

# How to Import Publications

## Via a Third Party: Pub Med

### Contents

- The Import Tool
  - Selecting Items to Import
  - Handling Duplicates
  - Author Review
  - Review and Finish
- 
- Step 1: Selecting the Import Tool
    - Click on the **Publications** screen. Here you will find the **Import** button, select this button.

The screenshot shows the DigitalMeasures web application interface. At the top, there is a navigation bar with the University of Tennessee logo, a search bar, and menu items for 'Activities', 'Reports', 'Workflow', and 'Tools'. The main content area is titled 'Publications' and features a search bar, a 'Rapid Reports' button, and a 'PasteBoard' button. Below the search bar, there are four buttons: 'Import', 'Add New Item', 'Duplicate', and a trash icon. A table of publications is displayed below, with one item visible: 'Journal Article: A Guide to Digital Measures, Published, Date Published: 2019'.

- Once on the **Import Publications** screen, on the right you will see **Import from Third Party**. Under **Select a Service** you can choose between **Scopus**, **Web of Science**, **Crossref**, and **PubMed**. In these instructions we will be searching **PubMed**.

**Import from a BibTeX file**

Import publications from other software or databases such as:

- EndNote
- Mendeley
- HeinOnline
- Google Scholar
- RefWorks
- Zotero

Choose File...

**Import from a Third Party**

Select a service: PubMed

Search criteria: Web of Science

Name: Author

Add search criteria

PubMed

Search PubMed >

- You can change the **search criteria** by clicking the drop down list.

**Import from a Third Party**

Select a service: PubMed

Search criteria:

Author Identifier Newman JN

Name: First Author

Name: Full Author

Name: Full Investigator

Name: Last Author

Other Term

PMCID

PMID

Pagination

Personal Name as Subject

Search PubMed >

- Most users will find searching by Name to retrieve too many results. For a more granular search try:
  - Author Identifier: The identifier may be an ORCID, an International Standard Name Identifier (ISNI), or from the Virtual International Authority File (VIAF).
  - PMID: This field is a 1- to 8-digit accession number with no leading zeros. If you have a list of your PMIDs you may list them all separated by a space to do a batch import.

The screenshot shows a web interface titled "Import from a Third Party" with a help icon. Below the title, there is a "Select a service" dropdown menu currently set to "PubMed". Underneath, the "Search criteria:" section contains a dropdown menu set to "PMID" and a text input field containing the PMIDs "27165558 27884208 22578043 29430". A link labeled "Add search criteria" is positioned below the input field. At the bottom right of the form is a button labeled "Search PubMed >".

- You may also **Add Search Criteria** by choosing the button located under the drop-down menu. Delete search criteria by clicking on the trash can to the right of the field.
  - **Note:** the additional search criteria you enter will be combined with “and” logic. For example, entering the following criteria will retrieve results from PubMed, Author Name of ‘Smith, J’ “AND” Journal title of ‘Journal of Biological Chemistry.’

- Once you have selected your search criteria click on the **Search PubMed** button.
  - Note:** The next 4 steps will work for all 4 third party import services.

**Import from a Third Party** ?

Select a service

Search criteria:

Name:

Journal

[Add search criteria](#)

## ● Step 2: Select Items to Import

- Digital Measures will then return a list of the citations found in PubMed that match your search criteria. To select which publications to import, choose the **check box** to the right of the individual item

**Import Publications: Select Items to Import** Step 1 of 4

Displaying 232 publications found in PubMed ordered by relevance.  
Select the items you want to import and click Continue. Otherwise, you can [modify your search](#).

Item	<input type="checkbox"/>
<p><a href="#">Thiosulfate sulfurtransferase-like domain-containing 1 protein interacts with thioredoxin.</a></p> <p><b>7 Total Authors</b> Libiad, M; Motl, N; Akey, D; Sakamoto, N; Fearon, E; Smith, J; Banerjee, R February 23, 2018</p>	<input checked="" type="checkbox"/>
<p><a href="#">Structural and biochemical analyses indicate that a bacterial persulfide dioxygenase-rhodanese fusion protein functions in sulfur assimilation.</a></p> <p><b>5 Total Authors</b> Motl, N; Skiba, M; Kabil, O; Smith, J; Banerjee, R August 25, 2017</p>	<input type="checkbox"/>

- If you want to review the record prior to importing click on the **green link** title.
- After you have selected all of the records you would like to import click the **Continue >** button located at the top of the screen.

- If your search returned too many results or you did not find the record(s) you were looking for you can further refine your search by selecting the modify your search link at the top of the screen.

## Import Publications: Select Items to Import

Displaying 232 publications found in PubMed ordered by relevance.

Select the items you want to import and click Continue. Otherwise, you can [modify your search](#).

### ● 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, you must now pick **Skip** or **Import**. If there are multiple records use the **arrows** at the top of the display to navigate through the list.
- 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.

**Import Publications: Duplicates** Step 2 of 4

Issue Number/Edition	4	4
Page Numbers	540-550	540-550
Was this peer-reviewed/refereed?	Yes	
Author/Editor/Translator 1	Wu, Lin	Anderson, P F
Author/Editor/Translator 2	null	Shannon, C
Author/Editor/Translator 3	null	Bickett, S
Author/Editor/Translator 4	null	Doucette, J
Author/Editor/Translator 5	null	Herring, P
Author/Editor/Translator 6	null	Kepsel, A
Author/Editor/Translator 7	null	Lyons, T
Author/Editor/Translator 8	null	McLachlan, S
Author/Editor/Translator 9	null	Wu, L
Digital Object Identifier (DOI)	10.1002/jrsm.1318	10.1002/jrsm.1318
ISBN/ISSN/Case Number		1759-2879
PubMed ID (PMID)		30129708
PubMed Central ID (PMCID)		
Abstract/Synopsis		
Web Address	https://api.elsevier.com/content/abstract/scopus_id/85057961940	
Month Published	December	December
Day Published	1	1
Year Published	2018	2018
	<a href="#">View the full record</a>	
		<input type="button" value="Skip"/> <input type="button" value="Import"/>

- Once you process your duplicate records click the **Continue >** button at the top of the page.

## ● Step 4: Author Review

- Digital Measures will automatically compare your co-authors with those in the system and suggest possible matches. Review the matches and reconcile them 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 and proceed to check the next author.

1 name matched more than one user account. Please select the correct user account for this name.

Wang, Q	3 potential matches have been found.	Select correct user account
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- *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**.

3 names matched one user account. If a match is incorrect, select a different user account for that user.

Wang, J	Matched to 'Wang, Junling: JWANG26' at The University of Tennessee Health Science Center	Select a different user account
Wu, L	Matched to 'Wu, Lin: LWU5' at The University of Tennessee Health Science Center	Select a different user account
Zhang, Y	Matched to 'Zhang, Yanhui: YZHANG36' at The University of Tennessee Health Science Center	Select a different user account

- *Possibility 3:* Digital Measure missed a name that you know has a UTHSC user account. In this case simply select **Match to a user account** and locate the correct account.

### Import Publications: Match Collaborators

Step 3 of 4

Cancel Import

Continue >

To ensure high quality reports, your collaborators were compared against this system's user accounts. A match was made where the names appear to be the same. Review the matches below and reconcile them as needed before continuing.

1 name matched one user account. If the match is incorrect, select a different user account for that user.

Wu, L	Matched to 'Wu, Lin: LWU5' at The University of Tennessee Health Science Center	Select a different user account
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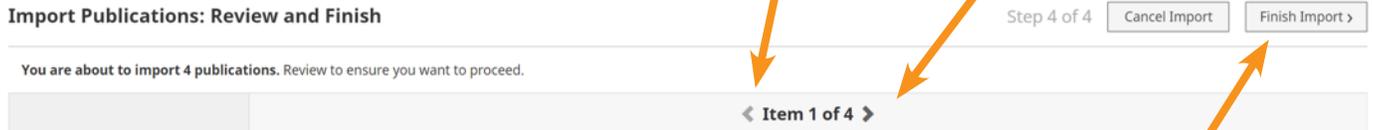
8 names did not match any user accounts. If any of these people are with The University of Tennessee Health Science Center, match them to a user account.

Anderson, P F	Match to a user account
Bickett, S	Match to a user account
Doucette, J	Match to a user account
Herring, P	Match to a user account
Kepsel, A	Match to a user account
Lyons, T	Match to a user account
McLachlan, S	Match to a user account
Shannon, C	Match to a user account

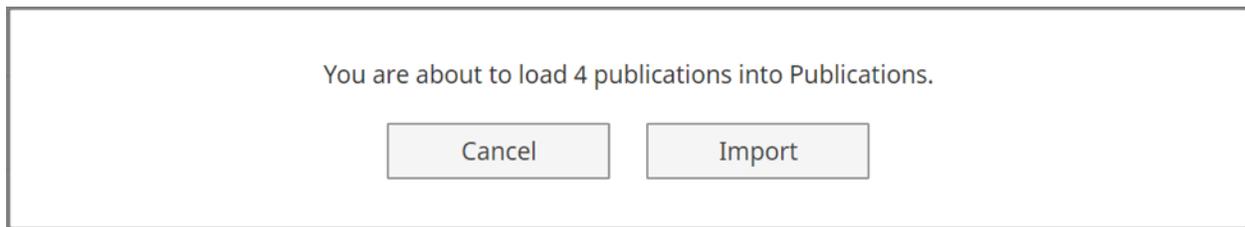
- Click **Continue** when you are finished reviewing author names.

## ● Step 5: Review and Finish

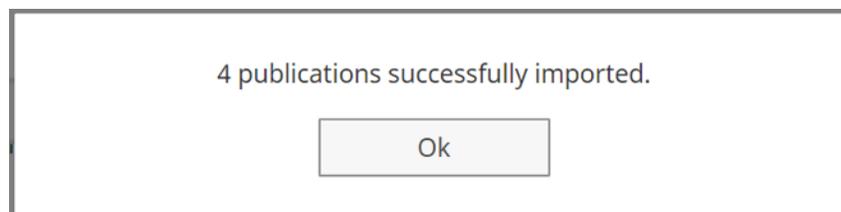
- The final step allows you to review the records that you are about to import into your Publications screen. Use < (reverse) and > (forward) to move through the records.



- When you are satisfied that everything is correct, click **Finish Import**.
- Digital Measure will give one last confirmation box to ensure you wish to proceed. Click **Import** to continue.



- When import is successful you will be taken back to your Publications screen and see a successful import message.



- **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.

