

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**.

University Libraries

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MY LIBRARY ACCOUNT

BORROW AND REQUEST

CITING SOURCES

COLLECTIONS

DATABASES AND GUIDES BY SUBJECT

DIGITIZED COLLECTIONS

EDUCATION

Data

RESEARCH

[Research Gui](#)

DATABAS

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

DATABAS

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

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.

The screenshot shows a library website interface. On the left is a vertical menu with categories: DATABASES AND GUIDES BY SUBJECT, DIGITIZED COLLECTIONS, EDUCATION, GOVERNMENT DOCUMENTS, MAPS, MUSIC, SPECIAL COLLECTIONS, WMU ARCHIVES AND REGIONAL HISTORY, WMU AUTHORS, LIBRARY SERVICES, DIRECTORY, and CONTACT US. On the right is a list of subjects in alphabetical order, including Anthropology, Archives and Special Collections, Art, Aviation, Biological Sciences, Blind and Low Vision Studies, Business, CELCIS, Chemistry, Children's Literature, Communication, Comparative Religion, Computer Science, Counselor Education / Counseling Psychology, Criminal Justice, Dance, and Economics. The 'Economics' link is circled in red. Below the menu are social media icons for Facebook, YouTube, and Instagram. At the bottom left, the text 'University Lib' is followed by a red circle containing the number '2'. Below this is the 'EconLit' link, also circled in red, with a small 'W' icon to its right. A red circle with the number '2' is also present to the right of the 'Economics' link. Below the 'EconLit' link is a description: 'Indexes and abstracts over 400 journals and over 700 essay collections and other publications in economics from 1886 to the present with links to full-text when available. Updated monthly.'

DATABASES AND GUIDES BY SUBJECT

DIGITIZED COLLECTIONS

EDUCATION

GOVERNMENT DOCUMENTS

MAPS

MUSIC

SPECIAL COLLECTIONS

WMU ARCHIVES AND REGIONAL HISTORY

WMU AUTHORS

LIBRARY SERVICES

DIRECTORY

CONTACT US

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- [Archives and Special Collections](#)
- [Art](#)
- [Aviation](#)
- [Biological Sciences](#)
- [Blind and Low Vision Studies](#)
- [Business](#)
- [CELCIS](#)
- [Chemistry](#)
- [Children's Literature](#)
- [Communication](#)
- [Comparative Religion](#)
- [Computer Science](#)
- [Counselor Education / Counseling Psychology](#)
- [Criminal Justice](#)
- [Dance](#)
- [Economics](#)

University Lib **2**

EconLit **W**

Indexes and abstracts over 400 journals and over 700 essay collections and other publications in economics from 1886 to the present with links to full-text when available. Updated monthly.

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.**”

MY LIBRARY ACCOUNT

BORROW AND REQUEST

CITING SOURCES

COLLECTIONS

DATABASES AND GUIDES BY SUBJECT

DIGITIZED COLLECTIONS

EDUCATION

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MAPS

3 SIC

DATABASES A TO Z **3**

All A B C D E F G H I J K L

DATABASES BY SUBJECT

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

3 [Linguistics and Language Behavior Abstracts](#) **W**

Indexes and abstracts all aspects of language study including linguistics, phonetics, phonology, morphology, syntax and semantics. Some of the physical and medical aspects of language are also included, such as speech pathology. About 1,500 English and foreign language sources are indexed. Coverage: 1973-present. Updated monthly.

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.

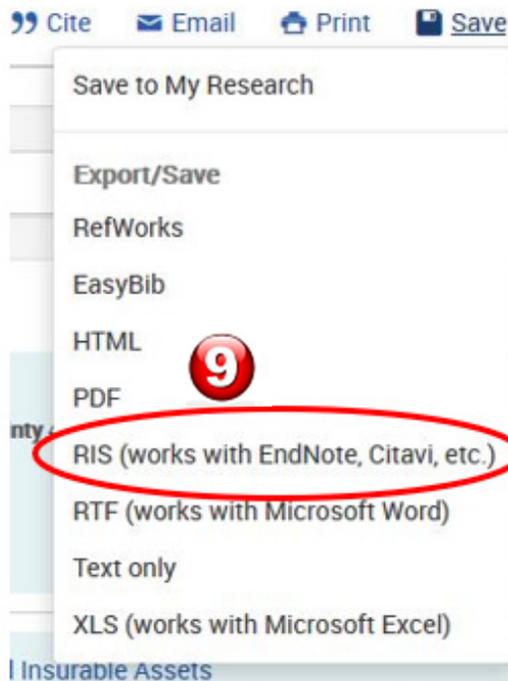
The screenshot shows the ProQuest website interface. At the top, the ProQuest logo is on the left, and a red circle with the number '4' is on the right. Below the logo, the navigation bar includes 'All databases > Social Sciences databases > EconLit' and a red circle around the 'Change databases' link. The main header area shows 'EconLit' and search options: 'Basic Search', 'Advanced Search', and 'About'. The 'Advanced Search' section is active, with sub-options: 'Command Line', 'Thesaurus', 'Field codes', and 'Search tips'. The University Libraries logo is visible. The search field contains 'Donald J Meyer' and a dropdown menu set to 'Author – AU', which is circled in red with a red circle containing the number '5'. Below the search field are options for 'AND', 'Anywhere', and 'Add a row'. There are also checkboxes for 'Peer reviewed' and 'Scholarly journals', and a 'Publication date' dropdown set to 'All dates'. At the bottom right, there is a 'Search' button and a 'Clear form' link, with an orange arrow pointing to the 'Search' button.

The screenshot shows a search results page for the query "au(Donald J Meyer)". At the top, the search bar contains the query and a search icon. Below the search bar, there are filters for "Peer reviewed" and "Scholarly journals", along with options to "Modify search", "Recent searches", and "Save search/alert". An orange arrow points to the text "19 results" on the left. On the right, there are icons for "Cite", "Email", "Print", and "Save", with the "Save" icon circled in red and labeled with a red circle containing the number 8. Below the search bar, there is a "Sort" dropdown menu set to "Relevance", with a red circle containing the number 7 next to it. Underneath, there is a "Select 1-19" checkbox, which is also circled in red. The search results are displayed in a list format, with each item having a checkbox, a graduation cap icon, a title, author information, journal information, and options for "Abstract/Details", "Full text", "Full text - PDF", and "Preview". The first three items are selected. At the bottom, there is a section for "Other searches to try" with the text "organizational behavior". Below that, there is a "Search Within" field and a "Search" button. In the bottom right corner, there is a "Items per page" dropdown menu, which is circled in red and labeled with a red circle containing the number 6. The dropdown menu shows options for 20, 10, 20, 50, and 100 items per page, with the 50 option selected.

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.

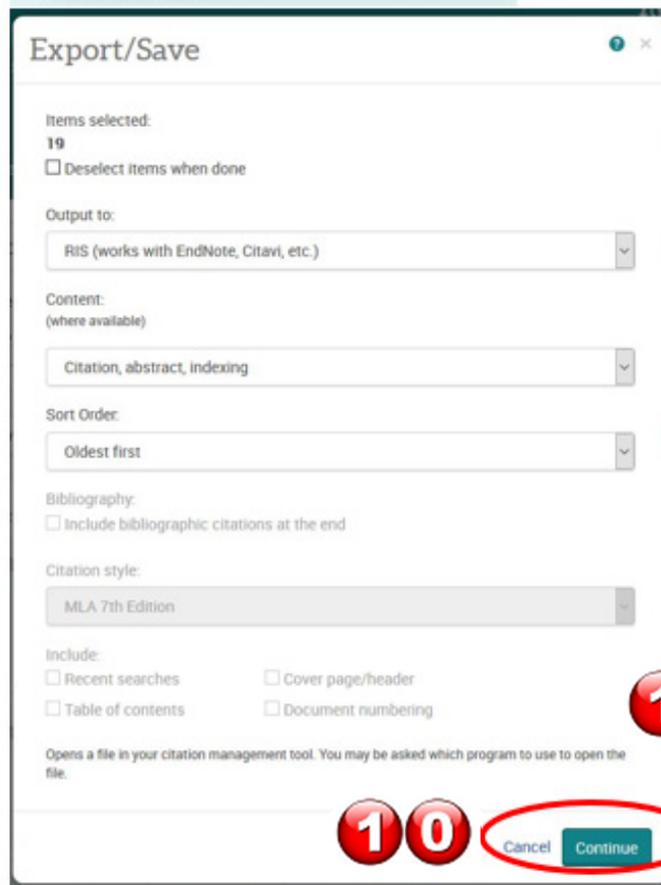
8. Click on the Save button at the top right of the screen.



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.

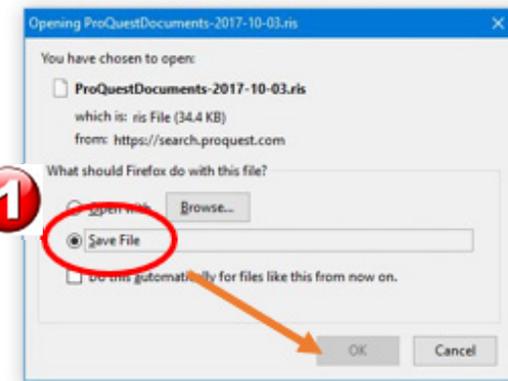
11. Choose the Save File option and click OK. This will save the ProQuestDocuments file to your computer's Downloads folder.



Request complete

Your file should download automatically in a moment.

Close this page after your download completes.



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.

