Import Citations: Web of Science

To locate and import citations into UA Vitae from Web of Science, you may use the Web of Science search tool built into UA Vitae.

1. From your Dashboard, navigate to either your Activities page or Reports & Forms >> Initiated Activity Input Form. Under Research: Scholarly Contributions and Creative Productions, select Add and then select the Web of Science radio button.

2. Use the Search Field dropdown menu to choose Author for the search field. Enter your name as it is indexed in Web of Science, and click Search.

*NOTE: If you have a common name, you may choose a different search field to narrow the search results. If you have many publications, you should also increase the Maximum Records dropdown to allow for more results.
3. Select each box that corresponds to one of your publications. After you check the appropriate citation(s), select **Import Selected** at the bottom of the list.

![Import Selections](image)

4. Review the imported information, and select **Save** to complete the import process.

![Imported Publications](image)

5. Your browser will return to the main **Activities** page or **Initiated Activity Input Form**. Expand **Research: Scholarly Contributions and Creative Productions** to show the publications you just imported. You may use the pencil icon to **edit** an entry or the **x** to **delete**.

**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).