

How to Import Publications

Import from BibTeX File

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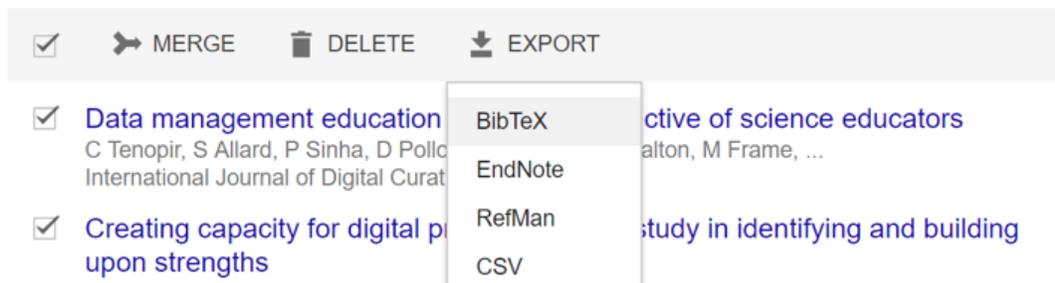
EndNote, Google Scholar, Zotero, MyNCBI, RefWorks, Mendeley, and HeinOnline

*Note: If you have **My NCBI** please follow the **“How to - My NCBI to EndNote”** instructions to first convert your bibliography to a BibTeX file.*

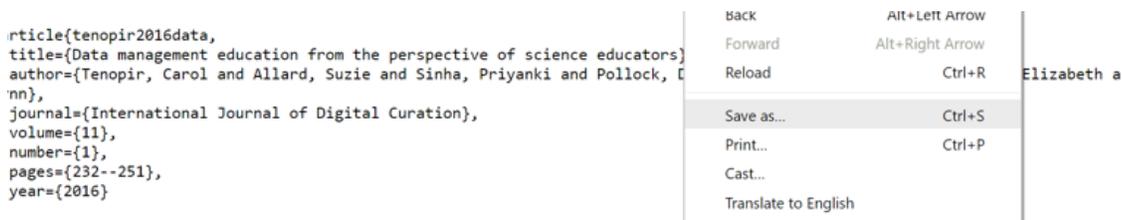
- Step 1: Navigate to Your Citation Manager and Export BibTeX File
 - EndNote
 - Covered in “My NCBI to EndNote” instructions

- Google Scholar

- Visit <https://scholar.google.com/>
- Navigate to **My profile** in top right corner
- Select the articles you would like to import by clicking the check box next to them
- Select **EXPORT** and **BibTeX**

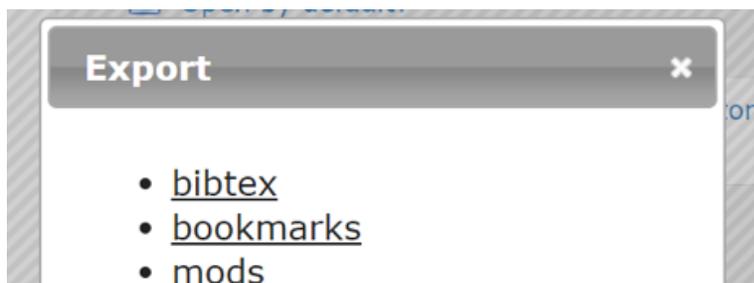


- If your export does not automatically download, **right click** (or Ctrl + click on a Mac) anywhere on the page and select **Save as...**



- Zotero

- Visit <https://www.zotero.org/>
- Navigate to your **Library** and locate the appropriate citation folder
- Select the articles you would like to import by clicking the check box next to them
- Select the export icon  and **BibTeX**



Please contact [your college's library liaison](#) for assistance with other platforms.

● Step 2: Upload BibTeX file to Digital Measures and Review

- [UTHSC Digital Measures](#)
- Navigate to **Activities** and **Manage Activities**
- Under the **Scholarship/Research** section navigate to **Publications**
- Click the **Import** button
- Under **Import from a BibTeX file** click **Choose File...**

● Step 3: Handle Duplicates

- Digital Measures will automatically detect records that might already be in the system to prevent importing duplicates.
- For each of the potential duplicate records select **Skip** or **Import**. If there are multiple records use the arrows at the top of the display to navigate through the list.
- Once you process your duplicate records click the **Continue** > button at the top of the page.

Note: *It is possible that the publication you are importing has more complete information than a previous upload, as below, in which case you will want to import the new publication.*

● Step 4: Review Authors

- Digital Measures will automatically compare your co-authors with those in the system and suggest possible matches. Review the matches and reconcile as needed.
- *Possibility 1:* One name matched to multiple accounts in Digital Measures. Click **Select correct user account**. If one of the listed accounts matches the author, select that name.
- *Possibility 2:* The name(s) matched to only one account in Digital Measures. If this is not the correct author, click **Select a different user account**.
- *Possibility 3:* Digital Measure missed a name that you know has a UTHSC user account. **Select Match to a user account** and locate the correct account.
- Click **Continue** when you are finished reviewing author names.

● Step 5: Review and Finish

- The final step allows you to review the records that you are about to import into your Publications screen. Use < (reverse) and > (forward) to move through the records.
- Click **Finish Import**.
- Click **Import**.

Note: *Once on your publication screen you can remove any erroneous uploads by checking the box next to the publication and clicking the trash can icon.*

If you have any issues please
contact us at:
digitalmeasures@uthsc.edu