



**Activity Insight**  
**Import Publications**  
**Reference Guide**

## TABLE OF CONTENTS

Publication Overview .....	3
Importing from BibteX File.....	3
Importing from a Third Party .....	6

## Publication Overview

Activity Insight provides several methods that can be used to get publication information into the Publications screen. Manual entry of the information is always an option and may be the most efficient option for only a few publications. For faculty with a lot of publications to enter, the most efficient way may be to import a citation from a BibTeX file or Third Party Database. Below will explain how to import citations from the different sources Activity Insight has partnered with.

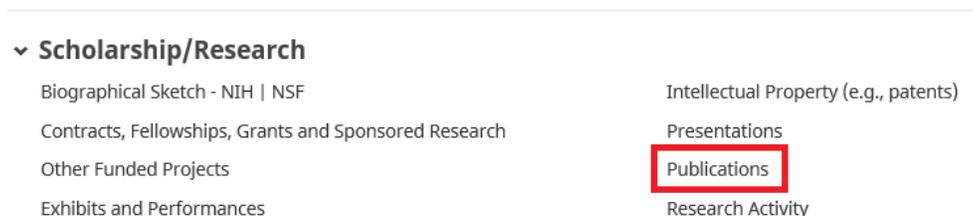
Note: When importing publication information, it will still be important to review the final imported data for accuracy. Depending on your college and other circumstances, you may also still need to input/upload additional information about your publication (e.g., full-text of the publication).

## Importing from BibTeX File

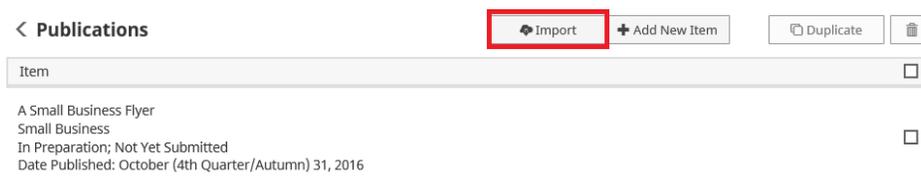
In order to import a BibTeX file into Activity Insight you must first export the citation from a reference system such as EndNote, Google Scholar, Mendeley, RefWorks, Web of Science or Zotero into a BibTeX file. For detailed instructions on how to export the citation into a BibTeX file please see "[BibTeX Imports](#)" in the Digital Measures Resource Center.

Once you have downloaded the citation file (.txt file format) to your computer from the reference manager or other databases (e.g Google Scholar, RefWorks, Web of Science, Zotero) may begin the import process from a BibTeX file.

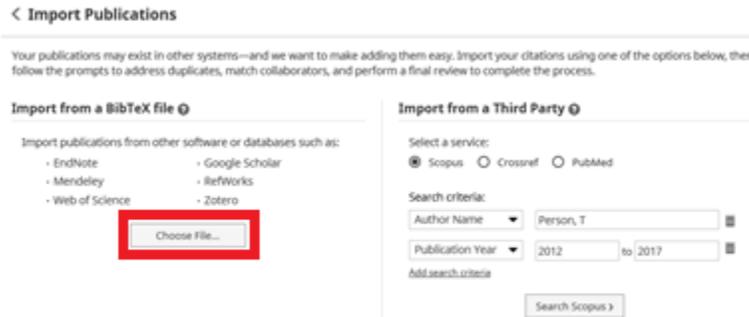
1. From the Manage Activities home page, click on **Publications**.



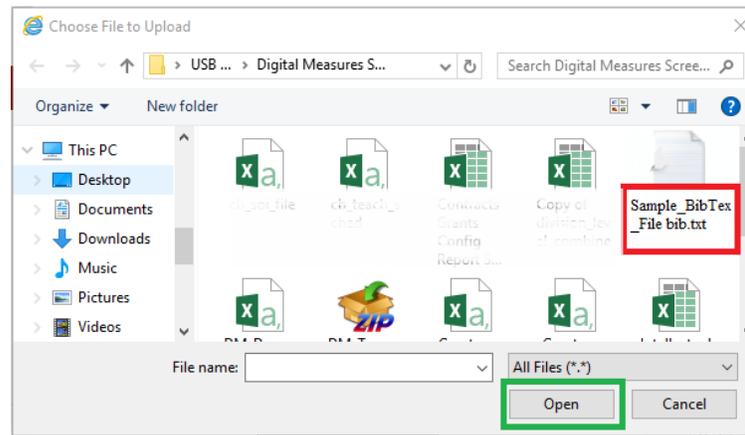
2. Click **Import** at the top of the screen.



3. Click **Choose File** under the “Import from BibTeX file option.



4. Select the **file** from your saved documents on your computer and click **Open**.



5. Once the citation has loaded into Activity Insight, you will be asked to Match Collaborators. If you select to Match Collaborators please see Digital Measures screen guide located [here](#). If you would like to skip this step select **Continue** in the right corner of the screen.

#### Import Publications: Match Collaborators

Step 3 of 4

Cancel Import

Continue >

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.

**2 names did not match any user accounts.** If any of these people are with The University of Alabama, match them to a user account.

Andrew Jennifer M.	Match to a user account
BSAC Working Party on Susceptibility Testing, for the	Match to a user account

6. Review and confirm the publications you would like to import and then select **Finish Import**.

**Import Publications: Review and Finish** Step 4 of 4

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

◀ Item 1 of 1 ▶	
Contribution Type	Journal Article
Explanation of "Other"	
Current Status	Published
Title of Contribution	BSAC standardized disc susceptibility testing method
If this is part of a larger work (e.g., a chapter in a book), Title of Larger Work	
Journal Name	Journal of Antimicrobial Chemotherapy
Publisher/Proceedings Publisher	

7. A box will appear prompting you to confirm the import. You will select **Import**.

You are about to load 1 publication into Publications.

8. Once the import is complete you will receive a confirmation box stating the import was successful. Select **Ok**.

1 publication successfully imported.

9. You will then see the imported publication on the "Publications" summary screen and the import is complete.

< **Publications**

Item	
<a href="#">A Small Business Flyer</a> Small Business In Preparation; Not Yet Submitted Date Published: October (4th Quarter/Autumn) 31, 2016	<input type="checkbox"/>
Journal Article BSAC standardized disc susceptibility testing method Published Date Published: 2001	<input type="checkbox"/>

## Importing from a Third Party

Activity Insight also partners with third party databases such as Scopus, Crossref and PubMed which allows publications directly imported into Activity Insight.

The screenshot shows the 'Import Publications' interface. On the left, there is a section for 'Import from a BibTeX file' with a list of software options (EndNote, Google Scholar, Mendeley, RefWorks, Web of Science, Zotero) and a 'Choose File...' button. On the right, the 'Import from a Third Party' section is highlighted with a red box. It includes a 'Select a service' section with radio buttons for Scopus (selected), Crossref, and PubMed. Below that is a 'Search criteria' section with dropdown menus for 'Author Name' (set to 'Person, T') and 'Publication Year' (set to '2012 to 2017'). There is an 'Add search criteria' link and a 'Search Scopus >' button.

1. Click on the **Publications** from the Manage Activities home page.

The screenshot shows a 'Scholarship/Research' menu with several options: Biographical Sketch - NIH | NSF, Intellectual Property (e.g., patents), Presentations, Publications (highlighted with a red box), and Research Activity. Other options include Contracts, Fellowships, Grants and Sponsored Research, Other Funded Projects, and Exhibits and Performances.

2. Click on the **Import** button.

The screenshot shows the 'Publications' page. At the top right, there is an 'Import' button highlighted with a red box, along with 'Add New Item', 'Duplicate', and a trash icon. Below the buttons is a table with one row containing the text: 'A Small Business Flyer', 'Small Business', 'In Preparation; Not Yet Submitted', and 'Date Published: October (4th Quarter/Autumn) 31, 2016'. There is a checkbox on the right side of the row.

3. Import Publications search box will appear and you will complete the **Import from a Third Party** section.

This screenshot is identical to the one in the first image, showing the 'Import Publications' interface with the 'Import from a Third Party' section highlighted by a red box. It details the search criteria and the 'Search Scopus >' button.

4. Complete the section based on the information below.

**Import from a Third Party** ⓘ

Select a service:

Scopus  Crossref  PubMed **a**

Search criteria: **b**

Author Name ▼ Person, T

Publication Year ▼ 2012 to 2017

ORCID ID ▼

[Add search criteria](#)

**c** **d**

- Under the *Import from Third Party* section, select either **Scopus**, **Cross**, or **PubMed** as your third party source.
  - The search criteria has a default depending on which source you select:
    - Scopus* - the default search is based on **Publication Year** and **Author Name** (your last name and first initial).
    - Crossref* - the default search is based on **Publication Date** and **Author** (full name).
    - PubMed* - the default is based on your **last name and first initial**.
  - To access additional search criteria, select the **Add Search Criteria** link and use the dropdown menu to specify new search criteria and enter search text.
  - Select **Search Scopus**, **Search Crossref**, or **Search PubMed** to locate matching publications.
5. Once the search has finished and the results appear, click on the checkmark box for the publications you wish to import. Then, click Continue.

**Import Publications: Select Items to Import** Step 1 of 4

Displaying 22 publications found in Scopus ordered by relevance.  
Select the items you want to import and click Continue. Otherwise, you can [modify your search](#).

Item	<input type="checkbox"/>
Rapid Growth of a Nesting Colony of Lesser Snow Geese ( <i>Chen caerulescens caerulescens</i> ) on the Ikpikpuk River Delta, No <b>7 Total Authors</b> Burgess, Robert; Ritchie, Robert; Person, Brian; Suydam, Robert; Shook, John; Prichard, Alexander; Obritschke... March 1, 2017	<input checked="" type="checkbox"/>
Frequency of injuries from line entanglements, killer whales, and ship strikes on bering-chukchi-beaufort seas bowhead w... <b>8 Total Authors</b> George, J.; Sheffield, Gay; Reed, Daniel; Tudor, Barbara; Stimmelmayer, Raphaela; Person, Brian; Sformo, Todd... March 1, 2017	<input type="checkbox"/>
Rare and low-frequency coding variants alter human adult height <b>65 Total Authors</b> Marouli, Eirini; Graff, Mariaelisa; Medina-Gomez, Carolina; Lo, Ken; Wood, Andrew; Kjaer, Troels; Fine, Rebec... February 9, 2017	<input type="checkbox"/>

6. The next screen will prompt you to match the publication with other University of Alabama user accounts. If you select to Match Contributors please see Digital Measures screen guide located [here](#). If you would like to skip this step select **Continue** in the right corner of the screen.

**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.

**2 names did not match any user accounts.** If any of these people are with The University of Alabama, match them to a user account.

Andrew, Nicholas M.	<input type="text"/>	Match to a user account
BSAC Working Party on Susceptibility Testing, for the	<input type="text"/>	Match to a user account

7. Review your item(s) to be imported and click on the **Finish Import** button to finalize the addition of the selected publication.

**Import Publications: Review and Finish** Step 4 of 4

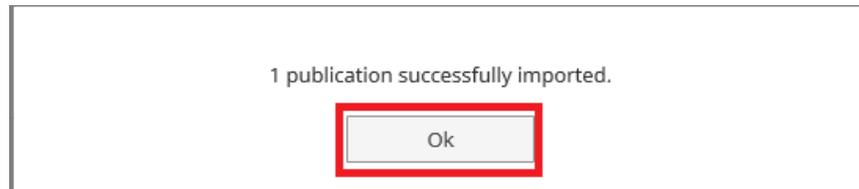
You are about to import 1 publication. Review to ensure you want to proceed.

◀ Item 1 of 1 ▶	
Contribution Type	Journal Article
Explanation of "Other"	
Current Status	Published
Title of Contribution	BSAC standardized disc susceptibility testing method
If this is part of a larger work (e.g., a chapter in a book), Title of Larger Work	
Journal Name	Journal of Antimicrobial Chemotherapy
Publisher/Proceedings Publisher	

8. A box will appear prompting you to confirm the import. You will select **Import**.

You are about to load 1 publication into Publications.

9. Once the import is complete you will receive a confirmation box stating the import was successful. Select **Ok**.



10. You will then see the imported publication on the “Publications” summary screen and the import is complete.

