

# Importing Publication Citations from ORCID into Interfolio

## Instructions for Faculty

Citations can be imported directly from your ORCID account into your Interfolio Faculty180 activities. Interfolio takes care of moving the elements of each citation into the appropriate field (author, title, journal, etc.), and flags possible duplicate entries for your attention. You can adjust each citation as necessary, and upload a copy of the publication.

### PART 1 - Log on to Interfolio

There are two ways to log on to Interfolio

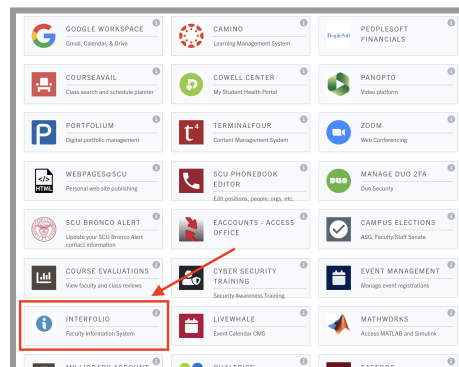
#### 1. Interfolio: <https://www.scu.edu/interfolio>

Click the Partner Institution button.

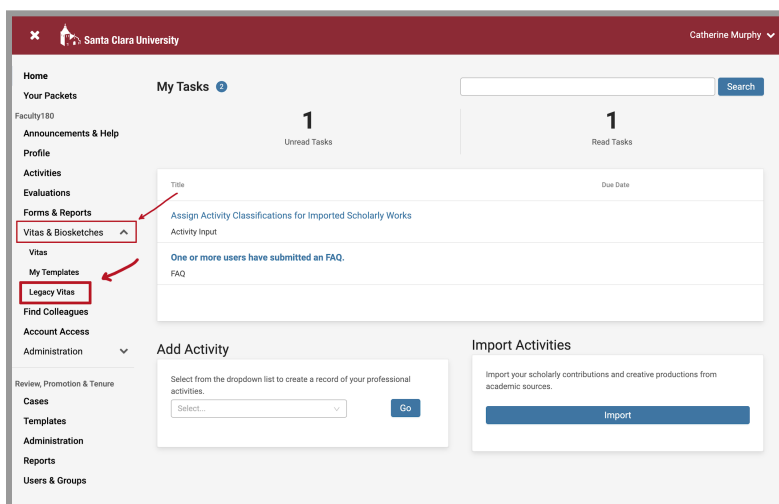
Search for "Santa Clara University" and click the Sign In button.

Log in with your single sign-on credentials.

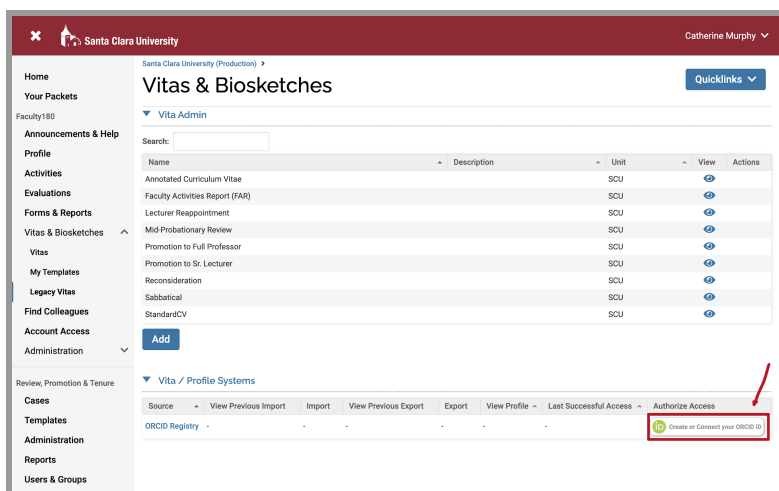
#### 2. Click on the Interfolio tile on your MySCU SSO page.



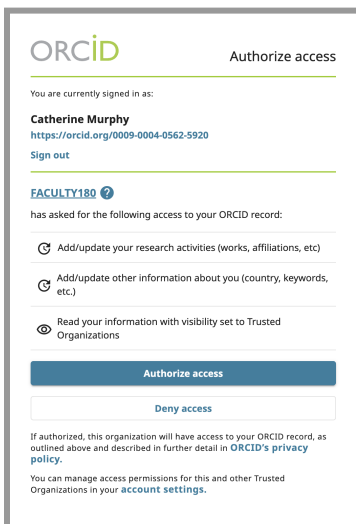
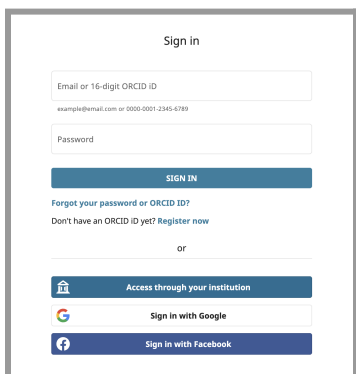
## PART 2 - Import Your Publication Citations



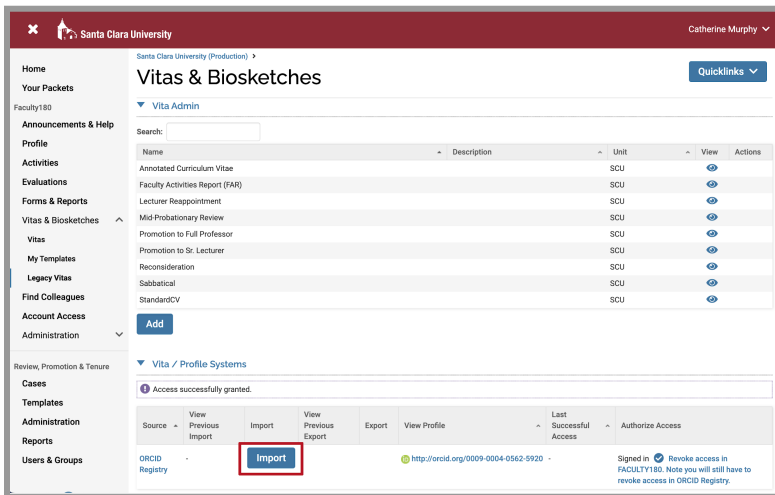
1. Open “Vitas & Biosketches” and select “Legacy Vitas”



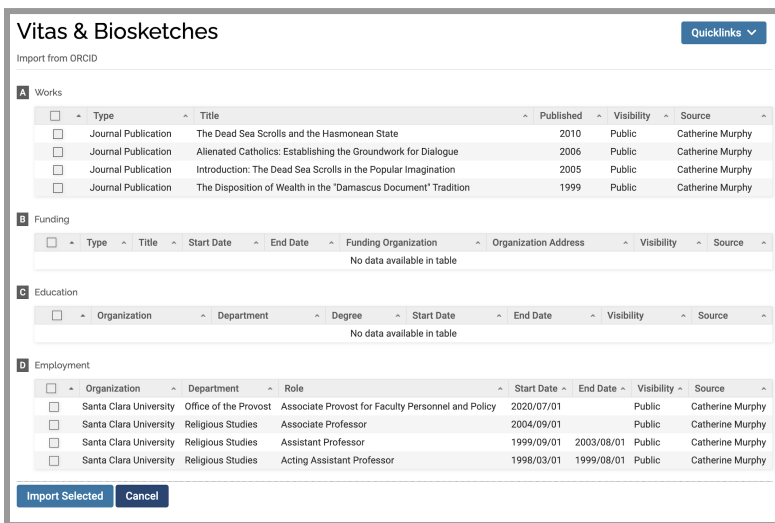
2. Select the “Create or Connect your ORCID ID” button in the bottom right corner



3. Sign in to your ORCID account and authorize your Faculty180 account to access it
  - a. Sign in with your email or 16-digit ORCID iD and your ORCID password, and click the **Sign In** button.
  - b. In the pop-up window, click the **Authorize access** button so that Faculty180 can connect with your ORCID account.

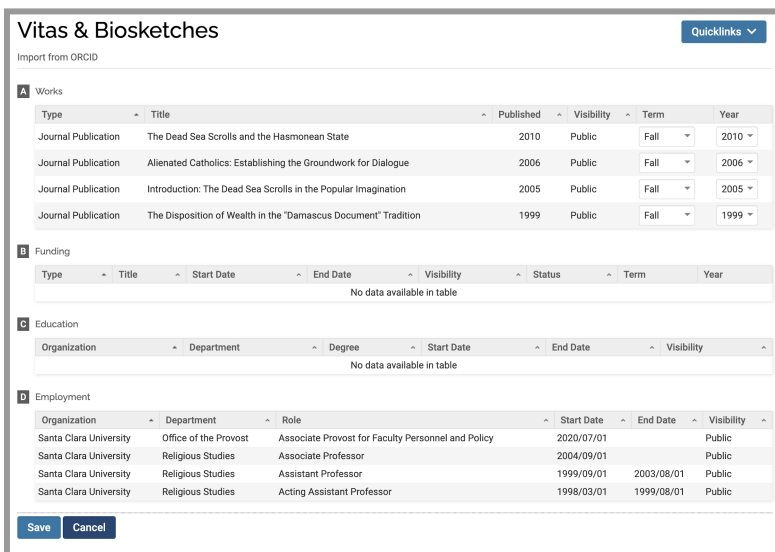


4. Back on the Legacy Vitas page, in the ORCID Registry area, click the **Import** button



5. Select the elements of your ORCID profile that you would like to import, and click **Import Selected**

You may have information in ORCID not only in your "Works," but also in Funding, Education, and Employment history. Select all that you would like to import by clicking the box to the left of the entry.



6. Confirm the Term and Year for each publication

a. Imported publications likely have the correct year, but the default "Fall" term. Correct the term (you can also edit each publication later in the "Scholarly Contributions and Creative Productions" activity category).

b. Click **Save**.

Santa Clara University (Production) >

# Import Results

Quicklinks ▾

**A** Imported Activity Counts

Total Activities	Imported Activities	Duplicate Activities	Exact Duplicate Activities
7	6	1	0

**B** Duplicate Activities

Complete	Imported Activity	Existing Activity	% Match	View	Actions
	Murphy, C., & Grossman, M. (2005). Introduction: The Dead Sea Scrolls in the Popular Imagination. <i>Dead Sea Discoveries</i> , 12, 1–5.	Murphy, C. M., & Grossman, M. L. (2005). Introduction: The Dead Sea Scrolls in the Popular Imagination. <i>Dead Sea Discoveries</i> , 12, 1–5.	98.21%	👁	Discard Imported ▾

Save Save and Go Back Cancel

## 7. Remove Duplicate Entries

You may be prompted to remove duplicate entries, particularly if you've imported citations from other programs, or entered any citations manually.

Select the appropriate action from the drop-down menu to the right, and click **Save**.

My Tasks 2

2 Unread Tasks

0 Read Tasks

Search

Title Due Date

[Assign Activity Classifications for Imported Scholarly Works](#)

Activity Input

## 8. Assign Activity Classifications

a. The "My Tasks" area of your dashboard will prompt you to assign activity classifications to the imported scholarly works. Click the blue text.

Santa Clara University (Production) >

# Add Required Activity Information

Quicklinks ▾

Update these imported activities to ensure that all data is captured for the institution, as well as making sure all of your work is present while generating vitas or biosketches.

Title	Type	Year Published	Source	Action
Piecing Together the Past	Journal Publication	1995	BibTex Import on March 27, 2023	Add
The Dead Sea Scrolls and the Hasmonean State	Journal Publication	2010	BibTex Import on March 27, 2023	Add
The Disposition of Wealth in the "Damasus Document" Tradition	Journal Publication	1999	BibTex Import on March 27, 2023	Add
The disposition of wealth in the literature and practice of the Qumran community and its relevance for the study of the New Testament	Book	1999	BibTex Import on March 27, 2023	Add
Wealth in the Dead Sea Scrolls and in the Qumran Community	Book	2002	BibTex Import on March 27, 2023	Add

b. Select a citation to update by clicking the **Add** button.

### Add Required Information

\* Indicates required field

Book Type **?** Select ▾

CoAuthors/CoEditors Contributions **?**

Impact of Publication **?**

# of Undergrad CoAuthors **?**

Presentation Category **?** Select ▾

Quality of Press / Publisher **?**

Reject Percentage **?**

Type of Review **?** Select ▾

























Save Cancel

c. Fill in any relevant fields, if you have this information or if your department requires it, and click **Save**. Do this for each citation.

**Scholarly Contributions and Creative Productions** Help

In section B, include all indicators of the quality of the publication, presentation or production quality for your disciplinary area.  
If there are co-authors/editors or others who have contributed to this work, please describe the relative contribution of all those listed in Section A.

Search:

Type	Title	Outlet	Year Pub	Status	Term	Origin	Actions
Journal Publication	Introduction: The Dead Sea Scrolls in the Popular Imagination	Dead Sea Discoveries	2005	Completed/Published	Winter 2005	Manual	  
Book	Wealth in the Dead Sea Scrolls and in the Qumran Community	Brill	2002	Completed/Published	Fall 2002	BibTeX	  
Journal Publication	The Dead Sea Scrolls and the Hasmonean State	The Catholic Biblical Quarterly	2010	Completed/Published	Fall 2010	BibTeX	  
Journal Publication	The Disposition of Wealth in the "Damascus Document" Tradition	Revue de Qumrân	1999	Completed/Published	Fall 1999	BibTeX	  
Journal Publication	Piecing Together the Past		1995	Completed/Published	Fall 1995	BibTeX	  
Book	The Historical Jesus For Dummies <sup>textregistered</sup>	John Wiley & Sons	2011	Completed/Published	Fall 2011	BibTeX	  
Book	The disposition of wealth in the literature and practice of the Qumran community and its relevance for the study of the New Testament	University of Notre Dame	1999	Completed/Published	Fall 1999	BibTeX	  
Journal Publication	Alienated Catholics: Establishing the Groundwork for Dialogue		2006	Completed/Published	Fall 2006	ORCID	  

## 9. Edit Imported Citations

- Select "Activities" from the left sidebar navigation, under the Faculty180 header.
- Scroll down to Scholarly Contributions and Creative Productions, and click on the blue triangle to open the category.
- Check each entry for accuracy and correct errors or missing information by selecting the pencil (edit) icon next to each entry you would like to check.
- Correct the citations until you are finished with all imported entries. You can also manage the publication status from this page, changing when the article was published.

**A** Input Form

Status\* Completed/Published for Fall 1999

Type Journal Publication

**Title\***

Journal\*  Journal

Year\* 1999

Month / Season

Volume 19

Number 1 (73)

Pages 83-99