THE UNIVERSITY OF ALABAMA®

Activity Insight

Import Publications Reference Guide

.::DigitalMeasures

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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).
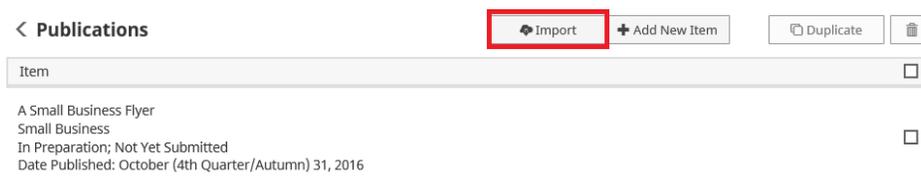
Importing from BibTeX File

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.
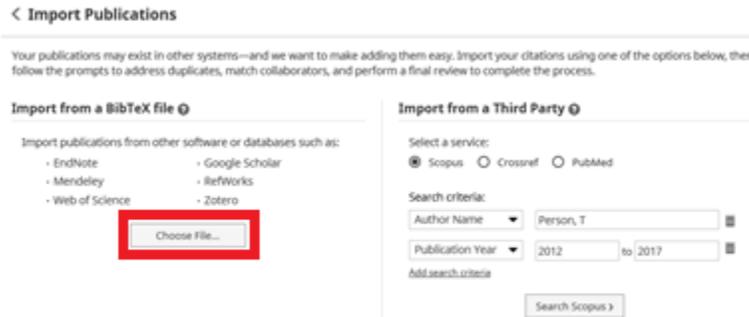
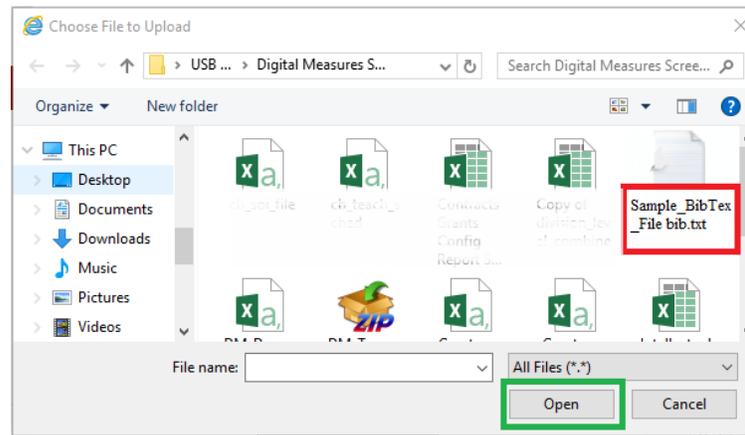1. From the Manage Activities home page, click on **Publications.**
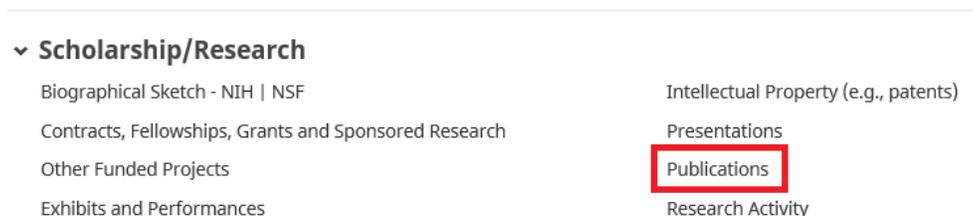
2. Click **Import** at the top of the screen.

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 citiation 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.

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

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

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

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

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.

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

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

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

4. Complete the section based on the information below.

a. Under the *Import from Third Party* section, select either **Scopus**, **Cross,** or **PubMed** as your third party source.
b. The search criteria has a default depending on which source you select:
    i. *Scopus* - the default search is based on **Publication Year** and **Author Name** (your last name and first initial).
    ii. *Crossref* - the default search is based on **Publication Date** and **Author** (full name).
    iii. *PubMed* - the default is based on your **last name and first initial**.
c. 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.
d. 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.

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.

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

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

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

1 publication successfully imported.

Ok

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

‹ **Publications**   ⬦Import   ✚ Add New Item   ⬜ Duplicate   🗑

Item	☐
A Small Business Flyer Small Business In Preparation; Not Yet Submitted Date Published: October (4th Quarter/Autumn) 31, 2016	☐
Journal Article BSAC standardized disc susceptibility testing method Published Date Published: 2001	☐