Importing Publications into FARS from EBSCOhost
(Historical Abstracts and America: History and Life)

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. Scroll down. Then, find and click on either the “History, American” or “History, World” link. Both databases are hosted by the same webhost so it does not matter which one you select.
3. Click on the “America: History and Life” link or the Historical Abstracts link.
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 Historical Abstracts, America: History and Life, and any other relevant database.
6. Change the search field to Au Author and type in your name.

7. A list of your publications available through your chosen databases will appear. Exact duplicates found in multiple databases should be excluded. Do a quick review of those publications and mark the ones you would like to import into FARS by clicking on the blue folder icons on the right of the screen, turning them yellow.

8. Once you have clicked on the folder icon for all of your relevant publications, click on Go to Folder View on the right side of the page.
Extracting your Publications.

9. If you have more than 10 publications, find the page options list and click on 50 results per page.

10. Click on the select/deselect all box to select all of your publications to export.

11. Click on the Export button.
12. Select “Citations in BibTex format” in the menu on the right.

13. Click on the Save button.

14. A new window will open with all of your citations listed in BibTex format. Leave this alone for now.
Importing Your Publications.

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

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

16. In the Format dropdown menu, select BibTex.

17. Select the Copied Text option.

18. Go back to step 14, select all of the citation text. Copy it (Ctrl+C) and then paste it (Ctrl+V) into this text field.

19. Click on the Save button.
20. Click on the Import Selected button and all of your publications found in the databases you searched will be imported into your account.

21. 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.