# Importing Publication Citations from Web of Science

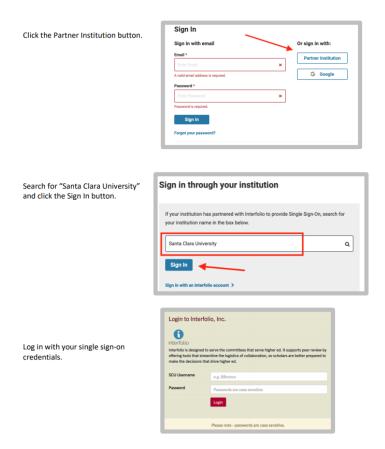
#### **Instructions for Faculty**

Citations can be imported directly from Web of Science 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.

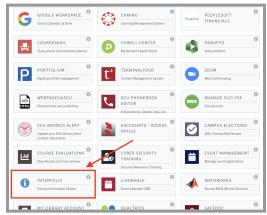
#### PART 1 - Log on to Interfolio

There are two ways to log on to Interfolio:

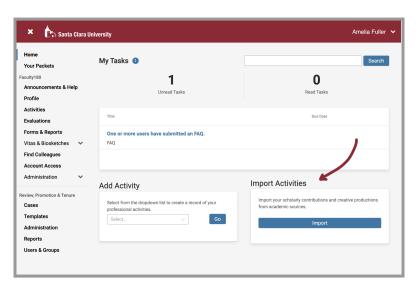
1. Interfolio: https://www.scu.edu/interfolio



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



## **PART 2 - Import Your Publication Citations**



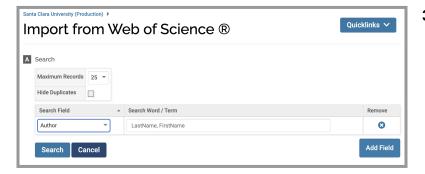
# 1. Import Activities on your home page

Find the "Import Activities" section on your "Home" dashboard, and click Import.

If this page does not automatically open, click on the "Home" tab at the top of the left navigation bar.

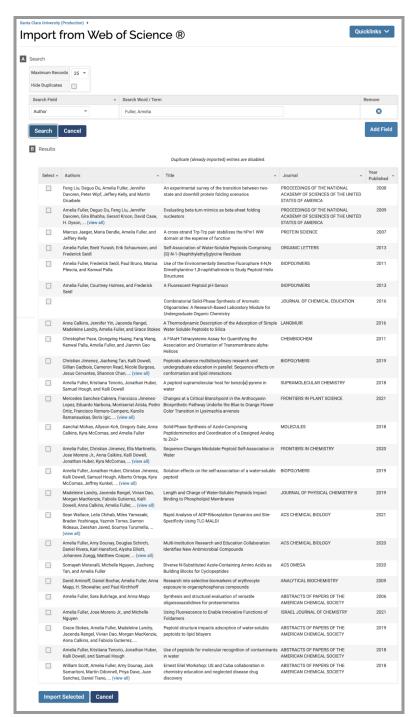


2. Select "Web of Science" from the Import menu and click Continue

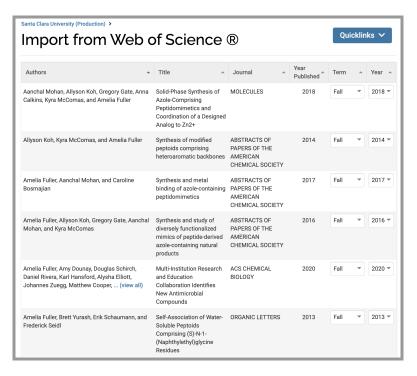


### 3. Search yourself as Author

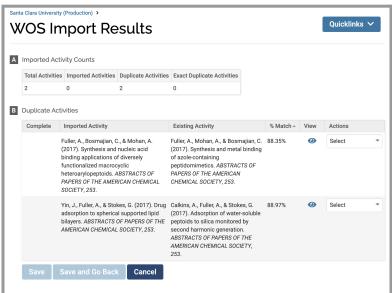
- a. Set the Maximum Records field.
- b. Enter "Author" in the search field.
- c. Enter your LastName, First Name in the search term field.
- d. Click Search.



4. Select the citations you would like to import, and click import Selected

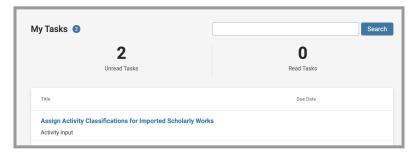


Confirm the Term and Year for each publication

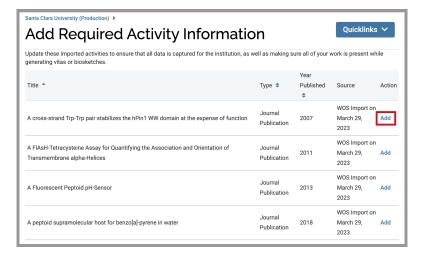


- 6. Review the results of the Imported Activity Counts, as well as any duplicate publications
  - a. In the Actions column, choose what to do with any duplicates.
  - b. Click Save.

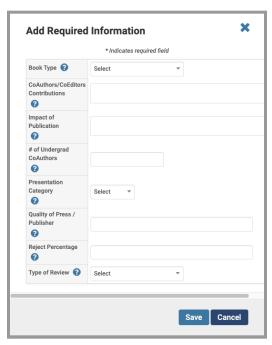
More details on managing duplicates are available on the <u>Interfolio website</u>.



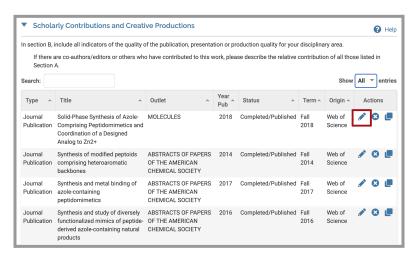
- 7. Assign Activity Classifications
  - a. The "My Tasks" area of your dashboard will prompt you to assign activity classifications to the imported scholarly works. Click the blue text.



b. Select a citation to update by clicking the **Add** button.

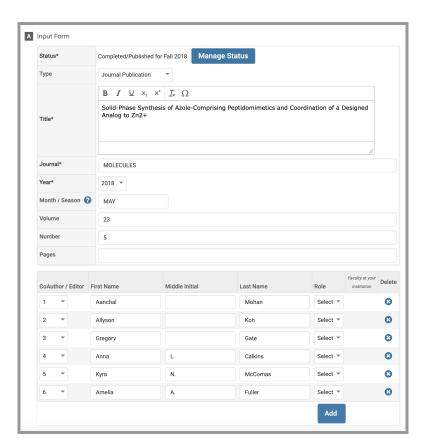


 Fill in any relevant fields, if you have this information or if your department requires it, and click Save. Do this for each citation.



#### 8. 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.