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FAR GUIDE –

Import

Instead of typing each part of a publication reference, you may also addalso

Scholarly Contributions and Creative Productions Section A: Input Form(Required)

Appearance(varies by activity type Journal Article view presented)

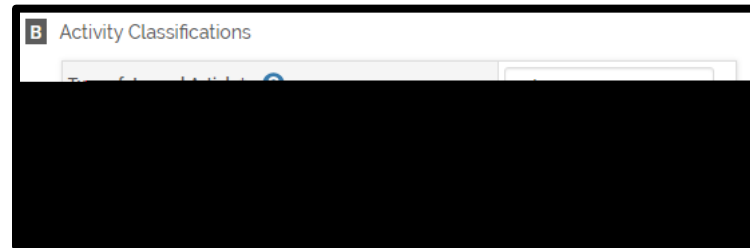
The screenshot shows a web form titled "Input Form" with the following fields and controls:

- Status*: Three dropdown menus with "Select" as the placeholder, separated by "for".
- Title*: A text input field.
- Journal: A text input field.
- Publisher: A text input field.
- Volume: A text input field.
- Issue: A text input field.
- Year: A dropdown menu with "Select" as the placeholder.
- Month/Season: A text input field with a help icon.
- Page Range (e.g., 14-26): A text input field.
- ISSN: A text input field.
- DOI: A text input field.
- CoAuth: A table with one row containing a dropdown menu with "1" selected, a "Faculty at your" label, and a "Delete" button.
- An "Add" button is located at the bottom right of the form.



Scholarly Contributions and Creative Productions Section B: Activity Classification (Required)

Appearance (varies by activity type; Journal Article view presented)

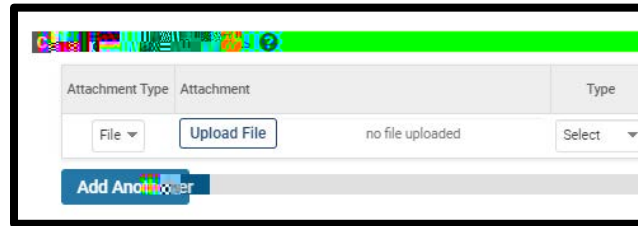


Editing

Required: Specify the type of publication/manuscript (if shown), review type (options displayed below), and whether you collaborated with students (yes/no).

Scholarly Contributions and Creative Productions Section C: Attachments (Optional)

Appearance



OR



Editing

Optional: You can upload file attachments or provide a URL to a website relevant to your scholarly contribution or creative production.

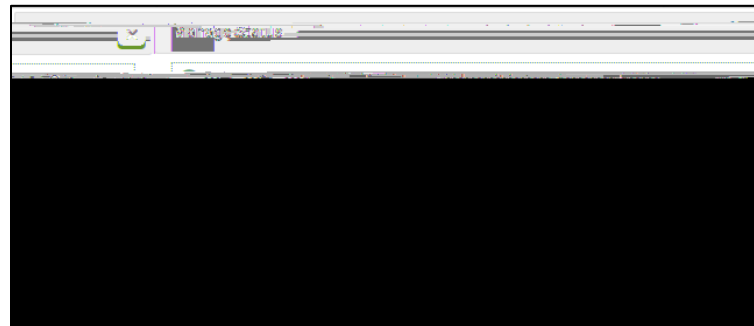
Tagging Scholarly Contributions and Creative Productions with a Semester and Year

For each scholarly contribution/creative production, you must (1) select a status and (2) tag it by semester and year. This is how it is pulled into your Faculty Annual Report (e.g., a journal article tagged Fall 2018 will show up in your 2018 FAR).

Tagging by semester and year is different

Managing the Status of a Scholarly Contributions and Creative Production

Rather than reporting an activity separately each time its status changes (e.g., from submission to revision, acceptance and then publication), simply add the new status of that activity by going back into the activity and clicking on the button



Appendix B

Importing Scholarly Contributions and Creative Productions

You can always revise or delete any activities that you import.

Import via Generic (RIS / BibTeX) Bibliographic File

You may upload a bibliographic file

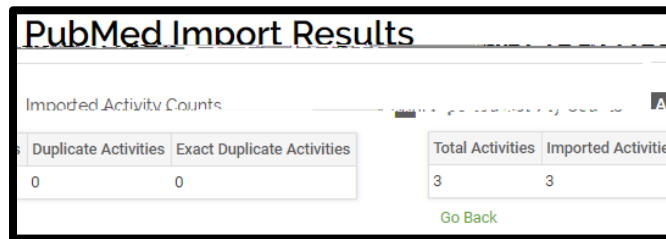
or copy the BibTeX text (you can add multiple entries separated by a hard return):

3. Click the button.

5. Select the references you wish to import by checking boxes in the first column.
6. At the end of the list, click [Import](#) to add these references to your Scholarly Contributions and Creative Productions.
7. On the next page, change the semester and year for each reference if needed. Then, click [Save](#) to add these activities.



8. You will see a results screen summarizing what you did. Click [Go Back](#) to return to your activities page.



Import via Web of Science

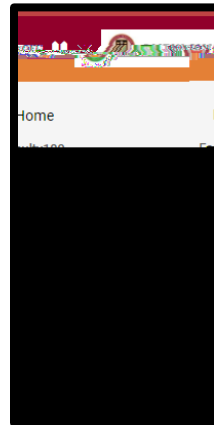
Follow the same directions as Import via Medline/Pubmed

Import via ORCID

You need to have created an ORCID account in order to use this import option. The BC library can assist you in setting up an account. For information, please use this link: <https://services.bc.edu/orcid/>

1. Click on Vitas and Biosketches in the left side menu

Note. Importing via ORCID is especially useful the first time you add all your publications to your activities.



2. Click on the connect button

