METHODS FOR IMPORTING BIBLIOGRAPHIC RECORDS/CITATIONS INTO PANTHER180

Importing records into Panther180 requires two or more steps. You can import records for scholarly activities like books, chapters, and scholarly articles using RIS or BibTeX files, or in some cases you can import individual records. In Step 1: Records of your scholarship in ORCID, RefWorks, and other databases can first be exported to your computer as a RIS or BibTeX file, and in Step 2: Files or records are uploaded/imported into Panther180.

All of these records contain metadata, but the metadata might differ depending on the source of the record. Essentially, you will most likely need to do some tweaking, or cleanup, of the imported data no matter what source(s) you use. We recommend the cleanup be done in Panther180.

STEP 1: EXPORTING RECORDS / FILES from ORCID or RefWorks or Databases

ORCID

• Export as BibTeX from Works
  o Two options available
    1. Exporting a file of your Works list
      • Click the ‘Export works’ button that appears to the right of the Works heading.
      • It will create a file of all works in your list including those added manually. See their ORCID documentation here for pros and cons.
      • Download to your desktop or download folder on your computer. Take note of the file name! You’ll need it for Step 2.
    2. Exporting individual records
      • Copy the BibTeX portion of a record, when available. (Note: Records added manually will not display a BibTeX record)
      • Paste by following the second set of Step 2 directions below for Pasting Individual BibTeX Records From ORCID into Panther180

RefWorks

• Export as RIS or BibTeX
  o Download to your desktop or download folder. Take note of the file name! You’ll need it for Step 2.

From Databases

• Export as RIS or BibTeX, when one or both methods are available, databases vary
  o Download to your desktop or download folder. Take note of the file name! You’ll need it for Step 2.
STEP 2: IMPORTING FILES INTO PANTHER180

Panther180

• Go to Activities (on left), then select Scholarly Publications and Creative Activities
• If there are already records listed, go to the bottom of the list and click ADD
  1. Import box is on the right
     a. Click the button next to Generic (RIS / BibTeX)
     b. Click continue
  2. Citation format
     a. Choose RIS or BibTeX, depending upon the type of file you saved to your computer.
  3. Citation data
     a. Import: File is the default, leave this as is
     b. File: click Browse to search your computer for the file you downloaded from the source above.
     c. Select it and Save/Open
  4. Save in Panther180
  5. Import citations
     a. Select the citations you want to import
     b. Click Import Selected
  6. Imported Activity Count appears
     a. Click Go Back
  7. The imported citations will appear at the bottom of your Scholarly Publications and Creative Activities listing.
  8. Use the pencil icon on right to view the records and edit them.

STEP 2: PASTING INDIVIDUAL BIBTEX RECORDS FROM ORCID INTO PANTHER180

Panther180

• Go to Activities (on left), then select Scholarly Publications and Creative Activities
• If there are already records listed, go to the bottom of the list and click ADD
  1. Import box is on the right
     a. Click the button next to Generic (RIS / BibTeX)
     b. Click continue
  2. Citation format
     a. Choose BibTeX
  3. Citation data
     a. Choose the Copied Text
  4. Text
     a. Paste BibTeX record here
     b. Save
  5. Import citations
     a. Select the citation you want to import
     b. Click Import Selected
6. **Imported Activity Count appears**
   a. Click Go Back

7. The imported citations will appear at the bottom of your Scholarly Publications and Creative Activities listing.

8. Use the pencil icon on right to view the record and edit.
   a. If the DOI did not import with the record, you may want to copy the DOI from the ORCID record and paste it into the appropriate field.

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