

Importing Publications into FARS from EBSCOhost (Blindness and Low Vision Studies)

FARS Training



University Libraries

Access the Databases.

1. Navigate to WMU's library homepage. Scroll down to the menu items and click **Collection**. Then, click **Databases and Guides By Subject**.

HOME

ABOUT

HOURS

LOCATIONS

MY LIBRARY ACCOUNT

BORROW AND REQUEST

CITING SOURCES

COLLECTIONS

1

DATABASES AND GUIDES BY SUBJECT

DIGITIZED COLLECTIONS

EDUCATION

Data

RESEARCH

[Research Gui](#)

DATABAS

[All](#) [A](#) [B](#)

DATABAS

- [Anthropolo](#)
- [Archives ai](#)
- [Art](#)
- [Aviation](#)

2. To the right of the menu items, such as Databases and Guides By Subjects, click on Blind and Low Vision Studies.

The screenshot shows the University Libraries website. At the top is a dark orange header with the text "University Libraries" in white. Below the header is a navigation menu with the following items: HOME, ABOUT, HOURS, LOCATIONS, MY LIBRARY ACCOUNT, BORROW AND REQUEST, CITING SOURCES, and COLLECTIONS. Under the COLLECTIONS menu item, there is a sub-menu titled "DATABASES AND GUIDES BY SUBJECT". This sub-menu includes: DIGITIZED COLLECTIONS, EDUCATION, GOVERNMENT DOCUMENTS, MAPS, MUSIC, and SPECIAL COLLECTIONS. To the right of the navigation menu, the page content is titled "Databases and" followed by "RESEARCH GUIDES" and "RESEARCH Guides by Course and Subject". Below this is "DATABASES A TO Z" with a list of letters: All, A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z. Underneath is "DATABASES BY SUBJECT" with a list of subjects: Anthropology, Archives and Special Collections, Art, Aviation, Biological Sciences, Blind and Low Vision Studies, and Business. The "Blind and Low Vision Studies" link is circled in red, and a red number "2" is placed to its right.

University Libraries

- HOME
- ABOUT
- HOURS
- LOCATIONS
- MY LIBRARY ACCOUNT
- BORROW AND REQUEST
- CITING SOURCES
- COLLECTIONS
 - DATABASES AND GUIDES BY SUBJECT**
 - DIGITIZED COLLECTIONS
 - EDUCATION
 - GOVERNMENT DOCUMENTS
 - MAPS
 - MUSIC
 - SPECIAL COLLECTIONS

Databases and

RESEARCH GUIDES

[Research Guides by Course and Subject](#)

DATABASES A TO Z

[All](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

DATABASES BY SUBJECT

- [Anthropology](#)
- [Archives and Special Collections](#)
- [Art](#)
- [Aviation](#)
- [Biological Sciences](#)
- [Blind and Low Vision Studies](#) 2
- [Business](#)

3. Click on **CINAHL Complete**.

Please note that the other databases on the list may also contain publications that CINAHL Complete has or does not have. For the purpose of demonstration, CINAHL is selected.

Best Bets! 3.

CINAHL Complete [↗](#) **W** **Best Bet** [↗](#)
Indexes journals in nursing and related fields with full text for 1,300 of them. Some go back as far as 1937. Updated weekly.

ERIC (ProQuest) [↗](#) **W** **Best Bet** [↗](#)
This is the core index in the field of Education. Includes citations with abstracts for over 2,000 journals and more than 450,000 reports in education and related fields. Covers 1966-present. This database is also available from EBSCOhost, FirstSearch, and from the US government.

PsycINFO [↗](#) **W** **Best Bet** [↗](#)
Covers world-wide literature in psychology and related disciplines. Journal articles, technical reports, books, book chapters, and dissertations are included. Coverage: 1806-present. Updated weekly.

PubMed [↗](#) **Best Bet** [↗](#)
Is the National Library of Medicine's interface for searching MEDLINE, the major index to medical research, from clinical medicine to cellular and biomolecular biology. Free citations and abstracts, limited full text. Coverage: 1893 - present. Updated weekly.

Scopus [↗](#) **W** **Best Bet** [↗](#)
Indexes scholarly literature in the natural and social sciences. Use this to get extensive inter-disciplinary access to journal articles and also to find out which articles are being cited by other scholars. Cited references from 1970-present, records from 1788-present.

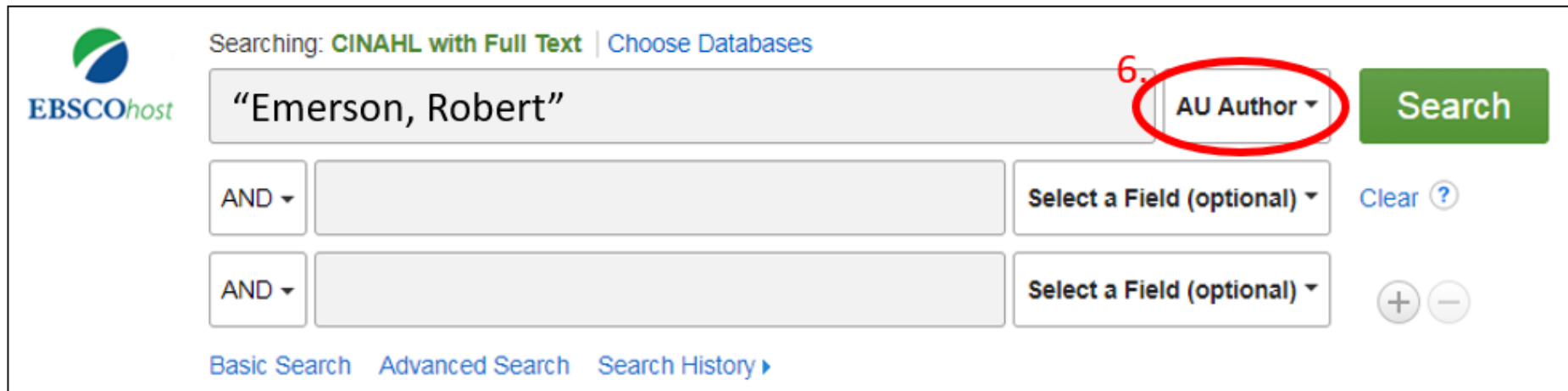
Extracting your Publications.

4. In the EBSCOhost website, click on “Choose Databases” just above the search section.

5. A list of 56 databases that can be simultaneously searched will appear. Select a database you think contain your publications or leave it the way it is and click **OK**.

The screenshot displays the EBSCOhost search interface. At the top, there is a navigation bar with links for 'New Search', 'Publications', 'CLIO Notes', 'Cited References', and 'More'. Below this, the search area includes the EBSCOhost logo, a search input field containing the text 'Searching: America: History and Life with Full Text', and a dropdown menu labeled 'Choose Databases' which is circled in red and marked with a red '4.'. To the right of the search input are 'Search' and 'Clear' buttons. Below the search input are three rows of search criteria, each with an 'AND' dropdown, an empty search field, and a 'Select a Field (optional)' dropdown. A '+' and '-' button are located to the right of these rows. A large white box with a black border is overlaid on the bottom half of the page, containing a list of 56 databases, each with a checkbox and a help icon. The databases listed include: Abstracts in Social Gerontology, AgeLine, Alternative Press Index, America: History and Life with Full Text, Anthropology Plus, Applied Science & Technology Abstracts (H.W. Wilson), Applied Science & Technology Full Text (H.W. Wilson), Art Abstracts (H.W. Wilson), Art Index Retrospective (H.W. Wilson), ATLA Religion Database with ATLASerials, Bibliography of Asian Studies, Biography Index Past and Present (H.W. Wilson), Library Literature & Information Science Retrospective: 1905-1983 (H.W. Wilson), Library, Information Science & Technology Abstracts, New Scientist Archive, Readers' Guide Abstracts (H.W. Wilson), Readers' Guide Retrospective: 1890-1982 (H.W. Wilson), RILM Abstracts of Music Literature (1967 to Present only), Short Story Index (H.W. Wilson), Short Story Index Retrospective: 1915-1983 (H.W. Wilson), Social Sciences Abstracts (H.W. Wilson), Social Work Abstracts, and SPORTDiscus.

6. Change the search field to Au Author and type in the author's name in quotation marks. Usually, it is the last name, comma, and first name (eg. "Emerson, Robert").



The screenshot displays the EBSCOhost search interface. At the top left is the EBSCOhost logo. The search bar contains the text "Emerson, Robert" in quotation marks. To the right of the search bar is a dropdown menu set to "AU Author", which is circled in red with a red number "6" above it. To the right of the dropdown is a green "Search" button. Below the search bar are two additional search rows, each starting with an "AND" dropdown and a "Select a Field (optional)" dropdown. To the right of these rows are "Clear" and "Add/Remove" buttons. At the bottom, there are links for "Basic Search", "Advanced Search", and "Search History".

Searching: [CINAHL with Full Text](#) | [Choose Databases](#)

EBSCOhost

"Emerson, Robert"

AU Author

Search

AND

Select a Field (optional)

Clear ?

AND

Select a Field (optional)

+

-

[Basic Search](#) [Advanced Search](#) [Search History](#)

A list of the publications available through the chosen databases will appear. Exact duplicates found in multiple databases should be excluded.

7. To have the page display 50 items per page, click **Page Options** and select number “50”.

8. There are two methods to select items to the folder for exporting the publications for FARS.

Method 1. A quick way to select all items to your folder is click (a) **Share** and (b) **Results**.

Method 2. Do a quick review of those publications and mark the ones you would like to import into FARS by (c) clicking on the folder icon on the right of the publication title.

The screenshot shows a search results page with the following elements and annotations:

- Search Results: 1 - 10 of 42
- Date Newest
- Page Options (circled in red, labeled '7')
- Share (circled in red, labeled 'a')
- Add to folder: Results (1-42) (circled in red, labeled 'b')
- Add search: Add all results on this page to AU "Emerson, Robert"
- 1. Why Is My Bell So Pointy and What Can I Learn from a Discussion of Normality in Statistical Analysis (includes abstract) Wall Emerson, Robert; Journal of Visual Impairment & Blindness, Mar/Apr2018; 112(3): 331-332. 2p. (Article) ISSN: 0145-482X. Subjects: Parametric Statistics Methods; Nonparametric Statistics Methods. PDF Full Text.
- 2. Using Description to Convey Mathematics Content in Visual Images to Students Who Are Visually Impaired. (includes abstract) Emerson, Robert Wall; Anderson, Dawn L.; Journal of Visual Impairment & Blindness, Mar/Apr2018; 112(2): 157-168. 12p. (Article - research, tables/charts) ISSN: 0145-482X. Subjects: Vision Disorders; Students, Disabled; Mathematics Education; Textbooks Evaluation; School Accommodation; Child: 6-12 years; Adolescent: 13-18 years; Male; Female. PDF Full Text.
- 3. An Approach to Using Orientation and Mobility (O&M) Variables from the Second National Longitudinal Transition Study. (includes abstract) Schuck, Lydia; Wall Emerson, Robert; Dae Shik Kim; Wolf Nelson, Nickola; Journal of Visual Impairment & Blindness, Mar/Apr2018; 112(2): 203-208. 6p. (Article - research, tables/charts) ISSN: 0145-482X. Subjects: Instrument Validation; Vision Disorders; Students, Disabled; Skill Acquisition; Teaching Methods; Education, Special; Adolescent: 13-18 years; Male; Female.

Annotations include a red box around the folder icon on the right of the second publication title (labeled 'c') and an orange arrow pointing to it.

9. Go to the folder by clicking on either
- (a). the **Folder** icon or
 - (b). the "**Go to: Folder View**" on the right side of the page.

The screenshot displays a library search interface. At the top, a blue navigation bar contains links for "L Headings", "Cited References", "More", "Sign In", "Folder" (circled in red with a red 'a' below it), "Preferences", and "Languages". Below the navigation bar, there is a search area with a text input field containing "ert", a dropdown menu for "AU Author", a green "Search" button, and two "Select a Field (optional)" dropdown menus. A "Clear" button with a question mark is also present. Below the search area, there are links for "ed Search" and "Search History". The main content area shows "Search Results: 1 - 42 of 42" and a list of search results. The first result is titled "1. Why Is My Bell So Pointy and What Can I Do About It? A Discussion of Normality in Statistical Analysis." and includes a snippet: "(includes abstract) Wall Emerson, Robert; Journal of Visual Impairment & Blindness, May/Jun2018; 112(3): 331-332. 2p. (Article) ISSN: 0145-482X". Below the snippet, the subjects are listed: "Subjects: Parametric Statistics Methods; Nonparametric Statistics Methods". On the right side of the page, there is a "Folder has items" section with a list of items: "A hemodilution cardiopleg...", "Intraoperative myocardial...", and "Foundations of Orientatio...". At the bottom of this section, the link "Go to: Folder View" is circled in red with a red 'b' next to it.

10. If you have more than 10 items, find the page options list and click on 50 results per page.
11. Select and delete the items of which you are not the author if you haven't done so.
12. Click on the **Select / deselect all** box to select all of your publications to export.
13. Click on the Export button.

The screenshot shows a search results interface with several key elements highlighted by red circles and numbers:

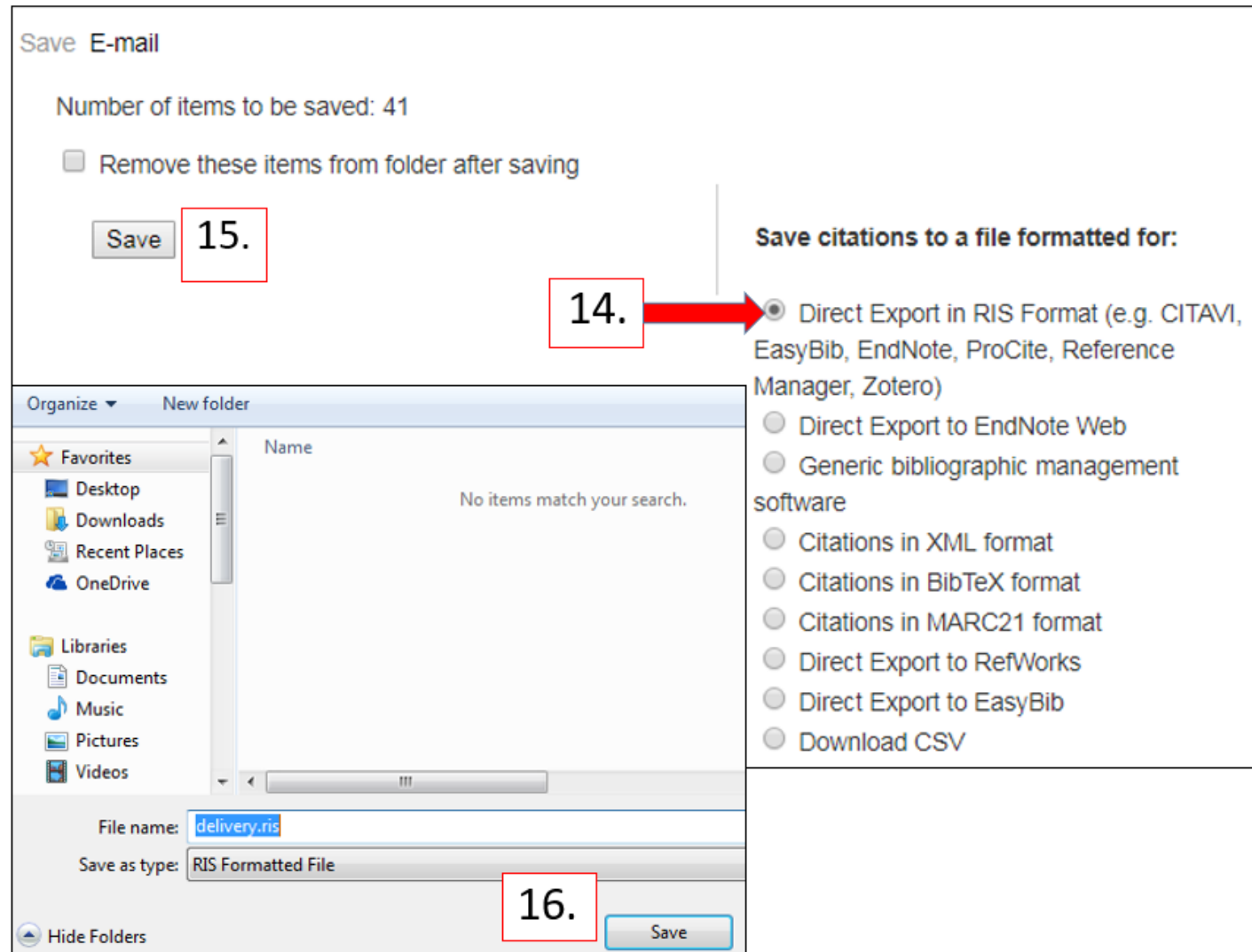
- 10:** A dropdown menu labeled "Page Options" is open, showing "Result Format" (Standard, Title Only, Brief, Detailed) and "Image QuickView" (On, Off) options. The "50" option under "Results per page" is circled in red.
- 11:** A "Delete Items" button is circled in red.
- 12:** A "Select / deselect all" checkbox is circled in red.
- 13:** An "Export" button is circled in red.

Other visible elements include: "1-42 of 42", "Page: 1", "Name", "Print", "E-mail", "Save as File", and a list item: "1. A hemodilution cardioplegia and a proposed de 1980." by Dyson CW; Emerson RC; Buckberg GD; Dyson, Charles C; Buckberg, Gerald D; Journal of Extra-Corporeal Techn 142-144. 3p. (journal article - historical material, tables/ct PMID: 18705554, Database: CINAHL with Full Text Subjects: Extracorporeal Circulation History; Heart Surg

14. Select “Direct Export in RIS Format (e.g. CITAVI, EasyBib, EndNote, ProCite, Reference Manager, Zotero)”.

15. Click **Save** button.

16. Choose a location to save and click **Save**. Be sure to remember the file location so that you can upload the file into FARS.



Importing Your Publications.

17. Login to your FARS account, click **Activities**, and then **Professional Recognition**.

18. Click on the Add button.

The screenshot shows the Western Michigan University FARS interface. On the left is a navigation menu with the following items: Home, WMU-FARS, Announcements & Help, Profile, **Activities** (highlighted with a red box and labeled '17.'), Evaluations, Forms & Reports, Vitas & Biosketches, and Find Colleagues. The main content area is titled 'Activities' and includes a 'Jump to Section' dropdown menu. Below this are several activity categories, each with a right-pointing arrow: Courses, Course Development Activities, Thesis/Dissertation/Equivalent Special Project Committees, Non-Credit Research or Mentoring, Student Supervision, Student Advising, and **Professional Recognition** (highlighted with a red box and labeled '17.'). At the bottom of the page, there is a blue 'Add' button (highlighted with a red oval and labeled '18.').

19. In the Import box, click on **Generic (RIS / BibTeX)**. Then click on **Continue**.

20. In the Format dropdown menu, select RIS (because the file to be imported is an RIS file).

21. Select **File**.

22. Click **Choose File**.

Activity Input | Western Michigan University FARS

Professional Recognition

Manual Input Help or Import Help Videos

Select Generic (RIS / BibTeX)

Continue Cancel

19.

1 Citation Format

Format* 20.

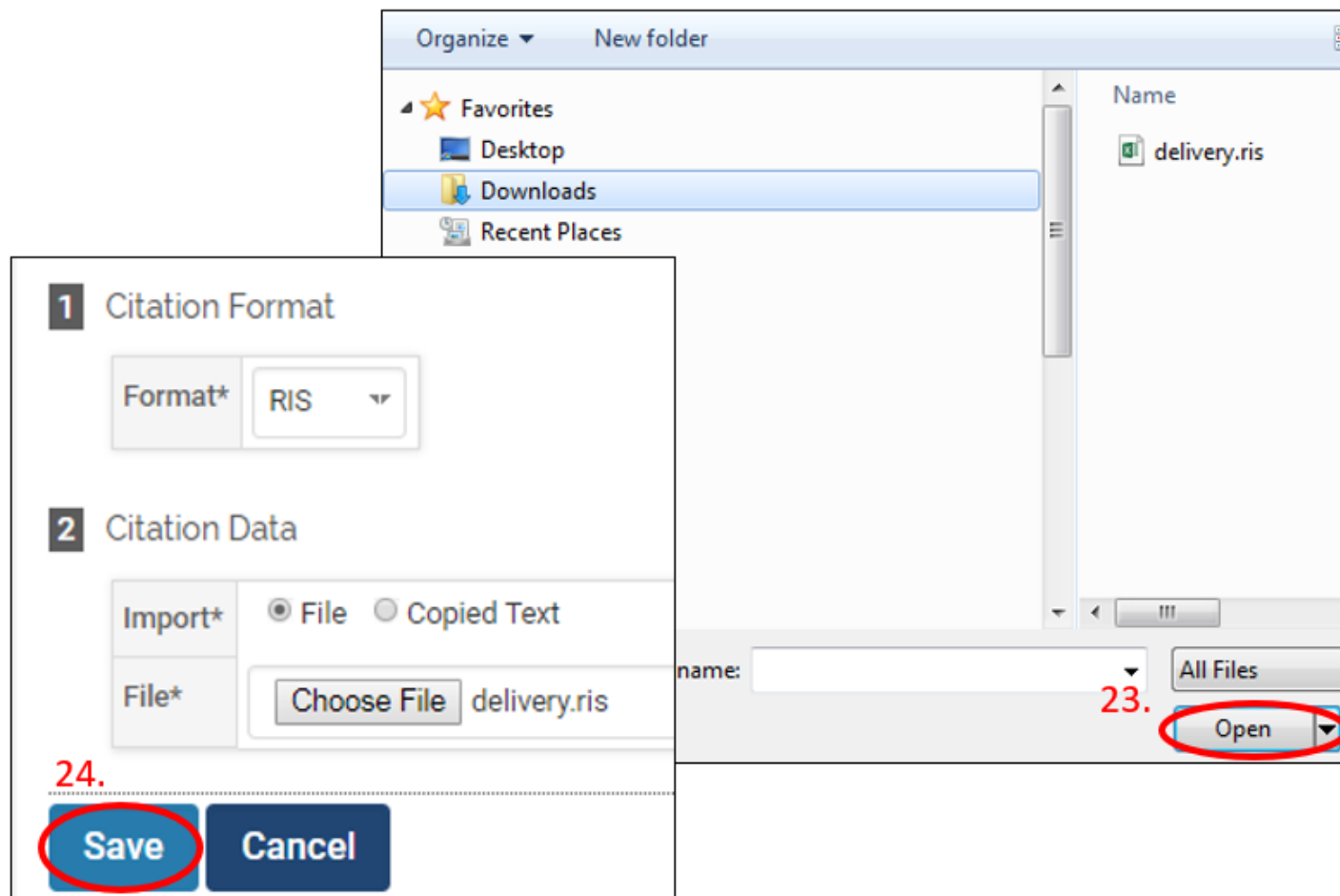
2 Citation D File 21.

File* No file chosen 22.

Save Cancel

23. Navigate to the file to be imported and click Open.

24. Click **Save**.



25. Check the Select/Unselect box to select all items to be imported into FARS.
26. Scroll down to the bottom and click **Imported Selected**.

Western Michigan University FARS > Activity Input >

Activity Input

Import Citations

Quicklinks ▾

25.

Select / Unselect ▾	Type	Title	Journal	Year Published
<input checked="" type="checkbox"/>	Publications - Journals	An Approach to Using Orientation and Mobility (O&M) Variables from the Second National Longitudinal Transition Study.	Journal of Visual Impairment & Blindness	2018
<input checked="" type="checkbox"/>	Publications - Journals	ANOVA and t-tests.	Journal of Visual Impairment & Blindness	2017
<input checked="" type="checkbox"/>	Publications - Journals	Causation and Pearson's Correlation Coefficient.	Journal of Visual Impairment & Blindness	2015
<input checked="" type="checkbox"/>	Publications - Journals	CEU Article. Collaborative Research: The Alphabetic Braille and Contracted Braille Study as an Example of Collaborative Research.	Journal of Visual Impairment & Blindness	2011

Import Selected

26.

27. FARS will screen for duplicate activities (referred to as publications in this context) by comparing the imported publications to the existing publications in the system. FARS will not import the duplicate items unless you select an action.


a. To review duplicate activities, click the view icon.

b. Select Import As New, Replace Existing, or Discard Imported.

A Imported Activity Counts


Total Activities	Imported Activities	Duplicate Activities	Exact Duplicate Activities
41	40	1	0

B Duplicate Activities

Complete	Imported Activity	Existing Activity	% Match ↕	a View	Actions
	Wall, E. (2017). Single-Subject Data and the Tau-U Statistic. <i>Journal of Visual Impairment & Blindness</i> , 111(6), 618.	Wall, E., Robert. (2017). Orientation and Mobility Techniques: A Guide for the Practitioner. <i>Journal of Visual Impairment & Blindness</i> , 111(6), 616.	88.7%		Import As New ▾

Save **Save and Go Back** **Cancel**

B Duplicate Activities

Complete	Imported Activity	Existing Activity	% Match ↕	View	Actions
	Wall, E. (2017). Single-Subject Data and the Tau-U Statistic. <i>Journal of Visual Impairment & Blindness</i> , 111(6), 618.	Wall, E., Robert. (2017). Orientation and Mobility Techniques: A Guide for the Practitioner. <i>Journal of Visual Impairment & Blindness</i> , 111(6), 616.	88.7%		Import As New ▾

28.

28. Click Save or Save and Go Back to save the review on duplicate activities. The imported items will be shown in your Professional Recognition. To view, click on **Activities** and **Professional Recognition**.

Thank You!