

## [Solution home Elements Getting Started](#)

# Guide to Import and Export of Publications

**Modified on: Mon, 12 Jun, 2017 at 1:10 PM**

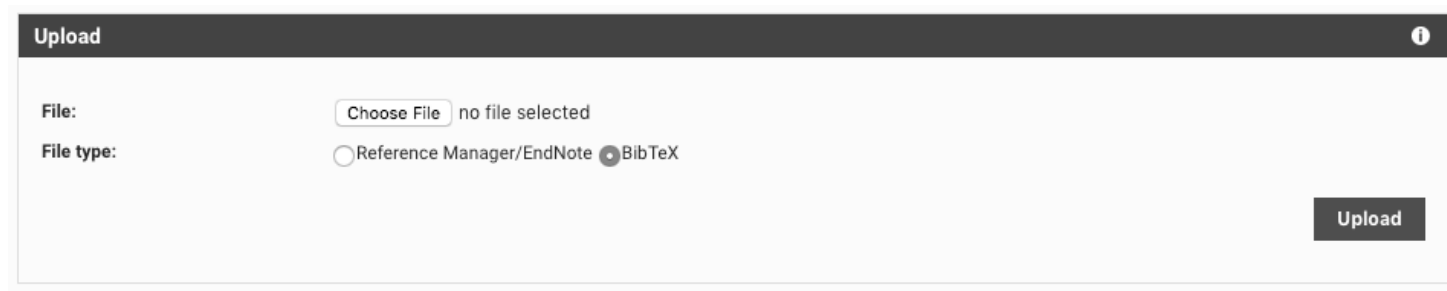
This guide will assist you to import and export items in the standard bibliographic format as well as exports in APA6 style to PDF, Word and tabular format to CSV.

## Importing

You can import items from Google Scholar, Bibliographic Indexing services and Reference Management databases in RIS or BibTeX format. These items are first checked against existing records in Elements, and will become manual records in your claimed (Mine) publications.

To import items:

1. Have the RIS or BibTeX file containing your items stored on your computer or network in a location that you can access
2. Log in to Elements and navigate to **Menu > Publications > Import**
3. Browse for the file you have saved and then click on 'Upload'



The system will compare the new publications with your current publications list (including any declined publications) and look for it in other users' records as well. 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 records that match an existing publication of yours, which has only online database records, you have three choices:

- Import as new: create a new record based on this data, separate to the existing record
- Supplement Existing: add a manual source to the existing publication record and make this the preferred source
- Do not import: skip this record in the import file.

For records that match an existing publication of yours, which does have a manual source, you have three 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
- Do not import: skip this record in the import file.

**Records to import**

 Key

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**New records [0]**

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• **Records matched to an existing publication [1]**

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1. JOURNAL ARTICLE **Universal spectral behavior of  $\xi^2(ix)^{\epsilon}$  potentials**  Import as new **Relationships:**  
 Bender, C. M.; Hook, D. W.  Supplement existing  AUTHOR  
 This record has been matched with an existing publication  Do not import

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**Records matched to an existing publication with an editable record [0]**

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Clear
Import

**Note:** After importing, a comment is posted in history. This comment contains your user number and a message. Example 1. 3168 added to publication 2. Manual record added from import.

## Exporting

The data within Elements can be exported in text or spreadsheet formats, or for common reference management programs, you can use that data in bibliographies, research papers, CVs and other documents.

The exported data is provided in the following formats:

- BibTeX format (for *MathSciNet* and other reference management services)
- RIS (Research Information Systems) format, for Reference Manager, *EndNote* and other reference management programs
- PDF, suitable for print
- RTF, suitable for MS Word and other text-based programs
- CSV, for Excel and databases

Leave the selection blank if you want to export everything, to refine the set select by all on the page or a set of items from the **My Publication** page and choose the export format. The file will open in a new window or be downloaded.

**My publications**

✓ Mine (19) ! Pending

Sort by: Reporting date (newest to oldest)

10 results per page

✓ Select all on page Export

Export publications

Export this list (  selected items only)

- Export to BibTex
- Export to ReferenceManager/EndNote
- Export to PDF (APA6)
- Export to Word (APA6)
- Export to Excel (CSV)

Universal spectral behavior of  $Sx^2(ix)^es$  potentials

Summary Demo System users (2) History (2) Data sources (5) Full text Links (2)

X Bender CM, Hook DW

URL Publisher URL doi>

HERDC Manual check box: False

Reporting date: 20 May 2012 [Edit](#)

Journal Rankings					Citations			Altmetrics
ISSN	SNIP	SJR	ERA2010	Impact Factor	Scopus	WoS	Europe PMC	
1050-2947	-	-	A	3.1860	2	2		8
1094-1622	1.040	1.828	A	-				

Journal article

## Symplectic Elements Guide to Export and Import of Publications

Version	File
Guide to Export and Import of Publications v4.11	<a href="https://support.symplectic.co.uk/helpdesk/attachments/6003957426">Symplectic Elements v4.11 - Guide to Export and Import of Publications.pdf</a>
Guide to Export and Import of Publications v4.10	<a href="https://support.symplectic.co.uk/helpdesk/attachments/6003957423">Symplectic Elements v4.10 - Guide to Export and Import of Publications.pdf</a>
Guide to Export and Import of Publications v4.9	<a href="https://support.symplectic.co.uk/helpdesk/attachments/6003957450">Symplectic Elements v4.9 - Guide to Export and Import of Publications.pdf</a>
Guide to Export and Import of Publications v4.7	<a href="https://support.symplectic.co.uk/helpdesk/attachments/6003957422">Symplectic Elements v4.7 - Guide to Export and Import of Publications.pdf</a>

## Importing Publications for a Group of Users

For guidance for administrators acting on behalf of a group of users see [Importing publications for a group of users](https://support.symplectic.co.uk/support/discussions/topics/6000011178) (<https://support.symplectic.co.uk/support/discussions/topics/6000011178>).

## RIS and BibTex mapping

Please see the attached spreadsheet for import/export mapping of RIS and BibTex in Elements.