

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.

The screenshot shows the 'ACTIVITY INPUT' section of the UA Vitae interface. Under the heading 'Research: Scholarly Contributions and Creative Productions', there are two options: 'Manual Input' and 'Import'. The 'Manual Input' option has a dropdown menu currently set to 'Select'. The 'Import' option is expanded, showing three radio buttons: 'Generic', 'Medline / PubMed Copyright and Disclaimer Notice', and 'Web of Science'. A blue arrow points to the 'Web of Science' radio button, indicating it is the selected option. Below these options are 'Continue' and 'Cancel' buttons.

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.

The screenshot shows the search interface. At the top, there is a 'Search' section with a 'Maximum Records' dropdown set to '25' and a 'Hide Duplicates' checkbox. Below this is a table with three columns: 'Search Field', 'Search Word / Term', and 'Actions'. The 'Search Field' column has a dropdown menu currently set to 'Select'. The 'Search Word / Term' column has a text input field. The 'Actions' column has a button with a close icon (X). Below the table are 'Search' and 'Cancel' buttons, and an 'Add Field' button.

- 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.

<input type="checkbox"/>	D B Buller, C Morrill, D Taren, M Aickin, L Sennott-Miller, M K Buller, L Larkey, C Alatorre, ... (view all)	Randomized trial testing increasing fruit and vege
<input type="checkbox"/>	D L Taren, M Tobar, A Hill, W Howell, C Shisslak, I Bell, and C Ritenbaugh	The association of energy scores of women

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

Authors	Title	Journal	Year Published	Semester	Year
Jorge Rosenthal, Jessica Casas, Douglas Taren, Clinton J Alverson, Alina Flores, and Jaime Frias	Neural tube defects in Latin America and the impact of fortification: a literature review	Public health nutrition	2014	Spring	2014
Samantha Sabo, Jill de Zapien, Nicolette Teufel-Shone, Cecilia Rosales, Lynda Bergsma, and Douglas Taren	Service learning: a vehicle for building health equity and eliminating health disparities	American journal of public health	2015	Spring	2015

- 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.