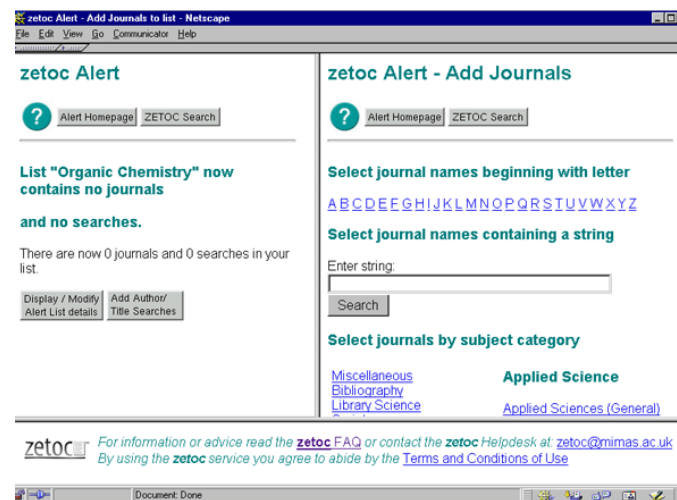
7. Enter your ATHENS passwords

Creating an Alert List

- Enter your email address in the box provided
- You may enter a list name.
- You have the option to include hypertext links which take you from the alert email to the full record in **Zetoc**
- Click on the **create** button and you will be given confirmation that the list has been created, as well as the date of expiry, which is 12 months from the date of creation
- Scroll to the bottom of the page where you have the option to click on a button to **add journals** or a button to **add searches** to your list

Adding Journals to a List

You will be presented with a split-screen display (if using the frames version), similar to the example below. The left-hand side of the screen shows all the journals that are currently in the list. The right-hand side of the screen is where you choose journals to add to the list.



1. Select journal names beginning with letter to view an alphabetical list of journals
2. Select journal names containing a string - if you know part of the journal name type it in the box and select the **Search** button. Note that this is **not** a keyword search.
3. Select journals by subject category - the journals in **Zetoc** have been grouped into subjects according to the Dewey Decimal subject classification. Select one of the subjects and you will be given a list of journal titles in that category.
4. Use the **add** button that you will see beside each journal title to add the journal to your list. The text on the button will change to read **in list** and the journal title will be shown in the list of journals in the alert list on the left-hand side of the screen