

Publications and Other Intellectual Contributions

Import your publications

You can import all your citations from external databases such as Scopus, PubMed, Crossref, ORCID and Web of Science directly from the “Publications and Other Intellectual Contributions” Screen.

- Click on the IMPORT button on the screen and follow the steps for importing [directly from a third party](#).
- You can also upload citations from your own reference manager such as [EndNote or Zotero](#) if you maintain a list of your publications there. This requires that you use a standardized format called BibTex for importing your file from one system to the other.
- If you maintain a [Google Scholar](#), [ORCID](#), or [Experts](#) page you can also upload your citations from those sources into Works.

Manual entry

Unpublished publications can be entered manually. Enter as much information as necessary making sure to indicate status such as “submitted,” “revising to submit” etc.

Annotate multi-authored publications

In the annotation field at the bottom of each record screen, indicate the nature of your effort on multi-author articles:

- Describe whether you were the corresponding author, involved in approval of the manuscript before final submission, contributed or analyzed data, were PI/co-PI on funding, had post-doc/student co-authors, etc. Provide descriptive context and avoid simply indicating a percentage of effort. An author should be deserving of credit for all or parts of the work and be able to take responsibility for the work effort they have contributed.

Examples:

- *“Assisted in writing and simulation - approximately 20% of the manuscript”*
- *“Oversaw this work, and is corresponding author”*

- *“Lead author (first author) and corresponding author.”*
- *“Supervision—Oversight and leadership responsibility for the research activity planning and execution, including mentorship external to the core team”*
- Instructions used in some departments: *“For multi-authored papers, indicate your contributions to each paper using the following notations: idea (conceptualization), data (collected or contributed data), analysis (conducted or assisted with statistical or other analysis), funding (provided major funding), methods (contributed critical models or techniques), mentor (coordinated research effort, provided leadership or mentoring), writing (lead author on at least some sections), editing (critique and revision).”*

See **additional examples** of author statements in the structured [Contributor Roles Taxonomy project](#) (CRediT - details [here](#) and [here](#)), or follow the practice of your discipline such as these [guidelines](#) with authorship definitions from the International Committee on Medical Journal Editors, or these [APA guidelines](#).

- Each screen in Works has an **annotation field at the bottom of the screen**. Annotations will print just below each record in a smaller font size on your annual activity report or CV.

Review your list of publications

Review your publications and enter additional information if necessary. If you import citations, a publication by someone with the same name may be imported. You can delete such duplicates following the instructions on the screen.

Frequently Asked Questions

1. **I imported my publications last year and need to update them. How can I use the import function to do this?**

First, follow the same directions as a typical import or with your updated BibTex file. This time, however, limit the date range to the previous 12 months. During the import process, you will be able to see any duplicate publications. You can choose to skip these duplicates, and the system will only import the new publications from the file.

2. **When I try to save my publication record, it says “Please complete all required fields.” What are the required fields for a publication entry?**

Only fields with an asterisk require entry. In order to save a file, you must

complete the Contribution Type, Current Status, and at least one date option (e.g. Date Published).

3. I have two publications that are very similar to one another (e.g. two conference proceedings that only differ in the Title of Contribution). Is there a way to easily enter both of these without re-entering every single detail?

The “Duplicate” option is a great solution in this case. After entering one of these publications, you can check the box to the right of the entry and then select “Duplicate”. At this point, you will be taken to the duplicated entry and can edit any fields you wish. This can be a faster option when dealing with many similar entries.

4. How can my name be bolded on my publications when I run a report?

Your name will be bolded if you select “My Record?” within each publication next to your name in the author list.

5. How do I delete an entry?

You may select the record(s) you want to delete by checking the box located to the right of the record. Once selected, click the trash can icon on the top right of the screen then “delete.”

6. I have an ORCID ID. How do I link my ID on my account to sources such as SCOPUS, Web of Science, and CrossRef?

Don’t have an ORCID? Learn more here:

<https://www.lib.umn.edu/researchsupport/orcid>

HELP

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