ZETOC ALERTS Quick Guide

What is ZETOC?
ZETOC is a database containing the contents pages of around 20,000 current journals and 16,000 conference proceedings published each year. The database covers 1993 to date, and is updated on a daily basis.

What is ZETOC Alert?
It is a personalised e-mail service to alert you to:
• New contents pages of journal titles of interest to you
• New articles with author names or title words of interest to you

You need your NHS Athens ID to use ZETOC Alert (ask library staff if necessary).
Note: ZETOC provides access to table of contents only. See below for obtaining full text.

Creating a ZETOC Alert list
• Go to http://zetoc.mimas.ac.uk/
• Click on Zetoc Alert on the left. From the drop down list under Miscellaneous Organisations select NHS (England) & enter your NHS Athens ID details & click GO
• Enter your email address in the box provided
• Give your alert list a name e.g. Clinical Governance, Tissue Viability, Falls
• You have the option to request to include hypertext links, which take you from the Alert email to the full record. Note: the record is full bibliographic details - not full text of the article in ZETOC.
• Click on the create button to get confirmation. The alert will be set to expire after 12 months
• Scroll down the page for options to add journals or add searches to your list

Click for detailed online Help. Click logo to go to the Home page.

Adding journals to your list
• You can add journals in 3 ways:
  ◊ Select journal names beginning with a letter to view an alphabetical list of journals
  ◊ Select journal names containing a string – if you know part of the journal name type it in the box and select the Search button
  ◊ Select journals by subject category
• 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 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.

The screen shot below illustrates an alert list called Clinical Governance. The left hand side of the screen displays the journal titles and author/keyword searches currently included in the list. You can use the right hand side of the screen to select additional journals or searches to include in the list.
Adding searches to your list

- When entering title words, use double quotes for a phrase i.e. “patient care”.
- When entering author names, add the name followed by the initial(s) in double quotes e.g. "Robinson H". Note that “Robinson H” “Ashworth M E” will find all articles where H Robinson and M.E. Ashworth are joint authors. To retrieve articles by either H Robinson or M.E. Ashworth, enter them as separate searches.
- Once you have done your search, click the add to list button to confirm, the author and keyword searches will be displayed as part of your alert on the left of the screen.

Other tips

- There is no limit to the number of alert lists that you can create
- Lists expire after 12 months, but you will be reminded by email to renew
- To remove journals or searches from your list, de-select the tick boxes next to the journal titles or searches, then select the Remove Journals/Searches button
- To change your email address, use the Change Email Options button

Obtaining the full text of articles

Note: ZETOC provides access to tables of contents but not the full text of articles

- Having identified a useful article or paper, check to see if it is available online or in print from the library.
- If it is not available, complete a request form on the library website at www.porthosp.nhs.uk/library-services.html. Library staff will obtain it from elsewhere and send it to you via internal mail.