Importing Publications into FARS from ProQuest
(Education and Human Development: ERIC and Other Databases)

FARS Training
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**.
2. To the right of the menu items, such as Databases and Guides By Subjects, a list of subjects is organized in alphabetic order. Find and click on Education and Human Development.
3. Scroll down and click on "ERIC (ProQuest)" link.

ERIC (ProQuest)
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.

Physical Education Index
Indexes more than 230,000 articles in health, physical education, recreation, athletic training and dance. Coverage: 1970-present. Updated monthly.

PsycINFO
Extracting your Publications.

4. If you would like to search multiple databases at once, click on “Change databases” and select the databases you wish to include in your ProQuest search.

5. Change the search field to Author – AU and type in your name. Then click on the “Search” button. Type in the search box the last name and first name in quotation marks. For example, type “Poppins, Mary”, where Poppins is the last name and Mary is the first name. This will yield an exact match of publications with an author named “Poppins, Mary”.

Then, click Search.
6. The result page shows how many results were found in the database. If there are more than 20 results scroll down to the bottom of the web page and select an “Items per page” limit that exceeds that number.

7. Scroll back up and click on this check box to select all of your publications.

8. Click on the Save button at the top right of the screen.
9. Select the RIS (works with EndNote, Citavi, etc.) option.

10. After the new window opens, click on the continue button at the bottom of the window.

11. Choose the Save File option and click OK. This will save the ProQuestDocuments file to your computer’s Downloads folder or a folder in which you save the file.
Importing your Publications.

Login to your FARS account and navigate to the Professional Recognition page listed under Activities. Click on the add button.

12. In the Import box, click on Generic (RIS / BibTex). Then click on Continue.

13. From the Format dropdown menu, select RIS.

14. Leave the Import option on file and click on the Browse button.

15. In the file upload window navigate to the Downloads folder or the folder in which you saved the file and select the ProQuestDocuments file. Then click on open.

16. Once the file is uploaded, click on Save.
17. Click on the Select/Unselect checkbox at the top of the screen then click on the Import Selected button. All of your publications found in the database(s) you searched will be imported into your account.

18. The Import Results window will appear to warn you if any duplicates were found between the activities already uploaded on your behalf from the Elsevier database and the publications you just uploaded. Not all duplicates may be caught for any number of reasons. Please review your publications list after the import is complete.