To Add Book Chapters

If your book chapter did not flow in through the any of the automated feeds, chapters can be added manually in Elements, 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. Click on the “+ add” symbol by “scholarly and creative works” in the “My Summary” area.
2. Select “book chapters” from the pop up window
3. Copy and paste the chapter title into the search box, click “Search.”
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 screen, review the following fields that may have been filled in automatically.
   Information on newer books typically autofill. Older books may need additional data entry:
   - Book Title
   - Publisher
   - Year of Publication
   - Relationship (Author, editor, etc.)
   - Chapter Title
   - Authors
     - Co-Authors at CU-Boulder
       - After entering last name, select the CU author from the drop down menu
     - Co-Authors not at CU-Boulder
       - These authors need to be added
       - Enter last name and first name or first initial
   - 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 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.
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