Importing Publications into FARS from ProQuest (EconLit and Linguistics and Language Behavior Abstracts)

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.
To go to Econlit.

To the right of the menu items, such as Databases and Guides By Subjects, a list of subjects is organized in alphabetic order.

2. Find and click on Economics and click on Econlit on the next page that appears.
To go to Linguistics and Language Behavior Abstracts.

3. Navigate to “DATABASES A TO Z” and click on the letter “L.” On the page that appears, scroll down and click on “Linguistics and Language Behavior Abstracts.”
The next page will present an example of extracting publications from Econlit. These instructions can be applied to Linguistics and Language Behavior Abstracts or any databases that uses Proquest.
Extracting your Publications.

4. If you would like to search multiple databases at once, click on “Change databases” at the top of the screen and one or more of the 28 other databases operated by ProQuest.

5. Change the search field to Author – AU and type in your name. Then click on the “Search” button.
6. The arrow points to 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.
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 and select the ProQuestDocuments file. Then click on open.

16. Once the file is uploaded click on Save.
Importing your Publications

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.