

APPENDIX A

Importing Citations into Faculty 180

As an alternative to manually entering your publication information into Faculty 180, you can use the step-by-step instructions in this guide to significantly speed up the process using tools you may already be using to track or manage your citations.

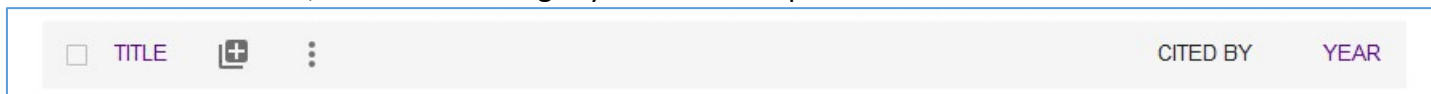
Resources covered include

- [Google Scholar \(scholar.google.com\) Profiles](https://scholar.google.com)
- [EndNote or other citation management software](#)
- [Web of Science](#)
- [The arXiv.org PrePrint Server](#)

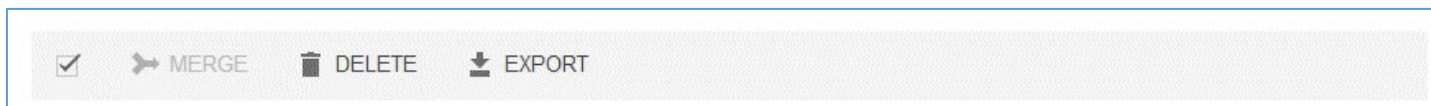
Generic (RIS / BibTeX) if you have a **Google Scholar Profile** or want to set one up.



1. First, you will need to open a new browser window to export your citations from Google Scholar.
 - a. If you have a Google Scholar profile, go to scholar.google.com and click the My Profile link at the upper left while signed in to your Google account.
 - b. If you don't have a profile, you can create one and add references to it (see 2a below).
2. You may want to do some profile clean up before exporting/importing into Faculty 180.
 - a. Click on the plus sign (+) at the top of your list of citations to add new articles, either by article groups (potential articles grouped by author names), individually by author search, or manually.
 - b. Click on the word 'TITLE' to sort by title, then look for duplicate entries that may need to be merged. To merge two entries, click on the check box to their left, then on the Merge symbol at the top of the list of citations.



3. To Export a BibTeX file of all of your citations, do the following
 - a. Click on the check box at the top of your citation list (next to the word TITLE)
 - b. Click on EXPORT and choose BibTeX. You will get a screen of your citations coded in the BibTeX format.



- c. Now you can either:
 - i. Select the entire page (Ctrl-A/Cmd-A) and Copy (Ctrl-C/Cmd-C) the contents, or
 - ii. Go to File > Save [Page] As... or right-click on the screen and choose Save [Page] as... and save the file.
4. In Faculty 180, click on Generic (RIS / BibTeX) and click continue.
5. Select the Format as BibTeX, and then depending on what you did in 3c above, you can either
 - a. Choose Copied Text and paste (Ctrl-V/Cmd-V) the coded citations into the text box, or
 - b. Choose File and Click Browse to find the file you saved in 3.c.
6. Click Save.

7. Choose, using the checkboxes on the left, all of the citations you wish to import. Clicking on the top checkbox under Select/Unselect will select all citations. At the bottom of the list, click on Import Selected.
8. If any of the newly imported items are similar to previous items in your Faculty 180 profile, it will ask you to choose an Action from the drop down menu at the right: Import as New to add the new item, Replace Existing to have the new item overwrite the previously added item, or Discard Imported to leave the old item in your list. After you have made your selections, click Save and Go Back to complete the import.
9. Click Save or Save and Go Back to finish your import.
10. You will have a new task you can complete if you import items. For each newly imported item, you will be asked to supply additional details regarding the type of peer review, type of activity, whether an undergraduate author was involved, etc.

Generic (RIS / BibTeX) to Import Citations from EndNote or directly from some research databases.



1. If you use EndNote or another citation management system such as Zotero, Mendeley, RefWorks, etc., you may be able to export citations directly from your program in BibTeX format to then import into Faculty 180. (RIS format is not recommended, as several citation elements seemed to be missing or out of place after Faculty 180 import).
2. In EndNote you can either select the references you wish to export, or it will export the entire group or folder that you are currently viewing.
3. Go to File > Export. Give the file a name, saving as a Text File using the Output style: BibTeX format. If you don't want to save everything in the currently active folder, choose 'Export Selected References' to only export those you have highlighted. Click Save.

 A screenshot of the EndNote export dialog box. It has a light gray background and a blue border. On the left, there are three rows of labels: "File name:", "Save as type:", and "Output style:". Each label is followed by a dropdown menu. The "File name" dropdown shows "Fac180import.txt". The "Save as type" dropdown shows "Text File (*.txt)". The "Output style" dropdown shows "BibTeX Export". To the right of these dropdowns are two buttons: "Save" and "Cancel". Below the "Output style" dropdown is a checkbox labeled "Export Selected References" which is currently unchecked.

4. In Faculty 180, click on Generic (RIS / BibTeX) and click continue.
5. Select the Format as BibTeX, and then Choose File and Click Browse to find the file you saved in 3. Click Save.
6. Choose, using the checkboxes on the left, all of the citations you wish to import. Clicking on the top checkbox under Select/Unselect will select all citations. At the bottom of the list, click on Import Selected.
7. If any of the newly imported items are similar to previous items in your Faculty 180 profile, it will ask you to choose an Action from the drop down menu at the right:

Import as New to add the new item, Replace Existing to have the new item overwrite the previously added item, or Discard Imported to leave the old item in your list. After you have made your selections, click Save and Go Back to complete the import.

8. Click Save or Save and Go Back to finish your import.
9. You will have a new task you can complete if you import items. For each newly imported item, you will be asked to supply additional details regarding the type of peer review, type of activity, whether an undergraduate author was involved, etc.

Some of the research databased subscribed to by the University Libraries or others may have an option to Export marked citations. If the Export formats include BibTeX, you may be able to directly export to a file that can be imported into Faculty 180 using steps 4-9 above. Otherwise, many will have an export option for exporting to EndNote or RIS format, which can then be imported into EndNote or other citation managers and then re-exported to Faculty 180 using steps 1-9 above.

Web of Science to look up publications from top journals and conference proceedings.



1. Set the Maximum Records up to 500 and hide duplicates
 2. Change the Search Field to Author and enter your name in the form: LastName FirstInitial followed by an asterisk (e.g. John Q. Public would be entered as Public J*).
 3. You can also limit by Institution by clicking Add Field and choosing Address. Fill in the blank with a word from the institution name, e.g. CSU. (Alternatively, choose Organization and fill in Cleveland State University. Click Search.
 4. Click the boxes in the Select column to the left of any papers that are your publications and then click the Import Selected at the bottom of the list.
 5. You will then be able to adjust the Semester and Year published. (Faculty 180 will make a guess at the Semester/Year based on publication date). Make any necessary changes and click Save.
 6. The newly selected items will be compared with existing items to look for duplicates.
 - a. If there are no duplicates with items already in your list, you will see a count of imported items and the option to Go Back to the Activities screen.
 - b. If there are suspected duplicates found, for each pair you can choose an Action from the drop down menu at the right: Import as New to add the new item, Replace Existing to have the new item overwrite the previously added item, or Discard Imported to leave the old item in your list. After you have made your selections, click Save and Go Back to complete the import.

Complete	Imported Activity	Existing Activity	% Match ^	View	Actions
	Khan, M., Hammad, T., Khan, Z., Lee, W., Gaidhane, M., Tyberg, A., & Kahaleh, M. (2018). Endoscopic versus percutaneous management for symptomatic pancreatic fluid collections: a systematic review and meta-analysis. <i>Endoscopy International Open</i> , 6(4), E474–E483.	Khan, M. A., Hammad, T., Khan, Z., Lee, W., Gaidhane, M., Tyberg, A., & Kahaleh, M. (2018). Endoscopic versus percutaneous management for symptomatic pancreatic fluid collections: A systematic review and meta-analysis. <i>Endoscopy International Open</i>, 6(4), E474–E483.	99.01%		<div style="border: 1px solid gray; padding: 2px;"> Select </div> <div style="border: 1px solid gray; padding: 2px; background-color: #007bff; color: white;"> Select </div> <div style="border: 1px solid gray; padding: 2px; margin-top: 2px;"> Import As New </div> <div style="border: 1px solid gray; padding: 2px; margin-top: 2px;"> Replace Existing </div> <div style="border: 1px solid gray; padding: 2px; margin-top: 2px;"> Discard Imported </div>

7. You will have a new task you can complete if you import items. For each newly imported item, you will be asked to supply additional details regarding the type of peer review, type of activity, whether an undergraduate author was involved, etc.

ARXIV if you have preprints in the arXiv.org PrePrint Server used by astronomy, physics, computer science, math, and economics.



1. Set the Maximum Records up to 500 and hide duplicates
2. Change the Search Field to Author and enter all forms of the author name your name **in quotation marks** with the word OR in between, e.g. "Karen Bjorkman" OR "Karen S Bjorkman" OR "K S Bjorkman". Click Search.
3. Check the boxes in the Select column to the left of all papers that are your publications and then click the Import Selected at the bottom of the list.

University of Toledo Production > Quicklinks v

Import from ARXIV

A Search

Maximum Records 500

Hide Duplicates

Search Field Search Word / Term Actions

Author "Karen Bjorkman" OR "Karen S. Bjorkman" OR "K S Bjorkman" x

Search
Cancel
Add Field

Select	Authors	Title	Journal	Year Published
<div style="border: 1px solid gray; padding: 2px; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> 3 </div>	Nick Dulaney , Noel D. Richardson , Cody J. Gerhartz , J. E. Bjorkman , K. S. Bjorkman , Alex C. Carciofi , Robert Klement , Luqian Wang , ... <small>(view all)</small>	A Spectroscopic Orbit for the late-type Be star \$β\$ CMI		

4. You will then be able to adjust the Semester and Year published. (Faculty 180 will make a guess at the Semester/Year based on publication date). Make any necessary changes and click Save.

5. The newly selected items will be compared with items already listed in your Publication Activities to look for duplicates.
 - a. If there are no duplicates with items already in your list, you will see a count of imported items and the option to Go Back to the Activities screen.
 - b. If there are suspected duplicates found, for each pair of duplicates you can choose an Action from the dropdown menu at the right: Import as New to add the new item, Replace Existing to have the new item overwrite the previously added item, or Discard Imported to leave the old item in your list. After you have made your selections, click Save and Go Back to complete the import.
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