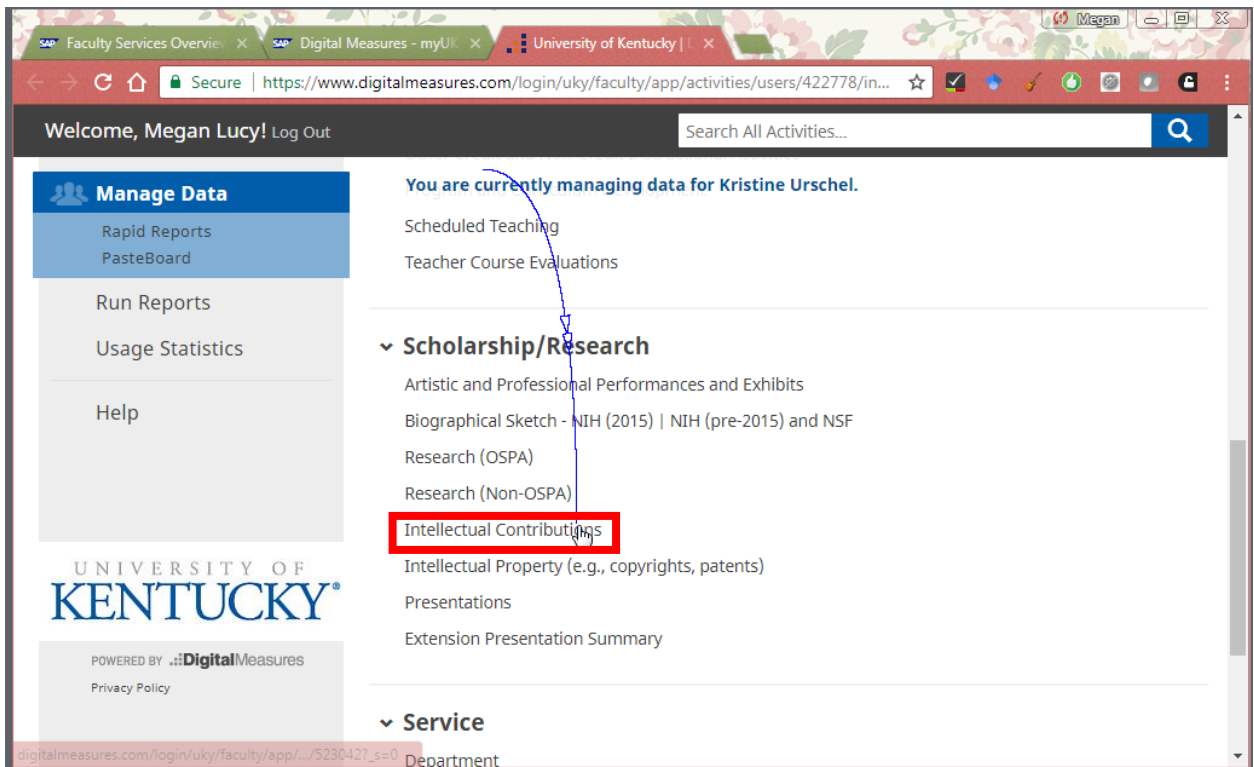


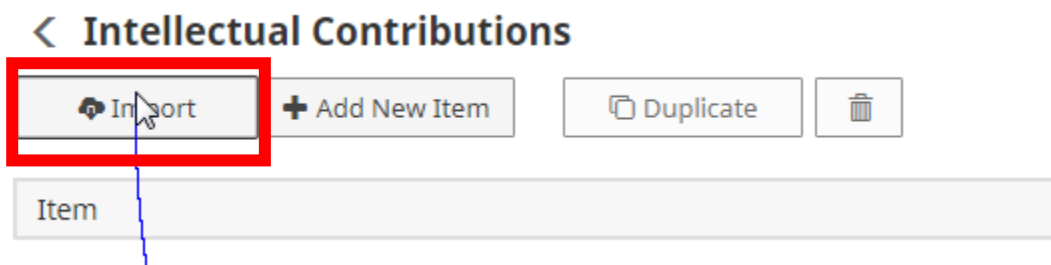
# How to Import Publication Information from Web of Science into Digital Measures

This tutorial will show you how to import citation information for publications from the Web of Science Database to Digital Measures using a Bibtext file. A similar process may be used to import citation information from any other academic database that exports data in a Bibtext format.

1. To begin with, you should already be signed in to Digital Measures. If you do not know how to sign in to Digital Measures, please see our earlier [tutorial on signing in](#).
2. From the main list of screens in Digital Measures, select Intellectual Contributions under the Scholarship and Research heading.



3. Select the import button near the top of the screen.



# How to Import Publication Information from Web of Science into Digital Measures

4. Under “Import from a Third Party”, select Web of Science.
5. Enter the date range you want to search for publications from. Remember for CAFE annual performance reviews, you are only asked to import articles for the two years under review.
6. You may add additional search criteria if you like. This may be helpful if you have a common name.
7. Select “Search Web of Science.”

## Import from a Third Party

Select a service:

Web of Science  Crossref  PubMed

Search criteria:

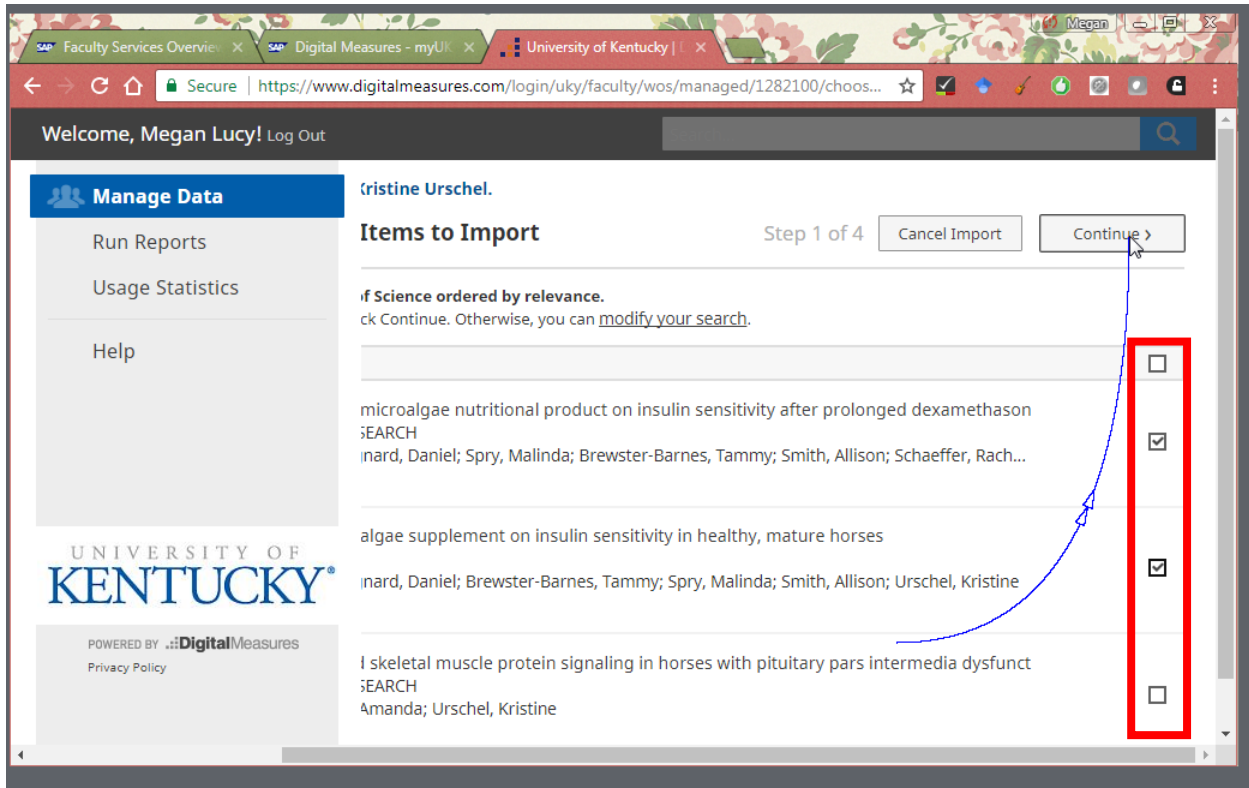
Author Name ▼	Urschel, Kristine	
Publication Year ▼	2014 to 2017	
ResearcherID ▼		

[Add search criteria](#)

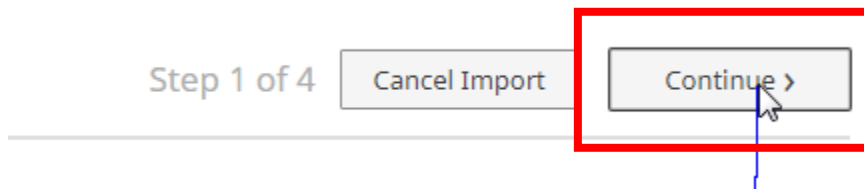
**Search Web of Science >**

# How to Import Publication Information from Web of Science into Digital Measures

- From the list of search results check the boxes of the ones you would like to import. Be careful to only import your own publications, and not those of authors who share your name.

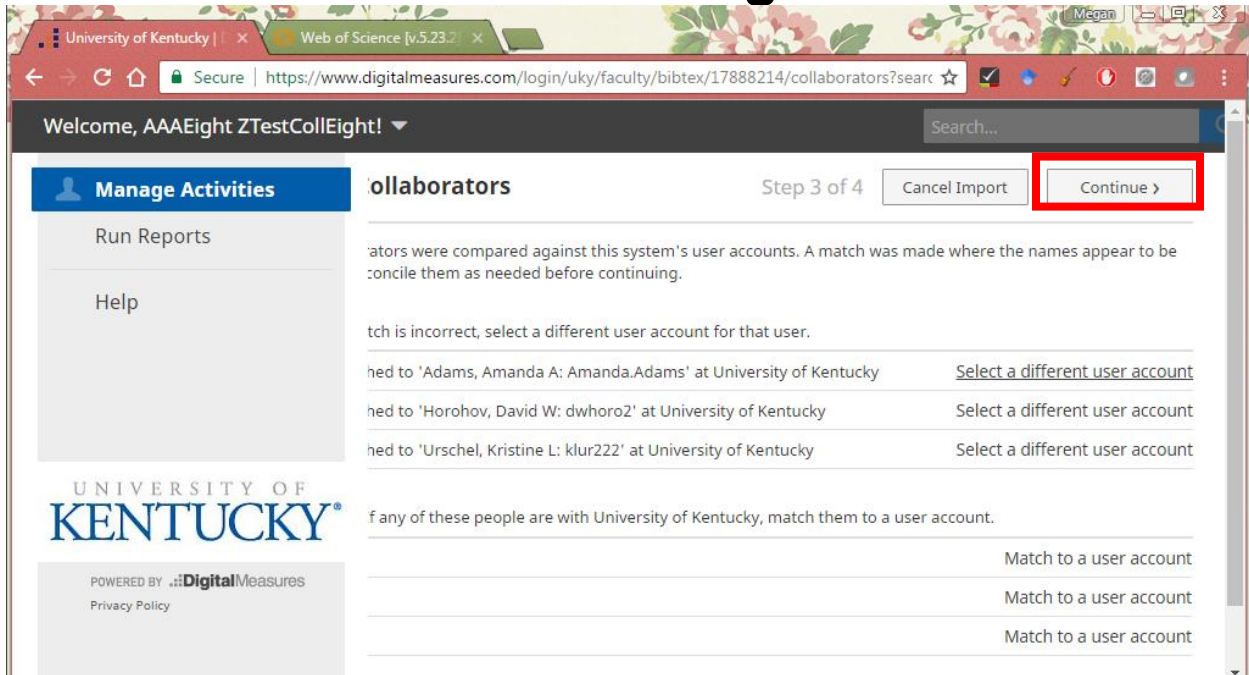


- Select "Continue"



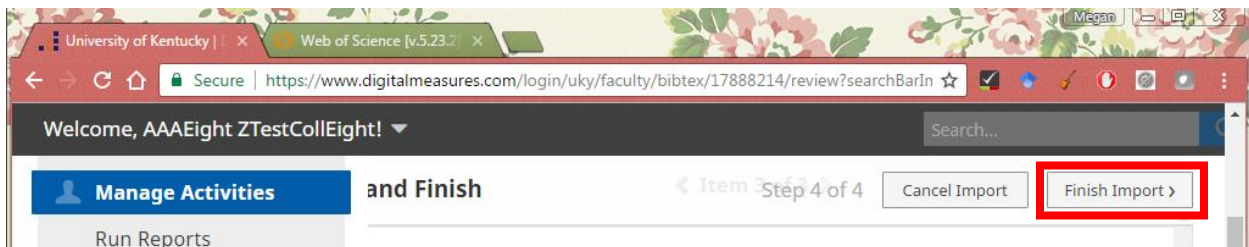
- Next, you are asked to verify the other authors. Other University of Kentucky faculty members who are authors will be recognized by Digital Measures, and the imported data will be shared with their Digital Measures profile. Because of this, only one author on a paper should have to import that paper. You may want to coordinate with your coauthors. Check the names in both sections of this screen. If any of the authors listed in the second list are, in fact, University of Kentucky faculty, you may look for their profile to add the paper to their profile, but this is not a step required by the College of Agriculture, Food and Environment. If all of the authors appear to be correct, select continue.

# How to Import Publication Information from Web of Science into Digital Measures

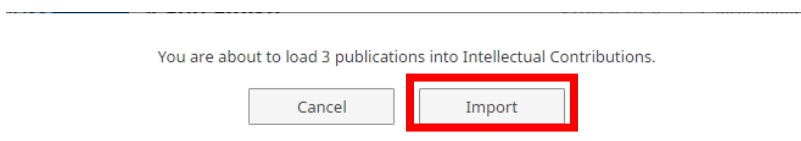


11. The next slides give you a preview of the data you are importing. Notice that not all of the data fields in Digital Measures will be filled by the import, and we will go back and fill a few of these fields later. Review all of your imported publications. If one of your co-authors has already imported a publication you are trying to import, you may be alerted that it is a duplicate, and can choose to not import that publication.

12. Select finish import.

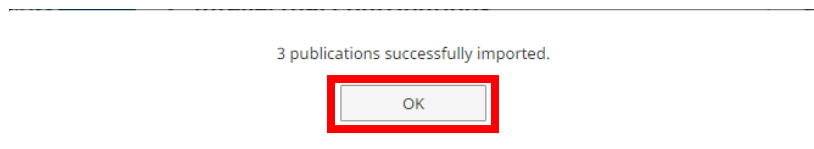


13. Select import.

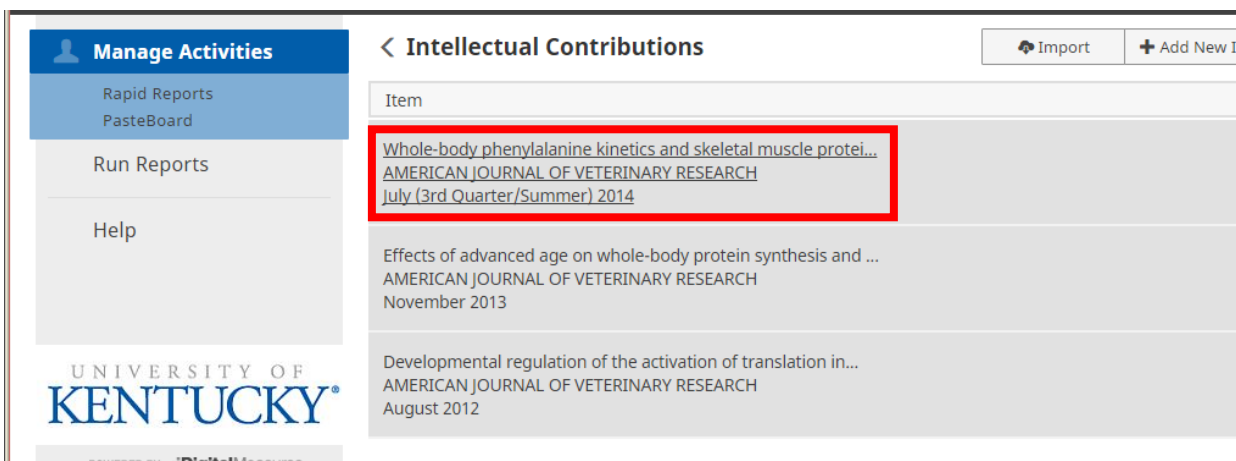


# How to Import Publication Information from Web of Science into Digital Measures

14. Select OK.



15. You will now see the list of imported publications in your Digital Measures Intellectual Contributions screen. Select a publication by clicking on the title.



16. This will open the publication's data entry screen so you may edit the imported data. Take a few minutes to review the data and look for mistakes to correct. Not all of the data fields available in Digital Measures are required by CAFE. In the next few moments we will highlight the few data fields that you need to populate yourself.

# How to Import Publication Information from Web of Science into Digital Measures

17. For each author, there is a box to indicate if they are a student, and if so, what level of student they are. Please identify your student collaborators by their level in school. The choices are graduate, post-doctorate, and undergraduate students.

The screenshot shows a web form for entering author information. The form has several columns: 'Last Name', 'Institution/Company', 'Senior Author', 'If a student, what is his/her level?', and 'Percent of Contribution'. The 'Last Name' field contains 'Mastro'. The 'Senior Author' field has a dropdown arrow. The 'If a student, what is his/her level?' field has a dropdown menu that is open, showing three options: 'Grad/Prof', 'Post Doct', and 'Undergraduate'. The University of Kentucky logo is visible in the bottom left corner of the form area.

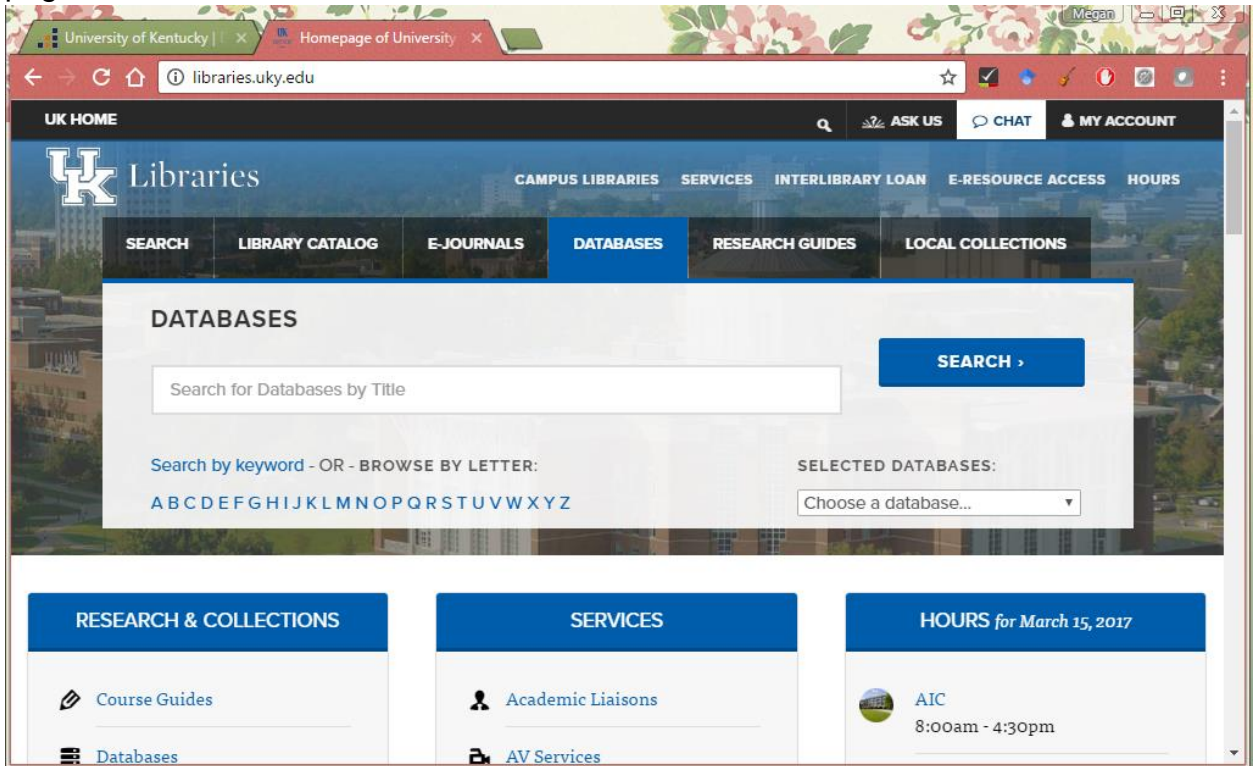
18. Scroll down to the peer-reviewed or refereed box, and select Yes for peer-reviewed and refereed works.

The screenshot shows a web form for entering publication details. The form includes a 'Publication Scope' dropdown menu. Below it, there are two dropdown menus: 'Was this peer-reviewed/refereed?' and 'Is this publicly available?'. The 'Was this peer-reviewed/refereed?' dropdown is open, showing two options: 'Yes' and 'No'. The University of Kentucky logo and 'POWERED BY DigitalMeasures Privacy Policy' are visible in the bottom left corner of the form area.

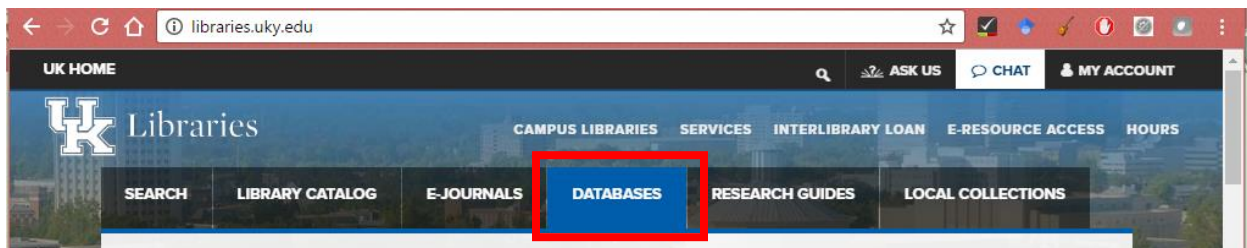
19. The final piece of information that needs to be populated for each publication is the impact factor for the year it was published. This information may be found in Web of Science.

# How to Import Publication Information from Web of Science into Digital Measures

20. In a new browser tab, navigate to the University of Kentucky Libraries home page.



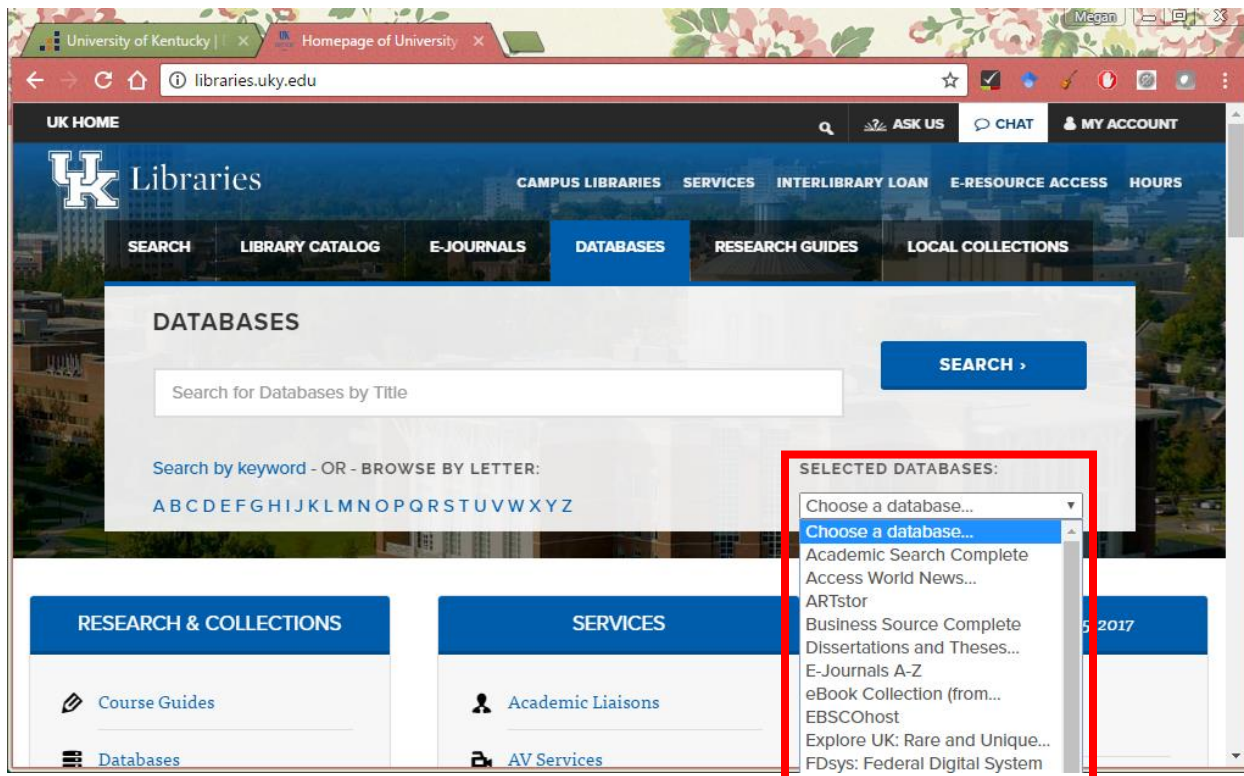
21. Select the Databases tab.



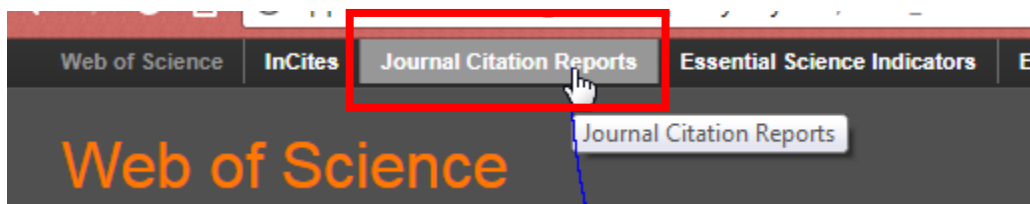


# How to Import Publication Information from Web of Science into Digital Measures

22. Choose Web of Science from the drop down menu of databases. Remember that accessing UK databases is slightly different if you are on campus or at home. If you are at home, you will need to sign in to use the databases using your link blue credentials.



23. In Web of Science, Select the Journal Citation Reports tab from the top menu. You may be asked if you want to start a new session, to which you should say yes, or continue.





# How to Import Publication Information from Web of Science into Digital Measures

24. Use the search box to look up a specific journal.

Go to Journal Profile

1 Journal of Veterinary

AMERICAN JOURNAL OF VETERINARY RESEARCH

Compare Journals

View Title Changes

Select Journals

Select Categories

Select JCR Year

2016

Select Edition

SCIE  SSCI

Open Access

Open Access

Category Scheme

Journal Titles Ranked by Impact Factor

Show Visualization

Compare Selected Journals Add Journals to New or Existing List Customize Indicators

	Full Journal Title	Total Cites	Journal Impact Factor	Eigenfactor Score
<input type="checkbox"/>	1 CA-A CANCER JOURNAL FOR CLINICIANS	24,539	187.040	0.06452
<input type="checkbox"/>	2 NEW ENGLAND JOURNAL OF MEDICINE	315,143	72.406	0.69989
<input type="checkbox"/>	3 NATURE REVIEWS DRUG DISCOVERY	28,750	57.000	0.06077
<input type="checkbox"/>	4 CHEMICAL REVIEWS	159,155	47.928	0.24655
<input type="checkbox"/>	5 LANCET	214,732	47.831	0.40423
<input type="checkbox"/>	6 NATURE REVIEWS MOLECULAR CELL BIOLOGY	40,565	46.602	0.09573

25. Navigate back to Digital Measures and type the impact factor into the impact factor for year published box.

Welcome, AAAEight ZTestCollEight!

Search...

Manage Activities

- Rapid Reports
- PasteBoard
- Run Reports
- Help

UNIVERSITY OF KENTUCKY

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Privacy Policy

### Edit Intellectual Contributions

Cancel

Library/ISBN/Number/Case # 0002-9043

PUBMED ID Number

PMCID Number

DOI

Impact Factor for year published 1.335

Publication Scope

Was this peer-reviewed/refereed? Yes

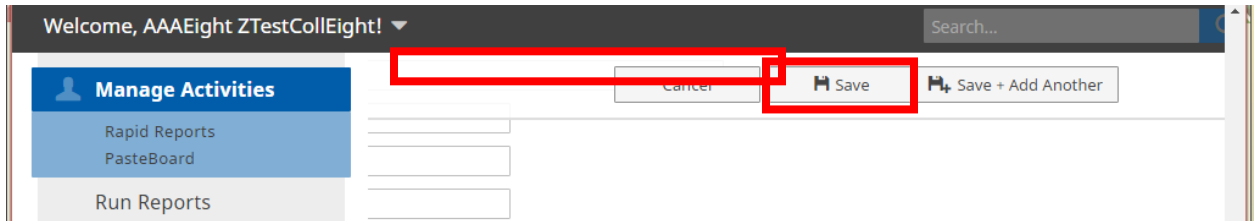
Is this publicly available?

Abstract/Synopsis

Full-text of this item No File Stored Choose File...

# How to Import Publication Information from Web of Science into Digital Measures

26. Once you are satisfied with the data for your publication, scroll back to the top of the page and select Save. This will return you to the list of your publications and you may begin work on another publication or import additional publications.



If you have questions about Digital Measures, you may call the Office of the Assistant Dean for Academic Administration at 859-257-7249.