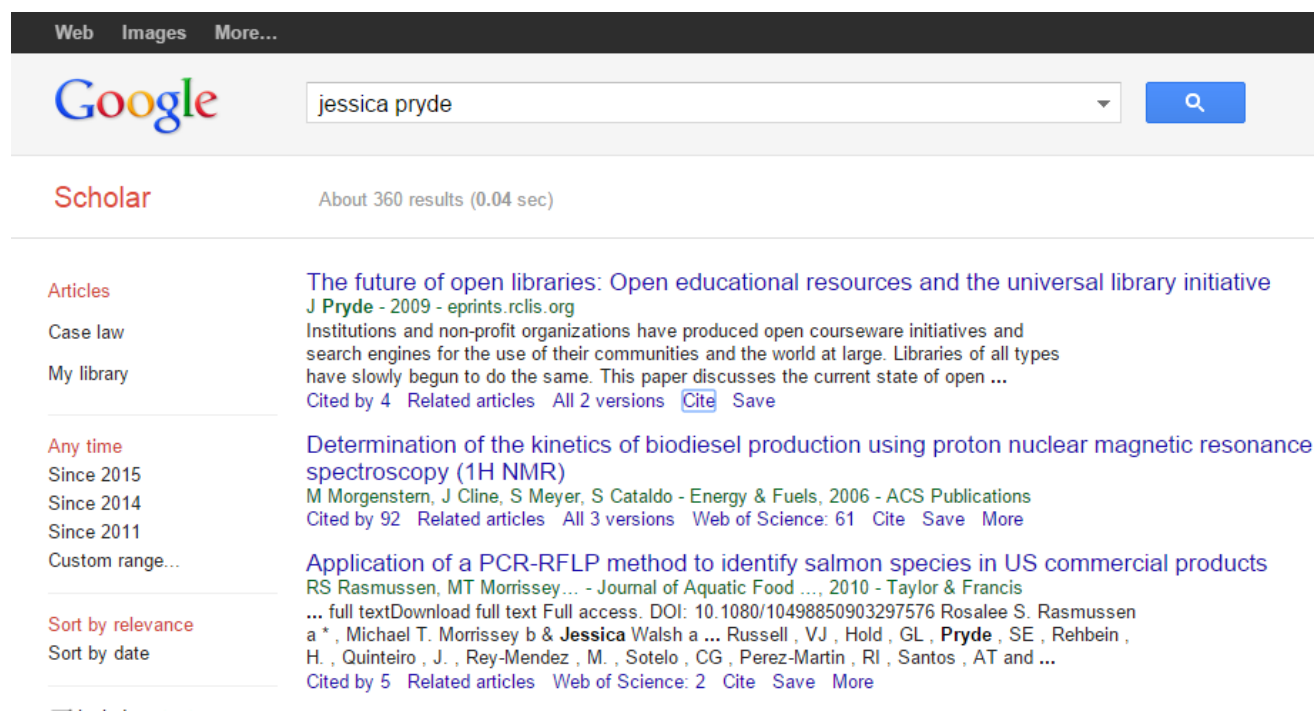


## Google Scholar Copy/Paste Import

Add scholarly activity by exporting citations from Google Scholar in RIS or BibTeX format. Then import the citations into UA Vitae by copy/pasting text from the imported RIS or BibTeX file.

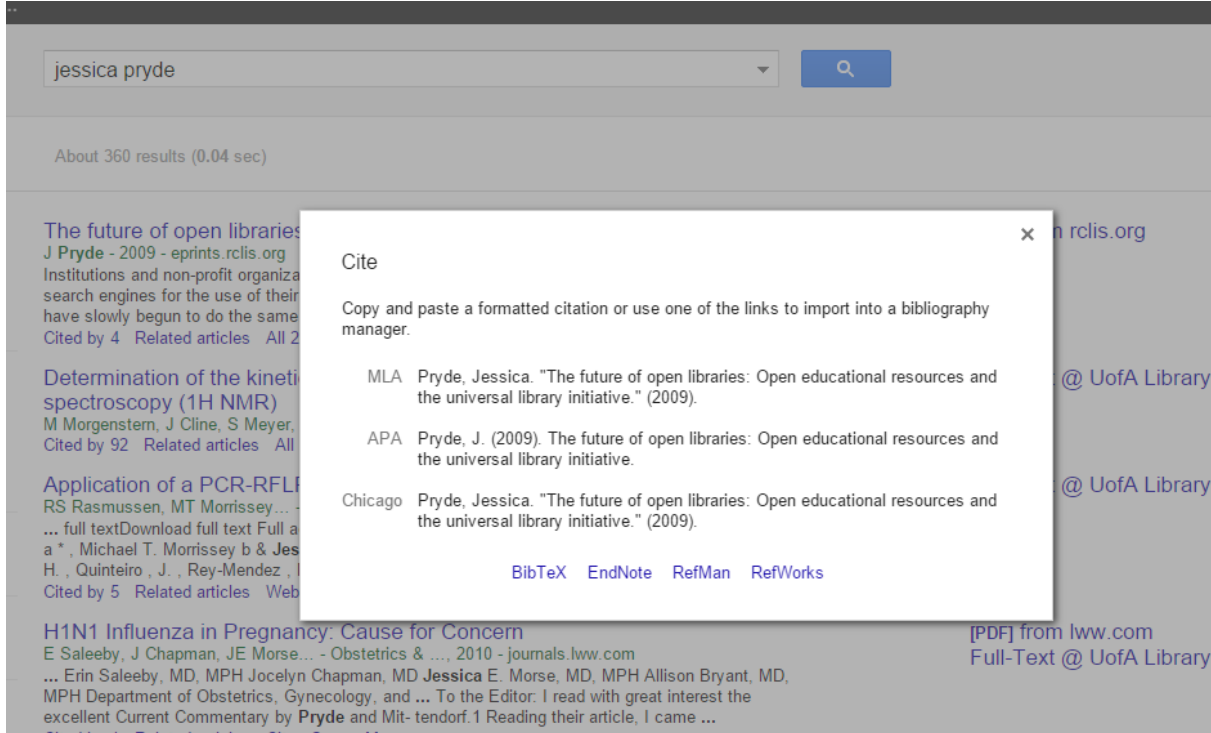
**NOTE:** Use this method if you do not have My Citations set up in Google Scholar. You may also use this method with other databases with RIS or BibTeX options. This method will allow you to import only one citation at a time.

1. Search for your citation in **Google Scholar** (scholar.google.com). Once you locate your citation, select **Cite**.

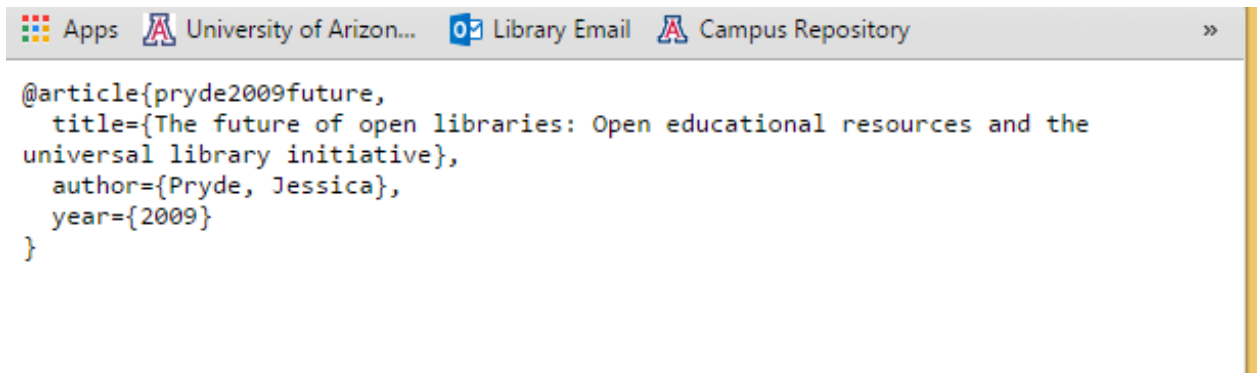


The screenshot shows a Google Scholar search for 'jessica pryde'. The search bar at the top contains the text 'jessica pryde' and a search button. Below the search bar, the results are displayed under the 'Scholar' heading, indicating 'About 360 results (0.04 sec)'. The results are organized into three sections: 'Articles', 'Any time', and 'Sort by relevance'. The first article listed is 'The future of open libraries: Open educational resources and the universal library initiative' by J Pryde, published in 2009. The second article is 'Determination of the kinetics of biodiesel production using proton nuclear magnetic resonance spectroscopy (1H NMR)' by M Morgenstern, J Cline, S Meyer, and S Cataldo, published in 2006. The third article is 'Application of a PCR-RFLP method to identify salmon species in US commercial products' by RS Rasmussen, MT Morrissey, et al., published in 2010. Each article entry includes a 'Cite' button and a 'Save' button.

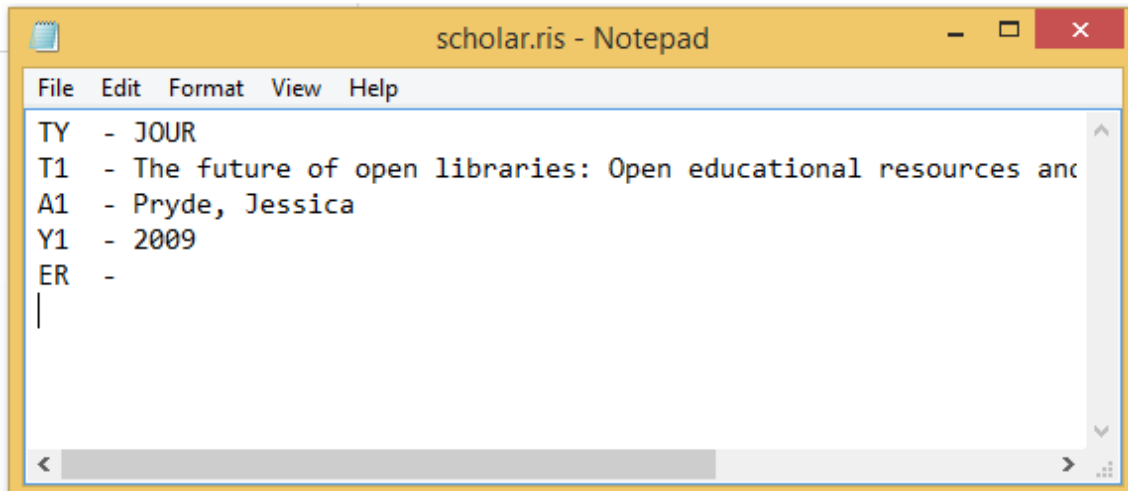
2. A box will appear with options for export. You may choose BibTeX or RefMan for the next step.



3. If you select BibTeX, another window will open with text. Copy this text. This is what you will paste into UA Vitae.



- If you select RefMan, you will be importing the information as an RIS file. A file will download into your Downloads folder (or whatever designated location you have for downloads from your browser). Open this file and copy the text to paste into UA Vitae. Note: Your computer may prompt you for a program in which to open this file. Your best option will usually be Notepad or its equivalent.



- Return to UA Vitae and go to either **Activities** or **Forms & Reports >> Initiated Activity Input Form**. Select **Research: Scholarly Contributions and Creative Productions**. Select **ADD**, and then select the **Generic** radio button.

## ACTIVITY INPUT

### Research: Scholarly Contributions and Creative Productions

Manual Input or Import

Manual Input:

Import:

- Generic
- Medline / PubMed Copyright and Disclaimer Notice
- Web of Science

Buttons:

A usage restrictions notice box will appear; click **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

6. To import your file, choose the appropriate file format (RIS or BibTeX) from the **Format** dropdown menu. Then select the **Copied Text** radio button under **Citation Data**. A text input box will appear.

**1 Citation Format**

Format\* RIS ▾

**2 Citation Data**

Import\*  File  Copied Text

Text\*

Save
Cancel

*\* Indicates required*

7. Paste copied text using Ctrl-V or Command-V. Once the text is pasted, select **Save**.

**1 Citation Format**

Format\* RIS

**2 Citation Data**

Import\*  File  Copied Text

Text\*

T1 - The future of open libraries: Open educational resources and the universal library initiative  
 A1 - Pryde, Jessica  
 Y1 - 2009  
 ER -

Save Cancel

8. You will then be on a screen allowing you to save or delete selected items. Verify that the information beneath **Year Published**, **Semester**, and **Year** are correct, and select the item and click **Save Selected**.

**1 Select Items**

Select / Unselect	Type	Title	Outlet	Year Published	Semester	Year
<input type="checkbox"/>	Journal/Publication	The future of open libraries: Open educational resources and the universal library initiative		2009	Spring	2009

Save Selected Delete Selected Cancel

9. 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.

10. Review your citation 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 select the **X** to delete. You may also use the **Add** button to add more citations.

Journal/Publication	The future of open libraries: Open educational resources and the universal library initiative	2009	Completed/Published	Spring 2009			
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Add View All