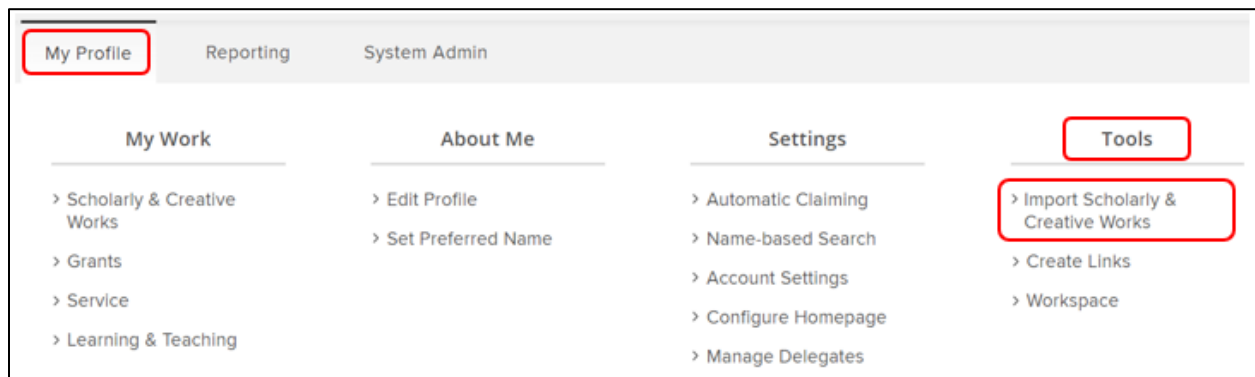


#11 - Importing Records in Standard Bibliographic Format

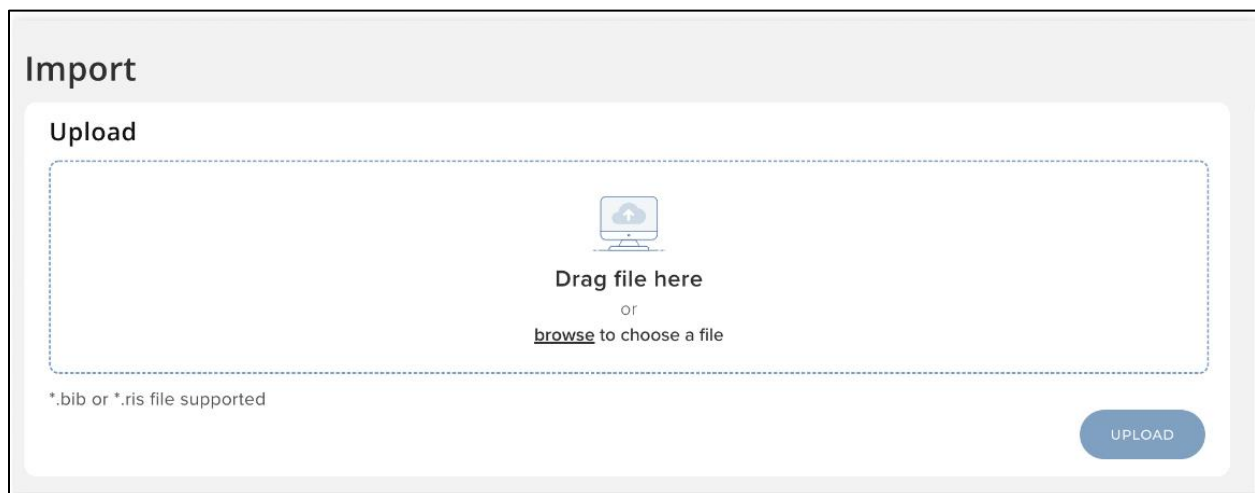
In Elements, records can be imported from Google Scholar, Bibliographic Indexing services, and Reference Management databases in RIS or BibTeX format. These records will first be checked against existing records in Elements, and then will become manual records in your Claimed publications.

To import records:

- Have the RIS or BibTeX file containing your items stored on your computer or network in a location you can access
- Log in to Elements; on the Homepage, click on the Menu icon in the upper left corner and navigate to My Profile > Tools > Import Publications:



- Browse for the file you have saved and then click “Upload:”



Elements will compare the new publications with your current publications list (including any Rejected publications). The system will also search for the new publication in other users' records. It will create a list of the new publications and any matches found with existing publications. For each publication that matches an existing record, you will be given a range of options.

For records that match your existing publication, **which has only online database records**, you have three choices:


- Import as new: create a new record based on this data, separate to the existing record
- Supplement Existing: add a manual source to the existing publication record and make this the preferred source
- Do not import: skip this record in the import file

For records that match your existing publication, **which does have a manual source**, you have three choices:

- Import as new: create a new record based on this data, in addition to the existing manual publication
- Overwrite existing: overwrite the existing manual record with the new data
- Do not import: skip this record in the import file

Import

Upload


Dimensions-Publication-citations-2022-07-18_23-37-13.bib 

UPLOAD

Records to import

We found a total of 38 records that can be imported. By default, we will do the following:

- 38 records will be used to add links to existing research outputs

38 Research outputs with no manual records Default action: Just add link 

CLEAR **IMPORT**

Note: After importing, a comment is posted in history. This comment contains your user number and a message. Example: 1. 3168 added to publication 2. Manual record added from import.