Importing Publication Citations from ORCID into Interfolio

Instructions for Faculty

Citations can be imported directly from your ORCID account into your Interfolio Faculty180 activities. Interfolio takes care of moving the elements of each citation into the appropriate field (author, title, journal, etc.), and flags possible duplicate entries for your attention. You can adjust each citation as necessary, and upload a copy of the publication.

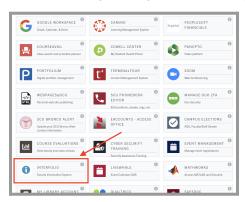
PART 1 - Log on to Interfolio

There are two ways to log on to Interfolio

1. Interfolio: https://www.scu.edu/interfolio

Click the Partner Institution button.	Sign In
Click the Partner Institution button.	Sign in with email Or sign in with:
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	Sign In
	Forgot your password?
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Search for "Santa Clara University" and click the Sign In button.	Sign in through your institution
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	If your institution has partnered with Interfolio to provide Single Sign-On, search for
	your institution name in the box below.
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credentials.	Interfolio is designed to serve the committees that serve higher ed. It supports peer review by offering tools that streamline the logistics of collaboration, so scholars are better prepared to
	make the decisions that drive higher ed.
	SCU Username e.g. BBronco
	Password Passwords are case sensitive
	Login
	Logn
	Please note - passwords are case sensitive.

2. Click on the Interfolio tile on your MySCU SSO page.



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Home Your Packets Faculty180 Announcements & Help Profile	My Tasks 💿	Search 1 Read Taska
Activities Evaluations Forms & Reports Vitas & My Templates Legacy Vitas Find Colleagues	Tile Assign Activity Classifications for Imported Scholarly Works Activity Input One or more users have submitted an FAQ. FAQ	Dos beta
Account Access Administration v Review, Promotion & Tenure Cases Templates Administration Reports Users & Groups	Add Activity Select from the dopdown list to create a record of your professional activities. Select	Import Activities Import your schelarly contributions and creative productions from exademic sources. Import

PART 2 - Import Your Publication Citations

1. Open "Vitas & Biosketches" and select "Legacy Vitas"

2. Select the "Create or Connect your ORCID ID" button in the bottom right corner

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			Sign out
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rgot your	password or ORCID ID?		·
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	Sign in with Google		Read your information with visibility set to Trusted Organizations
	Sign in with Facebook		organizations
_			Authorize access
			Deny access
			If authorized, this organization will have access to your ORCID record, as outlined above and described in further detail in ORCID's privacy policy.
			You can manage access permissions for this and other Trusted Organizations in your account settings.

- 3. Sign in to your ORCID account and authorize your Faculty180 account to access it
 - a. Sign in with your email or 16-digit ORCID iD and your ORCID password, and click the Sign In button.
 - b. In the pop-up window, click the Authorize access button so that Faculty180 can connect with your ORCID account.

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Home Your Packets	Santa Clara University (Producti Vitas & Bio		ies					Quickli	inks 🗸
Faculty180 Announcements & Help	Vita Admin Search:								
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4. Back on the Legacy Vitas page, in the ORCID Registry area, click the Import button

Works											
	▲ Type	^ Title				 Publish 	ed ^	Visibility ^	Source		
	Journal Publication	The Dead Sea Scro	lls and the Hasmonean S	tate		201	10 F	Public	blic Catherine Murphy		
	Journal Publication	Alienated Catholics	: Establishing the Ground	lwork for Dialogue		200	06 F	Public	blic Catherine Murphy		
	Journal Publication	Introduction: The D	ead Sea Scrolls in the Po	pular Imagination		200)5 F	Public	blic Catherine Murphy		
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5. Select the elements of your ORCID profile that you would like to import, and click Import Selected

You may have information in ORCID not only in your "Works," but also in Funding, Education, and Employment history. Select all that you would like to import by clicking the box to the left of the entry.

mport from ORCID								
A Works								
Туре	▲ Title		^	Published ^	Visibility	^ Term		Year
Journal Publication	The Dead Sea Scrolls and t	the Hasmonean State		2010	Public	Fall	*	2010 -
Journal Publication	Alienated Catholics: Establ	lishing the Groundwork for Dial	ogue	2006	Public	Fall	•	2006 -
Journal Publication	Introduction: The Dead Sea	a Scrolls in the Popular Imagina	ition	2005	Public	Fall	Ŧ	2005 ~
Journal Publication	The Disposition of Wealth	in the "Damascus Document" T	radition	1999	Public	Fall	•	1999 -
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Organization Santa Clara University	Office of the Provost	Associate Provost for Fac	ulty Personnel and Polic	2		2003/08	1	Public Public

6. Confirm the Term and Year for each publication

- a. Imported publications likely have the correct year, but the default "Fall" term. Correct the term (you can also edit each publication later in the "Scholarly Contributions and Creative Productions" activity category).
- b. Click Save.

	a Clara University	(Production) > Results					Quicklinks 🗸
Α	Imported Act	ivity Counts					
	Total Activities	Imported Activities	Duplicate Activi	ies Exact Duplicate Activitie	25		
	7	6	1	0			
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	Complete	Imported Activity	Exis	ting Activity	% Match ^	View	Actions
		Murphy, C., & Grossman, M. (2005). Introduction: The Dead Sea Scrolls in the Popular Imagination. <i>Dead Sea</i> <i>Discoveries</i> , 12, 1–5.		hy, C. M., & Grossman, M. L. 5). Introduction: The Dead Scrolls in the Popular ination. <i>Dead Sea</i> overies, 12, 1–5.	98.21%	0	Discard Imported 💌
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My Tasks 💈	Search
2 Unread Tasks	O Read Tasks
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Assign Activity Classifications for Imported Scholarly Work Activity Input	ks

Santa Clara University (Production) > Add Required Activity Information			Quicklink	s 🗸				
Jpdate these imported activities to ensure that all data is captured for the institution, as well as making sure all of your work is	present while gener	ating vitas or bioske	tches.					
Title *	Туре 🗢	Year Published	Source	Actio				
Piecing Together the Past	Journal Publication	1995	BibTex Import on March 27, 2023	Add				
The Dead Sea Scrolls and the Hasmonean State	Journal Publication	2010	BibTex Import on March 27, 2023	Add				
The Disposition of Wealth in the ",Damascus Document", Tradition	Journal Publication	1999	BibTex Import on March 27, 2023	Add				
The disposition of wealth in the literature and practice of the Qumran community and its relevance for the study of the New Testament	Book	1999	BibTex Import on March 27, 2023	Add				
Wealth in the Dead Sea Scrolls and in the Qumran Community	Book	2002	BibTex Import on March 27, 2023	Add				

Book Type 🕜	Select	~	
CoAuthors/CoEditors Contributions			
Impact of Publication			
# of Undergrad CoAuthors			
Presentation Category	Select -		
Quality of Press / Publisher			
Reject Percentage			
Type of Review 😮	Select	•	

7. Remove Duplicate Entries

You may be prompted to remove duplicate entries, particularly if you've imported citations from other programs, or entered any citations manually.

Select the appropriate action from the drop-down menu to the right, and click **Save**.

8. Assign Activity Classifications

- a. The "My Tasks" area of your dashboard will prompt you to assign activity classifications to the imported scholarly works. Click the blue text.
- b. Select a citation to update by clicking the Add button.

c. Fill in any relevant fields, if you have this information or if your department requires it, and click **Save**. Do this for each citation.

		de all indicators of the quality of the publication, presentation or production quality for o-authors/editors or others who have contributed to this work, please describe the relat		se listed in :	Section A.					
Туре	^	Title	Outlet ^	Year Pub	Status ^	Term ^	Origin ^	A	ction	s
Journal Publication		Introduction: The Dead Sea Scrolls in the Popular Imagination	Dead Sea Discoveries	2005	Completed/Published	Winter 2005	Manual		0	L
Book		Wealth in the Dead Sea Scrolls and in the Qumran Community	Brill	2002	Completed/Published	Fall 2002	BibTeX	1	Θ	L
Journal Publication		The Dead Sea Scrolls and the Hasmonean State	The Catholic Biblical Quarterly	2010	Completed/Published	Fall 2010	BibTeX		0	L
Journal Publication		The Disposition of Wealth in the "Damascus Document" Tradition	Revue de Qumr*an	1999	Completed/Published	Fall 1999	BibTeX	A 1	0	L
Journal Publication		Piecing Together the Past		1995	Completed/Published	Fall 1995	BibTeX		0	L
Book		The Historical Jesus For Dummies\textregistered	John Wiley \& Sons	2011	Completed/Published	Fall 2011	BibTeX	1	0	L
Book		The disposition of wealth in the literature and practice of the Qumran community and its relevance for the study of the New Testament	University of Notre Dame	1999	Completed/Published	Fall 1999	BibTeX		0	L
Journal Publication		Alienated Catholics: Establishing the Groundwork for Dialogue		2006	Completed/Published	Fall 2006	ORCID	ø	Ο	L

Status*	Completed/Published for Fall 1999 Manage Status	
Туре	Journal Publication	
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Journal*	Revue de Qunfri^an	h.
Year*	Journal Journal	
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Volume	19	
Number	1(73)	
Pages	83-0 29	

9. Edit Imported Citations

- a. Select "Activities" from the left sidebar navigation, under the Faculty180 header.
- b. Scroll down to Scholarly Contributions and Creative Productions, and click on the blue triangle to open the category.
- c. Check each entry for accuracy and correct errors or missing information by selecting the pencil (edit) icon next to each entry you would like to check.
- d. Correct the citations until you are finished with all imported entries. You can also manage the publication status from this page, changing when the article was published.