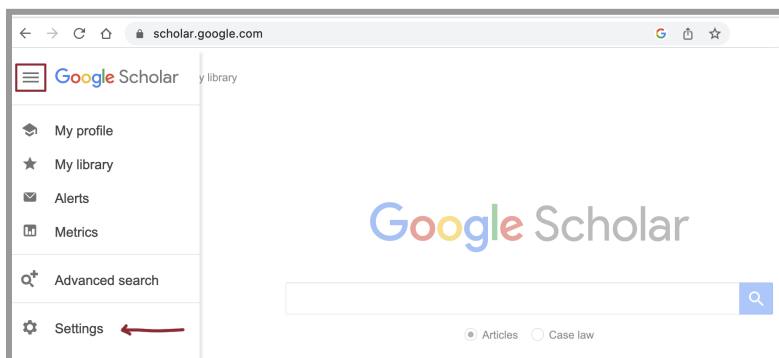


Importing Publication Citations from Google Scholar into Interfolio

Instructions for Faculty

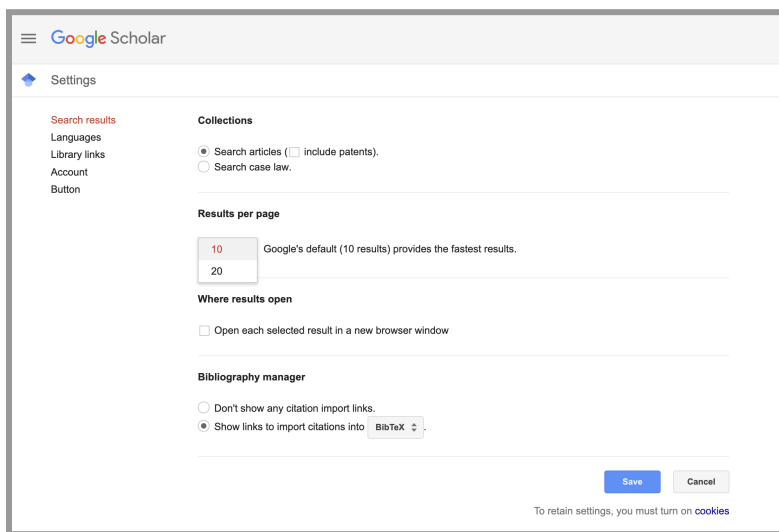
Citations can be exported from Google Scholar and imported into your Interfolio Faculty180 activities. Interfolio takes care of moving the elements of each citation into the appropriate field (author, title, journal, etc.), and flags possible duplicate entries for your attention. You can adjust each citation as necessary, and upload a copy of the publication.

PART 1 - Export Your Publication Citations from Google Scholar



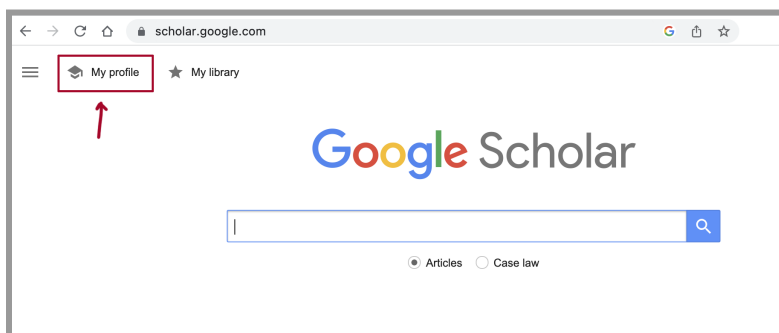
1. Log on to Google Scholar
<https://scholar.google.com/>

2. Navigate to “Settings”

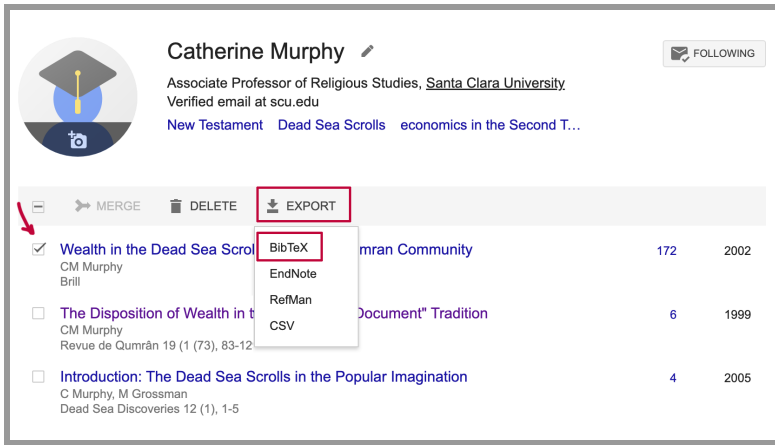


a. Change “results per page” from the default “10” to the maximum “20.”

b. Select the “Show links to import citations into” radio button and choose “BibTeX” from the drop-down menu. Click the **Save** button.



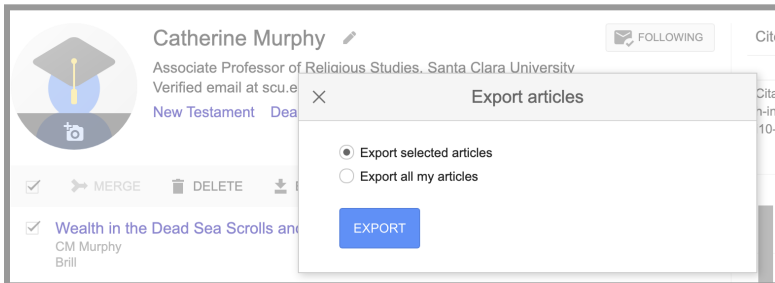
3. Navigate to “My Profile”



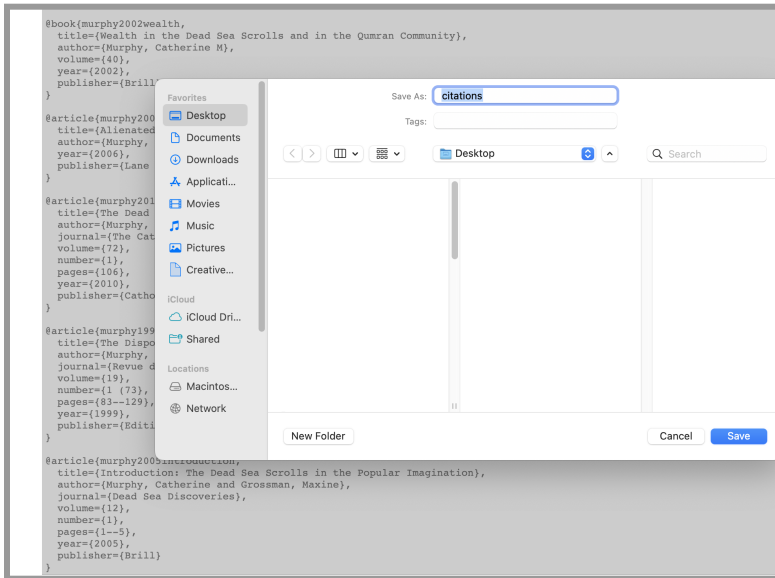
4. Select the citations you would like to export

a. Check the boxes to the left of the citations you would like to export.

b. Click the “EXPORT” link in the gray toolbar, and select “BibTeX” for the export format.



c. Select “Export selected articles” and click the **Export** button.



5. Save the .txt file on your computer

Right-click on the citation page to bring up the browser menu, and select “Save As.” Choose a location on your computer for the saved file.

PART 2 - Import Your Citations into Interfolio

There are two ways to log on to Interfolio

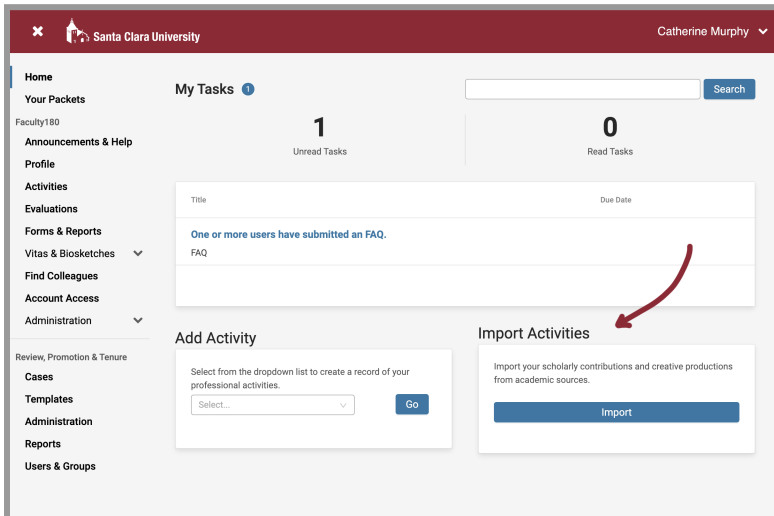
1. Interfolio: <https://www.scu.edu/interfolio>

Click the Partner Institution button.

Search for "Santa Clara University" and click the Sign In button.

Log in with your single sign-on credentials.

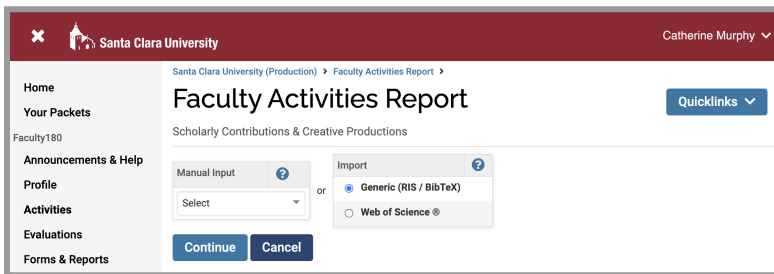
2. Click on the Interfolio tile on your MySCU SSO page.



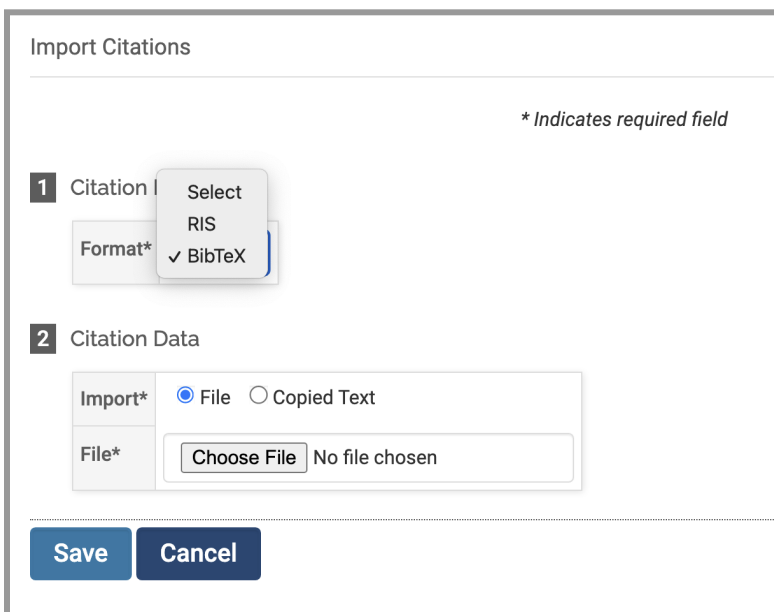
1. Import Activities on your home page

Find the “Import Activities” section on your “Home” dashboard, and click **Import**.

If this page does not automatically open, click on the “Home” tab at the top of the left navigation bar.



2. Select “Generic (RIS / BibTeX)” from the Import menu and click **Continue**



3. Select “BibTeX” from Citation Format menu

4. Select “File” in the Citation Data menu and navigate to the .txt file you saved earlier

5. Click **Save**

Faculty Activities Report

Import Citations

Select / Unselect	Type	Title	Journal	Year Published
<input checked="" type="checkbox"/>	Journal Publication	Piecing Together the Past		1995
<input checked="" type="checkbox"/>	Journal Publication	The Dead Sea Scrolls and the Hasmonean State	The Catholic Biblical Quarterly	2010
<input checked="" type="checkbox"/>	Journal Publication	Introduction: The Dead Sea Scrolls in the Popular Imagination	Dead Sea Discoveries	2005
<input checked="" type="checkbox"/>	Journal Publication	The Disposition of Wealth in the "Damascus Document" Tradition	Revue de Qumran	1999
<input checked="" type="checkbox"/>	Book	The disposition of wealth in the literature and practice of the Qumran community and its relevance for the study of the New Testament		1999
<input checked="" type="checkbox"/>	Book	Wealth in the Dead Sea Scrolls and in the Qumran Community		2002

Import Selected

6. Select the citations you would like to import, and click **Import Selected**

Import Results

Imported Activity Counts

Total Activities	Imported Activities	Duplicate Activities	Exact Duplicate Activities
7	6	1	0

Duplicate Activities

Complete	Imported Activity	Existing Activity	% Match	View	Actions
	Murphy, C., & Grossman, M. (2005). Introduction: The Dead Sea Scrolls in the Popular Imagination. <i>Dead Sea Discoveries</i> , 12, 1–5.	Murphy, C. M., & Grossman, M. L. (2005). Introduction: The Dead Sea Scrolls in the Popular Imagination. <i>Dead Sea Discoveries</i> , 12, 1–5.	98.21%		Discard Imported

Save Save and Go Back Cancel

7. Review the results of the Imported Activity Counts, as well as possible duplicate publications.

a. In the Actions column, choose what to do with any duplicates.

b. Click **Save**.

More details on managing duplicates are available on the [Interfolio website](#).

My Tasks

2 Unread Tasks

0 Read Tasks

Assign Activity Classifications for Imported Scholarly Works

Activity Input

8. Assign Activity Classifications

a. The “My Tasks” area of your dashboard will prompt you to assign activity classifications to the imported scholarly works. Click the blue text.

b. Select a citation to update by clicking the **Add** button.

Add Required Activity Information

Update these imported activities to ensure that all data is captured for the institution, as well as making sure all of your work is present while generating vitas or biosketches.

Title	Type	Year Published	Source	Action
Piecing Together the Past	Journal Publication	1995	BibTex Import on March 27, 2023	Add
The Dead Sea Scrolls and the Hasmonean State	Journal Publication	2010	BibTex Import on March 27, 2023	Add
The Disposition of Wealth in the "Damascus Document" Tradition	Journal Publication	1999	BibTex Import on March 27, 2023	Add
The disposition of wealth in the literature and practice of the Qumran community and its relevance for the study of the New Testament	Book	1999	BibTex Import on March 27, 2023	Add
Wealth in the Dead Sea Scrolls and in the Qumran Community	Book	2002	BibTex Import on March 27, 2023	Add

Add Required Information ✕

* Indicates required field

Book Type ?	Select
CoAuthors/CoEditors Contributions ?	
Impact of Publication ?	
# of Undergrad CoAuthors ?	
Presentation Category ?	Select
Quality of Press / Publisher ?	
Reject Percentage ?	
Type of Review ?	Select

Save **Cancel**

- c. Fill in any relevant fields, if you have this information or if your department requires it, and click **Save**. Do this for each citation.

Scholarly Contributions and Creative Productions ? Help

In section B, include all indicators of the quality of the publication, presentation or production quality for your disciplinary area.

If there are co-authors/editors or others who have contributed to this work, please describe the relative contribution of all those listed in Section A.

Search:

Type ^	Title ^	Outlet ^	Year Pub ^	Status ^	Term ^	Origin ^	Actions
Journal Publication	Introduction: The Dead Sea Scrolls in the Popular Imagination	Dead Sea Discoveries	2005	Completed/Published	Winter 2005	Manual	
Book	Wealth in the Dead Sea Scrolls and in the Qumran Community	Brill	2002	Completed/Published	Fall 2002	BibTeX	
Journal Publication	The Dead Sea Scrolls and the Hasmonean State	The Catholic Biblical Quarterly	2010	Completed/Published	Fall 2010	BibTeX	
Journal Publication	The Disposition of Wealth in the "Damascus Document" Tradition	Revue de Qumr ^l an	1999	Completed/Published	Fall 1999	BibTeX	
Journal Publication	Piecing Together the Past		1995	Completed/Published	Fall 1995	BibTeX	

Add

9. Edit Imported Citations

- Select "Activities" from the left sidebar navigation, under the Faculty180 header.
- Scroll down to Scholarly Contributions and Creative Productions, and click on the blue triangle to open the category.
- Check each entry for accuracy and correct errors or missing information by selecting the pencil (edit) icon next to each entry you would like to check.
- Correct the citations until you are finished with all imported entries. You can also manage the status of the publication from this page, changing when the article was published.

A Input Form

Status* Completed/Published for Fall 1999 **Manage Status**

Type Journal Publication

Title*
 B I U x₂ x² I_x Ω
 The Disposition of Wealth in the "Damascus Document" Tradition

Journal* Revue de Qumr^lan

Year* 1999

Month / Season ?

Volume 19

Number 1 (73)

Pages 83-29