

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](#)
- [Research Databases from the University of Toledo Libraries](#)
- [Web of Science](#)
- [PubMed/MEDLINE](#)
- [The arXiv.org PrePrint Server](#)

To begin in Faculty 180, you want to log in from the myUT portal and navigate to Activities > Publications & Scholarly Contributions, and then look for the Add button at the bottom of your list of references.

For more assistance, please feel free to contact your [Subject Librarian](#) at the University of Toledo Libraries.



UNIVERSITY LIBRARIES

THE UNIVERSITY OF TOLEDO

Choose **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.

A screenshot of the Google Scholar interface. On the left, there is a checkbox next to the word "TITLE" in purple. To its right is a plus sign icon in a square, followed by a vertical ellipsis (three dots). On the right side of the interface, the words "CITED BY" and "YEAR" are visible in purple.

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.

A screenshot of the Google Scholar interface showing action buttons. From left to right: a checked checkbox, a right-pointing arrow icon, the word "MERGE", a trash can icon, the word "DELETE", a download icon, and the word "EXPORT".

- 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.



Choose **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 a 'Save' dialog box from a software application. The dialog has a light gray background and a blue border. It contains three rows of controls: 'File name:' with a text input field containing 'Fac180import.txt'; 'Save as type:' with a dropdown menu showing 'Text File (*.txt)'; and 'Output style:' with a dropdown menu showing 'BibTeX Export'. Below these is an unchecked checkbox labeled 'Export Selected References'. On the right side, there are two buttons: 'Save' (highlighted in blue) and 'Cancel' (gray).

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.

Choose **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 the 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. Toledo. (Alternatively, choose Organization and fill in 'University of Toledo'.) Click Search.

University of Toledo Production >

Import from Web of Science ®

Quicklinks ▾

A Search

Maximum Records	500 ▾	
Hide Duplicates	<input checked="" type="checkbox"/>	

Search Field	Search Word / Term	Remove
Author	Atwood T*	✕
Address	Toledo	✕

Search
Cancel
Add Field

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 imported from Web of Science:
 - 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 #ccc; padding: 2px;"> Select ▾ Select Import As New Replace Existing 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.

Choose **Medline/PubMed** if you have a significant number of publications in biomedical journals.



8. Set the Maximum Records up to 500 and hide duplicates
9. Change the Search Field to Author and enter the your name in the form: LastName FirstInitial with no comma (e.g. John Q. Public would be entered as Public J). Click Search.
 - a. You can also limit by Institution by clicking Add Field and choosing Affiliation. Fill in the blank with a word from the institution name, e.g. Toledo

- b. Alternatively, if you have a list of PubMed IDs (PMIDs), you can just paste them in the search box with no field selected.
10. 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.
11. 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.
12. The newly selected items will be compared with existing items imported from PubMed.
 - 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%		Select Select Import As New Replace Existing Discard Imported

13. 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.

Choose **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.

The screenshot shows the 'Import from ARXIV' interface. At the top left, it says 'University of Toledo Production >'. On the top right, there is a 'Quicklinks' dropdown menu. The main heading is 'Import from ARXIV'. Below this, there is a search section with a red box labeled '1' pointing to the 'Maximum Records' dropdown set to '500' and a 'Hide Duplicates' checkbox checked. Below that, a red box labeled '2' points to the 'Search Field' dropdown set to 'Author' and the 'Search Word / Term' input field containing the text '"Karen Bjorkman" OR "Karen S. Bjorkman" OR "K S Bjorkman"'. There are 'Search' and 'Cancel' buttons below the search field, and an 'Add Field' button to the right. At the bottom, a table lists search results with columns for 'Select', 'Authors', 'Title', 'Journal', and 'Year Published'. A red box labeled '3' points to the 'Select' column checkbox for the first result. The first result shows authors 'Nick Dulaney, Noel D. Richardson, Cody J. Gerhartz, J. E. Bjorkman, K. S. Bjorkman, Alex C. Carciofi, Robert Klement, Luqian Wang, ...' and a title 'A Spectroscopic Orbit for the late-type Be star \$\beta\$ \$\beta\$ CMI' with a '(view all)' link.

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 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.
6. 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.