# Quick Start Guide: Adding Journal Articles in Elements

Journal articles not showing in the pending publications section from CU Boulder Elements (CUBE)'s automatic data feeds may be added with a digital object identifier (DOI), or by searching by the title. CUBE has a built-in search that will import the appropriate metadata.
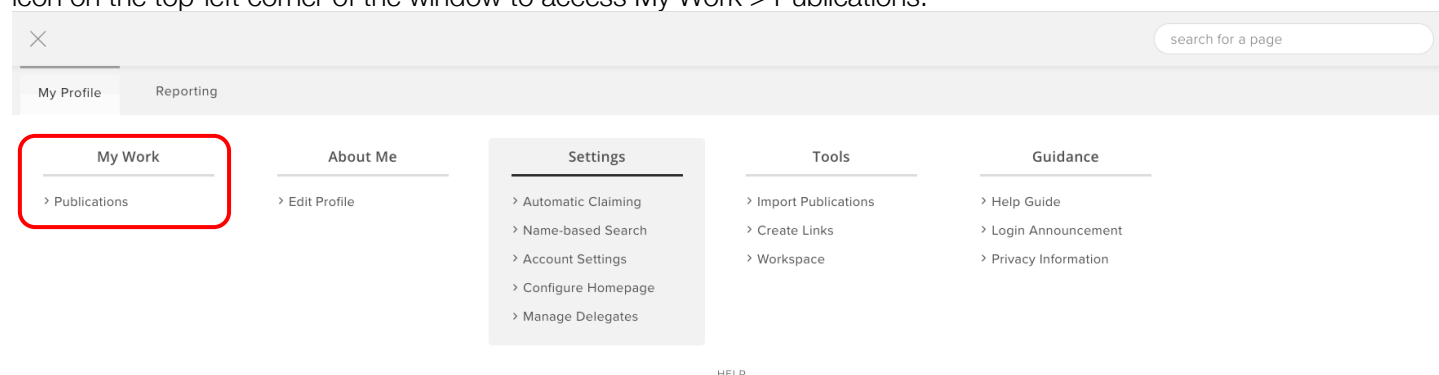
A DOI is a unique identifier for journal articles assigned by the publisher.
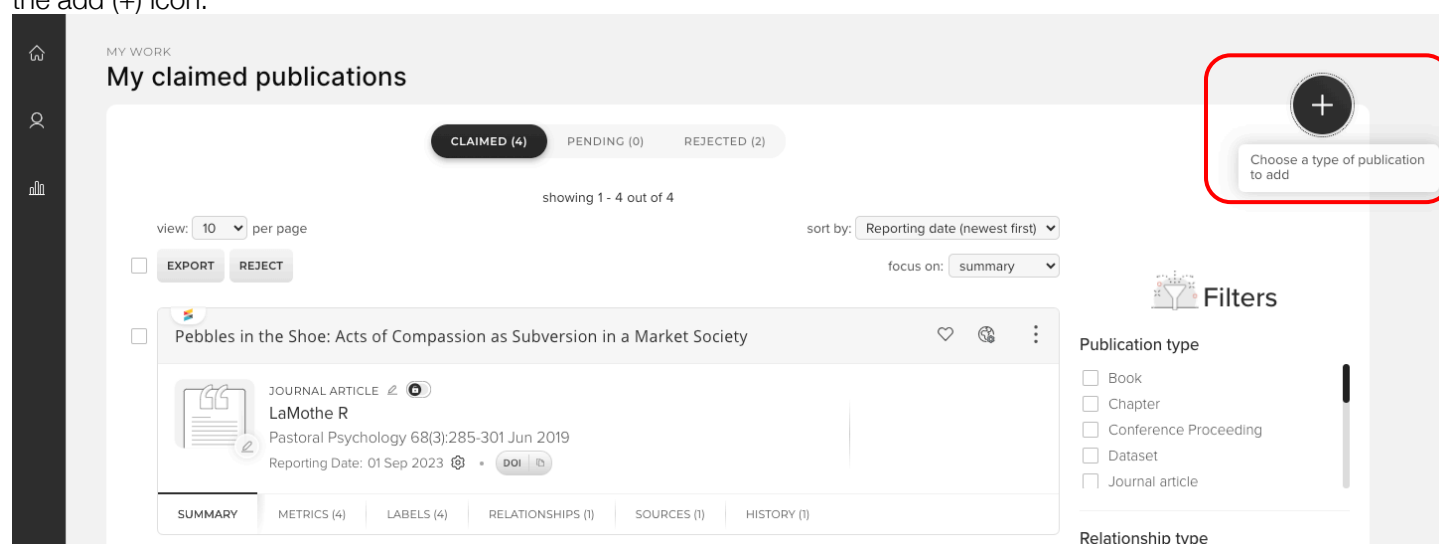Example DOI: 10.1007/s10236-003-0036-9

If you have the DOI, copy and paste from a citation you already have on your vita or other source, and follow the steps below. If you do not have a DOI for a journal article, search for your article in Google or Google Scholar, or a publication index of your choice such as Web of Science, to find the DOI. Choose a link to the journal website if possible, rather than a PDF. Not all PDFs contain DOIs. Once you have located the DOI, follow the steps below.

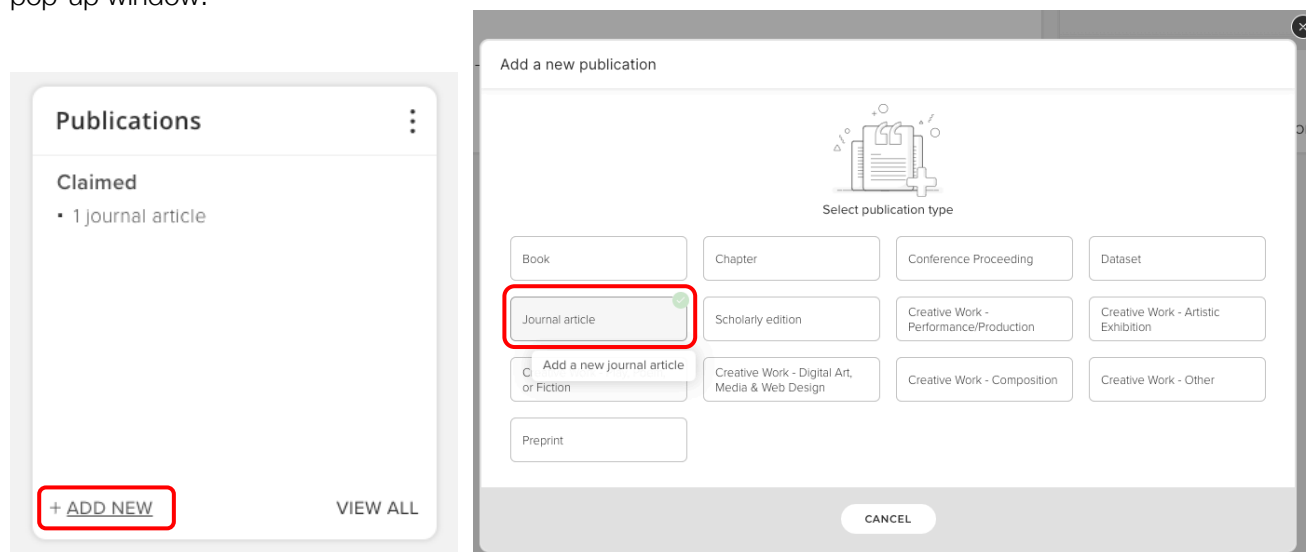## Adding a Journal Articles Using the DOI or Title:

Navigate to the Publications page by clicking on the "Publications" tile on the home page, or by clicking on the tribar (≡) icon on the top-left corner of the window to access My Work > Publications:
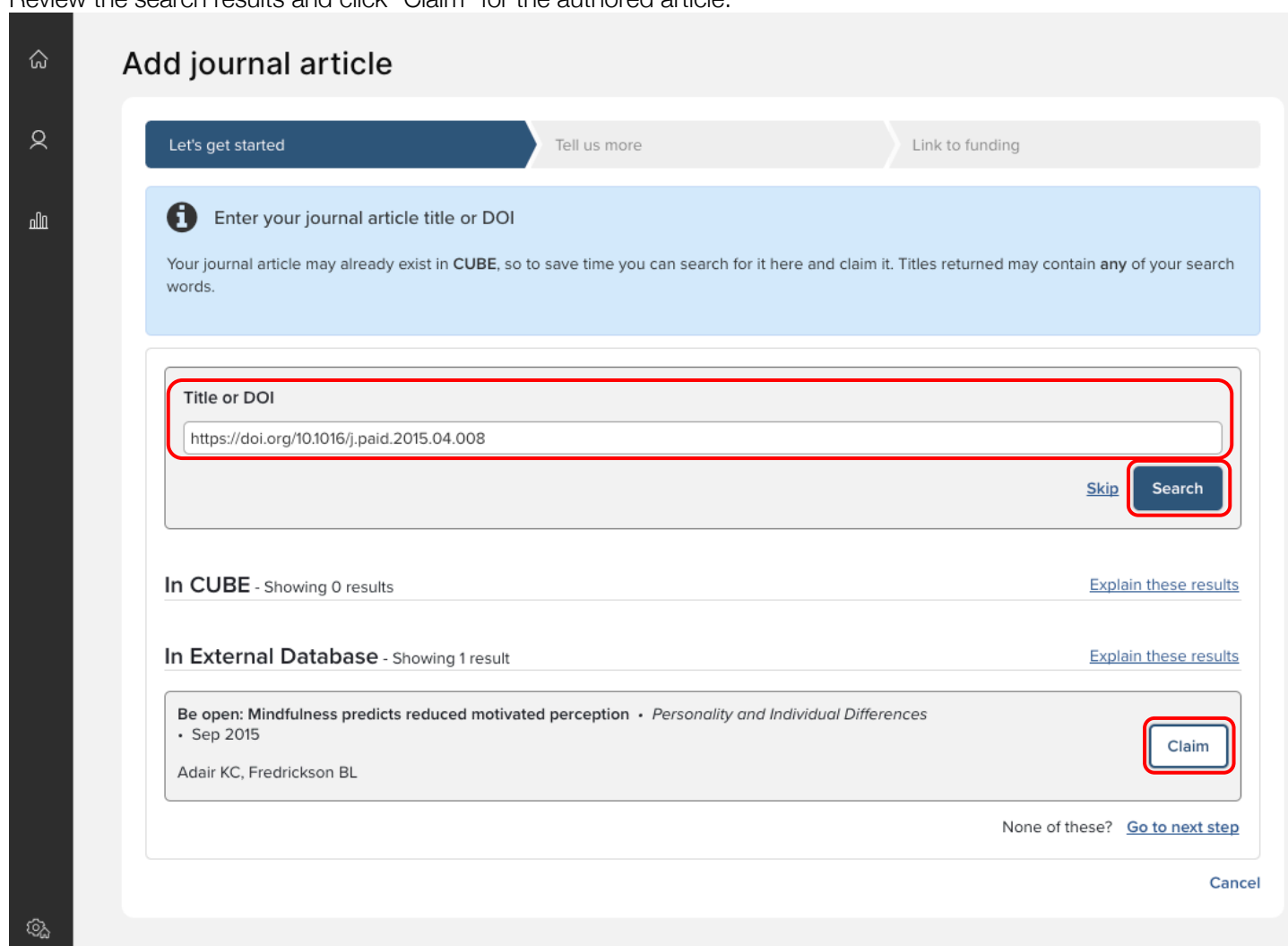


You will be automatically re-directed to the "Claimed" publications page. On the top-right corner of the screen, click on the add (+) icon:
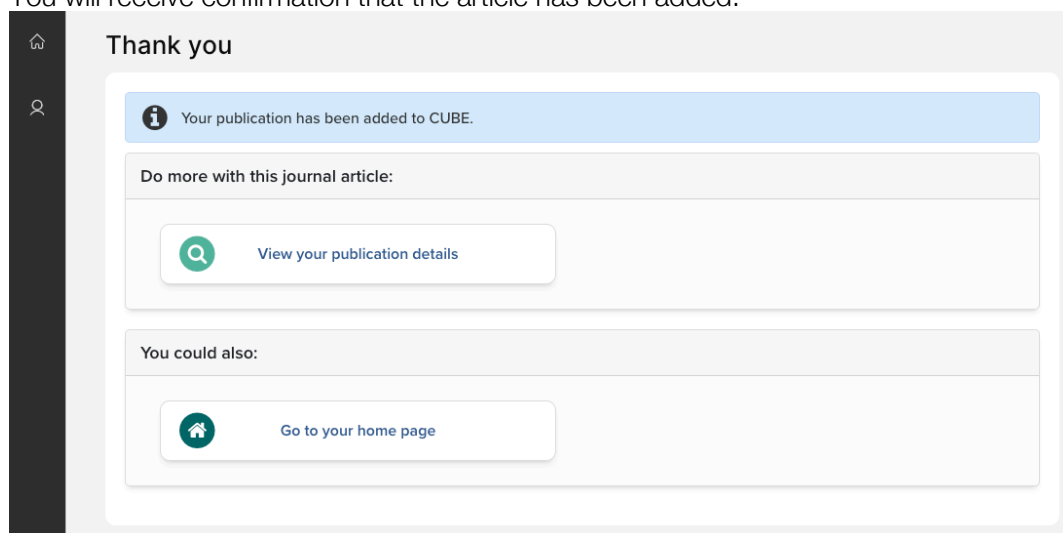


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Alternatively, on the Publications tile on the home page, click "+ Add New" and select the publication type from the pop-up window.

On the next screen, enter the DOI or article title into the search box titled "Title or DOI". Then, click "Search". Review the search results and click "Claim" for the authored article:

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You will receive confirmation that the article has been added:



To add more journal articles, return to the Publications page, and repeat the above steps.