



Faculty Success Guide

Importing Publication Citations

This guide explains how to import publication citations from other software systems, reference managers, or databases rather than retyping those citations directly in Faculty Success. To view other usage guides, including detailed college specific guides, please visit the Office of Institutional Research’s website at <https://uca.edu/ir/faculty-success/guides/>.

Getting Started. From the dashboard homepage, choose *Publications* under the Scholarship/Research/Creative Activities section.

The screenshot shows the Faculty Success dashboard interface. At the top left, it says 'watermark Faculty Success | formerly Digital Measures'. At the top right, it says 'University of Central Arkansas' with a user icon. Below the header is a navigation bar with 'Activities', 'CV Imports', and 'Reports'. There are search boxes for 'Search All Activities' and 'Search Tips', and buttons for 'Rapid Reports' and 'PasteBoard'. A link says 'Review a guide to manage your activities. Show more'. The main content area is divided into sections:

- General Information**: Personal and Contact Information, Administrative Data - Permanent Data | Yearly Data, Academic, Government, Military and Professional Positions - External to UCA, Administrative Assignments - Internal to UCA, Education, External Connections and Partnerships.
- Librarianship/Information Management Activities**: Job Description, Description of Accomplishments, Information Literacy, Summary of Other Librarianship/Information Management Activities.
- Instructional Activities**: Teaching - Scheduled Teaching | Evaluation Results, Reassigned Time, Academic Advising, Directed Individual Student Learning (e.g., independent study, theses, dissertations), Directed Group Student Learning (e.g., field experience, service learning, study abroad), Curriculum Development.
- Scholarship/Research/Creative Activities**: **Publications** (highlighted with a red box), Presentations, Grants and Contracts.

From the Publications screen, click the *Import* button instead of adding a new item.

< Publications Search Publications Search Tips **Import**

Duplicate Add New Select Columns ← →

Filters: None

<input type="checkbox"/>	Contribution Type	Explanation of "..."	Title of Contribution	File	Current Status
<input type="checkbox"/>	Book, Poetry		Flame of Love		Published
<input type="checkbox"/>	Book, Poetry		Test		Accepted
<input type="checkbox"/>	Article in Academic Journal		Academic Journal		Work in Progress
<input type="checkbox"/>	Article in Academic Journal		Effect of core self-evaluation on entrepreneur perceived success as mediated by entrepreneurial commitment		Submitted
<input type="checkbox"/>	Article in Professional Journal		"My Friend the Fire Ant:" A Preliminary Analysis of the Role of Fire Ants in Grapevine Health.		
<input type="checkbox"/>	Article in Academic Journal		Categorization of Technologies: Insights from the Technology Acceptance Literature		
<input type="checkbox"/>	Article in Professional Journal		To appear in International Journal of Health Sciences		Published
<input type="checkbox"/>	Article in Academic Journal		Changing Rules, Changing Practices: The Direct and Indirect Effects of Tight Coupling in Figure Skating		Published
<input type="checkbox"/>	Article in Academic Journal		Under-skilled and out-of-time: How SMEs are marketing through social media		Published
<input type="checkbox"/>	Article in Academic Journal		Microtubules are Essential for Mitochondrial Dynamics–Fission, Fusion, and Motility		Published
<input type="checkbox"/>	Book Review		Crime and Criminal Justice: Concepts and Controversies Chapters 11-13		Published
<input type="checkbox"/>	Instructor's Manual		Test Bank, Crime & Criminal Justice: Concepts & Controversies		Published
<input type="checkbox"/>	Article in Academic Journal		Rapid Synthesis of a Functional Resin-Supported Scorponate and Its Copper(I, II), Rhodium(I), and Chromium(III) Complexes		Published

This will open the Import Publications screen.

< Import Publications

Your publications may exist in other systems—and we want to make adding them easy. Import your citations using one of the options below, then follow the prompts to address duplicates, match collaborators, and perform a final review to complete the process.

Import from a BibTeX file

Import publications from other software or databases such as:

- EndNote
- Mendeley
- HeinOnline
- Google Scholar
- RefWorks
- Zotero

Choose File...

Import from a Third Party

Select a service:

Web of Science Crossref PubMed

Search criteria:

Author Name ▼ 🗑️

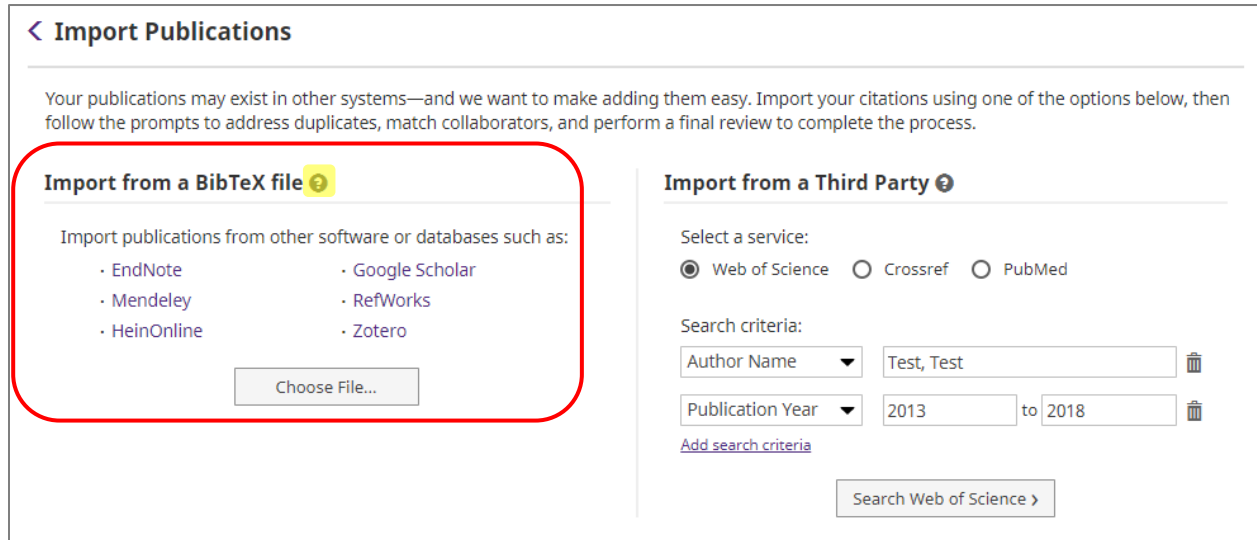
Publication Year ▼ to 🗑️


[Add search criteria](#)

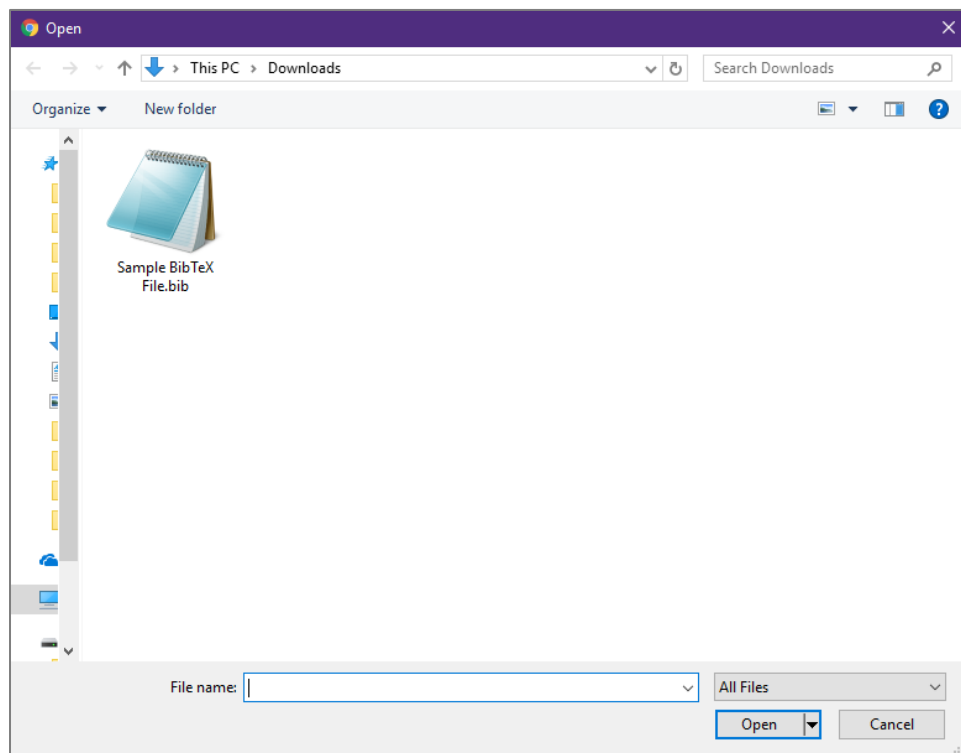
Search Web of Science >

Step 1: Upload a File. Within the Import Publications screen, there are two options for uploading citation files:

- A. **Option 1: Import from a BibTeX file.** If your publications are stored in another software system such as EndNote, Google Scholar, Mendeley, RefWorks, HeinOnline or Zotero you can export those records as a BibTeX file and then import the file into Faculty Success.



- For detailed instructions on how to save a citation as a BibTeX file in the different software systems, click on the question mark .
- Once you have saved your record as a BibTeX file on your computer, click *Choose File*.
- Navigate to your BibTeX file and click *Open* to move on to Step 2 of the import process.



- B. **Option 2: Import from a Third Party.** If your publications are stored in Crossref, PubMed or Web of Science you can search for your records and directly import the publications into Faculty Success.

< Import Publications

Your publications may exist in other systems—and we want to make adding them easy. Import your citations using one of the options below, then follow the prompts to address duplicates, match collaborators, and perform a final review to complete the process.

Import from a BibTeX file

Import publications from other software or databases such as:

- EndNote
- Mendeley
- HeinOnline
- Google Scholar
- RefWorks
- Zotero

[Choose File...](#)

Import from a Third Party

Select a service:

Web of Science Crossref PubMed

Search criteria:

Author Name

Publication Year to

[Add search criteria](#)

[Search Web of Science >](#)

- First, select the service where your records are stored
- Next, enter your search criteria. You can search for everything associated with your name or you can search specifically by ISBN, publication date, title, etc.
 - You can enter additional search criteria by choosing *Add search criteria* and entering additional search parameters.
 - You can use the trash can icon to remove a search criterion.

- Click *Search* to display the list of results.

Rapid Synthesis of a Functional Resin-Supported Scorpionate and Its Copper(I, II), Rhodium(I), and Chromium(III) Complexes

Contribution Type: Article in Academic Journal

Explanation of "Other":

Current Status: Published

Title of Contribution: Rapid Synthesis of a Functional Resin-Supported Scorpionate and Its Copper(I, II), Rhodium(I), and Chromium(III) Complexes

If this is part of a larger work (e.g., a chapter in a book), Title of Larger Work:

Authors
Please order the authors in the order of authorship.
Please either select a person from the drop-down list or enter their name in the input fields.

1st Author				
People at University of Central Arkansas	First Name	Middle Name/Initial	Last Name	If a student, what is his/her level?
	Patrick	J.	Desrochers	

- If you are uncertain about a citation in the results list, click the article title to see the full set of details that will be imported into Faculty Success for that publication should you choose to proceed.
 - If you need to hone your search, select *modify your search* to update criteria.
 - To select publications to be imported, choose the check box at the top to Select All, or check boxes next to individual items.
- Next, select *Continue* to move on to Step 2 of the import process.

Import Publications: Select Items to Import Step 1 of 4

Displaying 5 publications found in Web of Science ordered by relevance
Select the items you want to import and click Continue. Otherwise, you can [modify your search](#).

Item	
Rapid Synthesis of a Functional Resin-Supported Scorpionate and Its Copper(I, II), Rhodium(I), and Chromium(III) Complexes EUROPEAN JOURNAL OF INORGANIC CHEMISTRY 4 Total Authors Desrochers, Patrick; Pearce, Adam; Rogers, T.; Rodman, Jeremy 2016	<input type="checkbox"/>
Computational investigation of the polymerization of phenylacetylene by rhodium scorpionates ABSTRACTS OF PAPERS OF THE AMERICAN CHEMICAL SOCIETY 4 Total Authors Rogers, T.; Tarkka, Richard; Desrochers, Patrick; Webster, Charles 2014	<input type="checkbox"/>

Step 2: Resolve Duplicates. Once you have selected citations to import, Faculty Success will check to see if any items might already be in the system. If there are possible duplicates, you will see the below screen. For each possible duplicate, you must choose to *Skip* or *Import* the record. Use the forward and reverse arrows to move through the publications. Then choose *Continue*.

Import Publications: Duplicates
Step 2 of 4
Cancel Import
Continue >

4 publications might be duplicates of those already in the system. Review the potential matches below and determine whether you want to import the publication, or skip it and keep only the publication which already exists in the system.

View: All potential matches

	Publication in system:	Publication from import file:
	< Potential Match 4 of 4 >	
Contribution Type	Journal Article	Journal Article
Explanation of "Other"		
Current Status	Published	Published
Title of Contribution	Why Dark Matter is Dark: An Exploration of the Cosmos	Why Dark Matter is Dark: An Exploration of the Cosmos
If this is part of a larger work (e.g., a chapter in a book), Title of Larger Work	as a Matter of Fact	as a Matter of Fact
Journal Name	Dark Matter Times	Dark Matter Times
Publisher/Proceedings Publisher		
City and State of Journal/Publisher	Somewhere Out There	Somewhere Out There
Volume	Presumably	Presumably
Issue Number/Edition	About 85%	About 85%
Page Numbers	-1	-1
Was this peer-reviewed/refereed?		
Author/Editor/Translator		
Digital Object Identifier (DOI)		
ISBN/ISSN/Case Number	missing-mass	missing-mass
PubMed ID (PMID)		
PubMed Central ID (PMCID)		
Abstract/Synopsis		
Web Address	http://en.wikipedia.org/wiki/Dark_matter	http://en.wikipedia.org/wiki/Dark_matter
Month Published		
Day Published		
Year Published	2003	2003
	View the full record	
		<div style="display: flex; justify-content: flex-end; gap: 10px;"> Skip Import </div>

Step 3: Choose Collaborators. Next, you will see the Collaborators screen. For citations with more than one author, you can choose to link the citation to other authors' Faculty Success accounts. Each author's name will be listed along with whether or not the system was able to match the author to an account. You will have options to *Match to a user account*, *Select correct user account*, or *Select a different user account* depending on whether the system found the author or not.

- If the system matched an author to more than one account, you must resolve this by choosing *Select correct user account* before you can proceed.
- If you do not wish to link other UCA authors' accounts to the publication, make sure all names are under the "did not match any user accounts" category with the option to *Match to a user account* available.

Import Publications: Match Collaborators Step 3 of 4

To ensure high quality reports, your collaborators were compared against this system's user accounts. A match was made where the names appear to be the same. Review the matches below and reconcile them as needed before continuing.

1 name matched one user account. If the match is incorrect, select a different user account for that user.

Desrochers, Patrick J.	Matched to 'Desrochers, Patrick: PATRICKD' at University of Central Arkansas	Select a different user account
------------------------	--	---------------------------------

3 names did not match any user accounts. If any of these people are with University of Central Arkansas, match them to a user account.

Pearce, Adam J.		Match to a user account
Rodman, Jeremy S.		Match to a user account
Rogers, T. Ryan		Match to a user account

Click *Continue* to move on to the review page.

Step 4: Review and Import. Lastly, review the information for accuracy before clicking *Finish Import*.

If importing more than one publication, use the forward and reverse arrows to move through the publications.

Import Publications: Review and Finish		Step 4 of 4	Cancel Import	Finish Import >
You are about to import 1 publication. Review to ensure you want to proceed.				
◀ Item 1 of 1 ▶				
Contribution Type	Article in Academic Journal			
Explanation of "Other"				
Current Status	Published			
Title of Contribution	Rapid Synthesis of a Functional Resin-Supported Scorpionate and Its Copper(I, II), Rhodium(I), and Chromium(III) Complexes			
If this is part of a larger work (e.g., a chapter in a book), Title of Larger Work				
Author 1	Desrochers, Patrick J.			
Author 2	Pearce, Adam J.			
Author 3	Rogers, T. Ryan			
Author 4	Rodman, Jeremy S.			
Journal/Publisher/Proceedings Publisher	EUROPEAN JOURNAL OF INORGANIC CHEMISTRY			
Volume				
Issue Number/Edition	15-16			
Page Numbers or Number of Pages	2465-2473			
Web Address				
Editor(s)				
ISBN/ISSN Number/Case #	1434-1948			
Was this peer-reviewed/refereed?				
Abstract/Synopsis				
Month Published				
Day Published				
Year Published	2016			

Choose *Import* in the confirmation box.

Import Publications: Review and Finish Step 4 of 4 Cancel Import Finish Import >

You are about to import 1 publication. Review to ensure you want to proceed.

← **Item 1 of 1** →

Contribution Type	Article in Academic Journal
Explanation of "Other"	
Current Status	Published
Title of Contribution	Rapid Synthesis of a Functional Resin-Supported Scorpionate and Its Copper(I, II), Rhodium(I), and Chromium(III) Complexes

(e.g. ...)

You are about to load 1 publication into Publications.

Cancel Import

A message box will appear to let you know the import was successful.

← **Publications** Import Add New Item Duplicate Trash

Item	
Rapid Synthesis of a Functional Resin-Supported Scorpionate and Its Copper(I, II), Rhodium(I), and Chromium(III) Complexes 2016	<input type="checkbox"/>
Test Bank, Crime & Criminal Justice: Concepts & Controversies 2016	<input type="checkbox"/>
To appear in 2016	<input type="checkbox"/>
Under-skill 2016	<input type="checkbox"/>
"My Friend the Fire Ant:" A Preliminary Analysis of the Role of Fire Ants in Grapevine Health. 2016	<input type="checkbox"/>

1 publication successfully imported.

Ok