

How to import your publication history through BibTex

It is possible to bulk import a record of your publication history. This data is available from a number of locations:

- Most citation software (Refworks, Mendeley etc.) offers an export to BibTex option.
- If you have a registered ORCID ID it is possible to export the linked outputs through their system. Details for this process can be found on the ORCID website which is available through this [link](#).
- By emailing the repository administrators/research support team at your previous institution and asking them to produce a BibTex file export for your records.

Depending on your chosen route there may be additional steps that will need to be taken.

Producing a readable BibTex file:

If you have generated the record/s from a citation software solution, this will likely produce a segment of metadata that needs to be copied and pasted into a plain text file and saved. We recommend doing this into Wordpad or an equivalent basic text programme. When saved it will be saved as a .txt file.

```
@article{RefWorks:3,
  author={Pearce Cusack},
  year={2018},
  title={Books},
  journal={The British journal of general practice : the journal of the Royal College of General Practitioners},
  volume={68},
  number={673},
  pages={384},
  language={English}
}
@book{RefWorks:1,
  author={Gerald Donaldson},
  title={Books},
  publisher={Phaidon},
  language={English}
}
@book{RefWorks:2,
  author={J. Yellowlees Douglas},
  year={2001},
  title={The end of books - or books without end?: reading interactive narratives},
  publisher={University of Michigan Press},
  address={Ann Arbor},
  isbn={0472111140; 9780472088461; 9780472111145; 0472088467},
  language={English}
}
@article{RefWorks:4,
  author={Anjna Harrar},
  year={2018},
  title={Books},
  journal={The British journal of general practice : the journal of the Royal College of General Practitioners},
  volume={68},
  number={673},
  pages={384},
  language={English}
}
```

Figure 1 Example of a Refworks BibTex export

If you have requested the document from a previous institution, it will also likely be sent to you as a .txt file.

In order to make it readable as a BibTeX file the document must have its extension changed. To do this in Windows locate the document, right click it and choose 'Properties'.

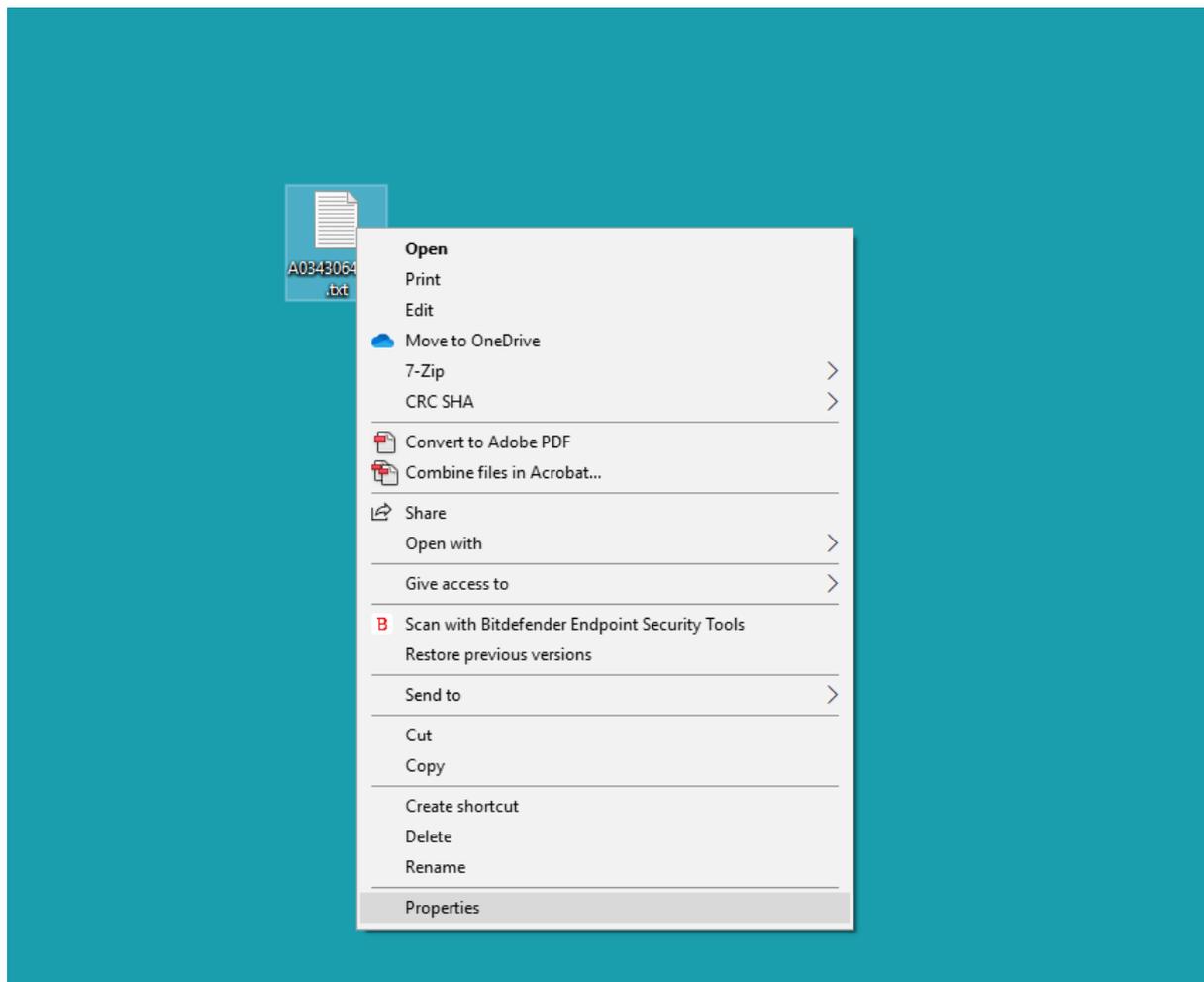


Figure 2 Where to locate file properties

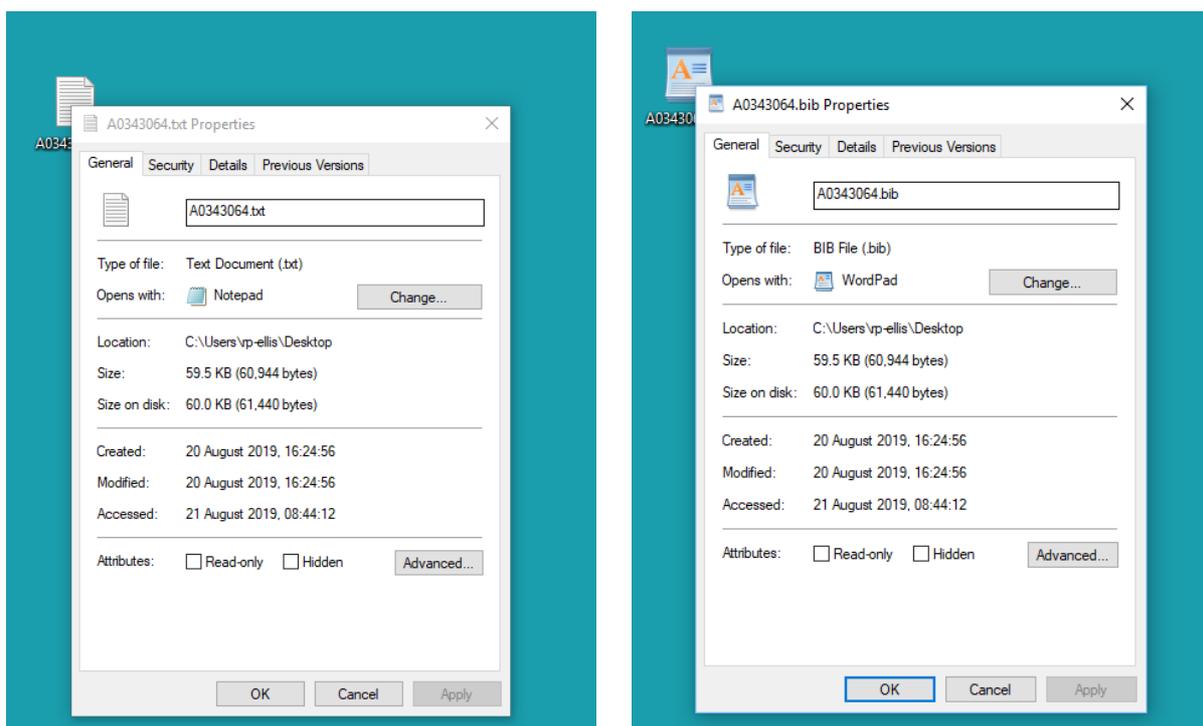


Figure 3 Beginning format and the end file formats

In the pop up window edit the title of the document so that the file ends with the .bib extension instead. After doing this you will likely get an error message saying that this may make the file unreadable. Select yes. This file will now be ready to be imported in to PIMS.

Importing a prepared BibTex file:

In PIMS, select '**Outputs**' and then '**Add new output**'. Select the fourth option '**Upload BIBTEX/RIS**'. Either click to search for and upload your file or drag and drop it in to the box. Click next. Your metadata file will begin processing and you will be taken back to the home screen.

Underneath the navigation bar you should see a notification saying 'Your file has been scheduled for import and you will receive a notification of results'. After a few minutes, refresh the webpage and you should have a new notification indicated by a red number on the 'Home' tab in the blue bar.

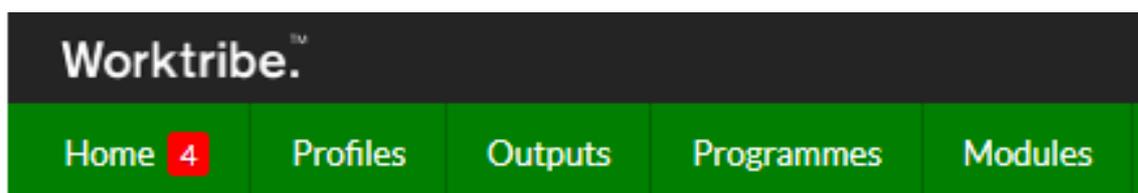


Figure 4 Example of a notification indicator

Click the home tab and you will be taken to your home page. From there, select the first entry on the left hand notification tab titled 'Person: Your Name'. In your list of notifications, you will see the most recent appearing like this:

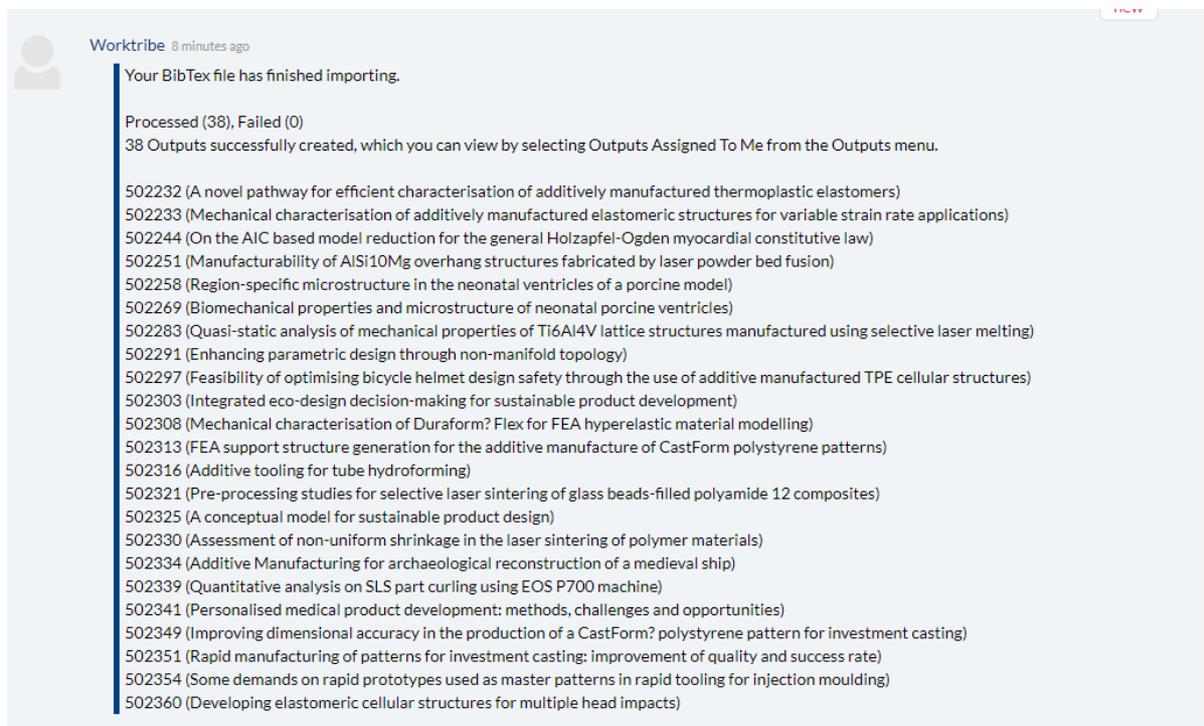


Figure 5 An example of a successful BibTeX import report

This indicates all the outputs that have been generated and their associated record numbers. If there were any issues, an error report will be included in the report or it will list how many items failed to import. You can navigate to these records by going to 'Outputs' and selecting 'Outputs Assigned to Me'. From there you will be able to add any additional required information to each record such as Org Unit (Faculty and Department) and Research Center/Group to the imported record, list funders and attach manuscripts. You will be prompted to provide critical information that might be missing by the PIMS system which is indicated by a red indicator on the associated tab. Once you have filled out all the needed details the '**Deposit**' option at the top of the record will become available. Click this to send it to the Repository Team for review.