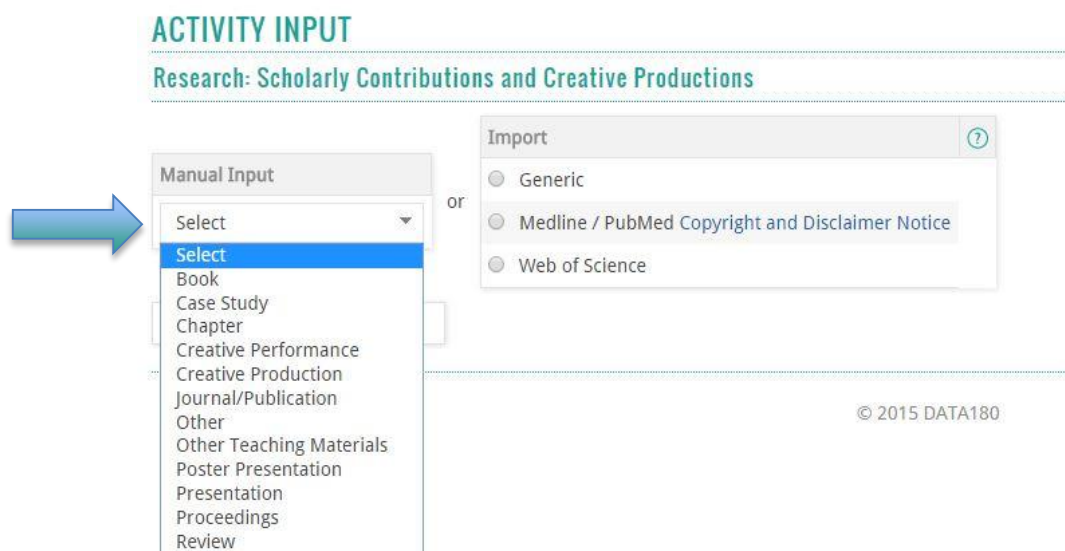


## Manual Input: Scholarly Contributions and Creative Productions

To manually add scholarly activity, use the **Research: Scholarly Contributions and Creative Productions >>Input Form >> Manual Input** method. This method is useful for inputting citations that cannot be easily imported from a database (e.g., JSTOR, MEDLINE/PubMed) or are not indexed by databases (e.g. poster presentations).

1. Go to **Dashboard >> Activities >> Research: Scholarly Contributions and Creative Productions**
2. Select **Add** and open the dropdown menu under **Manual Input**. Select the appropriate category for the citation you are entering.



3. Select **Continue** to enter the information.



- Enter all of the details in the mandatory fields. You must select an item status (e.g. Submitted, Published). Indicate the **Semester** and **Year** in which the work had activity, in order to apply it to the correct Annual Review.

**A** Input Form

Status*	Completed/Published	for	Select	Select
Title*	<div style="border: 1px solid #ccc; padding: 2px;">             Select              In Progress              Submitted              Revise &amp; Resubmit              Accepted  <b>Completed/Published</b>              Work Discontinued              Select           </div>			
Conference / Event*	<input type="text"/>			
Month/Season* <small>?</small>	<input type="text"/>			
Year*	<input type="text"/>			
Location	<input type="text"/>			
Sponsoring Organization	<input type="text"/>			

CoAuthor	First Name	Middle Initial	Last Name	% Contribution	Faculty at your institution
1	Kimberly	A	Chapman	<input type="text"/>	<input checked="" type="checkbox"/>

[Add](#)

URL  Include URL in output citation (display dependent on citation format)

Include description in output citation.

- Review the information for spelling and accuracy before saving. Save your entry using one of the following methods:
  - Save:** Saves your entry; allows you to continue working on it.
  - Save and Add Another:** Saves your entry; returns you to selection screen for type of scholarly contribution
  - Save and Go Back:** Saves your entry; returns you to summary page.

When finished, your work will now be displayed in the summary view as shown below.

Journal/Publication	The future of open libraries: Open educational resources and the universal library initiative	2009	Completed/Published	Spring 2009	
<a href="#">Add</a> <a href="#">View All</a>					

- Review your citation(s) for accuracy and to ensure the correct Semester and Year of your work are displayed. If you would like to edit or delete a citation, you may use the pencil icon (**Edit**) or the **x** icon to delete. If you would like to create similar items from the same entry, you may use the **clone** icon.

Notes:

- When in an **Initiated Activity Input Form**, the **Scholarly Contributions and Creative Productions** summary displays items active during the initiated time period by default (a date-based subset of your activities). You can click “View All” to see all publications.
- When in the Activities form, you can click on the arrows to show or hide the results.



Type	Title	Outlet	Year Pub	Status	Term	Actions
Journal/Publication	Twitter as a Marketing Tool for Libraries		2013	Completed/Published	Spring 2013	  
Journal/Publication	Users 2.0: Technology at your service		2008	Completed/Published	Spring 2008	  

- You can sort your activities by column headers. For example, to sort by type of Scholarly Contribution, click on the **Type** column. To perform a two-level sort, hold down the shift key and click on the columns you wish to sort, in order. For example, to sort first by **Type** and then by **Publication Year**, hold down the shift key, click the **Type** header, then the **Year Published** header.
- You can change ascending/descending order for **Title** and **Year Published** by clicking on the column headers to change the sort order.

**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](mailto:uav-support@list.arizona.edu).