

## Self-Assignment for Reviewers: Journal Title Alerting and Browsing

In Computing Reviews (CR), you can self-assign items to review at any time. This tip sheet describes how to create your Journal Alert Profile and self-assign items for review from Journal Alerting and Browsing. Because new Journal issues are often posted before CCS Terms are added, Journal Alerting and Browsing allows you to select from some of the most current data in the system.

1. Go to: <http://www.computingreviews.com>
2. Scroll down to the bottom of the page and click on Reviewer's Area (in red) on the left.

### Creating your Journal Alert Profile

Logging into the Reviewer's Area brings you to your Current Alerting Results page. If you need to get to your Current Alerting Results page from another page in the Reviewer's Area, click on Enter Your Smartbox at the top.

1. Scroll down to the Journal section and click on Edit.
2. The next screen, your Edit Alert page for Journals, lists the Journal Titles to which you are currently alerted. Click Add New at the top or bottom right.
3. Journals are listed in alphabetical order. You can browse through the alphabetical list by using the letter links at the top of the page, or use the search box to search for a particular Journal.
4. To add a Journal to your Alert Profile, check the box next to it. If you want to continue the selection process, click Add & Continue at the top or bottom right, and add more Journals. If you are done, click Add & Done at the top or bottom left. The new Journals are now listed in your Alert Profile.

### Self-Assigning from your Journal Alerting Results

Any matches between new Journal tables of contents and the Journals in your Alert Profile are posted daily to your Current Alerting Results, and are sent to your email at the frequency you determine.

#### Tip

- When you go to your Smartbox as a reviewer, you are brought to an Alerting screen where you can select items to review. To read reviews that match your Alert Profile, click on the Read Reviews tab at the top right.

#### Tip

- Your list of Journal Alerting Results is sorted by Date Published. When you click on More Results, you can reorganize the list by clicking on Source Title at the top left of the new screen.

1. If you are not at your Current Alerting Results page, click on Enter Your Smartbox at the top of the screen. Scroll down to the Journal section. Listed here are whole Journal issues that match the Titles in your Alert Profile. Click on a Journal issue to view the individual articles.
2. Select the articles you want to review by clicking on the checkboxes next to their titles. If you want to continue your selection process, click Add & Continue at the top or bottom right. When you are done, click Add & Done at the top or bottom left. This will bring you to your Current List.
3. The Current List shows the items you selected during the current session. Once an item is on your Current List, you can review it. Click Add New to continue adding items to your Current List, or click Done Adding at the bottom right if you are finished.
4. If there are several items on your Current List, select the item you want to review by clicking the radio button next to it. Then, click on Accept at the bottom right. If there is only one item on your Current List, you are brought directly to the Full Text page, where you can obtain a copy of the item.
5. Go to the Step 1 part of the Full Text page first. In the Subscription area, click on the E-Copy button to go to an electronic version of the item. If the button reads Link Not Available, we do not have an electronic link to the item and you will need to use an alternate option. The Your Library area is a feature that has to be turned on by your institution's library that allows you to search and order directly from them.
6. In the bottom Step 2 part of the Full Text page, you can indicate whether you have or need a copy of the item you selected. Click on I Have a Copy if you already have the item. Click on Request Copy if you want CR to send you a copy of the item.

## Self-Assigning from Browse Journal Titles

You can also select an item for review from any journal title in the system.

1. Click on Browse in the left-hand menu, and then click on Titles in the top tab menu.
2. On the Browse Titles page, the most current Journals are listed first. Click on any Journal Title to view the table of contents of that particular issue.
3. To select articles for review, click on the checkboxes next to their titles. If you want to select more articles, click Add & Continue. When you are done, click Add & Done and follow steps three through six outlined above in Self-Assign from your Journal Alerting Results.

### Tip

- To view the complete citation, click on the title of the item. You can see the item's assigned CCS Terms and read an author/publisher abstract.
- To delete an item from your Current List click on the checkbox next to it and then click on Delete.
- Please note that you can only review one item at a time. If you select several items and then accept one for review, the others will automatically be added to your Wish List.
- To access an item via the E-Copy button, you must have an existing institutional or personal subscription to the item's Journal title.
- If you request a copy of the item, a due date of four weeks will be assigned when the item is shipped.

### Tip

- If you are looking for a particular Journal Title and want to view the Journals in alphabetical order, select All Active Titles from the pull-down menu at the top left. Choosing a journal title will allow to view its individual issues.