



<http://zetoc.mimas.ac.uk/>

Zetoc Quick Reference Guide

NOTE: All links are available in full at the end of this guide.
All of the terms used on this page are in the Zetoc [Glossary](#).
This document is available in [PDF](#) and [online](#) versions.

1. The Zetoc Service	1
Logging into Zetoc	1
2. Zetoc Search	2
Searching Tips	2
Record Displays	2
Full Record Display and Further Options	2
Full Text Articles	3
Inter-Library Loan (ILL)	3
Buy from British Library Direct	3
Emailing Records	3
Saving Records	3
Search History	4
3. Zetoc Alert	4
Adding Journals	4
Adding Searches	5
Renaming an Alert List	6
Renewing/Modifying an Alert list	6
Deleting an Alert List	6
Transferring an Alert List	6
4. Zetoc RSS	7
Further Help	7
Links in Full	7

1. The Zetoc Service

From the [homepage](#) you can find out all about the Zetoc service. [News](#), [support](#) and the [Zetoc FAQ](#) are all available along with other information about the service.

You have three main options from here:

- [Zetoc Search](#): for citations of journal articles and conference proceedings.
- [Zetoc Alert](#): to set up, modify and delete email alerts.
- [Zetoc RSS](#): to set up RSS feeds for journals.

Logging into Zetoc

Details on logging into Zetoc are available in the [Zetoc FAQ](#).

Further information on accessing Zetoc can be found at:

<http://www.mimas.ac.uk/access/>

2. Zetoc Search

[Zetoc Search](#) has three search options:

- General Search - for Conferences and Journals
- Conference Search
- Journal Search

You can enter search terms in any number of the boxes. Use single words, several words, or words enclosed by quotation marks in order to retrieve specific phrases, such as "*aurora borealis*".

We have provided some search examples in our [workbooks](#).

Searching Tips

- If you enter more than one word in the same field, the search engine will **AND** the terms. You cannot specify your own Boolean operators.
- Enter terms in double quotes to search for a phrase or specific author e.g. "*climate change*", "*Wilson S*".
- Truncate search terms e.g. *comput** will find *compute, computer, computers, computational* etc.
- Include a publication date, or date range e.g. *1996* or *1995-1999* to narrow your search.

Record Displays

- Brief display: this is the initial display that results from a search. Navigate through the records by using the **Next** and **Previous** buttons.
- Full display: view the full record by clicking on the record number on the left hand side of the brief record.
- Results are shown in pages of 25. If you only find one record you are given the Full Display. If you find two or more records you are given a Brief Display.
- Change the order in which results are listed from the default reverse date (i.e. most recent first) to sort by date (i.e. oldest first) or alphabetically by title. **Note:** you cannot change the order if you have a large number of hits.

Full Record Display and Further Options

The full record display provides full details about an article/paper. Each record is divided into fields which are labeled to indicate their content e.g. title, author(s) etc.

From here there are three options; to access the full text, to request a copy from your Institution's library, or to buy from British Library Direct.

Full Text Articles

- You may be able to view the full text of articles in Zetoc.
- The **more information** link at the bottom of a full record (which may appear to you as a customized full text link) takes you to further pages of links to electronic resources.
- The resources available to you, including full text, will depend upon the institution that you are accessing Zetoc from.
- Try using the link to see what is available to you.

Inter-Library Loan (ILL)

- Zetoc provides a page to facilitate making an inter-library loan enquiry.
- The page that you see will depend upon the institution you are from.
- Click on the **Request a copy from your Institution's Library** link from the full record to view the ILL page, which will include the details of the item that you wish to borrow.

Buy from British Library Direct

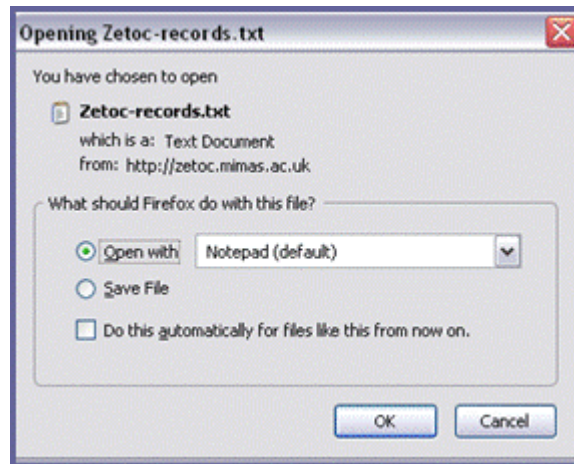
- All articles and papers in Zetoc are available from British Library Direct.
- Click on the link to **Buy from the British Library** and complete a short online registration before ordering your documents.

Emailing Records

- Select records for emailing by tagging them. You do this by clicking in the checkbox beside each record.
- The default is select all (i.e. if you do not tag any records).
- Email records by clicking the **Email Records** button and entering the email address. You may select long labels e.g. "**Author(s):**", or short labels e.g. "**AU:**".
- You may also choose a title for your email.
- You cannot email more than 500 records at a time.

Saving Records

- Select records for downloading by tagging them. You do this by clicking in the checkbox beside each record.
- The default is select all (i.e. if you do not tag any records).
- Save records by clicking on the 'Download' button. You may select long label e.g. "**Author(s):**", or short label e.g. "**AU:**".
- You can then save the records as a text file. You may wish to import your records into a local bibliographic database such as EndNote or Reference Manager.



Search History

- View your recent searches by clicking on the **History** button.
- You can **view**, **email**, **download**, or **edit** the results of a previous search.

3. Zetoc Alert

Note: members of some institutions may be automatically signed in to Zetoc Alert when on-campus.

1. Log into [Zetoc Alert](#).
2. Enter your email address in the box provided.
3. You can choose to name your list. **Note:** members of some organisations will be given an automatically generated name.
4. You have the option to include hypertext links which take you from the Alert email to the full record in Zetoc.
5. Click on the **Create** button and you will get confirmation that the list has been created, as well as the expiry date, which is 12 months from the date of creation.
6. The list has now been created, and you need to add journals and searches.

Adding Journals

1. Add journals to your Alert list by clicking on the **Add Journals** button. You will see a split screen with the details of what is in your list on the left and the search facility on the right.
2. Search for journals alphabetically, by search term or by subject.
3. Add journals to your list by clicking the **Add** button. The Add button will change to **In list** and you will see that the journal is now shown in the left-hand frame as being in your Alert list.

Zetoc Alert - Add Journals

Journals with names containing "HEALTH CARE"

Journal Selection Options

Page: 1

Add	1358-0674	BRITISH JOURNAL OF HEALTH CARE MANAGEMENT
In list	0273-9615	CHILDRENS HEALTH CARE
Add	1538-5442	CURRENT PROBLEMS IN PEDIATRIC AND ADOLESCENT HE
In list	1362-5187	EUROPEAN JOURNAL OF CONTRACEPTION AND REPRODU
Add	1065-3058	HEALTH CARE ANALYSIS
	0195-8631	HEALTH CARE FINANCING REVIEW (Cancelled)
In list	0739-9332	HEALTH CARE FOR WOMEN INTERNATIONAL
Add	0361-6274	HEALTH CARE MANAGEMENT REVIEW
Add	1386-9620	HEALTH CARE MANAGEMENT SCIENCE
Add	1525-5794	HEALTH CARE MANAGER
Add	1356-0611	HEALTH CARE RISK REPORT

The Add button changes to In List

Zetoc Alert - Display List Content

List "Test" now contains these journals:

- CHILDRENS HEALTH CARE
- EUROPEAN JOURNAL OF CONTRACEPTION AND REPRODUCTIV
- HEALTH CARE FOR WOMEN INTERNATIONAL

and no searches

There are now 3 journals and 0 searches in your list.

Renew / Modify Alert List details | Add Author/ Title Searches

The journal titles appear in your list

Adding Searches

1. Add searches by clicking on the **Add Author/Title Searches** button. You will see a split screen with the contents of your list on the left and the search facility on the right.
2. Enter keywords from the title or authors into the boxes provided and click **Add to list**. You will see that the search is now shown in the left-hand frame as being in your Alert list.

Note: you can only have up to 50 journals or searches in any one list, but you can have as many lists as you wish.

Zetoc Alert - Add Author/Title Searches

Enter Search terms

Enter words & phrases

These searches will be applied to new issues of EVERY journal in Zetoc, not just those in your list.

Keywords from Title "patient care"

Hint: Enter keywords from title to receive Zetoc alerts of articles with these words in the title. To search for a phrase in the box separated by a space e.g. slavery asia. Enter your terms in double quotes to search for a phrase e.g. "slavery asia".

Author(s) McLellan

Hint: Enter author names to receive Zetoc alerts of articles by these authors. If you know the authors initials in double quotes e.g. "Morris G L". For more than one author separate them with a space e.g. Abe

Add to list | Clear form

Enter one or more authors

Zetoc Alert - Display List Content

List "Test" now contains these journals:

- CHILDRENS HEALTH CARE
- EUROPEAN JOURNAL OF CONTRACEPTION AND REPRODUCTIV
- HEALTH CARE FOR WOMEN INTERNATIONAL

and these searches:

- 1 - "McLellan" in Author AND "patient care" in Title

There are now 3 journals and 1 search in your list.

Renew / Modify Alert List details | Add Journals

Contents of the list

Renaming an Alert List

Note: members of some organisations will be given an automatically generated Alert List name; you will not be able to rename these lists.

1. Log into [Zetoc Alert](#) (you must use the username and password used when creating the list).
2. Use the drop down menu to select the name of the alert list you would like to rename and click the **Rename** option.
3. When prompted enter the new name for alert and select **OK**.
4. Confirmation that the alert has been renamed will be displayed, along with a link to take you back to the Alert Homepage.

Renewing/Modifying an Alert list

1. Log into [Zetoc Alert](#) (you must use the username and password used when creating the list).
2. You can select the Zetoc Alert from the drop-down list or enter the name of the list you wish to renew.
3. Click the **Renew/Modify** button.
4. From this page you can change the email address that the list is sent to, renew the list for another 12 months or modify the list.
5. To remove journals or searches remove the tick in the check box and then click on **Remove Journals/Searches**.
6. To add journals or searches use the appropriate buttons and you will get to the split screen allowing you to see your list contents and add journals or searches to it (see above).

Deleting an Alert List

1. Log into [Zetoc Alert](#) (you must use the username and password used when creating the list).
2. You can select the Zetoc Alert from the drop-down list or enter the name of the list you wish to delete.
3. If your list name was automatically generated you will be prompted to enter the name of the list.
4. Click the **Delete** button and select **Yes** to confirm the deletion of the Alert list.

Transferring an Alert List


Note: when changing institutions or authentication routes you can transfer your Alert List/s to your new account.

You can transfer an Alert list to a new username and password via a link in the Alert email.


- At the end of each Alert email you will find a link to allow you to transfer your list to a new login.

- Click on the link in order to log into Zetoc with your new username and password. This will automatically transfer your Alert List.
- Repeat this for each Alert List you have set up.

4. Zetoc RSS

- Click on [Zetoc RSS](#) .
 - You can search for journals alphabetically, via a search form, or by category.
 - Journals that offer an RSS Feed have an RSS button  beside them, this takes you to the entry for that journal.
 - You can subscribe to the feed in various ways, depending upon your chosen RSS reader (also called feed readers or aggregators and including browser-based readers).
 - Feeds for each journal issue are kept for one month.
 - Information is available on the data included in a Zetoc journal RSS feed on the [About Zetoc RSS](#) page.
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Further Help

- For search help click on the question mark icon 
- [Zetoc FAQ](#) also provides answers to some of the more common queries.
- Detailed [workbooks](#) are available.

Links in Full

- [About Zetoc RSS](http://zetoc.mimas.ac.uk/rss.html) (http://zetoc.mimas.ac.uk/rss.html)
- [Glossary](http://zetoc.mimas.ac.uk/glossary.html) (http://zetoc.mimas.ac.uk/glossary.html)
- [Homepage](http://zetoc.mimas.ac.uk/) (http://zetoc.mimas.ac.uk/)
- [News](http://zetoc.mimas.ac.uk/news/) (http://zetoc.mimas.ac.uk/news/)
- [Online](http://zetoc.mimas.ac.uk/quickguide.html) version(http://zetoc.mimas.ac.uk/quickguide.html)
- [PDF](http://zetoc.mimas.ac.uk/quickguide.pdf) version (http://zetoc.mimas.ac.uk/quickguide.pdf)
- [Support](http://zetoc.mimas.ac.uk/support.html) (http://zetoc.mimas.ac.uk/support.html)
- [Workbooks](http://zetoc.mimas.ac.uk/support.html#materials) (http://zetoc.mimas.ac.uk/support.html#materials)
- [Zetoc Alert](http://zetoc.mimas.ac.uk/cgi-bin/wayf?A-1) (http://zetoc.mimas.ac.uk/cgi-bin/wayf?A-1)
- [Zetoc FAQ](http://zetoc.mimas.ac.uk/faq.html) (http://zetoc.mimas.ac.uk/faq.html)
- [Zetoc RSS](http://zetoc.mimas.ac.uk/rssjnl1ist.html) (http://zetoc.mimas.ac.uk/rssjnl1ist.html)
- [Zetoc Search](http://zetoc.mimas.ac.uk/wzgw) (http://zetoc.mimas.ac.uk/wzgw)

If you have any queries, comments or suggestions please forward them to zetoc@mimas.ac.uk.

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