# Creating a Google Scholar Account and using BibTeX to import to Faculty180 -

*PART 1: Creating a Google Scholar Account*

Credit: http://blog.impactstory.org/impact-challenge-day-3-google-scholar/ (accessed 10/7/2016)
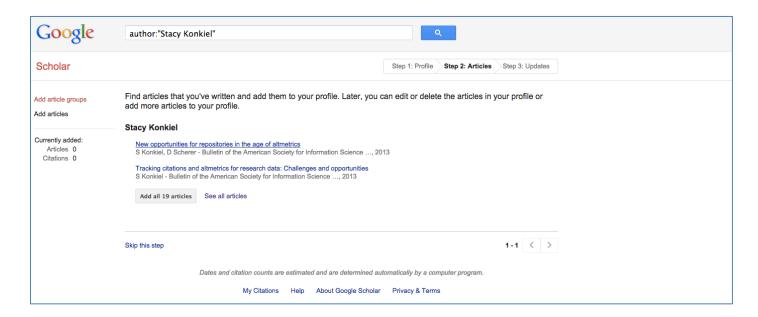
## Step 1: Create your basic profile
Log on to scholar.google.com  and click the "My Citations" link at the top of the page to get your account setup started.

On the first screen, add your affiliation information and university email address, so Google Scholar can confirm your account. Add keywords that are relevant to your research interests, so others can find you when browsing a subject area. Provide a link to your university homepage, if you have one.

Click "Next Step" and–that's it! Your basic profile is done. Now, let's add some publications to it.
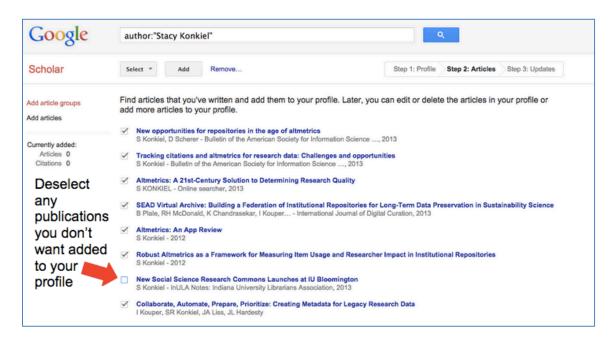
## Step 2: Add publications
Google has likely already been indexing your work for some time now as part of their mission as a scholarly search engine. So, this step is pretty easy, compared to what it takes to get your work on to Academia.edu or ResearchGate.



Google Scholar will provide you with a list of publications they think belong to you. You'll need to read through the list of publications that it suggests as yours and select which ones you want to add to your profile.

Beware–if you have a common name, it's likely there are some publications in this list that don't belong to you. And there's also possibly content that you don't want on your profile because it's not a scholarly article, or is not representative of your current research path, and so on.

Read through the publications list and deselect any that you do not want to add to your profile, and then click the grey "Add" button at the top of your profile.

Next, confirm you want Google to automatically add new publications to your profile in the future. Note that this might add publications you didn't author to your profile if you've got a very common name, but can be worth it for the time it saves you approving new articles every month.

Your profile is now almost complete! Two more steps: add a photo by clicking the "Change Photo" link on your profile homepage, and set your private profile to "Public."

**Step 3: Make your profile public**
Your profile is private if you've just created it. If you wish, change your profile visibility by clicking "Edit" next to "My profile is private" and then selecting "My profile is public" in the drop-down box. *You need not take this step in order to download your references for import to Faculty180!*
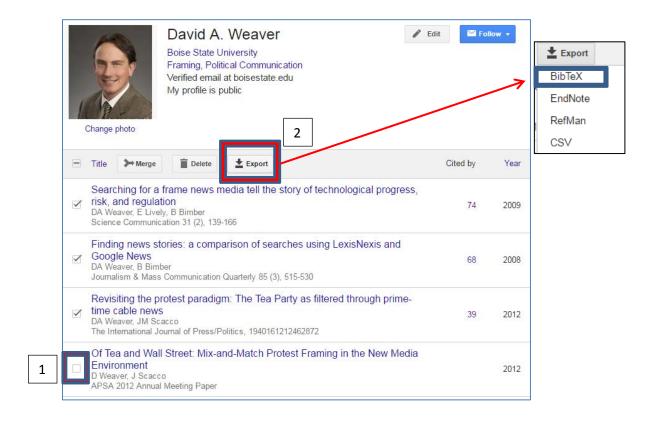
*Part 2: Downloading your references from Google Scholar for import to Faculty180*

**Step 1**: Go to scholar.google.com and click on **My Citations** at the top of the search page.

**Step 2**: In the table listing your citations, select the first check-box on the left-hand side. This will select all of your publications.
- If you do not wish to upload a given citation, then simply un-check the box next to it.

**Step 3**: Click *Export*

**Step 4**:

- Save BibTeX records to a text file *or*
- Copy BibTeX record text to your clipboard

Part 3: Upload BibTeX records to Faculty180

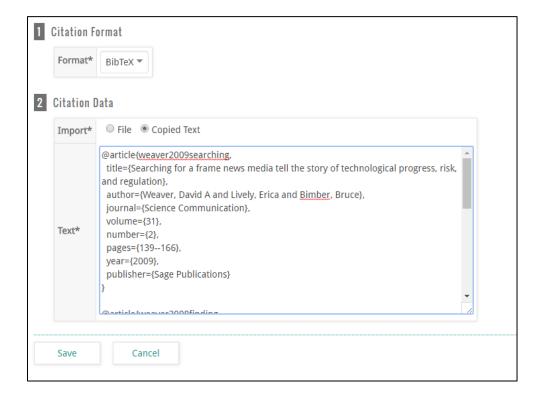 **Step 1: Log in to Faculty180**

**Step 2: Go to Faculty tab → Activities section → Scholarly and Creative Contributions; click** [Add]

**Step 3: On the right, in the *Import* box, select "Generic (RIS / BibTeX)"; hit** [Continue]

**Step 4: Select "BibTeX" for *Citation Format* and "Copied Text" if you've copied the references ("File" if you have a text file saved).**
- **Text should be pasted into the *Text* box <u>or</u>**
- **Saved file should be uploaded**

- **Select *Save***

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**1 Citation Format**

Format* | BibTeX ▼

**2 Citation Data**

Import* | ○ File ● Copied Text

Text* |
```
@article{weaver2009searching,
 title={Searching for a frame news media tell the story of technological progress, risk,
and regulation},
 author={Weaver, David A and Lively, Erica and Bimber, Bruce},
 journal={Science Communication},
 volume={31},
 number={2},
 pages={139--166},
 year={2009},
 publisher={Sage Publications}
}

@article{weaver2008finding
```

[Save]   [Cancel]

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**Step 5: Select the references you wish to upload and hit *Import Selected***

Import Citations                                                                                     ⓘ Add a Quicklink

| Select / Unselect ☑ | | Type | Title | Journal | Year Published |
|---|---|---|---|---|---|
| ☑ | | Journal Publication | Searching for a frame news media tell the story of technological progress, risk, and regulation | Science Communication | 2009 |
| ☑ | | Journal Publication | Finding news stories: a comparison of searches using LexisNexis and Google News | Journalism & Mass Communication Quarterly | 2008 |
| ☑ | | Journal Publication | Revisiting the protest paradigm: The Tea Party as filtered through prime-time cable news | The International Journal of Press/Politics | 2012 |
| Import Selected | | | | | |

**Step 6: The system may prompt you to review potential duplicates and/or update a similar record already in your database. You may choose to add potential duplicates – or not.**

**Step 7: If there are duplicates, it will tell you what those are. You can then decide what to do with those records.**

- **You must make a decision about each duplicate in order to complete the import process.**
- **Hit *Save and Go Back* to return to the Dashboard**.



**Tip: It is <u>always</u> a good idea to review the full list of contributions after import, especially if there is any potential for a mixture of pre-and post-publication versions of your manuscript/work to appear in Google Scholar or other database.**