To Add Book Chapters

At this time, most book chapters are not included in the automatic data feed. Some book chapters may come through the feed from the Web of Science Book Citation Index, but generally Authors should add their book chapters manually in using the CUBE Book Search.

CUBE uses **Google Books** to search for bibliographic information on books, and to import the proper metadata. Book chapters require additional information from the author to properly create the citation. Use this search to begin constructing the book chapter.

**Note:** Adding information on book chapters is similar to adding books, however there are extra steps that need to be followed.

**A: Steps to follow to add a book chapter:**

1. Scroll down to the My Summary Area and click “+ add”

![My Summary](image)

2. Select Chapter from the pop up menu

![Add a new...](image)
3. Copy and paste the chapter title into the search box, click “Search”

Add Chapter

Let's get started

Your chapter may already exist in Elements Staging, so to save time you can search for it here and claim it. Titles returned may contain any of your search words.

Title or ISBN

Sample Book Chapter Title

4. Review Results and click “Add Chapter” on the authored chapter if available
5. If the Chapter is not available, search on the Book Title
6. Review results and click “Add Chapter” on the book result

7. On the next page review the following fields that may have been filled in automatically (information on newer books should typically autofill, older books may need additional data entry)
   a. Book Title
   b. Publisher
   c. Year of Publication
   d. Relationship (Author, editor, etc.)
   e. Chapter Title
   f. Authors
      i. Co-Authors at CU (These should automatically populate), select yes for the appropriate CU author
      ii. Co-Authors not at CU-Boulder
         1. These authors need to be added
         2. Enter last name and first name or first initial
g. Pagination – Start Page and End Page

8. All other fields are voluntary; add information that is useful for the user’s subject and discipline
9. Click “Save” at the bottom of the page
10. To add more authored book chapters, click on “Go to Home Page” and repeat above steps
B: If no results are found using the Elements Book Search, the book chapter needs to be added manually. Please review the “Manual Entry” document before proceeding.

For chapters “In Press:”

It is advised, that books “In Press” not be added. If you need to add books still “In Press,” you will need to update and edit the book’s information once the book is published.

To edit records:

1. Open the book record of interest from the “Mine” tab.
2. Click the “Edit Record” button the right hand side of the page.
3. Update the necessary fields to reflect the published citation

For more assistance, contact Faculty Affairs by emailing pubsdata@colorado.edu, or call Matt Ramey at 303-735-7827

http://www.colorado.edu/FIS/CUBE