

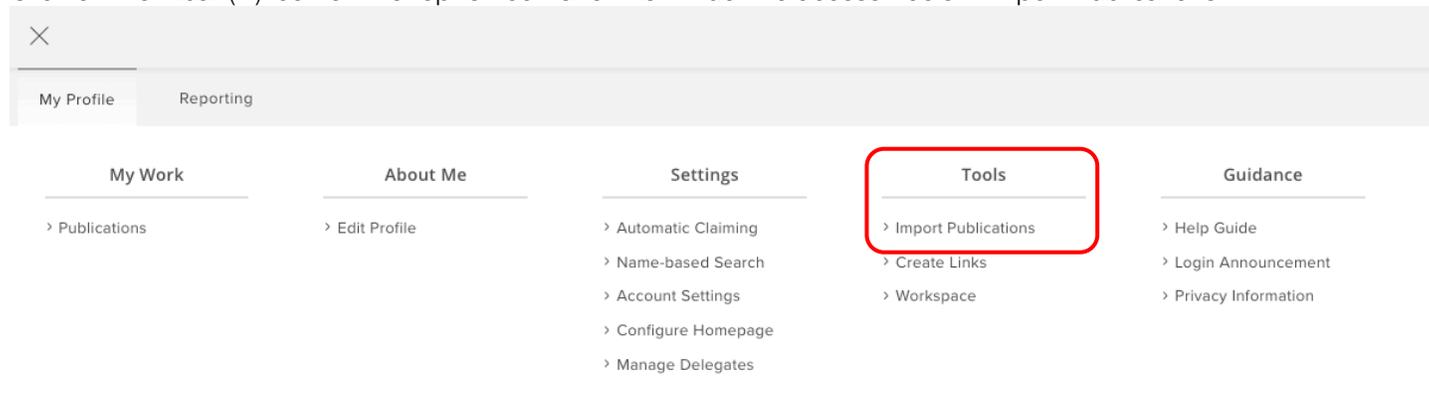
## Quick Start Guide: Importing Publication Data into Elements

If the automated search function is not finding all your publications, CU Boulder Elements (CUBE) has the ability to import files from external sources (e.g., ACM Digital Library, Google Scholar, Zotero, Mendeley citation managers, etc.) to complete your publication lists.

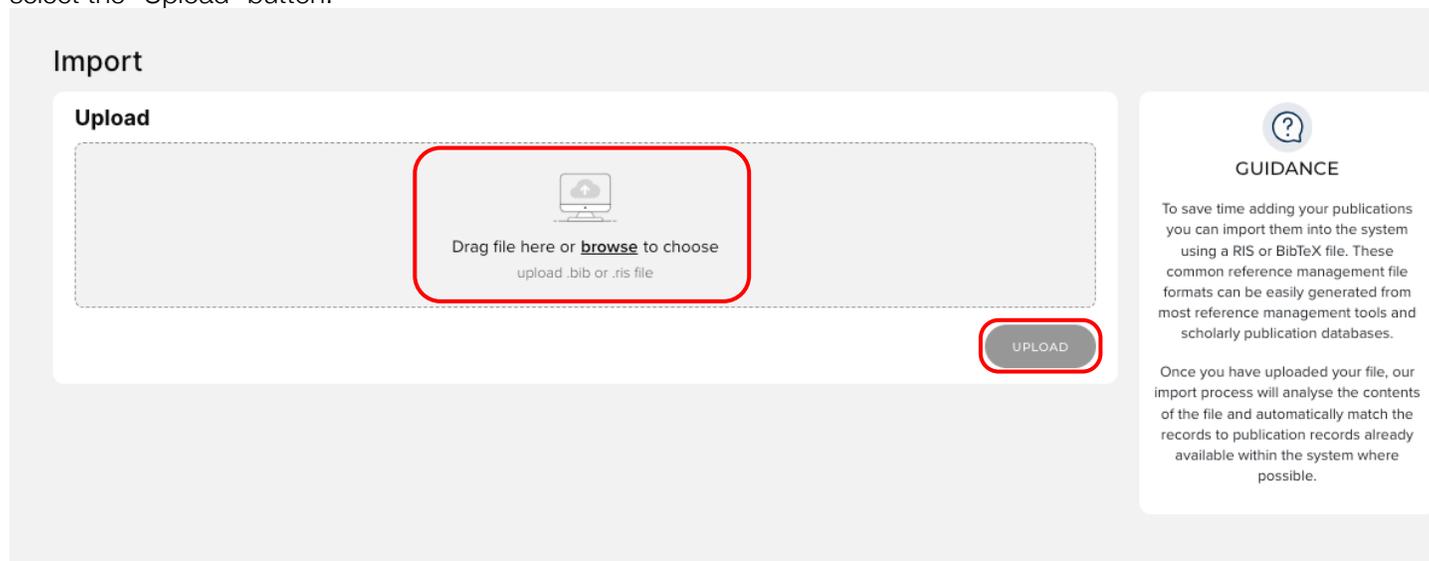
Download your publication data from these sources in either the BibTeX or .RIS formats, and follow the instructions below to import your publications to CUBE.

### To Import Publication Data to CUBE:

Click on the tribar (≡) icon on the top-left corner of the window to access Tools > Import Publications:



You will be automatically re-directed to the “Import” page. Under the Upload section, drop the BibTeX or .RIS file and select the “Upload” button:



Review the publications you've imported, and decide how the publication record will be handled on CUBE. Then, click the "Import" button:

### Import

#### Upload

10.1038\_s41586-022-05222-x-citation.ris

**UPLOAD**

#### Records to import

We found a total of 1 record that can be imported. By default, we will do the following:

- 1 record will be used to add links to existing publications

**1** Publications with no manual records Default action: Just add link ^

Each of these can be handled in one of four ways:

- Choose **Just add link** to ignore the record when importing. If you are not already linked to the matched publication, a link will be created.
- Choose **Import as new** to create a new publication based on the data from your file.
- Choose **Supplement existing** to add a manual record to the matched publication, using data from your file. If you are not already linked to the matched publication, a link will be created.
- Choose **Skip** to ignore the record completely.

**1** JOURNAL ARTICLE

**Quantifying hierarchy and dynamics in US faculty hiring and retention**

Wapman KH, Zhang S, Clauset A, Larremore DB

This record has been matched with an [existing publication](#)

Just add link  
 Import as new  
 Supplement existing  
 Skip

CLEAR
IMPORT

**GUIDANCE**

To save time adding your publications you can import them into the system using a RIS or BibTeX file. These common reference management file formats can be easily generated from most reference management tools and scholarly publication databases.

Once you have uploaded your file, our import process will analyse the contents of the file and automatically match the records to publication records already available within the system where possible.

Once the publication data is imported, you will receive a notification in a pop-up window:

