



Guide on How to Upload Your Peer- Reviewed Publications Using Google Scholar

CREATED BY THE OFFICE OF FACULTY AFFAIRS

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To export citations to a BibTeX file:

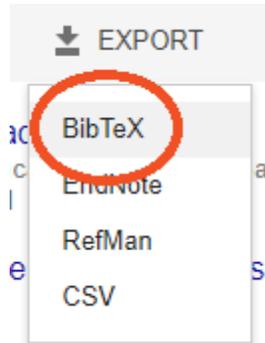
1. Open Google Scholar
2. Select My Profile
3. If you are not yet logged in, enter your credentials to sign in. Upon signing in you should land on your profile page where you will see a list of your articles
4. If you would like to export only select articles to your BibTeX file, choose these from your profile. If you would like to export all of your articles, simply leave things as they are.



5. Select **EXPORT**



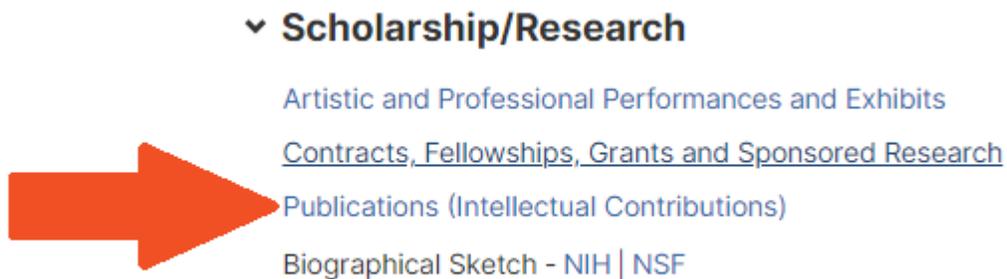
6. In the drop-down menu, ensure that the **file format** selected is **BibTeX**, then select to export either the selected articles or all articles, depending on your need



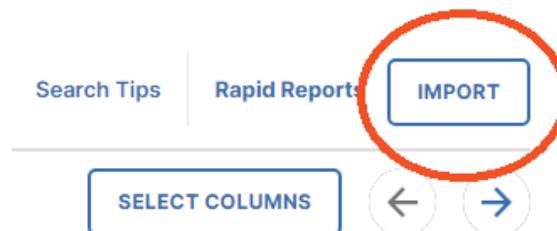
7. Save the export file

Upload BibTeX file into FPT

1. Select Publications (Intellectual Contributions)



2. Select IMPORT



3. A window will open – Select the “Choose File...” option underneath Import from a BibTeX file



4. Find the file on your computer
5. Pick your collaborators



6. Finish upload/import

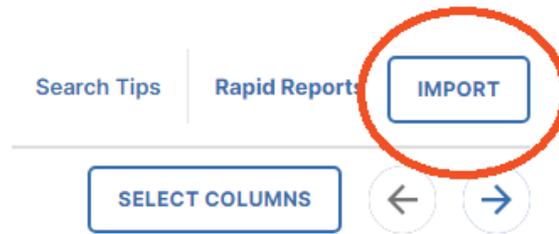


Upload Intellectual Contributions using PubMed into FPT

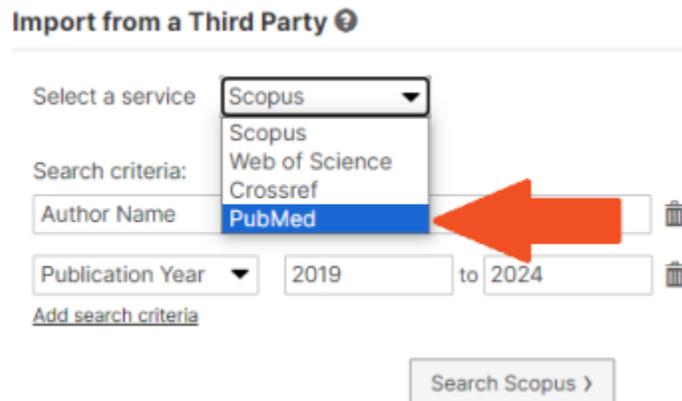
1. Select Publications (Intellectual Contributions)



2. Select IMPORT



3. A window will open – Click on the Select a service dropdown and select PubMed



4. Type in the Author's name

Last name followed by a space and up to the first two initials followed by a space and a suffix abbreviation, if applicable, all without periods or a comma after the last name (e.g., fauci as or o'brien jc jr). Initials and suffixes may be omitted when searching.

5. Select your publications

Import Publications: Select Items to Import

Step 1 of 4

Cancel Import

Continue >

Displaying 162 publications found in PubMed ordered by relevance. Select the items you want to import and click Continue. Otherwise, you can modify your search.

Item	<input type="checkbox"/>
Arabinogalactan-proteins (AGPs): Signaling molecules of the extracellular matrix of plants. Planta medica Heise, E; Classen, B December 1, 2016	<input checked="" type="checkbox"/>



6. Select your collaborators

Import Publications: Match Collaborators

Step 3 of 4

Cancel Import

Continue >

To ensure high quality reports, your collaborators were compared against this system's user accounts. A match was made where the names appear to be the same. Review the matches below and reconcile them as needed before continuing.

1 name matched one user account. If the match is incorrect, select a different user account for that user.

Heise, E M	Matched to 'Heise, Elizabeth: elizabeth.heise' at The University of Texas Rio Grande Valley	Select a different user account
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1 name did not match any user accounts. If this person is with The University of Texas Rio Grande Valley, match them to a user account.

Classen, B	Match to a user account
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7. Finish upload/import

Import Items: Review and Finish

Step 4 of 4

Cancel Import

Finish Import >

You are about to import 1 record. Please review to ensure you want to proceed.



If you have any questions about this guide, please contact the Office of Faculty Affairs at FPT@utrgv.edu