To Add Journal Articles

Journal articles not showing in the pending publications from Element’s automatic data feed, may be added with a DOI, or by searching by the title. CUBE has a built in search that will import the appropriate metadata.

A DOI (Digital Object Identifier) is a unique identifier for journal articles assigned by the publisher.

Example DOI: 10.1007/s10236-003-0036-9

If you have the DOI, copy and paste from a citation you already have on your vita or other source, and follow the steps below.

If you do not have a DOI for a journal article, search for your article in Google or Google Scholar, or a publication index of your choice, such as Web of Science, to find the DOI. Choose a link to the journal website if possible, rather than a PDF. Not all PDFs contain DOIs. Once you have located the DOI, follow the steps below.

A.) Add a Journal Article using the DOI:

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

2. Select Journal Article from the pop up menu
3. Paste the DOI into the search box labeled “Title or DOI”, click “Search”

4. Scroll down to review results and click “Claim” for the authored article

5. To add more journal, click on “Go to Home Page” and repeat above steps
B.) Add a Journal Article using the Title:

CUBE offers a search function that will allow users to search based on portions of the article title. Users should be careful to verify that the results from the title search are the exact title of the published work.

C.) Add a Journal Article manually – Caution: Only add an article manually as a last resort.

It is possible to add a journal article via manual entry. Adding journal articles manually may cause problems with the author’s publications list. If authors must add journal publications manually, please review the “Manual Entry of Journals, Books and Book Chapters document before proceeding.

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