

Entering and Updating Publications - Intellectual Contributions

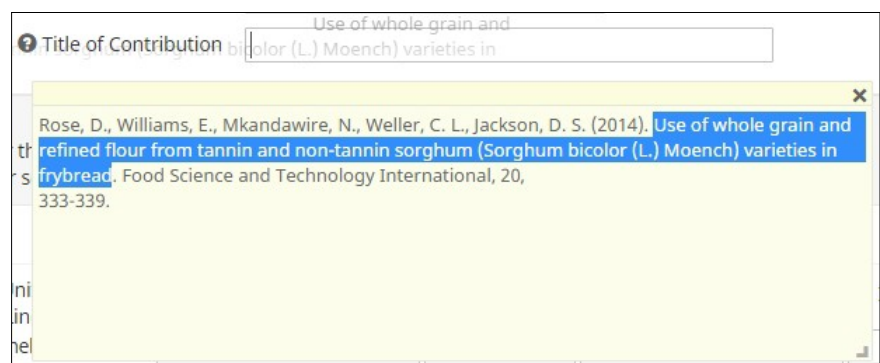
ALL Teaching, Research, and Extension print and digital publications (journal article, book, Web content or blog, public education material, software contributions, etc.) are entered in the Intellectual Contributions screen under the Research and Creative Activity section of the Manage Activities page.

Note: that only contributions with “current status” “published” in reporting year (make sure year of publication is correct) will show in your summary of contributions table.

Tips for entering updates

- 1) You are working in a database environment so you only need to **enter a publication citation (Intellectual Contributions) record once**. If something changes with that item (e.g., publication entered in 2017 as Submitted is now Published in 2018), simply edit the existing record.
- 2) **Import Citations from Other Systems**
BibTeX: You can load BibTeX files into Activity Insight. BibTeX Imports enable you to import citations from a wide variety of reference managers or databases — for example, EndNote, Google Scholar, Mendeley, RefWorks, Scopus, Web of Science or Zotero. For more information on BibTeX Imports, go to <http://info.digitalmeasures.com/bibtex2>.
PubMed: You can import citations directly into Activity Insight from PubMed. You can connect to PubMed from within Activity Insight to search for and import your citations. For more information on PubMed, go to <http://info.digitalmeasures.com/pubmed2>.
- 3) If you have the publication citation entered in a CV file, use the **PasteBoard** feature to copy-and-paste content into the fields. This feature allows you to select-and-drag a portion of the content from the PasteBoard area into the specific text field.

In this sample screen, the Title of Contribution has been selected in the PasteBoard area. After the text is selected, click-and-drag the content into the appropriate field text box (indicated by the vertical bar and gray text). Release the mouse button to place text. The text is removed from the PasteBoard area.



General instructions for adding or updating a publication record

Enter the required information that would characterize a “normal” citation for your discipline AND information required for IANR or CEHS or UNL reporting.

- 1) Click on the **Import Items** button to import records from a BibTeX file or PubMed records.
- OR -

Click on the **Add New Item** button to enter a new Contribution begun in the current reporting year.

- OR -

Click on the **record title** to update the record’s Status, Date of the new Status, and other pertinent data.

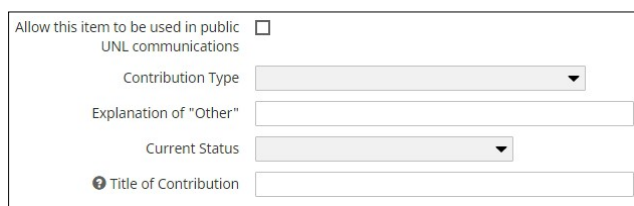
NOTE: Only Published items will show the date in the summary screen.

After records have been *imported*, you **MUST** edit each record to add the content required for the Annual Report document.

- Audience of Circulation
- Was this peer-reviewed/refereed?
- Does this activity have an international component?
- This work is primarily associated with my appointment in...
- Does this work have a Science Literacy emphasis?
- Has this activity been conducted at an IANR facility?
- Describe the broader impact of this product (Impacts e.g., new discovery or knowledge, addressing important interdisciplinary issue, change in behavior, adoption of new techniques, citations, addressing important issues, etc.)

- 2) Check the “Allow this item to be used in public UNL communications” checkbox as appropriate.

- 3) Complete the **Contribution Type**, **Current Status** and **Title of Contribution** fields for ALL entries. NOTE: The Type and Status settings affect where the publication displays in the Annual Report.



Allow this item to be used in public UNL communications

Contribution Type

Explanation of "Other"

Current Status

Title of Contribution

If the *Contribution Type* is a **Book Chapter**, enter the Chapter name in the *Title of Contribution* text box and the Book Title in the separate *Book Title* field later in the screen. Example:

Hodgen, J.M. and Calkins, C.R. 2011. Red Meat Flavor. In Food Flavors: Chemical, Sensory and Technological Properties. pg. 253-268. CRC Press, Boca Raton, FL.

Enter “Red Meat Flavor” in the Title of Contribution field.

Enter “Food Flavors: Chemical, Sensory and Technological Properties” in the Book Title field.

If the *Contribution Type* is a **Journal Article**, enter the Article name in the *Title of Contribution* text box and the Journal title in the separate *Title of Publication* field later in the screen. Example:

Sweley, J. C., Rose, D., Jackson, D. S. (2012). Hybrid and environment effects on popcorn kernel physiochemical properties and their relationship to microwave popping performance. J. Cereal Sci., 55, 188-194. dx.doi.org/10.1016/j.jcs.2011.11.006

Enter “Hybrid and environment effects on popcorn kernel physiochemical properties and their relationship to microwave popping performance” in the Title of Contribution field.

Enter “J. Cereal Sci.” in the Title of Publication field.

- 4) **Authors.** Enter any co-author(s), including a student co-author, in the proper citation order. If you are not the first author, you change the order of authorship after more co-authors are listed.

To add names, select the number of author rows and click on the **Add** button. You will see the co-author fields as illustrated in the screen capture above.

NOTE: This is an individual record. All authors must create individual records.

- a) For UNL personnel, start typing the name in the **Select or type a name...** “search” field and then select the name from the list of matching names (first & last names or Account ID).

If the university person, published under another name (e.g., maiden name), you can change the name that will display for the publication record by entering the alternate name in the Name fields.

- b) To add student co-authors or authors from outside of UNL, enter the name(s) in the appropriate fields (see above screen capture).

Student co-authors - Be sure to select the Undergraduate or Graduate option in the “If a student, what is his/her level?” column on the right.

HINT: Another option is to use the “Add a list of Names” feature to add multiple co-author names in the correct order.

- Click on the button to open the pop-up dialog box.
- Enter the names with proper capitalizations as the names of persons outside of UNL will appear in the report as entered here.
- Click on the *Process this List* button.

Follow the on-screen instructions. After you have confirmed the entries are correct, click on the *Save and Close* button to return to the Intellectual Contributions screen.

When all author names have been entered, you can click on the Up/Down arrow on the right side of each entry to re-order the author names in the order of authorship. You may also click on the Delete (trash can) button to delete any author listing.



- 5) Complete the **Title of Publication** field with the journal name for a *Journal Article*.
- 6) Complete the three “**Journal/Publisher**” fields as needed.
- 7) Complete the **Book Title** field with the book title for your *Book Chapter* entry and complete other data (Publisher fields preceding the Book Title field, Volume, Edition, ISBN, etc.) as appropriate.
- 8) **Audience of Circulation** - Complete this field for ALL entries. This is REQUIRED for IANR reporting.
- 9) **Peer-reviewed/refereed** - Complete this field for ALL entries. If this field is not completed, the publication will not display your Annual Report document.
Peer-reviewed/refereed items are listed separately from non peer-reviewed/refereed items.
- 10) The “Is this publicly available?” and “Abstract/Synopsis” fields are not used in the Annual Report.
- 11) **Does this activity have an international component?** - Complete this field for ALL entries. This field is a UNL-wide requirement. If you answered Yes, you must complete the accompanying text box to provide a brief description.
- 12) **This work is primarily associated with my appointment in** (check all that apply) - Complete this field for ALL entries. This is REQUIRED for IANR reporting.
- 13) **Does this work have a Science Literacy emphasis?** - Complete this field for ALL entries. This is REQUIRED for IANR reporting.
- 14) **Has this activity been conducted at an IANR facility?** (check all that apply) - Complete this field as applicable. This is REQUIRED for IANR reporting.
- 15) Enter the **Date** in the correct date field option.
If you are updating the record, be sure to enter the new date for the current status. There is no need to delete the original date entry as Activity Insight will use the most current date.
- 16) When finished, click on the **Save** or **Save + Add Another** button.