

Quick Start Guide: Modifying Publication Records in Elements

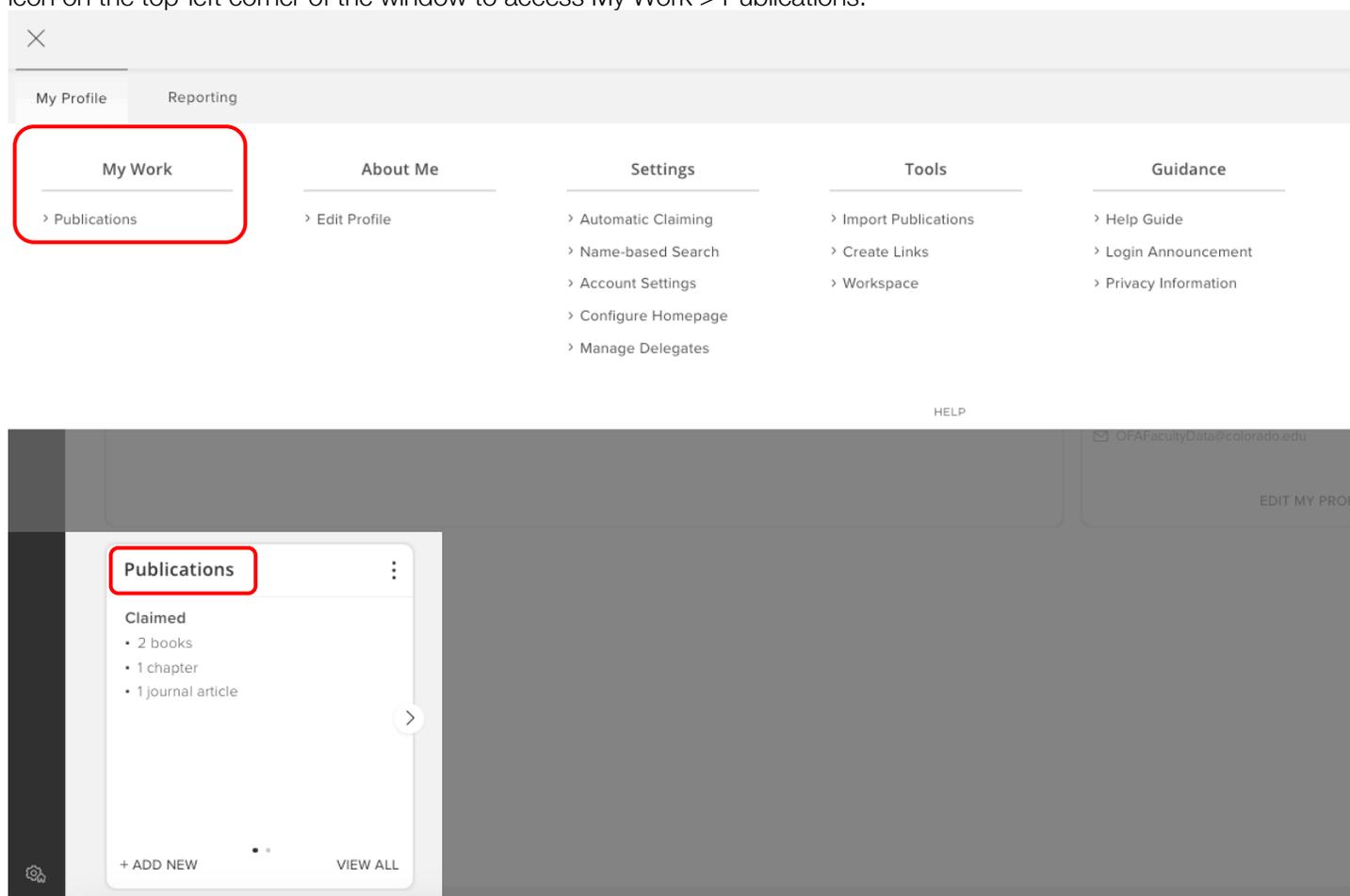
Records that come in through the automated feed in CU Boulder Elements (CUBE) should have the correct metadata to properly format a citation. If the automated record contains wrong information or is missing information, the record may be edited. **However, it is recommended that users not edit automated records, as it may cause problems in downstream systems.** If there is a data problem, it is best to have it corrected at the source. To do so, please submit a request at OFACFacultyData@colorado.edu.

Editing an automated record in CUBE will create a manual record. This will not affect reporting, but authors should ensure the information they add to the record is correct before editing.

Additionally, there may be a need to modify a publication record, especially if the record was added manually. Manual records may be edited to include more information and relevant detail.

Modifying Publication Records:

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 that lists all your claimed publications. On the publication record you wish to modify, click on the vertical ellipsis (:) icon and select “View Details”. You can also click on the title of the publication:

MY WORK

My claimed publications

CLAIMED (5) PENDING (0) REJECTED (2)

showing 1 - 5 out of 5

view: 10 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 ♡ 🌐 ⋮

JOURNAL ARTICLE 🔗 🔒
LaMothe R
 Pastoral Psychology 68(3):285-301 Jun 2019
 Reporting Date: 01 Sep 2023 ⚙️ • DOI 🔗

SUMMARY METRICS (4) LABELS (4) RELATIONSHIPS (1) SOURCES (1) HISTORY (1)

An Analysis of the Pricing of Traits in the U.S. Corn Seed Market ♡ 🌐 ⋮

JOURNAL ARTICLE 🔗 🔒
Shi G, Chavas J-P, Stiebert K

On the next screen, you can modify the following fields:

1. Click on the pen icon to add and edit the thumbnail image for this publication.
2. There are 2 modifiable elements here:
 - a. Click on the pen icon to edit/update the publication type for this record.
 - b. Click on the lock icon to enable or restrict editing of this publication record. Editing is enabled for all publication records by default.
3. Click on the “+ Add Another” button to add a new and unique publication record. This will be unrelated to the publication record currently open.
4. Click on the “DOI” button to navigate to and access the publication itself. Click on the copy icon to copy the digital object identifier (DOI).
5. Click on the dropdown arrow icon to expand the Data Sources section and view additional detail about the publication.
6. Click on the add (+) icon under the Data Sources section to modify/update this publication record.
7. Click on the gear icon to modify/update the reporting date of this publication.

Following the instructions for 6 above, click on the add (+) icon under the Data Sources to modify/update this publication record. **Note: Editing an automated record in CUBE will create a manual record. Automated records are those sourced from CrossRef, Web of Science, PubMed, Europe PubMed Central, Google Books, etc.**

You will be automatically re-directed to the next screen, with editable fields:

Items with the red asterisk (*) are required fields. Click on the question mark (?) icon for help with individual editable fields.

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

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