

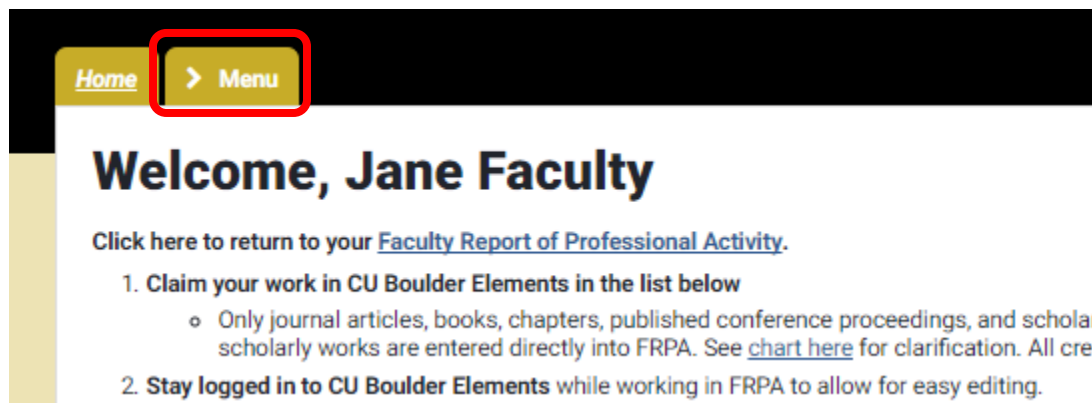
## Importing Publications from an External Source

If the automated search is not finding all of your publications, CU Boulder Elements has the ability to import files from external sources to complete your publication lists.

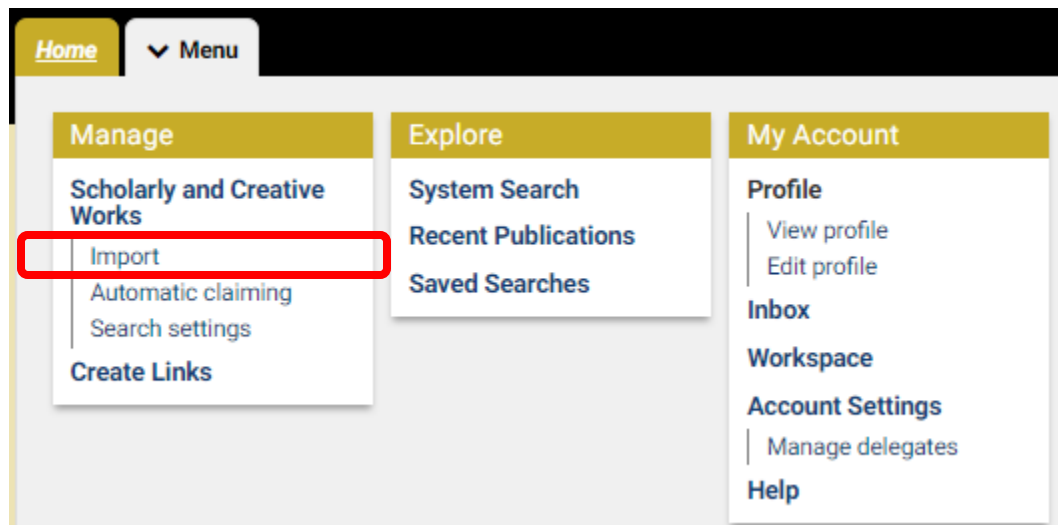
- Examples of external sources include:
  - ACM Digital Library
  - Google Scholar
  - Zotero or Mendeley Citation Managers

From these systems, download your publications in either the BibTex or .RIS formats. When you have your publications downloaded in either the BiBTeX or .RIS formats, follow the instructions below to add the publications to your CU Boulder Elements publication list.

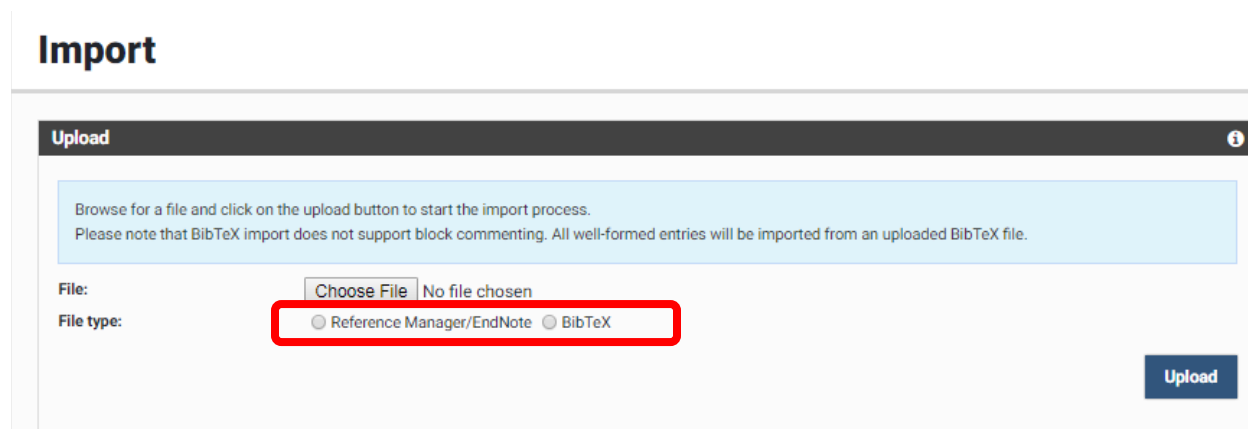
On the CU Boulder Elements (CUBE) home page, click “Menu”



Select the “Import” link under manage to go to the import page..



On the Import Page, select the BibTeX or Reference Manager Radio button that corresponds with the file you downloaded from your external source.



**Import**

**Upload**

Browse for a file and click on the upload button to start the import process.  
Please note that BibTeX import does not support block commenting. All well-formed entries will be imported from an uploaded BibTeX file.

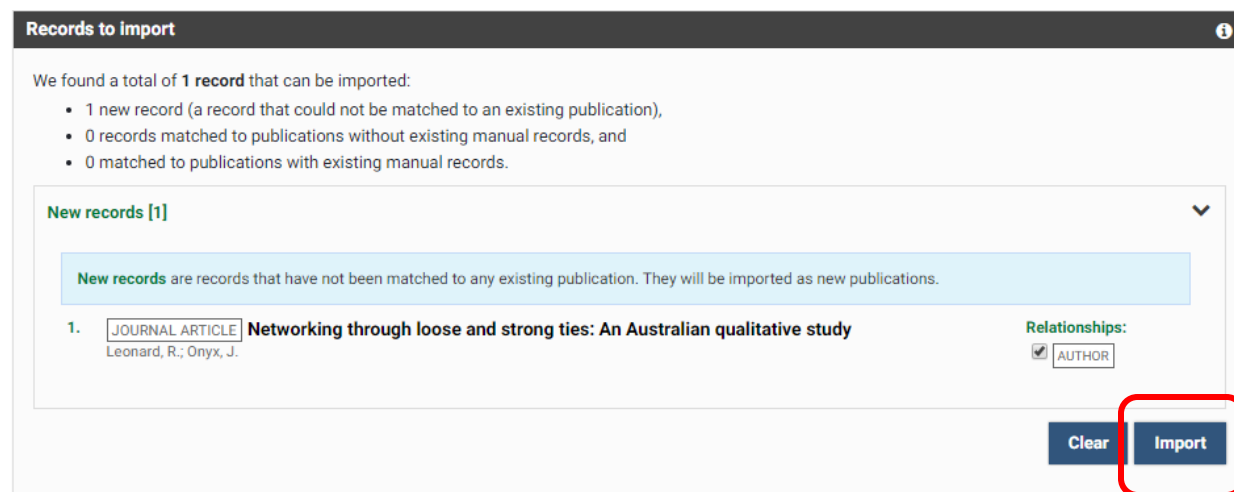
File:  No file chosen

File type:  Reference Manager/EndNote  BibTeX

Click “Choose File” and find the file you downloaded from your external source.

Click “Upload”.

After Elements loads your files, you will see them listed under “Records to Import.”



**Records to import**

We found a total of **1 record** that can be imported:

- 1 new record (a record that could not be matched to an existing publication),
- 0 records matched to publications without existing manual records, and
- 0 matched to publications with existing manual records.

**New records [1]**

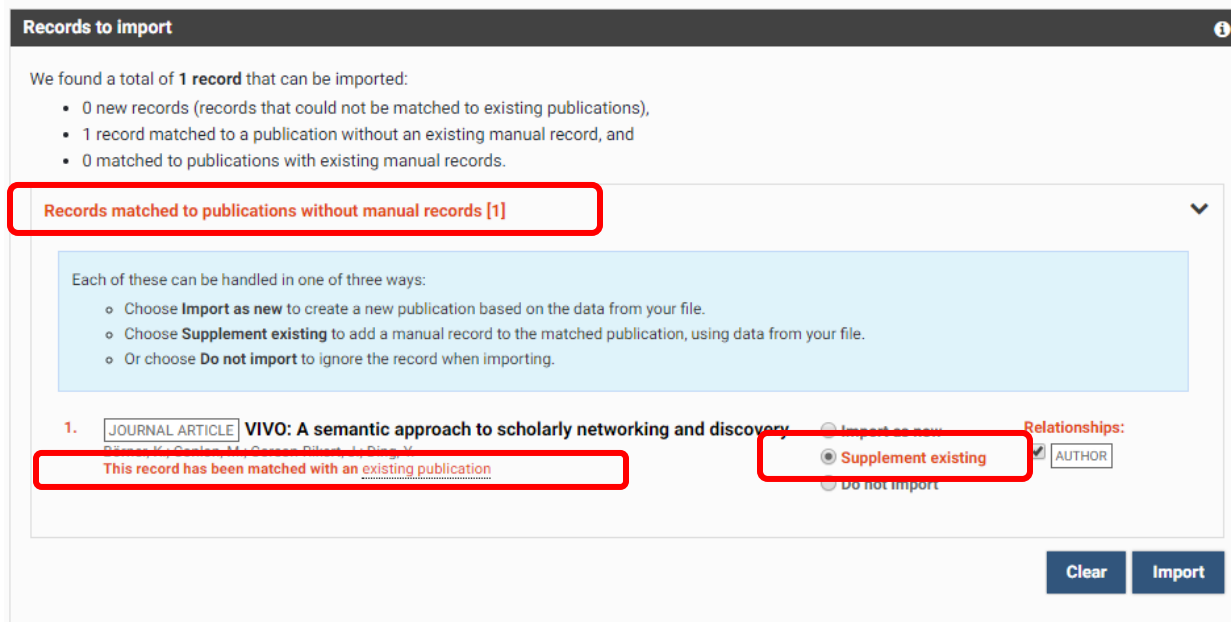
**New records** are records that have not been matched to any existing publication. They will be imported as new publications.

1.	<input type="button" value="JOURNAL ARTICLE"/> <b>Networking through loose and strong ties: An Australian qualitative study</b> Leonard, R.; Onyx, J.	<b>Relationships:</b> <input checked="" type="checkbox"/> AUTHOR
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Review the publications you’ve imported and click “Import” to finish the process.

You may see records that match to other publications you’ve already claimed from Web of Science or another automated data source. These publications will be indicated by the status “Records matched to a publications without manual records.” In this case it is recommended that you select the “Supplement existing” radio button. CUBE has the

ability to match and store multiple versions of the same article, selecting “supplement” will ensure that the automated record is stored in addition to the imported record.



**Records to import**

We found a total of **1 record** that can be imported:

- 0 new records (records that could not be matched to existing publications),
- 1 record matched to a publication without an existing manual record, and
- 0 matched to publications with existing manual records.

**Records matched to publications without manual records [1]**

Each of these can be handled in one of three ways:

- Choose **Import as new** to create a new publication based on the data from your file.
- Choose **Supplement existing** to add a manual record to the matched publication, using data from your file.
- Or choose **Do not import** to ignore the record when importing.

1. **JOURNAL ARTICLE** **VIVO: A semantic approach to scholarly networking and discovery**

This record has been matched with an existing publication

Import as new  
 **Supplement existing**  
 Do not import

Relationships:  AUTHOR

**Clear** **Import**

For questions on supplementing records, please email Matt Ramey at [pubsdata@colorado.edu](mailto:pubsdata@colorado.edu).

If publications are imported with the wrong “type” in CUBE (Conference Proceedings listed as Journal articles for example) it is possible to change the type. Follow the instructions below to change the type:

[Changing the "Type" of an Elements Record](#)

For any other questions about downloading and importing publications from external sources, please contact Matt Ramey at [pubsdata@colorado.edu](mailto:pubsdata@colorado.edu).