

## **Quick Start Guide: Adding Books in Elements**

Books not showing in the pending publications section from CU Boulder Elements (CUBE)'s automatic data feeds may be added with its International Standard Book Number (ISBN) number or by searching by the book title.

The ISBN is a unique identifier for books, and is assigned to each separate edition and variation (except reprintings) of a publication. For example, an e-book, a paperback and a hardcover edition of the same book will each have a different ISBN.

Example ISBN: 978-0521405737

CUBE uses Google Books to pull the associated metadata in for the book publication record. This ensures accurate data and saves users' time.

## Adding a Book Using the ISBN or Title:

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

×					search for a page
My Profile Reporting					
My Work A	bout Me Set	tings To	bls	Guidance	
> Publications > Edit Prot	file > Automatic	Claiming > Import Publi	cations > He	elp Guide	
	> Name-base	d Search > Create Links	> Lo	gin Announcement	
	> Account Se	ttings > Workspace	> Pri	ivacy Information	
	> Configure I	łomepage			
	> Manage De	legates			

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

HELP

My claimed publications  CLAIMED (4) PENDING (0) REJECTED	
showing 1 - 4 out of 4	Choose a type of publicat to add
view: 10 v per page	sort by: Reporting date (newest first)
EXPORT REJECT	focus on: summary
Pebbles in the Shoe: Acts of Compassion as Subversion in a Market Society	ty 🗢 📽 🗄 Publication type
BOURNAL ARTICLE & C LaMothe R Pastoral Psychology 68(3):285-301 Jun 2019 Reporting Date: 01 Sep 2023 1 + DOI 10	Book Chapter Conference Proceeding Dataset Journal article
SUMMARY METRICS (4) LABELS (4) RELATIONSHIPS (1) SOURCES (1)	HISTORY (1) Relationship type





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

						Ľ
		Add a new publication				
Publications	:		** **	° IGh <sup>i</sup> o		ວເ
Claimed						1
<ul> <li>1 journal article</li> </ul>			Select pub	lication type		- 1
		Book	Chapter	Conference Proceeding	Dataset	
		Journal article	Scholarly edition	Creative Work - Performance/Production	Creative Work - Artistic Exhibition	
		C Add a new journal article or Fiction	Creative Work - Digital Art, Media & Web Design	Creative Work - Composition	Creative Work - Other	
		Preprint				
+ <u>ADD NEW</u>	VIEW ALL		CA	NCEL		

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

ඛ	Add book	
2	Let's get started     Tell us more     Link to funding	
யி	<b>Enter your book title or ISBN</b> Your book may already exist in <b>CUBE</b> , so to save time you can search for it here and claim it. Titles returned may contain any	r of your search words.
	Title or ISBN Sophie's World	Skip Search
	In CUBE - Showing 0 results	Explain these results
	In External Database - Showing 10 results	Explain these results
	Sophie's World 20th Anniversary Edition • Weidenfeld and Nicholson • 08 Oct 2015 Gaarder J	Claim
	Sophie's World A Novel About the History of Philosophy • Farrar, Straus and Giroux • 20 Mar 2007 Gaarder J	Claim
- 62	Sophie's World (Dolphin) 36x Bin · Orion · 11 Aug 1997       Gaarder J	Claim





You will receive confirmation that the book has been added:

ଜ	Thank you
R	Your publication has been added to CUBE.
	Do more with this book:
	Q View your publication details
	You could also:
	Go to your home page

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

## For Books that are "In Press":

It is advised that books that are "in press" not be added in CUBE. Instead, books "in press" should be added directly on FRPA Online under the "Works in Progress" category:



Once the book is published, you can revisit CUBE to claim and add the book to your publication list.





## To edit a book record:

Navigate to the Publications page by clicking on the "Publications" tile on the home page, or by clicking on the tribar ( $\equiv$ ) 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.

My claimed publications	
CLAIMED (4) PENDING (0) REJECTED (2)	Choose a type of publicat
showing 1 - 4 out of 4	10 400
view: 10 v per page	sort by: Reporting date (newest first) 🗸
EXPORT REJECT	focus on: summary
Pebbles in the Shoe: Acts of Compassion as Subversion in a Market Society	♡ 🗞 🗄 Publication type
JOURNAL ARTICLE & O LaMothe R Pastoral Psychology 68(3):285-301 Jun 2019 Reporting Date: 01 Sep 2023 @ • DOI D	<ul> <li>Book</li> <li>Chapter</li> <li>Conference Proceeding</li> <li>Dataset</li> <li>Journal article</li> </ul>
SUMMARY METRICS (4) LABELS (4) RELATIONSHIPS (1) SOURCES (1) HIST	TORY (1) Relationship type

On any of the publications listed, click on the vertical ellipsis icon (:) to view additional details. Clicking on "View Detail" on the vertical ellipsis icon (:) will lead you to a more detailed view about this publication. Click on the add (+) icon under the "Data sources" section to modify/edit the details of the publication:

ດ I	MY WORK > PUBLICATIONS Publication details	;					+ ADD ANOTH	ER
2	G					$\bigcirc$	∞ ⊅	:
விட				2				
			Sophie's	Vorld				
			Gaarder J see	details (1)				
			<b>SO</b> 1998					
	Data sources				~≂≂		2	
	G Google Books	Sophie's World			\$ ^	REPORTI	NG DATE	
	ID: SI9hGwAACAAJ					01 Jan 19	98 C	
	Title:	Sophie's World						
	Authors:	Gaarder, Jostein					4	
		see details (1)				RELATIO	NSHIPS	
	Publication date:	1998				Licore	1	\ \
	Status:	Published				USEIS .	_	
						CREATE	ENEW	
					(†			
(Q)	Labels							





You will be automatically re-directed to a page with editable fields. Update these fields to modify and update publication <u>details</u> about the book. Items with the red asterisk (\*) are required fields. Click "Save" to apply your edits/changes.

What do I need to do? Enter information on your Book here. How Items with the Red Asterisk are required f	er over the question marks for additional information. elds.	
	Essential Information	
🗱 Title	Sophie's World	Ω
Authors	Gaarder, Jostein Not known within CUBE	<b></b>
	Add another person	
<b>*</b> Publisher		
Place of publication		?
* Publication date	1998 🛗 🗙	?
Online publication date		?
Editors	No Editors - please add	
	Add a person	

