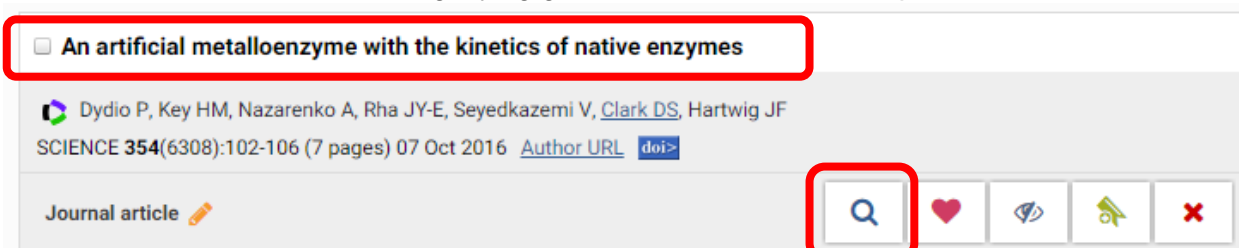# Editing an Automated Record

Records that come in through the automated feed 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. If possible we recommend that users don't 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, see below for information on how to do this.
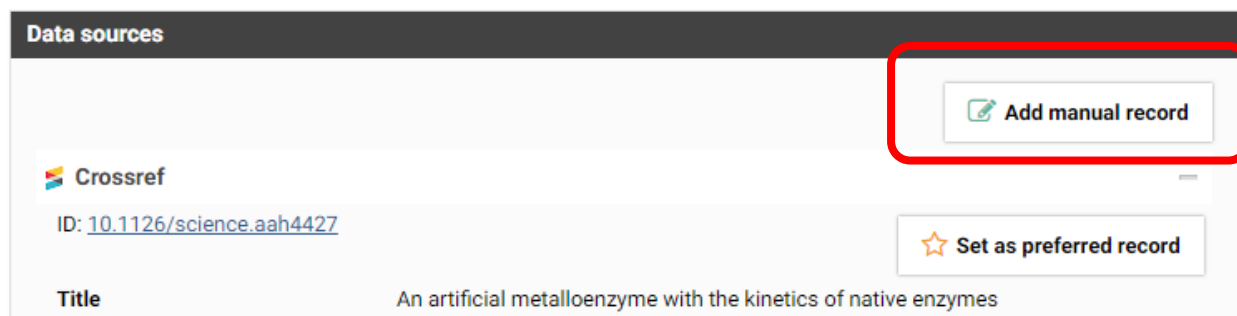
Editing an automated record in CUBE will create a manual record. This will not affect reporting, but authors should ensure the information they add to the record is correct before editing.

Editing an automated record:

- Navigate to the "My Scholarly and Creative Works" page via the Menu
- Click on the article title **or** the magnifying glass icon for the article in question.

- This will take you to a more detailed view of the record."
- To edit, click on "**Add a Manual Record**"

- Edit the fields with missing or incorrect information.
- Click "Save," to finish editing the record."

Updating publication information with the Data Source:

If the information in the automated record is incorrect, the user may want to submit a correction to the original source.

To submit a correction to Web of Science from Thomson Reuters, fill out the web form linked at the following FAQ:

[Data Changes](#)

To submit a correction to PubMed follow the links at the following FAQ:

[FAQ: Reporting an Error in PubMed](#)

For assistance with submitting corrections to data sources, please contact Matt Ramey by emailing pubsdata@colorado.edu, or calling 303-735-7827.

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

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