Zetoc - Keep up to date with ZETOC Alert

Coverage

Zetoc gives access to the British Library's Electronic Table of Contents database. It can be used to search for articles and conference papers on the whole range of academic subjects. Zetoc also provides a useful e-mail alerting service to keep you up to date with the contents of the journals you are interested in. The database contains details of approximately 20,000 current journals and 16,000 conference proceedings published per year from 1993 onwards. Abstracts are included.

Searching Zetoc

Type the URL http://zetoc.jisc.ac.uk into your web browser then click Zetoc Search. You do not need a username and password on campus. If you are off campus, login with your Swansea University username and password.

There are three types of search:
- General - searches for both journal articles and conference papers
- Conference - searches for conference papers only
- Journal - searches for journal articles only

It is not necessary to fill in every search box. Online help is available if you need more help with searching.

Zetoc Alert

ZETOC Alert emails you with the contents pages of your chosen journals every time a new issue is loaded into the database. To set up an alert:

- Click Zetoc Alert on the home page or use the button. Select Swansea University and login with your university username and password (as for email etc.)
- Enter your e-mail address in the section which says Create a new Zetoc Alert list for:
- Put a name for your list in the Optional List Name box if you wish to. It helps to know your list name to modify your searches in future.
- Click the Create button. You should now see confirmation that your list has been created with an expiry date.
• You now need to add some journals to your list. Click **Add journals** at the bottom of the screen.

• You will be presented with a split screen display. The right hand side gives you 3 different ways to add journals:
  o Select journal names beginning with a letter - if you know the title of the journal you want to add, use the alphabetical list to find it.
  o Select journal names containing a string - type part of the journal name or a keyword in the box and select the Search button.
  o Select journals by subject category

• When you have found the journal you want to add click the **Add button** to the left of the journal title. Details of the journal will appear in the left hand side of the screen.

You may add up to 50 journals to each Alert List, and there is no limit on the number of Lists you can create.

You can also choose to add searches to your alert. You can choose to be updated when articles by a particular author are added to Zetoc, or when particular keywords appear in the title of articles. If you use the latter, try to use very specific search terms or you may be overwhelmed by the amount of e-mail alerts you receive! To add a search click **Add Author**

**Modifying Your List**

There are several options associated with an existing Alert List that you can change in Zetoc Alert. Select your list from the drop down menu near the top of the screen and click on **Renew/Modify**

**Renew the list** – select the link to renew the list for another 12 months.

**Remove journals** - if you have any journals in your Alert List they will be listed. You can remove a journal from your list by unchecking the box next to the journal title, then selecting the Remove Journals/Searches button.

**Add journals** to a List by selecting the **add journals** button.

**RSS**

Zetoc alerts can also be received as an RSS feed. Click Zetoc RSS for details.

**Further Help**

Contact your subject librarian for further help. You can find their contact details at: **http://www.swansea.ac.uk/iss/libraries/subjectinformation/**