Manual Entry of Books, Book Chapters, or Journal Articles

For best results authors should use the built in search options in CUBE, such as using a unique identifier like a DOI for journal articles or the ISBN for books.

If you do not have a DOI or ISBN, or if the search function cannot find your work follow the instructions below.

Follow the below steps to manually add the citation information for your journal articles, books, or book chapters.

Manually adding a journal article:
1. Click on the “+ add” link next to “Scholarly and Creative Works” in the “My Summary” area
2. Select “journal article” from the pop up window
3. Verify the Journal Article is not available in the Elements search by using the search box.
4. Click “Go to next step” at the bottom of the page.
5. Enter your article’s information into the fields shown:
   a. Required fields (marked by a red asterisk):
      i. Relationship with the journal article (author, editor, etc.)
      ii. Type of article (article, review, letter, etc.)
      iii. Title of the article
      iv. Authors
      1. Co-Authors at CU -
         a. Enter the last name and pick the name from the drop-down list
         b. Select “Yes” for the appropriate CU author.
      2. Co-Authors not at CU-Boulder –
         a. These authors need to be added manually
         b. Enter last name and first name or initial
   v. Journal
   vi. Publication date
   b. All other fields are voluntary; add information that is useful for your subject and discipline if you desire.
6. Click “Save” at the bottom when finished with the article.
7. To add more journal articles, click on “Go to your home page” and repeat above steps.
8. If you need to add or revise the content of this manual record, use the edit button on the publication record page.
Manually adding a book or chapter:
1. Click on the “+ add” link next to “Scholarly and Creative Works” in the “My Summary” area
2. Select “book” or “book chapter” from the pop up window
3. Verify the book or chapter is not available in the Elements search by using the search box
4. Click “Go to next step” at the bottom of the page.
5. Enter the book or chapter information into the fields shown:
   a. **Required fields (marked by a red asterisk):**
      i. Relationship with the journal article (author, editor, etc.)
      ii. Title of the book or chapter
      iii. Book Title (if entering a chapter)
      iv. Authors
         1. Co-Authors at CU-Boulder -
            a. Enter the last name and pick the name from the drop-down list,
            b. Select “Yes” for the appropriate CU author.
         2. Co-Authors not at CU-Boulder
            a. These authors need to be added manually
            b. Enter last name and first name or initial
   b. **All other fields are voluntary;** add information that is useful for your subject and discipline if you desire.
6. Click “Save” at the bottom when finished with data entry.
7. To add more books or chapters, click on “Go to your home page” and repeat above steps.
8. If you need to add or revise the content of this manual record, use the edit button on the publication record page.

For more assistance, contact the CUBE team by emailing pubsdata@colorado.edu.
Or call Matt Ramey at 303-735-7827.

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