

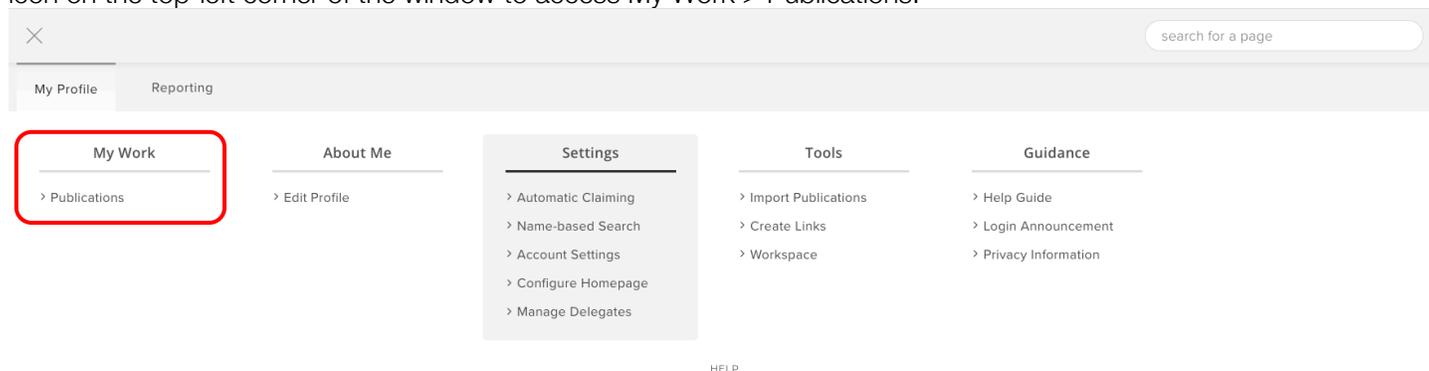
Quick Start Guide: Adding Book Chapters in Elements

Book chapters not showing in the pending publications section from CU Boulder Elements (CUBE)'s automatic data feeds may be added manually in Elements.

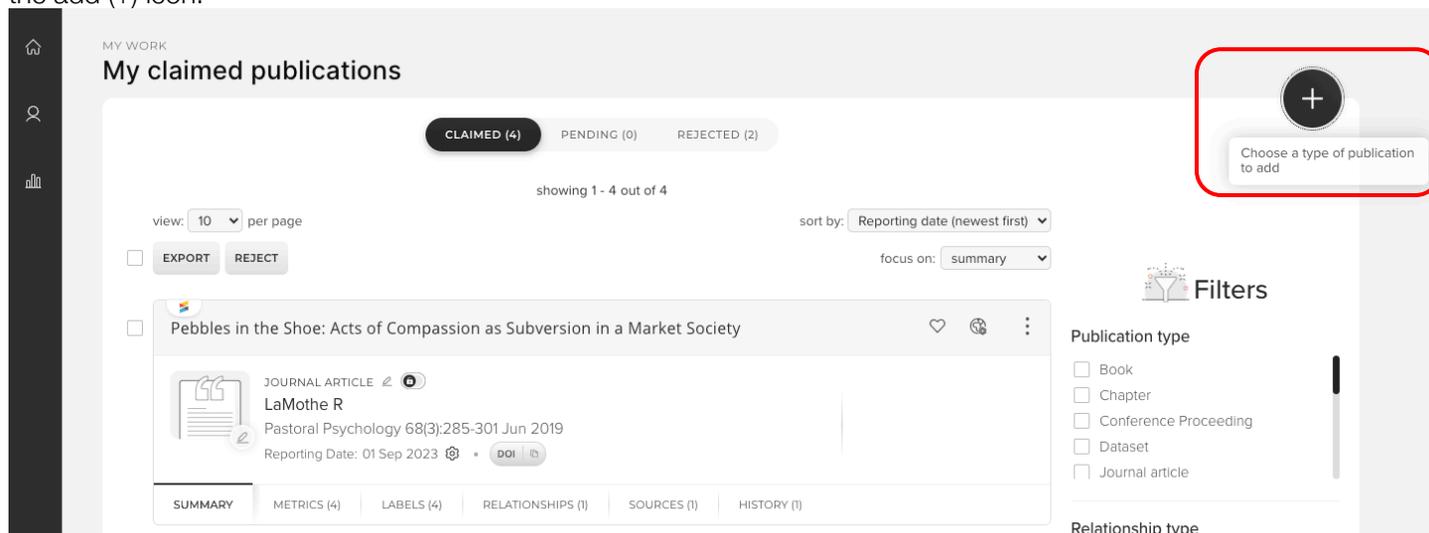
CUBE uses Google Books to search for bibliographic information on books and to import metadata. Book chapters require additional information from the author to properly create the citation.

Adding a Book Chapter Using Title:

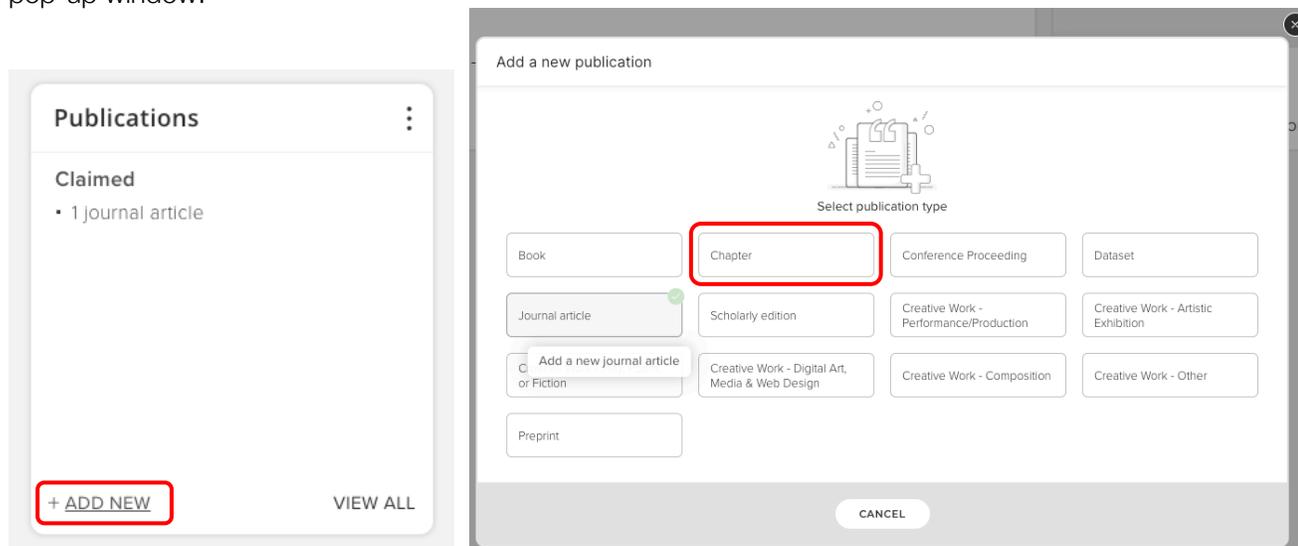
Navigate to the Publications page by clicking on the “Publications” tile on the home page, or by clicking on the tribar (≡) icon on the top-left corner of the window to access My Work > Publications:



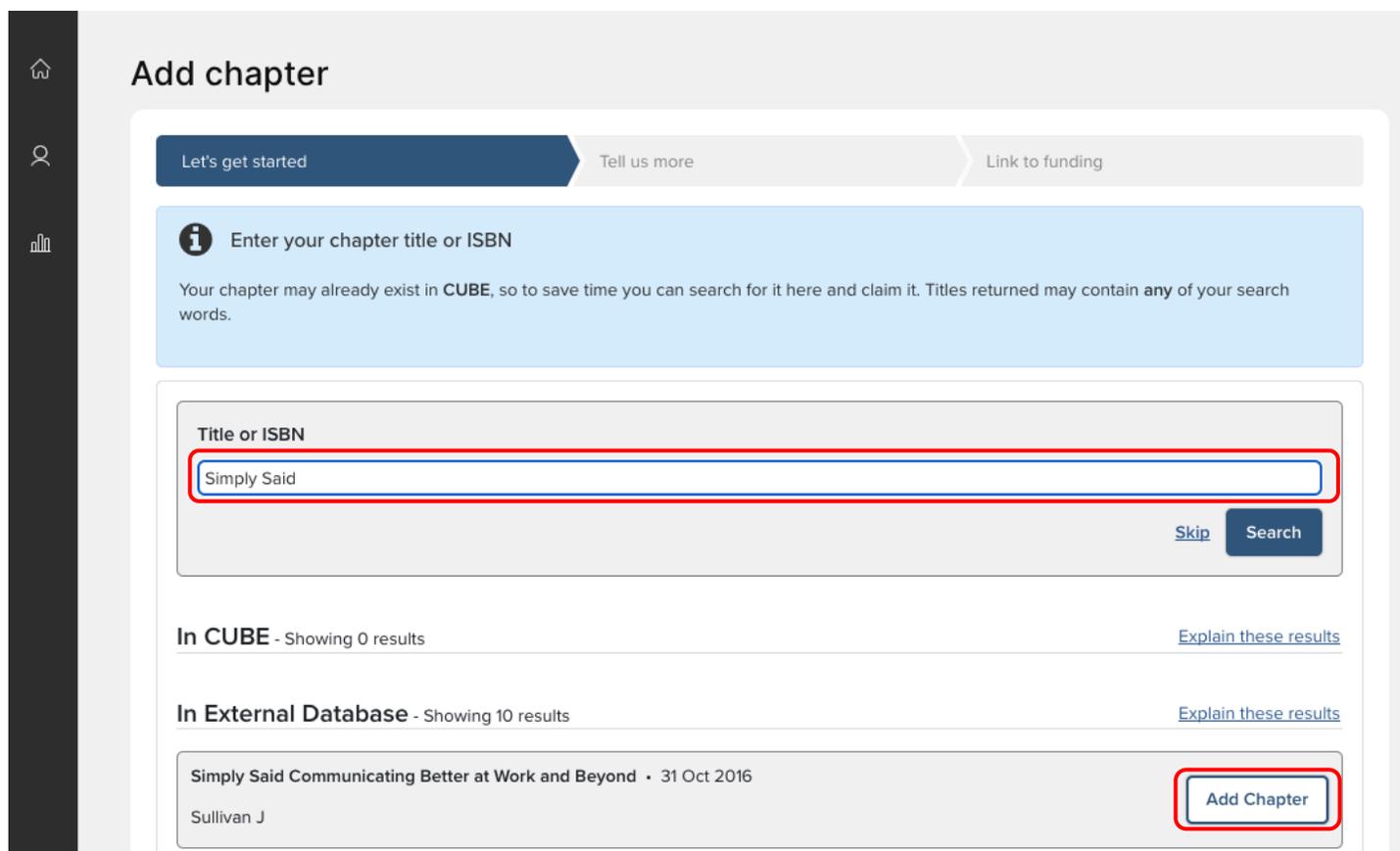
You will be automatically re-directed to the “Claimed” publications page. On the top-right corner of the screen, click on the add (+) icon:



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 book chapter title into the search box, and click “Search”. **If the book chapter title is not listed, search the book title.** Review results and click “Add Chapter” on the book result:



On the next screen, review the following editable fields that may have been filled in automatically. Information on newer books are typically auto-filled. Older books may require additional data entry:

- Relationship (Author, editor, etc.)
- Chapter Title
- Book Title
- Authors
 - Co-authors at CU Boulder: Enter the last name, select the author from the drop down menu.
 - Co-authors outside CU Boulder need to be added: Enter the last name and first name (or initial of first name).
- Publisher
- Publication Date

Add chapter

What do I need to do?
 Enter information on your Chapter here. Hover over the question marks for additional information.
 Items with the Red Asterisk are required fields.

Publication privacy

PRIVATE

INTERNAL

PUBLIC ✔

This publication may be displayed publicly by CU-Boulder.

*** What is your relationship with this chapter?**

Author of
 Translator of

Editor of
 Contributor to

Relationship privacy

PRIVATE

INTERNAL ✔

PUBLIC

This publication may be displayed publicly by CU-Boulder. Its relationship to you will be visible to other users of CUBE but should not be displayed publicly.

Essential Information

*** Chapter Title**

*** Book title**

Simply Said Communicating Better at Work and Beyond

Authors

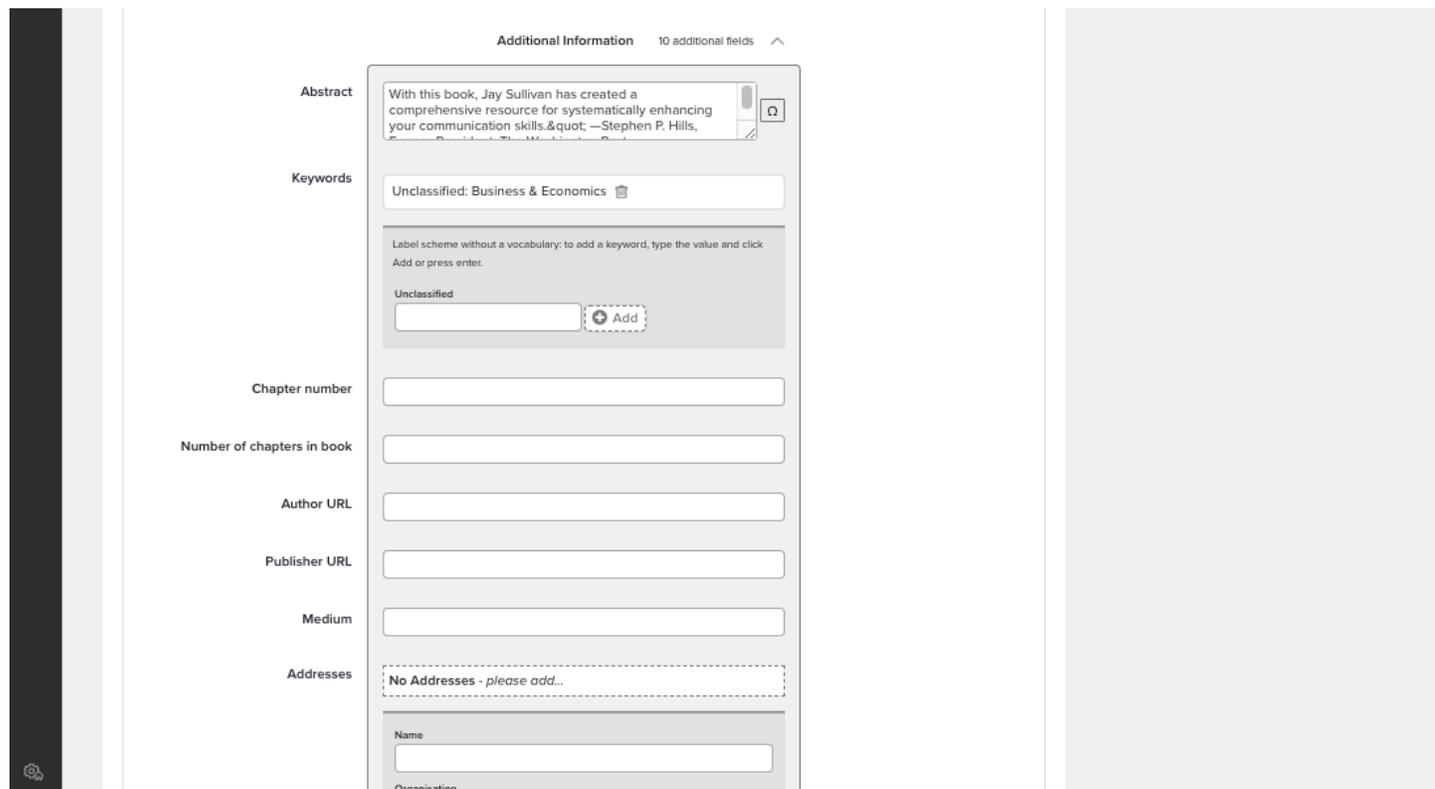
No Authors - please add...
[Add a person](#)

*** Publisher**

John Wiley & Sons

All other fields without the red asterisk (*) are voluntary, but users should consider adding information in the fields that may be useful for the user’s subject and discipline. For example, pagination, edition, volume, ISBN, or DOI.

Users may also expand on the “Additional Information” section, and include other relevant detail:



Additional Information 10 additional fields ^

Abstract
 With this book, Jay Sullivan has created a comprehensive resource for systematically enhancing your communication skills." —Stephen P. Hills.

Keywords
 Unclassified: Business & Economics 
 Label scheme without a vocabulary: to add a keyword, type the value and click Add or press enter.
 Unclassified 

Chapter number

Number of chapters in book

Author URL

Publisher URL

Medium

Addresses
 No Addresses - please add...
 Name
 Organisation

Click “Save” at the bottom of the page to apply your edits/changes.

For Book Chapters that are “In Press”:

It is advised that book chapters that are “in press” not be added in CUBE. Instead, book chapters “in press” should be added directly on FRPA Online under the “Works in Progress” category.

The screenshot shows the 'Enter Details On Your Professional Activity' form. On the left sidebar, the 'Works in Progress' option is highlighted with a red box. The main form area has a dropdown menu for 'Activity Code' open, with a red box around it. The list of activity codes includes: 801 Refereed Journal Articles or Chapters, Accepted or In Press; 802 Refereed Journal Articles or Chapters, Submitted and Under Review; 803 Refereed Journal Articles or Chapters, In Progress (being written); 804 Refereed Professional Conference Proceedings, Accepted; 805 Refereed Professional Conference Proceedings, Submitted and Under Review; 806 Refereed Professional Conference Proceedings, In Progress (being written); 807 Refereed Books, Accepted or In Press (highlighted in blue); 808 Refereed Books, Submitted and Under Review; 809 Refereed Books, In Progress (being written); 810 Patent Applications or Invention Disclosures in Progress; 811 Musical Compositions/Recordings - in Progress; 812 Conducting Musical Performances - in Progress; 813 Directing or Producing Films, Videos, Performances - in Progress; 814 Curation of Exhibitions - In Progress; 815 Choreography/Design for Dance, Theatrical, Film or Video Productions - in Progress; 816 Theatrical, Musical, Dance or Art Performances - in Progress; 817 Exhibitions in Galleries or Museums - in Progress; 818 Radio/Television/Film/Video Production - in Progress; 819 Plays, Poems or Fiction - in Progress; 899 Other Works in Progress. In the top right of the form, the 'Add Works in Progress +' button is highlighted with a red box. The 'Works in Progress' option in the left sidebar is also highlighted with a red box.

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