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 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 Add, 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 results 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 Continue, 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)
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 Options](image)

**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](image)
Scholarly Contributions and Creative Productions Section B: Activity Classifications (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 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.
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

<table>
<thead>
<tr>
<th>Type</th>
<th>Publisher / Outlet / Venue / Event / Conference</th>
<th>Place of Publication / Location</th>
<th>Date / Month / Season</th>
<th>Year / Year Published</th>
<th>Volume</th>
<th>Issue / Number</th>
<th>Pages / Page Range</th>
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<th>Journal / Book Title / Conference Proceedings Title / Encyclopedia</th>
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<td>Type</td>
<td>Patent Number</td>
</tr>
</tbody>
</table>

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**

![Appearance Image]

**Editing**

1. Select a citation format:

   ![Select Citation Format Image]

2. Upload the RIS file:

   ![Upload RIS File Image]
or copy the BibTeX text (you can add multiple entries separated by a hard return):

3. Click the **Save** button.

4. Select the references you wish to add and click **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 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.

2. Select a search field (e.g., author, journal, or title) and input search word(s) / term(s):

3. (Optional) If desired, use the 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 and your results will populate below.
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 from Medline / PubMed**

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/](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. You will be brought to the following webpage to complete setup: