# Quick Start Guide: Manual Entry of Books, Book Chapters, or Journal Articles in Elements

For best results, users should use the built-in search options in CU Boulder Elements (CUBE), such as using a unique identifier like a digital object identifier (DOI) for journal articles or the International Standard Book Number (ISBN) for books.
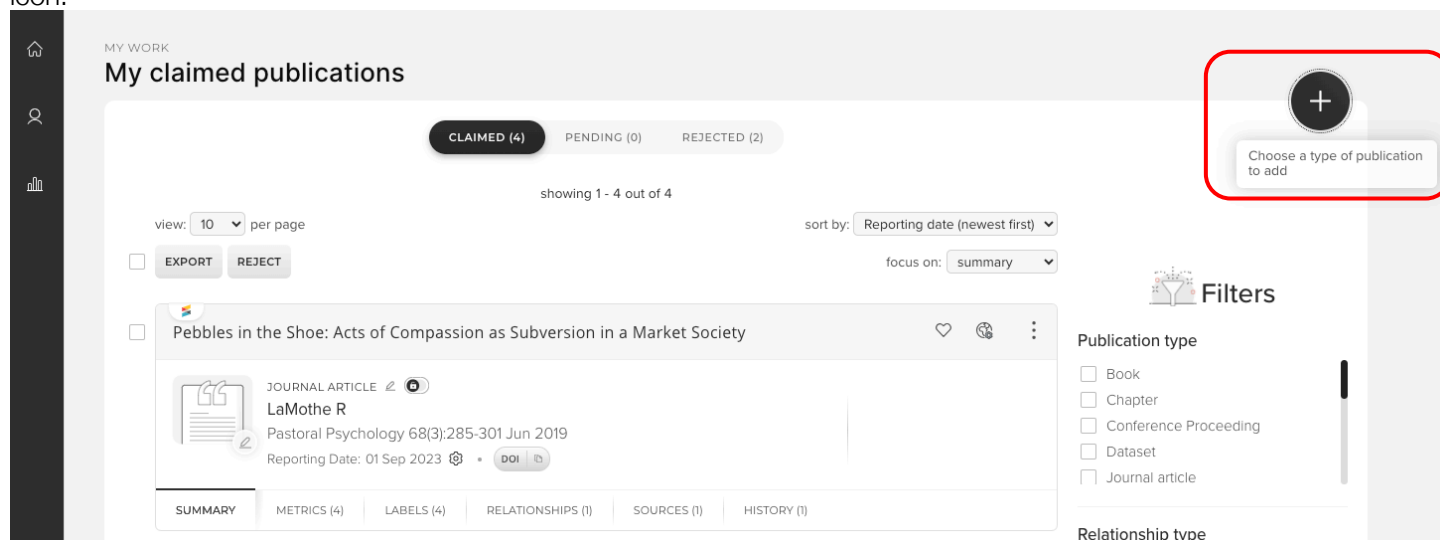
If you do not have a DOI or ISBN, or if the search function for titles do not yield any results, follow the instructions below:

Manually Adding Publications:

On the Publications tile on the home page, click "+ Add New" and select the publication type from the pop-up window.
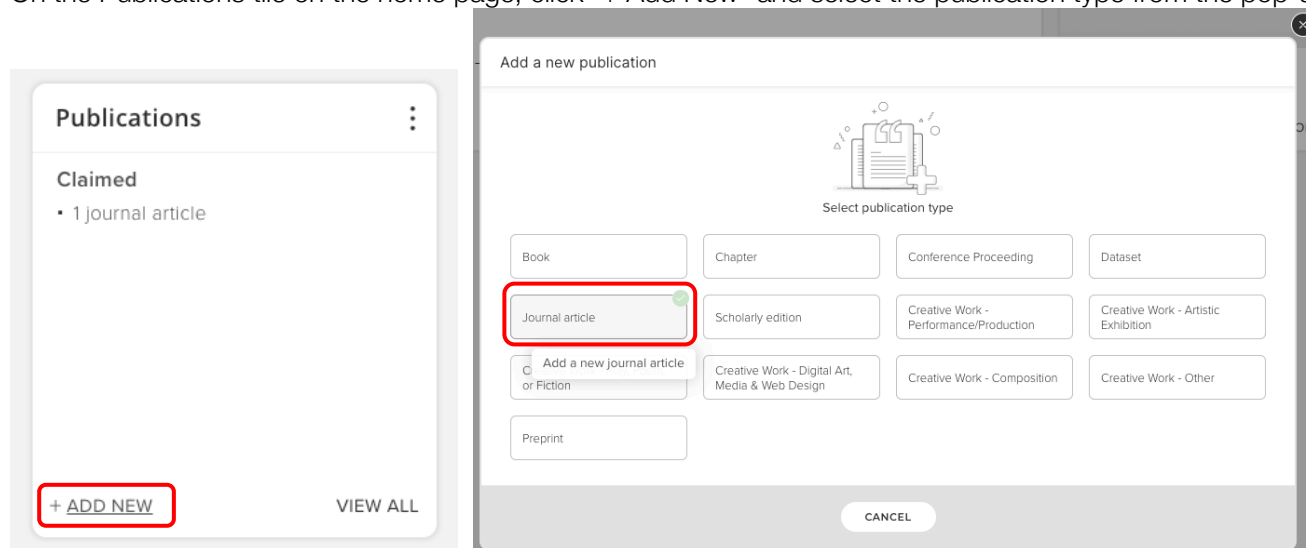
Alternatively, you can navigate to the Publications page and on the top-right corner of the screen, click on the add (+) icon:

CU Boulder Elements (CUBE), part of the Faculty Information System (FIS)
OFAFacultyData@colorado.edu • www.colorado.edu/FIS/CUBE

University of Colorado **Boulder**

Verify the publication is not available in the CUBE search by using the search box and then select "Go to Next Step". Otherwise, you may also select "Skip".

You will be automatically re-directed to a page with editable fields. Update these fields to enter details about the article. Items with the red asterisk (*) are required fields. All other fields are voluntary, but users should **consider adding information in the fields that may be useful for the user's subject and discipline. Users may also expand on the "Additional Information" section, and include other relevant detail.** Click "Save" to apply your entries.

CU Boulder Elements (CUBE), part of the Faculty Information System (FIS)
OFAFacultyData@colorado.edu ● www.colorado.edu/FIS/CUBE

University of Colorado **Boulder**