

Faculty Annual Report Guide: Scholarly Contributions and Creative Productions

Contents


Scholarly Contributions and Creative Productions Overview	2
Scholarly Contributions and Creative Productions: Manual Input and Import	3
Manual Input	3
Import.....	4
Scholarly Contributions and Creative Productions Section A: Input Form (Required)	5
Scholarly Contributions and Creative Productions Section B: Activity Classifications (Required)	7
Scholarly Contributions and Creative Productions Section C: Attachments (Optional).....	8
Tagging Scholarly Contributions and Creative Productions with a Semester and Year.....	9
Managing the Status of a Scholarly Contributions and Creative Productions.....	10
Appendix A: Types of Scholarly Contributions and Creative Productions.....	11
Appendix B: Importing Scholarly Contributions and Creative Productions.....	13
Import via Generic (RIS / BibTeX) Bibliographic File	13
Import via Medline/Pubmed.....	15
Import via Web of Science	16
Import via ORCID	17

Scholarly Contributions and Creative Productions Overview

The screenshot shows a web interface titled "Scholarly Contributions and Creative Productions". At the top left is a search bar. Below it is a table with the following columns: Type, Title, Outlet, Year Pub, Status, Term, Origin, and Actions. The table contains seven rows of data. At the bottom left of the interface is a blue "Add" button.

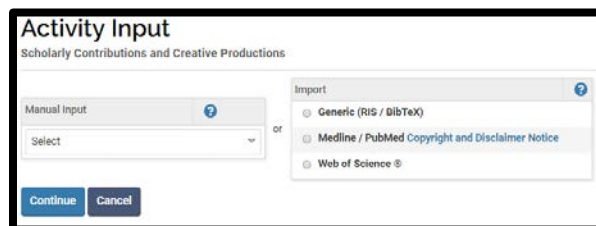
Type	Title	Outlet	Year Pub	Status	Term	Origin	Actions
Journal Article	Practice-Based Measures of Elementary Science Teachers' Content Knowledge for Teaching: Initial Item Development and Validity Evidence	ETS Research Report Series	2017	Completed/Published	Fall 2017	ORCID	[Edit] [Delete] [Duplicate]
Other	Evidence on the Validity of Content Knowledge for Teaching Assessments	Designing Teacher Evaluation Systems	2015	Completed/Published	Fall 2015	ORCID	[Edit] [Delete] [Duplicate]
Other	Improving Observational Score Quality	Designing Teacher Evaluation Systems	2015	Completed/Published	Fall 2015	ORCID	[Edit] [Delete] [Duplicate]
Journal Article	Developing Content Knowledge for Teaching Assessments for the Measures of Effective Teaching Study	ETS Research Report Series	2014	Completed/Published	Fall 2014	ORCID	[Edit] [Delete] [Duplicate]
Journal Article	COGNITIVE INTERVIEWS AS A TOOL FOR INVESTIGATING THE VALIDITY OF CONTENT KNOWLEDGE FOR TEACHING ASSESSMENTS	ETS Research Report Series	2013	Completed/Published	Fall 2013	ORCID	[Edit] [Delete] [Duplicate]
Journal Article	ASSESSING QUALITY IN THE TEACHING OF CONTENT TO ENGLISH LANGUAGE LEARNERS	ETS Research Report Series	2012	Completed/Published	Fall 2012	BibTeX	[Edit] [Delete] [Duplicate]
Journal Article	High-Quality Professional Development for All Teachers: Effectively Allocating Resources. Research & Policy Brief.	National Comprehensive Center for Teacher Quality	2011	Completed/Published	Fall 2011	RIS	[Edit] [Delete] [Duplicate]


The Scholarly Contributions and Creative Productions Form enables you to report Scholarly Contributions and Creative Productions (e.g., journal articles, books, presentations, exhibitions, etc.) that have been drafted, presented, submitted, or published. To report

an activity for Scholarly Contributions and Creative Productions, click on the  button. Appendix A shows the different types of Scholarly Contributions and Creative Productions to choose from.

Any previously created Scholarly Contributions and Creative Productions will also be listed and you can edit, delete, or duplicate any of the previously created Scholarly Contributions and Creative Productions.

Scholarly Contributions and Creative Productions: Manual Input and Import

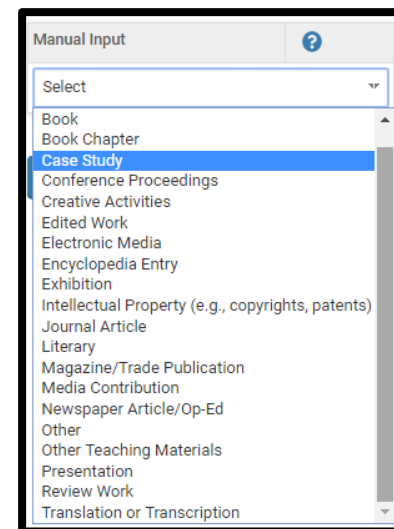



Unlike other activities, instead of going directly to the input form when clicking , you have two choices for adding new scholarly contributions and creative productions.

Manual Input

You may add an activity manually one-at-a-time by using the drop down menu to select the activity type:

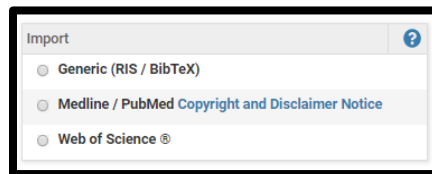
Note. Fields that display on the Input form (Section A) will vary by activity type selected. For example, selecting Journal Article will result in fields about Journal, Volume, Issue, whereas selecting Book will result in fields that gather information on the Place of Publication and Edition.



After selecting an activity type and clicking , you will be directed to the input form starting with Section A.

Import

Instead of typing each part of a publication reference, you may also add an activity or several at a time by using the import tool, which provides 3 sources to obtain your publication record:



These import options are described in more detail in the Appendix in addition to first steps on linking your account with ORCID.

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

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

Input Form

Status* Select ▼ for Select ▼ Select ▼

Title*

Journal

Publisher

Volume

Issue

Year Select ▼

Month/Season ?

Page Range (e.g., 14-26)

ISSN

DOI

CoAuthor	First Name	Middle Initial	Last Name	Faculty at your institution	Delete
1 ▼	<input type="text" value="Andrew"/>	<input type="text"/>	<input type="text" value="Croft"/>	<input checked="" type="checkbox"/>	<input type="button" value="✕"/>

URL Include URL in output citation (display dependent on citation format)

Include description in output citation.

Description

Citation Preview

Select ▼

Editing

All asterisked (*) fields are required. If any are incomplete, then you will not be able to save your changes.

Required: Specify the status, semester and year of the activity (see p. 9), and title of the work. Options for the status include:

Status*	Select
Chapter Title*	Select
Book Title	In Progress
Page Range (e.g., 14-26)	Submitted
Publisher	Revise & Resubmit
	Accepted
	In Press
	Completed/Published
	Work Discontinued

Optional: Additional publication/manuscript information (varies by activity type), listing of coauthors, URL, description.

Note. The citation preview tool is an optional tool for viewing your scholarly contribution/creative production as a citation in order to confirm that you have input all the information you intended to include.

Citation Preview

APA - American Psychological Association 6th edition Refresh Citation

Croft, A. (2017). Practice-Based Measures of Elementary Science Teachers' Content Knowledge for Teaching: Initial Item Development and Validity Evidence. *ETS Research Report Series*.

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

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

The screenshot shows a form titled "B Activity Classifications" with three rows, each containing a label with a question mark icon and a dropdown menu:

- Row 1: "Type of Journal Article*" followed by a dropdown menu showing "Select".
- Row 2: "Intellectual Contributions: Review Type*" followed by a dropdown menu showing "Select".
- Row 3: "Did you collaborate with a student on this activity?*" followed by a dropdown menu showing "Select".

Editing

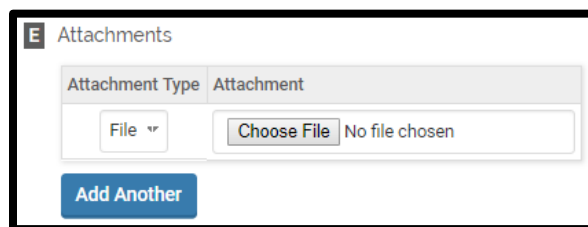
Required: Specify the type of publication/manuscript (if shown), review type (options displayed below), and whether you collaborated with students (yes/no).

The screenshot shows a dropdown menu with the following options:

- Select
- Select
- Blind Peer Reviewed
- Non-blind, Peer Reviewed
- Editorially Reviewed
- Invited
- Not Reviewed

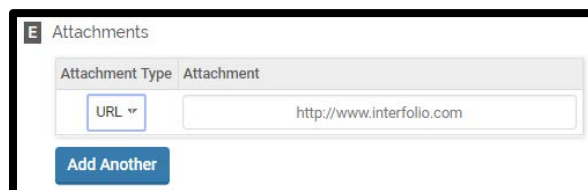
Scholarly Contributions and Creative Productions Section C: Attachments (Optional)

Appearance



The screenshot shows a form titled "Attachments" with a tab icon. It has two columns: "Attachment Type" and "Attachment". Under "Attachment Type", there is a dropdown menu with "File" selected. Under "Attachment", there is a "Choose File" button and the text "No file chosen". Below the form is a blue "Add Another" button.

OR



The screenshot shows a form titled "Attachments" with a tab icon. It has two columns: "Attachment Type" and "Attachment". Under "Attachment Type", there is a dropdown menu with "URL" selected. Under "Attachment", there is a text input field containing the URL "http://www.interfolio.com". Below the form is a blue "Add Another" button.

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).

The screenshot shows an 'Input Form' with the following elements:

- Status***: A dropdown menu is open, displaying options: Select, In Preparation - Not Submitted, Submitted for Review, Funded - In Progress, Completed, Submitted - Denied Funding, and Work Discontinued.
- for Semester**: A dropdown menu set to 'Fall'.
- Year**: A dropdown menu set to '2018'.
- Title***: A text input field.
- Funding Agency / Sponsor**: A text input field.
- Grant ID / Contract ID**: A text input field.
- Abstract**: A rich text editor with a toolbar (bold, italic, underline, bulleted list, numbered list, link, font size, etc.) and a 'Path: p' field at the bottom.

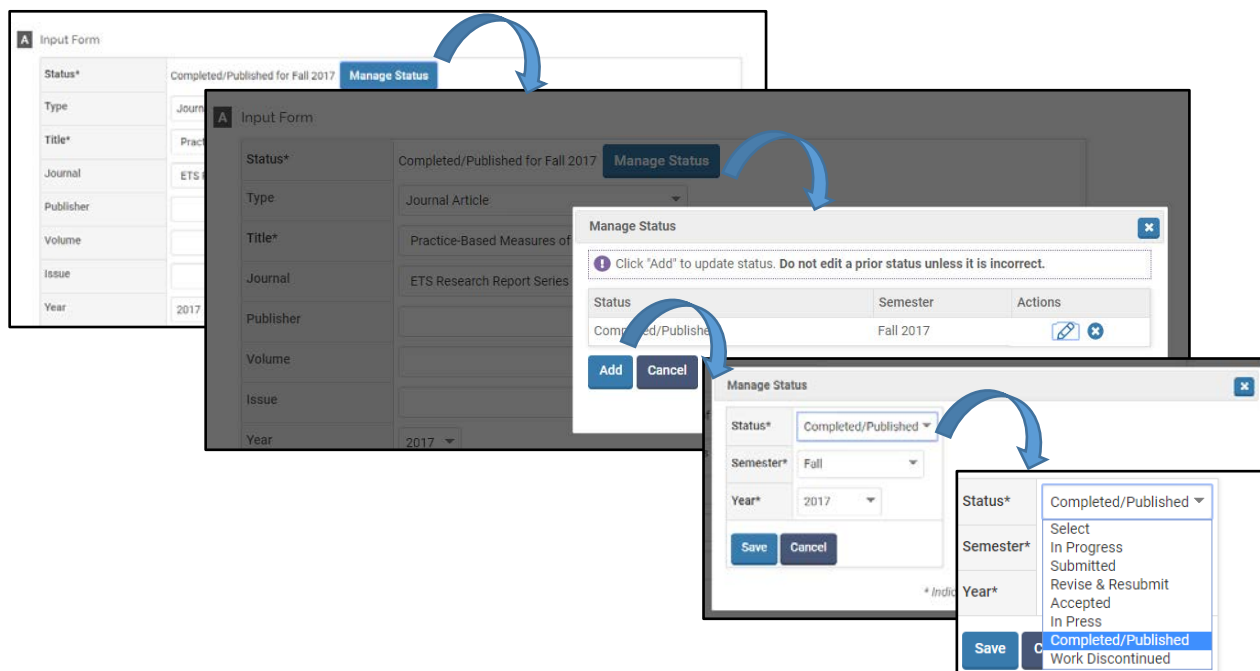
Tagging by semester and year is different from the year the activity started and ended or was published. For example, Section A (input form) allows you to specify the year published, which may be different from when it was first submitted or accepted.

The screenshot shows an 'Input Form' with the following elements:

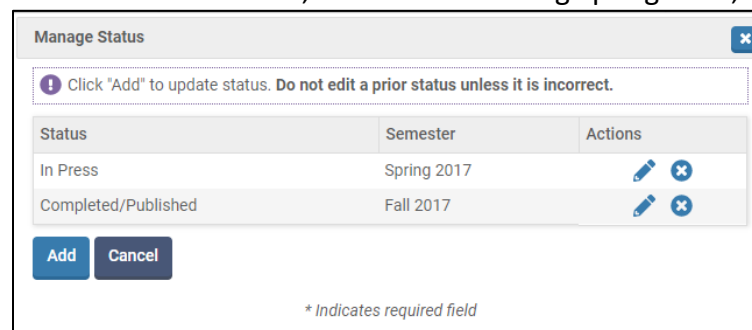
- Status***: A dropdown menu set to 'Select'.
- for**: A dropdown menu set to 'Select'.
- Year**: A dropdown menu set to 'Select'.
- Chapter Title***: A text input field.
- Book Title**: A text input field.
- Page Range (e.g., 14-26)**: A text input field.
- Publisher**: A text input field.
- Place of Publication**: A text input field.
- Year Published**: A dropdown menu set to 'Select', highlighted with a yellow box.
- Edition**: A text input field.
- Editors**: A text input field.
- DOI**: A text input field.
- ISBN**: A text input field.

Managing the Status of a Scholarly Contributions and Creative Productions

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 **Manage Status** button and then the **Add** button. This will allow you to add a new status for the activity without re-entering the other information.



For example, this scholarly contribution shows two statuses, first **In Press** during Spring 2017, then **Completed/Published** in Fall 2017.



Appendix A: Types of Scholarly Contributions and Creative Productions

Type	Publisher / Outlet / Venue / Event / Conference	Place of Publication / Location	Date / Month / Season	Year / Year Published	Volume	Issue / Number	Pages / Page Range	Edition	Editors	DOI	ISBN / ISSN	Journal / Book Title / Conference Proceedings Title / Encyclopedia	Sponsoring Organization / Sponsor	Type	Patent Number
Book	X	X		X			X	X	X	X	X				
Book Chapter	X	X		X			X	X	X	X	X	X			
Case Study	X			X			X								
Conference Proceedings	X	X	X	X	X	X	X			X	X	X			
Creative Activities		X	X	X									X	X	
Edited Work	X	X	X	X	X	X	X	X	X	X	X	X			
Electronic Media	X		X	X									X		
Encyclopedia Entry	X	X	X	X	X	X	X	X	X	X	X	X			
Exhibition	X	X	X	X									X		
Intellectual Property (e.g., copyrights, patents)				X											X
Journal Article	X		X	X	X	X	X			X	X	X			
Literary	X	X	X	X	X	X	X	X	X	X	X				
Magazine/Trade Publication	X	X	X	X	X	X	X	X	X	X	X				
Media Contribution	X	X	X	X									X		
Newspaper Article/Op-Ed	X		X	X	X	X	X			X	X				

Type	Publisher / Outlet / Venue / Event / Conference	Place of Publication / Location	Date / Month / Season	Year / Year Published	Volume	Issue / Number	Pages / Page Range	Edition	Editors	DOI	ISBN / ISSN	Journal / Book Title / Conference Proceedings Title / Encyclopedia	Sponsoring Organization / Sponsor	Type	Patent Number
Other	X	X	X	X	X	X	X	X	X	X	X				
Other Teaching Materials	X			X											
Presentation	X	X	X	X									X		
Review Work	X	X	X	X	X	X	X	X	X	X	X	X			
Translation or Transcription	X	X	X	X	X	X	X	X	X	X	X				

Note. These are fields that appear in Section A (see p. 5) in addition to Status and Title, which appear for all types of scholarly contributions and creative productions. These fields are always optional; only Status and Title are required.

Appendix B: Importing Scholarly Contributions and Creative Productions

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

Import via [Generic \(RIS / BibTeX\) Bibliographic File](#)

You may upload a bibliographic file in .ris or .bibtex format to add a scholarly contribution or creative production.

Appearance

The screenshot shows a form with two main sections: '1 Citation Format' and '2 Citation Data'. In the 'Citation Format' section, there is a 'Format*' label and a dropdown menu currently set to 'Select'. In the 'Citation Data' section, there are two radio buttons: 'File' (which is selected) and 'Copied Text'. Below the radio buttons is a 'File*' label and a file selection area containing a 'Choose File' button and the text 'No file chosen'. At the bottom of the form are 'Save' and 'Cancel' buttons.

Editing

1. Select a citation format:

This close-up shows the 'Format*' dropdown menu from the previous screenshot. The menu is open, showing three options: 'Select' (highlighted in blue), 'RIS', and 'BibTeX'.

2. Upload the RIS file:

This close-up shows the 'File*' section of the form. The 'File' radio button is selected. The file selection area now shows the 'Choose File' button followed by the filename 'scholar.ris'.

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

2 Citation Data

Import* File Copied Text

Text*

```
@article{archibald2011high,
title={High-Quality Professional Development for All Teachers: Effectively
Allocating Resources. Research \& Policy Brief.},
author={Archibald, Sarah and Coggshall, Jane G and Croft, Andrew and
Goe, Laura},
```

3. Click the Save button.

4. Select the references you wish to add and click Import Selected :

Activity Input Quicklinks ▼

Import Citations

Select / Unselect	Type	Title	Journal	Year Published
<input type="checkbox"/>	Journal Article	High-Quality Professional Development for All Teachers: Effectively Allocating Resources. Research & Policy Brief.	National Comprehensive Center for Teacher Quality	2011

Import Selected

5. You will see a results screen summarizing what you did. Click Go Back to return to your activities page and review the activity uploaded.

Import Results

A Imported Activity Counts

Total Activities	Imported Activities	Duplicate Activities	Exact Duplicate Activities
1	1	0	0

[Go Back](#)


Import via Medline/Pubmed

1. (Optional) Change the number of maximum records that will display on the page and/or check the box to hide duplicate records.

Note. Importing via Medline/Pubmed or Web of Science is especially useful the first time you add all your publications to your activities.

The screenshot shows a search interface with the following elements:

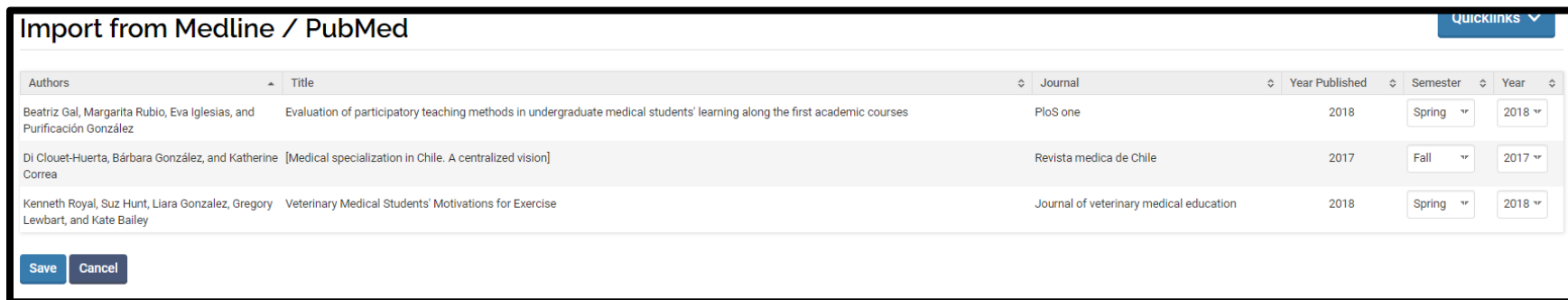
- Search** header
- Maximum Records:** 25 (dropdown menu)
- Hide Duplicates:**
- Search Field:** Select (dropdown menu)
- Search Word / Term:** [Empty text input field]
- Actions:** + (button)
- Buttons:** Search, Cancel, Add Field

2. Select a search field (e.g., author, journal, or title) and input search word(s) / term(s):
3. (Optional) If desired, use the **Add Field** button to add additional search criteria. You may use the  button to remove a row. All search terms implicitly use the Boolean term “AND”, so your search results will be more limited with the more search terms you use.
4. Click **Search** and your results will populate below.

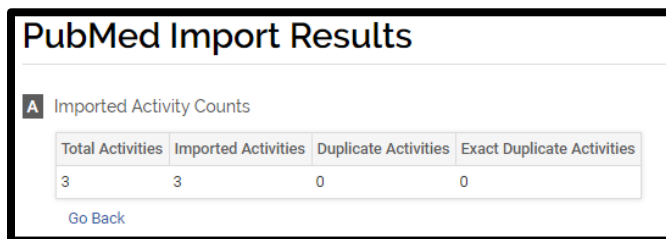
The screenshot shows a table of search results with the following columns: Select, Authors, Title, Journal, and Year Published. The table contains several rows of publication information.

Select	Authors	Title	Journal	Year Published
<input checked="" type="checkbox"/>	Di Clouet-Huerta, Bárbara González, and Katherine Correa	[Medical specialization in Chile. A centralized vision]	Revista medica de Chile	2017
<input type="checkbox"/>	Iouri Gorbanev, Sandra Agudelo-Londoño, R González, Ariel Cortes, Alejandra Pomares, Vivian Delgadillo, Francisco Yepes, and Muñoz	A systematic review of serious games in medical education: quality of evidence and pedagogical strategy	Medical education online	2018
<input checked="" type="checkbox"/>	Beatriz Gal, Margarita Rubio, Eva Iglesias, and Purificación González	Evaluation of participatory teaching methods in undergraduate medical students' learning along the first academic courses	PloS one	2018
<input checked="" type="checkbox"/>	Kenneth Royal, Suz Hunt, Liara Gonzalez, Gregory Lawbart, and Kate Bailey	Veterinary Medical Students' Motivations for Exercise	Journal of veterinary medical education	2018
<input type="checkbox"/>	A Barnadas, M Algara, O Cordoba, A Casas, M Gonzalez, M Marzo, A Montero, M Muñoz, ... (view all)	Correction to: Recommendations for the follow-up care of female breast cancer survivors: a guideline of the Spanish Society of Medical Oncology (SEOM), Spanish Society of Primary Care Physicians (SEMERGEN), Spanish Society for Family and Community Medicine (SEMFYC), Spanish Society for General and Family Physician (SEMG), Spanish Society of Obstetrics and Gynecology (SEGO), Spanish Society of Radiation Oncology (SEOR), Spanish Society of Senology and Breast Pathology (SESPM), and Spanish Society of Cardiology (SEC)	Clinical & translational oncology : official publication of the Federation of Spanish Oncology Societies and of the National Cancer Institute of Mexico	2018

5. Select the references you wish to import by checking boxes in the first column.
6. At the end of the list, click **Import Selected** 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

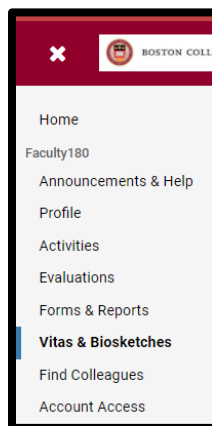
Follow the same directions as Import via Medline/Pubmed

Import via ORCID

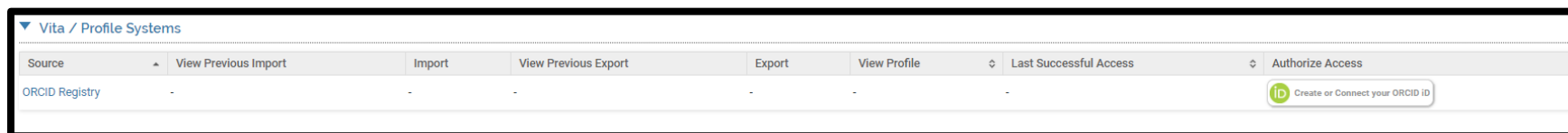
Note: You need to have created an ORCID account in order to use this import option. The BC library can assist you in setting up an account. For information, please use this link: <https://services.bc.edu/orcid/>

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

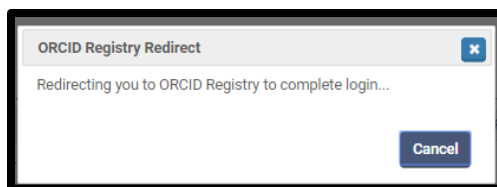
Note. Importing via ORCID is especially useful the first time you add all your publications to your activities.



2. Click on the connect button



3. The following message will appear:



You will be brought to the following webpage to complete setup:

