Importing Publications into FARS from ProQuest
(EconLit; ERIC; Linguistics and Language Behavior Abstracts; and MLA International Bibliography)

FARS Training
Access the Database

1. Navigate to WMU’s library homepage and click on the Databases and Guides link.
Access the Database

2. Click on Economics.

3. Scroll down and click on EconLit link.

A. To go directly to the ERIC database, click on the E at the top and scroll down until you find it.

B. To go directly to the Linguistics and Language Behavior Abstracts database, click on the L at the top and scroll down until you find it.

C. To go directly to the MLA International Bibliography database, click on the M at the top and scroll down until you find it. Select the (ProQuest) option.
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.
Extracting your Publications

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.
Extracting your Publications

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.