To Add a Book and Chapters

Books and chapters are not included in the automatic data feed in Elements at this time. Authors can add published books and chapters using the Elements Book Search.

Adding Books
Authors can add published books using the Elements Book Search with either the Title or the ISBN. The ISBN is a unique identifier for books that is listed in the Library Catalog or on websites such as Amazon.

ISBN example: 978-0521405737

Elements uses Google Books to pull the associated metadata in for the book publication record. This insures accurate data and saves users time.

Steps to follow to add a book:
1. Click on the “+ add” in the “My summary” box on the home page.
2. Choose “Book” from the list of item type options.

3. Search by title or ISBN. (Note: Partial titles are typically fine.) Review results and click “Claim” on your Book.

If no results are found in the Google Books search, please review the Manual Entry of Books, Book Chapters, and Journal Articles document.

For assistance: CMU University Libraries ● Email: elements@andrew.cmu.edu

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**Adding book chapters**
Adding information on book chapters is similar to adding books, however there are extra steps that need to be followed.

Steps to follow to add a book chapter:
1. Click on the “+ add” in the “My summary” box on the home page.
2. Choose “chapter” from the list of item type options.
4. Review results and click “Add chapter” on your book chapter.
5. Review the fields that were filled in automatically to ensure they are correct. Older books may need additional data entry. Make sure all required fields are entered.
6. Click Save & Continue

If no results are found in the Google Books search, please review the [Manual Entry of Books, Book Chapters, and Journal Articles document](#).

**For Books and chapters “In Press:”**
It is advised that books and chapters “In Press” not be added. If you need to add books or chapters “In Press,” you will need to update and edit the information once the book is published.

**To edit records:**
1. From the My Publications view, open the book or chapter record of interest under the “Mine” tab, by clicking on the title.
2. Click the “Edit Record” button on the right-hand side of the entry.

3. Update the necessary fields to reflect the published citation.