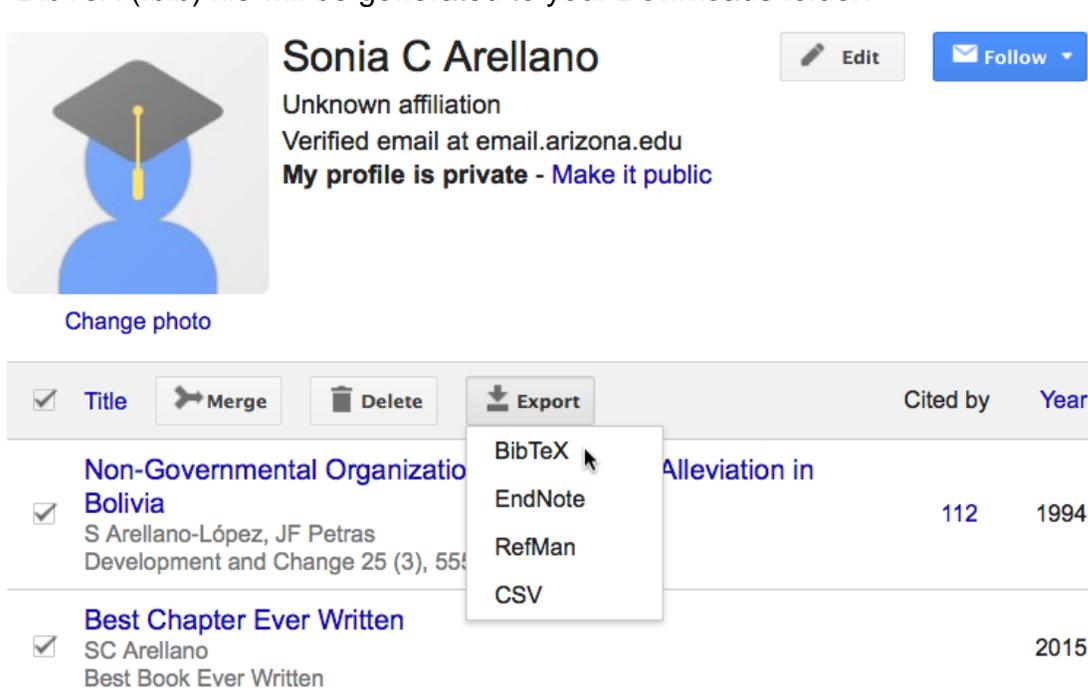# UAVitae

Import Citations: Google Scholar

Use this method to add scholarly activity by exporting citation(s) from your Google Scholar profile in RIS or BibTeX format and then importing them into UA Vitae. You can also use this method with most databases (e.g. ERIC).

*NOTE: Use this method if you have a Google Scholar profile set up and use the "My Citations" feature. This method allows you to import multiple citations at the same time from Google Scholar (scholar.google.com).

1. First, you must **export your citations** into **RIS** or **BibTeX** format. Go to the **My Citations** list in your Google Scholar profile, and select the citations you would like to import to UA Vitae. Select Export, and then select BibTeX for the file format. A BibTeX (.bib) file will be generated to your Downloads folder.
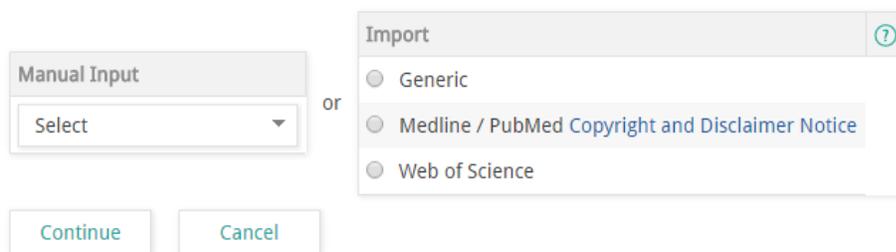

*Note: For other databases (e.g., ERIC), locate and select your citations in the database and then use the Export/Export Citations feature of the database to export the citations as a BibTeX or RIS file.

2. You should now have a .bib or .ris file in your Downloads folder on your computer. This is the file that will be imported into UA Vitae.
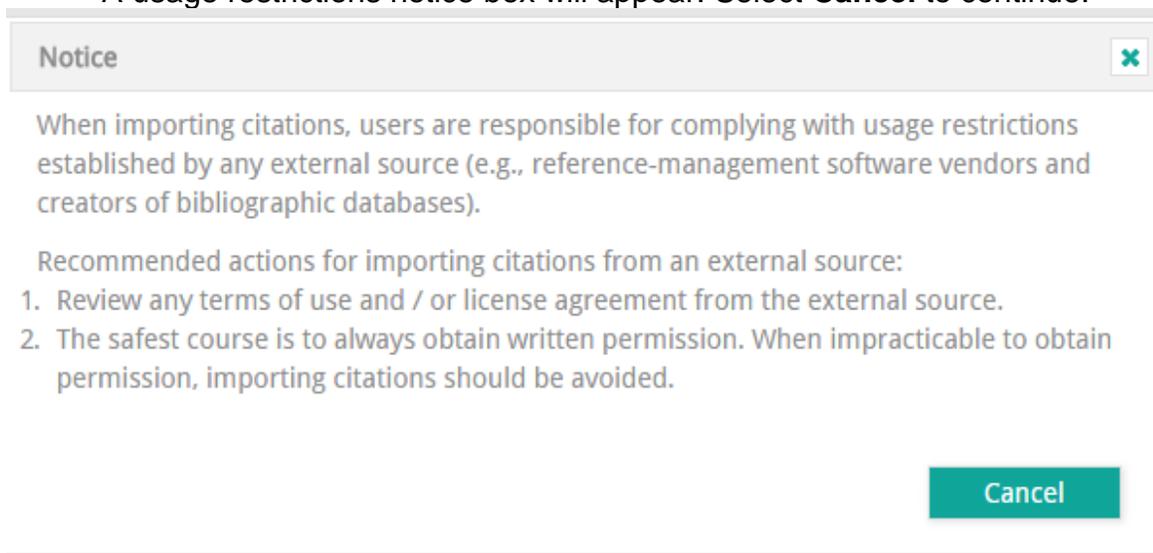
3. In UA Vitae, go to **Dashboard >> Activities** or **Reports & Forms >> Initiated Activity Input Form**. Select the **Research: Scholarly Contributions and Creative Productions** expansion arrow.

4. Select **Add** to go to the **Scholarly Contributions and Creative Productions Input Form**. Select the **Generic** radio button.

ACTIVITY INPUT

Research: Scholarly Contributions and Creative Productions

Manual Input	or	Import	⑦
Select ▾		○ Generic	
		○ Medline / PubMed Copyright and Disclaimer Notice	
		○ Web of Science	

Continue   Cancel

A usage restrictions notice box will appear. Select **Cancel** to continue.

Notice   ✖

When importing citations, users are responsible for complying with usage restrictions established by any external source (e.g., reference-management software vendors and creators of bibliographic databases).

Recommended actions for importing citations from an external source:
1. Review any terms of use and / or license agreement from the external source.
2. The safest course is to always obtain written permission. When impracticable to obtain permission, importing citations should be avoided.

Cancel

5. To import the .bib (BibTeX) or .ris (RIS) file you downloaded, choose the appropriate format from the **Format** dropdown menu. Then select the **File** radio button next to **Import**. Select Choose File and locate your downloaded file, select it, and **Save**.

6. You should now have the option to **Select Items**. Be sure to select the apropriate time period toward which the work applies for your annual review. UA Vitae will attempt to set this for you, so be sure to adjust the **Semester** and **Year** to the correct date if needed.

   *Note: In some cases when using RIS import, UA Vitae does not recognize the file contents. You will get a message "No data available in table" on the **Save Imported Citations** screen. In this case, follow the Error! Reference source not found.method outlined in another document.

7. Select the citation(s) just imported and select **Save Selected**.

Select / Unselect ☐	Type	Title	Outlet	Year Published	Semester	Year
☐	Proceedings Publication	Absorption Lines in Low Redshift QSOs	Bulletin of the American Astronomical Society	1977 ▾	Spring ▾	1977 ▾
☐	Proceedings Publication	A Deficiency of Very Low Luminosity White Dwarfs	Bulletin of the American Astronomical Society	1978 ▾	Spring ▾	1978 ▾

8. You will need to select **Cancel** to leave this page. While you will be prompted about losing material, if there are not items left on the page, this will not be an issue. Return to **Activities** or **Initiated Activity Input Form** to verify that your record has been added to your list of resources.

9. Review citation(s) for accuracy and to ensure that the correct Semester and Year of your work are displayed. If you would like to edit or delete your citation, you may use the pencil icon to **edit** or the **x** to delete. You may also use the **Add** button to add more citations.

Need Help?

- Refer to the FAQ or Help menus in UA Vitae.
- Ask your departmental support person for assistance.
- Contact Ask UA Vitae at uav-support@list.arizona.edu.