MY Staff Library Service

JournalTOCs: a brief guide

What is JournalTOCs?

JournalTOCs is a searchable collection of scholarly journal Tables of Contents (TOCs), produced by the Heriot-Watt University. JournalTOCs alerts you when new issues of your followed journals are published, allowing you to keep up to date with the latest research in your area of interest.

Signing up for JournalTOCs

1. Visit www.journaltocs.ac.uk.

2. On the website homepage click ‘sign in’.

3. Click on sign up.
   You will then be prompted to complete a short registration form.

4. Once you have submitted the registration form, you will receive a confirmation email containing an activation link. You must click the activation link to complete the registration process.

Finding journals to follow

Searching by title

1. Click ‘sign in’ and enter your username and password.
2. In the search box (situated on the left hand side of the page) type in the name of the journal you want to find and click go.
3. From the search results click on the checkbox next to the journal you wish to follow.
4. To follow more journals please follow steps 1 to 3, as listed above (as of May 2018 a maximum of 15 journals can be followed in the free version of JournalTOCs).
5. A list of your followed journals will be populated as you select a journal title.

Searching by subject

1. Click ‘sign in’ and enter your username and password (if you are not already signed in)
2. From the JournalTOCs homepage click on Subjects A-Z.
3. Select your chosen subject area from the list provided.
4. Once you have clicked on your chosen subject a list of journals covering that area will be displayed.
5. Select your chosen title(s) from the list by ticking the checkbox next to the journal title.
6. Your followed journals list will be populated with the journal title(s) you have selected.

Setting up email alerts

1. Once you have set up your followed journals go to the Followed Journals page. Hover over your username (displayed in the top right corner). A menu should be displayed. Choose the followed journals option.
2. Scroll to the bottom of your followed journals list and ensure that the email alerts setting is turned on.
3. You will then receive an email alert notifying you when any new articles are published in your chosen (followed) journals. An example email can be seen in the screenshot below:
Managing your alerts and followed journals

Changing the frequency of email alerts

- You can change the delivery frequency of the email alerts. They can be delivered daily (if new research is available), weekly or monthly. The email alerts can also be temporarily deactivated (i.e. if you are going on holiday).
- The email delivery frequency settings can be changed under your JournalTOCs account settings.

Unfollowing journals

- You can unfollow a journal at any time. To do this visit followed journals, find the journal you want to unfollow on the list and untick the checkbox next to the journal title.

Accessing full text articles

The MY staff library service provides a free document delivery service to Trust staff. If you are unable to access your requested article via NHS OpenAthens, please get in touch with the MY staff library team who will be happy to help 😊

Contact us:

E: Library.pgh@midyorks.nhs.uk
T: Ext 53899 (internal) 01924 543899 (external)
W: https://www.midyorks.nhs.uk/library

@midyorkslibrary @MidYorksNHSlibrary