Quick Reference – Import Publications from Google Scholar

This guide will assist you with importing publications from your Google Scholar account into My CV. These imported publications are first checked against existing publications in your My CV profile and will become manual records in your claimed publications. After importing, you will need to update the publication status for the imported records.

Create a bulk export file from your Google Scholar profile

| From your Google Scholar profile, select the publications you wish to bulk import. You can do this by selecting individual publications, or select all by clicking the box in the upper right left corner. | MERGE DELETE EXPORT Microheads for sampling and mixing in a complex sample D Owen W Mao, A Alexeev, JL Cannon, PJ Hesketh Micromachines 4 (1), 103-115 Orbiting magnetic microbeads enable rapid microfluidic mixing M Ballard, D Owen, ZG Mills, PJ Hesketh, A Alexeev Microfluidics and Nanofluidics 20 (6), 88 | | | |
|--|---|--|--|--|
| Click Export. | | | | |
| A drop down of file type options should appear. Select the RefMan file type and locally save the file. The exported file from Google Scholar will have an .ris extention. | EXPORT BibTeX EndNote RefMan CSV | | | |

Import your Google Scholar publications into your My CV profile

| Log into My CV, click on the hamburger menu on the top-left corner, and | X My Profile Assessment | Open Access Reporting | System Admin | search for a page |
|---|--|---|---|--|
| navigate to My Profile > Tools > Import Scholarly & Creative Works. | My Work Scholarly & Creative Works Grants Professional Activities Teaching Activities | About Me Edit Profile Set Preferred Name | Settings Automatic Claiming Name-based Search Account Settings Configure Homepage Manage Delegates | > Import Scholarly & Creative Works > Create Links > Workspace |
| | | HEI | LP | |

| (1) Browse (or | (1) Browse (or Drag) for the file you have saved and then click on (2) 'Upload'. | | | | | | |
|--|---|---|----------------------------|--|--|--|--|
| | | | | | | | |
| | Import | | | | | | |
| | | | | | | | |
| | 0 | | | | | | |
| | Drag file here or | | | | | | |
| | browse to choose a file | | J | | | | |
| | ".bib or ".ns tile supported | | | | | | |
| | | | | | | | |
| My CV will compare the imported publications with any publications already in your profile (including any declined publications). It will generate a list showing the new publications and any matches found with existing publications. For each publication that matches an existing record, you will be given a range of options. | | | | | | | |
| For imported p | publications that match an existing publication of yours that h | has been added via | an external source, you | | | | |
| have three cho | vices: | | 4 | | | | |
| Import Supple | t as new: create a new record based on this data, separate to | o the existing recor | 0 re this the preferred | | | | |
| source | | | e this the preferred | | | | |
| Do not | t import: skip this record in the import file. | | | | | | |
| Click o | n Import button at the bottom of the page when done. | | | | | | |
| | | | | | | | |
| 1 SCHOLARLY | ARTICLE | arco | ○ Just add link | | | | |
| integration | n project | 130 | Import as new | | | | |
| Castro E, Ga | arnett A | | O Supplement existing | | | | |
| This record | has been matched with an existing scholarly & creative work | | O Skip | | | | |
| | | | | | | | |
| For records that match an existing publication of yours that have been manually added, either by you, BU co-author or your delegate(s), you have four choices: Import as new: create a new record based on this data, in addition to the existing manual publication Overwrite existing: overwrite the existing manual record with the new data Just add link: to ignore the record when importing. If you are not already linked to the matched scholarly & creative work, a link will be created. Skip: Do not import this record. | | | | | | | |
| Click on Import button at the bottom of the page when done. | | | | | | | |
| | Scholarly & creative works with editable manual records D | Default action: Just add link 🛛 🔨 | | | | | |
| | Each of these can be handled in one of four ways: | | | | | | |
| | link will be created. | ioù beneiding a ereative ment, a | | | | | |
| | Choose Import as new to create a new scholarly & creative work based on the data from your nile. Choose Overwrite existing to update the manual record in the existing scholarly & creative work with the new data. If you are not already linked to the matched scholarly & creative work, a link will be created. Choose Skip to ignore the record completely. | | | | | | |
| | 1 SCHOLARLY ARTICLE | Just add link | | | | | |
| | Beyond African orality: Digital preservation of Mandinka ¹ Ajamī archives of Casamance | Sust add iffic Import as new | | | | | |
| | Ngom F, Castro E This record has been matched with an <u>existing scholarly & creative work</u> | Overwrite existingSkip | | | | | |
| | | | | | | | |