SYMPLECTIC

Guide to exporting and importing publications

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Introduction

The data within Symplectic Elements can be exported in text or spreadsheet formats, or for common reference management programs, so that the data can be used in research papers, CVs and other documents.

The exported data is provided in a range of formats:

- RTF, suitable for MS Word and other text-based programs
- PDF, suitable for print
- CSV, for Excel and databases
- BibTeX format (for *MathSciNet* and other reference management services)
- RIS (Research Information Systems) format, for Reference Manager, *EndNote* and other reference management programs.

BibTeX and RIS are both flexible formats, which can be used by many different programs and online applications.

This guide will take you through the import and export process for two commonly used products:

- Reference Manager* (version 12)
- EndNote* (version X3)

It will also show how to export data from the online service *MathSciNet** for importing into *Symplectic Elements*.

In addition, data from *Symplectic Elements* can also be exported in comma delimited CSV format, which can be opened by a range of database and spreadsheet programs, including MS Excel.

Some types of administrators for *Symplectic Elements* can also export CSV data covering individuals and groups, using the 'reporting' tools.

If you have been given the administrator role 'Statistician' for the system, see the separate document '*Guide to Statistics and Reporting Tools*' for more details.

* *EndNote* and *Reference Manager* are registered trademarks of Thomson Reuters.



The MathSciNet name is © American Mathematical Society

Exporting publications in Excel, Word or PDF format

In addition to formats suitable for import into *Reference Manager* and *EndNote*, version 3.7 of *Symplectic Elements* now includes the option to export publications, and other element types, in a range of other formats.

These exports can be useful for printing out, or for inserting into CVs, grant applications and other documents.

Links to export lists of elements in a range of formats are shown on a range of screens around the system:

- Your home screen, where each individual type, or a full set of 'all' types can be chosen.
- Publications lists, where you can choose to export all your publications, or mark a number of publications and export these.
- The workspace, where you can place individual publications by yourself and others, and export a custom list.

On each of these screens, simply click on the relevant icon and the list of elements will be compiled into the chosen format for opening or saving to your computer.

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Home		🗉 Select all 💿 Join 🕕 Export 😵 Clear the workspace	
My Summary		Universal spectral behavior of \$x^2(ix)^c\$ potentials does	
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Account Settings	8	Bender CM, Hook DW, Bender CM, Hook DW	
		Abstract	
My Profile		Physical Review A - Atomic, Molecular, and Optical Physica 86(2) 17 Aug 2012 DOI Repository public URL	
My Elements	÷	■ ♀ ⊕ □ ○ ○	
REF2014		Probability density in the complex plane	
Reporting	de.	In Publication: Journal article	
Reporting		Carl M Bender, Daniel W Hook	
Explore		Bender CM, Meisinger PN, Hook DW, Wang Q-H	
System Admin		Abstract	
Module Admin		Annals of Physics 325(11):2332-2362 Nov 2010 DOI Bepeaktory public UBL	

PDF and Word documents will present publications in the APA-6 citation style.

Please see

<u>http://en.wikipedia.org/wiki/APA_style</u> for further information.

Other element types will be shown in a simple list of values, using this format: - Field name: Field value

- Field2 name: Field2 value

Reference Manager **12**

Reference Manager is a desktop program used for managing reference libraries and creating instant bibliographies.

By regularly exporting your publication lists from *Symplectic Elements*, you can keep your *Reference Manager* library up to date without duplicating effort.

In addition, if you have an existing library of your books, chapters and other publications in *Reference Manager*, you can save re-keying these within *Symplectic Elements* by importing them directly into the system.

Exporting from Symplectic Elements for Reference Manager

Links to export lists of publications in a range of formats are shown on a range of screens around the system:

- Your home screen, where each individual type, or a full set of 'all' types can be chosen.
- Publications lists, where you can choose to export all your publications, or mark a number of publications and export these.
- The workspace, where you can place individual publications by yourself and others, and export a custom list.
- Search results, where the first page of any set of results from searching the database can be exported (change the filter options to increase the number on the page)

On each of these screens, click on the relevant RIS icon and choose to save or open the file.

You can also export files in .RIS format from the Reporting > Basic Reports page under section 4.ii. This allows you to export .RIS files for single users, multiple specified users and groups.

The RIS format is contained within plain text files, which list each reference by type, and label each data field with a suitable tag.

An example RIS file for journals is shown below.

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rile t	Cdt Format View Help	
	- 20UR	
	1511	
	McKeown, J.D. Darwin, C.J.	
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1 -	Effects of phase changes in low-numbered harmonics on the interr	sa1
	sentation of complex sounds.	
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	1467 Damula, C.J.	
	Denis McKeown, J.	
a -	Kirby, O.	
	01676393	
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P -	221	
	234	
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	 Perceptual grouping of formants with static and dynamic different 	ces
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- 2	Darwin, C.J.	



Import Text File

Database: Lindberg

Filter

Text file: C:\Do

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C From:

Default reprint status

Status: Not in File

Import

Io:

Importing data into Reference Manager

To import your RIS-formatted text files into *Reference Manager*, first create a new database to hold them (or you can use an existing database and simply add the new publications to this).

With the database open, go to the main menu, and select 'file/import text file'.

You will see the screen opposite, where you can select the text file to import and the 'import filter' that *Reference Manager* will use to process the file.

Click to choose the import filter

Click to select other options

For all files that have been exported from *Symplectic Elements*, you should choose 'RIS' from the list of available import filters.

? × Look in: 🔁 Impor • + 🗈 💣 🗊-Ref-11.cap RefUpdate - Medine.cap RIS Format (Add Periods).cap STN-CA.cap STN-CA8A.cap STN-CIN.cap STN-COMPENDEX.cap STN-HCAPlus.cap alS.cap RLIN-ESTC.cop STN-INPADOC.cap Royal Geographic Society.cap S8-Science Update.cap ScFinder2003.cap STN-INSPEC.cap Steval Geographic So Steval Geographic So SciEnder 2003.cap SSRSI-Cancerik.cap SSRSI-MEDLINE.cap SSRSI-MEDLINE.cap SSN-MAPILIT.cap SSN-MAPILIT.cap SSN-4P0LIT.cap TN-JICST-E.cop IN-Kos set.cap TN-MEDLINE.cap TN-NTIS.cap TN-PATDPA.cap TN-WPINDEX.cap ubidex.cap File parts RIS.cap ٠ <u>Qpe</u> ٠ Files of type Import Filters (".cap) Cancel

Click on 'Options' to change other settings. The most important of these is how the program should deal with 'duplicate' publications that are already listed in your chosen database.

You can select to reject duplicates and not import them, but it is better to choose to have duplicates kept in a separate database. This means that, after importing, you can inspect them and check for any problems.



×

Edit Filter..

View Text File.

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Help

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Additional keywords

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Options.

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C:\Documents and Settings\sianberry\M

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Previous session			
· Prompt if Impo	orted tab exists		
C Clear existing	Imported tab		
C Append to exi	isting Imported t	ab	
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C Import			
C Do not import			
· Put in duplica	tes database:		
C:\Documen	ts and Settings\	sianberry\	
	OK	Cancel	Apply He

Once the new items have been imported, you can check the import log pop-up window for any errors or problems, and then see the new publications in the database.

Import Text File		
IMPORT LOG - 11 June 2009 13	:18:16	<u>^</u>
Database: C:\Documents and S		
Filter: C:\Documents and Se Source Data: C:\Documents an		
1994 bytes in buffer		
1994 bytes in source data		
9 reference(s) imported out	of 9	
*** Import successfully comp	leted. ***	Ţ
ا		2
importing reference		
Yes to <u>A</u> I	Save Log	Close

Publications in the *Reference Manager* database after importing:

		g Database: Journal (Full) Reference ID 17	
Ref Type*		Journal (Full)	
Ref ID*		17	
litte		THE LIMITING DISTRIBUTION OF THE T RATIO UNDER A UNIT-ROOT	
Authors		Abade K.M.;	
Pub Date*	2	/10/1995 Other	
Web/URL			
File Attachme			
Link to Full te			
Related Links			
Image(s) Notes			
Keywords			
Reprint		Not in File 11/05/09	
Ingenal"		ECONOMET THEOR	
Volume		11	
Innue		4	
Start Page		775	
Ref ID	Authors	Die	
[POR 10	McCarth		
C 8	Leipoold.		
F 9	Mongiello		
F 10	Abade K		
C 11	Abade K		
FT 12	Abade K		
E 13	Abade K	M. ON THE ASYMPTOTIC POWER OF UNT-ROOT TESTS	
C 14	Abade K	M. OLS BIAS IN A NONSTATIONARY AUTOREGRESSION	
	Abade K	M. THE LIMTING DISTRIBUTION OF THE AUTOCORRELATION COEFFICIENT UNDER A UNIT-ROOT	
ET 15		M. EXPANSIONS FOR SOME CONFLUENT HYPERGEOMETRIC-FUNCTIONS	
	Abade X		
F 16	Abade X	M. THE LIMITING DISTRIBUTION OF THE T RATIO UNDER A UNIT-ROOT	
E 16 E 17 E 18	Abada X Abada X	M. THE LIMITING DISTRIBUTION OF THE 1 RATIO UNDER A UNIT-ROOT M. A NEW TEST FOR NONSTATIONARITY AGAINST THE STABLE ALTERNATIVE	
C 16 C 17 C 18 C 19	Abada X Abada X Abada X	M THE MANYNO DEHRIUMENN OG THE FRANK MARER A MANEROOT M A ANEW TEST FOR NONSTATIONARTY AGAINST THE STABLE A LITENATIVE M UNBUSED ESTIMATION AS A SOLUTION TO TESTING FOR RANDOWWALKS	
Г 16 Г 17 Г 18 Г 19 Г 20	Abade X Abade X Abade X Abade X	M. THE UNITING CONSISTION OF THE TRATIC UNDER A UNIT-ROOT M. A NEW TEST FOR NORSTATIONARITY AGAINST THE STABLE ALTERNATIVE UNBASED ESTIMATION AS A SOLUTION TO TESTING FOR RANDOM WIALKS The joint density of two functionals of a Brownian motion	
E 18 E 19 E 20	Abade X Abade X Abade X Abade X	M THE MANYNO DEHRIUMENN OG THE FRANK MARER A MANEROOT M A ANEW TEST FOR NONSTATIONARTY AGAINST THE STABLE A LITENATIVE M UNBUSED ESTIMATION AS A SOLUTION TO TESTING FOR RANDOWWALKS	

You can import RIS files containing other types of publications into the same database.

Reference Manager will automatically recognise the reference types and file them appropriately.



Exporting data from Reference Manager

Symplectic Elements is the ideal tool for obtaining information about journal publications from online database sources. However, other types of publication need to be entered manually into the system.

When you first set up your publications data within *Symplectic Elements*, it will save time if you can import an existing list of books, chapters or reports from *Reference Manager*.

In order to do this, you will need to export the data from *Reference Manager* in a suitable format.

Search for a type of reference

If you want to export just one type of reference (e.g. books) from *Reference Manager*, you first need to run a search.

Click on the search icon (a pair of binoculars) in the main toolbar and the screen below will appear.

Click in the 'field' column and choose the option 'RefType' from the drop-down menu.

Then, in the 'parameter' column, start typing the name of the type of publication you want to export. A drop-down menu will appear and you can choose the correct type from the list.

Click on the search icon in the toolbar within the search window to carry out the search. A new database window will then appear, containing the relevant publications.

Lindberg2		Internet search	🗛 😘 😘 🕃 I 🗲 🥒 🕾 🕾 📽
Connector	Field		
	RefType	b	
OR		RefType Bit/Resolution Book Chapter Book, Whole Case Castalog Computer Program Conference Proceeding Edited Book Electronic Ctation Ganaric	

Check and export references

In the database window that contains the search results, you can now mark the entries for export.

Do this by checking the box next to each reference or right-clicking in the list and choosing the option 'mark all'.

To complete the export, click on file/export and the window below will appear.

Choose the 'RIS' output format and choose 'marked references' from the options.

Click on the browse icon to choose a location and file name for your exported references, then click on 'export' and the text file will be created. Make sure you save this as a plain text file, not in a word processing format.

le name:	Export
Reference Manager\RefmanExport.txt	Close
Output format	Ciose
• BIS	Help
C MEDLARS	
C Comma Delimited	
C Iab Delimited	
C ⊠ML	
References options	
Highlighted reference(s)	
Marked reference(s)	
C Unmarked reference(s)	
C All references in list	
Progress	
r 10grccco	

Importing files into Symplectic Elements

RIS files that you have exported from *Reference Manager* or *EndNote* can be imported directly into *Symplectic Elements*.

To do this, first make sure you have the appropriate RIS file(s) stored in your computer. Then, choose 'import' from the main 'publications' menu in *Symplectic Elements*. Browse for the file you have saved and then click on 'upload'.

The system will compare the new publications with your current publications list (including any declined publications) and look for it in other users' records as well. It will generate a list showing the new publications and any matches found with existing publications.

For each publication that matches an existing record, you will be given a range of options.

For records that match an existing publication of yours, which has only online database records, you have three choices:

- **Import as new**: create a new record based on this data, separate to the existing record.
- **Supplement Existing:** add a manual source to the existing publication record and make this the preferred source.
- **Do not import**: skip this record in the import file.

For records that match an existing publication of yours, which does have a manual source, you have three choices:

- **Import as new:** create a new record based on this data, in addition to the existing manual publication.
- **Overwrite existing:** overwrite the existing manual record with the new data.
- **Do not import:** skip this record in the import file.



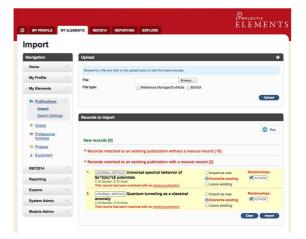
For records that match another user's record with an existing manual source, you have four choices:

- **Import as new:** create a new record separate from the other user's record.
- Import as link: create a new record in your list, as a link to the existing record, without changing the details of the existing record.
- **Overwrite existing:** create a new record in your list, with a link to the existing record, and overwrite the data in the existing manual record.
- **Do not import**: skip this record in the import file.

For records that match another user's record with only online sources, you have three choices:

- **Import as new:** create a new record separate from the other user's record.
- **Import as link:** create a new record in your list, as a link to the existing record, and add a manual source to the record.
- **Do not import**: skip this record in the import file.

Choose the option you prefer for each publication then click on 'import' to finish the process.



EndNote X3

EndNote is a similar desktop program to Reference Manager, and is used for managing reference libraries and creating instant bibliographies while writing.

By regularly exporting your publication lists from *Symplectic Elements*, you can keep your *EndNote* library up to date without duplicating effort.

And, if you have an existing library of your books, chapters and other publications in *EndNote*, you can save re-keying these within *Symplectic Elements* by importing them directly into the system.

Exporting from Symplectic Elements for EndNote

Links to export lists of publications in a range of formats are shown on a range of screens around the system:

- Your home screen, where each individual type, or a full set of 'all' types can be chosen.
- Publications lists, where you can choose to export all your publications, or mark a number of publications and export these.
- The workspace, where you can place individual publications by yourself and others, and export a custom list.

On each of these screens, click on the relevant RIS icon and choose to save or open the file.

The RIS format is contained within plain text files, which list each reference by type, and label each data field with a suitable tag.

An example RIS file for journals is shown below.

_	sDarwin20100518.txt - Notepad
File	Edit Format View Help
TY.	- 3048
	- 1611
	- McKeown, J.D.
	- Darwin, C.J.
N.	- 02724987
	- Quarterly Journal of Experimental Psychology Section AI Human
	rimental Psychology
	- 401
	= 421
	- 1991///
	://cdc315-www.scopus.com/inward/record.url?partnerID=yv4)PvwE&eid=2-s2.
	262007364Md5=5325065885d36670e1fC326bf3082067
÷	- Effects of phase changes in low-numbered harmonics on the internal
	resentation of complex sounds.
	- 4)
я.	
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	- 1467
а.	- Darwin, C.J.
1	- Denis McKeown, J.
3.	- Kirby, 0.
N.	- 01676393
	- 3
A	 Speech Communication
	- 221
	- 274
	- 1989///
ŝ.	
	://cdc315-www.scopus.com/inward/record.url?partnerID=yv4)PvwEseid=2-s2.
2.23	247339484m05=6a6051a9277d0e0b1aeb1b2b04c84097
	- Perceptual compensation for transmission channel and speaker effects
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	- Gardner, R.B.
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	= Gask111, S.A.
1	- Darwin, C.J.
	- 00014966
	- 1
	- Journal of the Acoustical Society of America
	- 1329
	= 1337
	- 1989///
2	
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-00	245037636#d5=6120978fd5a3e4f58cbd1b5e3d2edcf6
1	- Perceptual grouping of formants with static and dynamic differences
	fundamental frequency
	- #5
	*
Y	- 30UR.
	- 1469
	- Darwin, C.J.

Importing data into EndNote

To import data from *Symplectic Elements* into *EndNote*, first open the appropriate library, or create a new library to hold your publications.

Then, from the main menu, choose file/import and the window below will appear.

Import Data File:	ris20100518.ris Choose File
	[Choose Them]
Import Option:	Reference Manager (RIS)
Duplicates:	Import into Duplicates Library
Text Translation:	No Translation

Browse to find the correct RIS formatted text file on your computer, choose '*Reference Manager* (RIS)' from the list of import options, and choose what you wish to do with duplicate entries that may already be in your library.

The best option is usually to import them into a separate 'Duplicates Library', where you can inspect them and identify problems after importing.

Endrumel, it and		12.01	0.04		And Seatt				10108
My Library	-1	# Autor	Year	16	Journal	Ref Type	URL	Last Updated	
Al References	(30)	Datwin	1990	Speech perception seen through the	Speech Co.	Journal Arts	http://cdc315-arana	27/05/2010	
	(30)	Darwin	1989	Percepitual compensation for transmi	Speech Co	Journal Arts	Ntp.//cdc315-anex	27/05/2010	
Imported Referen		Darwin	1985	Which harmonics contribute to the es-	Speech Co	Journal Arti	http://cdc315-anere	27/05/2010	
Trash	(0)	Danwin	1986	Misturing a harmonic of a vowet gro	The Journal	Journal Arts	http://cdc315-anere	27/05/2010	
	(0)	Darwin	1989	Vowel quality changes produced by s.	Perception	Journal Arti	http://cdc315-anww	27/05/2010	
My Groups		Darwin	1982	What tells us when voicing has starte	Speech Co	Journal Arts	http://cdc315-aww	27/05/2010	
Online Search		Darwin	1982	PERCEPTUAL CUES TO THE END.		Journal Arts	htp://cdc315-www	27.05/2010	
CLibrary of Cong	-	Darwin	1983	Perceptual cues to the onset of voice	Journal of t	Journal Arts	http://cdc315-aww	27/05/2010	
		Gardner	1986	Grouping of vowel harmonics by freq .	Perception	Journal Arts	htp://cdc315-anex	27.05/2010	
	(0)	Gardner	1989	Perceptual grouping of formants with	Journal of t	Journal Arti	http://cdc315-anew	27/05/2010	
	(0)	Habern	1982	Duration discrimination in a series of	Perception	Journal Arti	http://cdc315-anew	27.05/2010	
Q Web of Scienc.	(0)	Hooper	2009	One minute with _ Charles Darwin	NEW SCI	Journal Arti		27/05/2010	
more		McKeown	1991	Effects of phase changes in low-num.	Quarterly J	Journal Arts	http://cdc315-www	27.05/2010	
EndNote Web		Palmer	1986	The representation of steady-state vo.	Journal of t	Journal Arti	http://cdc315-aww	27.05/2010	
corfiare_		Stevens	1980	SUMMARY OF THE DISCUSSION	LANG SPE	Journal Arts		27.05/2010	
Find Full Text		Warren	1909	Assessment of feature size abnormal.	British Jour	Journal Arts	http://cdc315-anex	27.05/2010	
		Peley (set)							
		Darwin, C. J. an	d J F. Ci	iling (1990) "Speech perception seen t	rough the ear."	Sprech Comm	<u>umcation</u> 9 (5-6) 409-4	rr5.	
uning X of X oferences in (Halah

Click on 'Import' when you have selected the appropriate options and the publications will be inserted into your library.



Exporting data from EndNote

Symplectic Elements is the ideal tool for obtaining publication information about journal publications. However, other types of publication need to be entered manually into the system.

When you first set up your publications data within *Symplectic Elements*, it will save time if you can import an existing list of books, chapters or reports from *EndNote*.

In order to do this, you first need to export these data from *EndNote* in a suitable format.

Selecting publications for export

You can choose to export your whole library for importing into *Symplectic Elements*. If you do this, *Symplectic Elements* will identify duplicates and give you options for dealing with these - see section 2.4).

However, it may be easier and quicker only to export your manual publications, as Symplectic Elements will find journal articles automatically.

There are two ways of separating manual publication types from journal publications within *EndNote*:

- By creating a sub-group.
- By highlighting the relevant publications in the main library list.



Create a group

To create a sub-group within your *EndNote* library, right-click on 'My Groups' in the left hand panel and choose 'create group' from the menu that appears. Name your group appropriately.

Then, you can drag and drop the relevant publications from the main list into the group after sorting them by reference type. The publications will still remain in the list 'All References' as well as in the custom group.

Highlight references

Alternatively, you can simply sort the 'All References' list by publication type, then temporarily highlight all the references of a certain type before exporting.

Exporting

To export, highlight either the custom group name or the set of references you want to export and then choose 'file/export' from the main menu.

The window on the next page will appear, and you can choose a location and file name for your exported references.

Create a group and add the relevant record types to it before exporting, or simply highlight a group of references in the main list

23 Choose 'RefMan (RIS) Export' from the list of Export file name: output styles. Save in: 🎉 Endnote • G 🖸 🗈 🗔• Name Date modified Type Recent Places EndnoteLib.Data
EndnoteLib-Dupl.Data 27/05/2010 13:21 If this doesn't appear in the output style drop-File folder 27/05/2010 13:45 File folder down menu, choose 'Select Another Style' and a comprehensive list of available styles will Desktop appear, from which you can select 'RefMan Librarie (RIS) Export'. Then click on 'save' and the file will be created. Compute G < [Network darwin_books Save File name Choose a file name Save as type: Cancel Text File (".txt) . 1 Select Arother Style ... Output style ٠ File type should be 'Text File' Choose output style 'RefMan (RIS) Export' If this style doesn't appear on the list, choose 'select another style' and the window below will open. × Choose A Style Name Category Nursing Research Nursing Nursing Science Quarterly Nursing Nutrition 3 Nutrition Organic Letters Chemistry Organizational Research Methods Business Oxford-Author Date Humanities Physiological Reviews Medicine PLoS Bioscience PNAS Science Psychiatric Services Medicine = RefMan (RIS) Export Export Science Science . Chan All Einlide Quick Search • Find by 🔸 ★ Less Info: Style Info/Preview Cancel Choose File Name: RefMan (RIS) Export.ens Created: 18 May 2010, 16:16:29 Modified: 01 June 2009, 20:00:00 Based On: Reference Manager Export Category: Export Comments: Use this style if you want to export your data * from EndNote into a standard Reference Showing 100 of 100 output styles.



Importing files into Symplectic Elements

Once an RIS formatted text file has been exported from *EndNote*, the process of importing it into *Symplectic Elements* is identical to that for files created by Reference Manager.

See section 2.4 for details of this process.

EndNote does not store start and end pagination in separate fields, exporting both these numbers into a single 'SP' field, separated by a hyphen.

Symplectic Elements will read the pagination fields intelligently and put the start and end pages into separate fields, providing a standard separator, such as 'and' or a hyphen is used.

The system can also deal with complex expressions of pagination. So an expression such as:

• 45, 47-49

will be imported with a start page and an end page as follows:

- SP 45
- EP 49



MathSciNet and BibTeX

MathSciNet is an online application where you can search for publications and abstracts, and bookmark your searches. Publications are linked with authors using a unique ID number, which means that each author in the database has their own profile page.

If you have an existing author profile within *MathSciNet*, you can save re-keying information about these within *Symplectic Elements* by importing them directly into the system.

MathSciNet can export records in either RIS or BibTeX format.

In addition, files can also be exported from *Symplectic Elements* in BibTeX format, for combining with records from *MathSciNet*.

The BibTeX format is also supported by other online services where you can search and export records, such as *Google Scholar*.

Exporting BibTeX files from Symplectic Elements

Links to export lists of publications in a range of formats are shown on a range of screens around the system:

- Your home screen, where each individual type, or a full set of 'all' types can be chosen.
- Publications lists, where you can choose to export all your publications, or mark a number of publications and export these.
- The workspace, where you can place individual publications by yourself and others, and export a custom list.

On each of these screens, click on the relevant BibTeX icon and choose to save or open the file.

The BibTeX format is contained within .txt files, which label each reference type, and describe each data field with a suitable tag.

An example BibTeX file for journals is shown below.

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Exporting data from MathSciNet

Within *MathSciNet*, you first need to select the data to export. You may have a bookmarked link to your author profile, or you may need to run a search.

To search for your publications, navigate to *MathSciNet*'s search page (www.ams.org/mathscinet/search.html), select the 'Authors' tab and type in the name associated with you on the site.

If your name is unique in the database you'll be taken directly to your author page.

Otherwise, you'll be asked to choose from a list of names.

Once on your author page, click the 'View Publications' link in the top right area.

Click on 'View Publications'

When you can see your publications, select the publications you wish to import into *Symplectic Elements* by checking the boxes to the left of each publication and then choosing to 'Retrieve Marked' publications.

Alternatively, to get as many publications as possible, you can click on the 'Retrieve First 50' link.

Choose the batch download style 'Citations (BibTeX)' or 'Citations (*EndNote*)' and click on the appropriate link to retrieve your citations.

Choose a batch download style

Mark references for downloading

American Mathematical Society 201 Charles Street Providence, RI 02904-2294



SYMPLECTIC

Mathematical Society Privacy Statement The results, in BibTeX or RIS format, will be shown on a webpage, which you can then copy and paste into a plain text editing program.



Copy and paste this text into a new plain text file

Then, save the file as a .txt document within your computer's filing system.

Importing MathSciNet data into Symplectic Elements

The BibTeX or RIS files that you have exported from *MathSciNet* can now be imported into *Symplectic Elements*.

Choose 'import' from the main 'publications' menu in *Symplectic Elements*. Browse for the file you have saved, select the correct file type and then click on 'upload'.

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Navigation	Upload	9
Home	Browse for a file and click on the upload button to start	the import process.
My Profile	File:	Browse
My Elements	File type: OReference	Manager/EndNote BibTeX
IN Publications - Import Search Settings		Upload

The system will compare the new publications with your current publications list (including any declined publications) and look for it in other users' records as well. It will generate a list showing the new publications and any matches found with existing publications.

For each publication that matches an existing record, you will be given a range of options.

For records that match an existing publication of yours, which has only online database records, you have three choices:

- Skip this record in the import file.
- Import as new create a new record based on this data, separate to the existing record.
- Import add a manual source to the existing publication record and make this the preferred source.

For records that match an existing publication of yours, which does have a manual source, you have three choices:

- Skip this record in the import file.
- Import as new create a new record based on this data, in addition to the existing manual publication.
- Overwrite overwrite the existing manual record with the new data.

For records that match another user's record with an existing manual source, you have four choices:

- Skip this record in the import file.
- Import as new create a new record separate from the other user's record.
- Import as link create a new record in your list, as a link to the existing record, without changing the details of the existing record.
- Overwrite existing create a new record in your list, with a link to the existing record, and overwrite the data in the existing manual record.

For records that match another user's record with only online sources, you have three choices:

- Skip this record in the import file.
- Import as new create a new record separate from the other user's record.
- Import as link create a new record in your list, as a link to the existing record, and add a manual source to the record.



Choose the option you prefer for each publication then click on 'import' to finish the process.

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Please note: *MathSciNet* data will often only partially match Web of Science records since the objective of the *MathSciNet* database is to provide article reviews rather than complete bibliographic records. Therefore, matching between these records will be less accurate than with other data sources.