Manual Entry of Books, Book Chapters, or Journal Articles

Adding publications manually should be a last resort. It is best if the author uses a unique identifier like a DOI for journal articles or the ISBN for books. Only add a manual record if you do not have a DOI or there are no relevant results in the Google Books search within Elements.

Follow the below steps to manually add the citation information for your journal articles, books, or book chapters.

Manually adding a journal article:
1. Click the “+ add” symbol in the “My Summary” section on your Elements homepage.

2. Choose “Journal Article” from the list of item type options.

For assistance: CMU University Libraries ● Email: elements@andrew.cmu.edu
Adapted with permission from CU Boulder Elements, Office of Faculty Affairs
3. Verify the Journal Article is not available in the Elements search by using the search box to search for title or DOI. If you don’t see your article in the list of results, click “Go to next step” at the bottom of the page.

4. Enter your article’s information into the fields indicated:
   
   **Required fields (marked by red asterisks):**
   a. Relationship with the journal article (author, editor, etc.)
   b. Article sub-type (article, review, letter, etc.)
   c. Title of the article
   d. Authors
      i. Co-Authors at CMU—Pick the name from the drop-down list and select “Yes” for the CMU co-author
      ii. Co-Authors not at CMU – These authors need to be added manually by entering the last name and first initial
   
   **All other fields are voluntary:** add information that is useful for your subject and discipline if you desire.

5. Click “Save” at the bottom when finished with the article.

6. If you need to add or revise the content of this manual record, use the edit button on the publication record page.

**Manually adding a book or chapter:**
1. Click the “+ add” symbol in the “My Summary” section on your Elements homepage.
2. Choose “chapter” from the list of item type options.
3. Verify that the book/chapter is not available in the Elements search by using the search box to search for title or DOI.
4. Click “Go to next step” at the bottom of the page.
5. Enter the book or chapter information into the fields as above.

**To import multiple items in bulk, see the document** “Importing Items in Bulk”.

---

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

Adapted with permission from CU Boulder Elements, Office of Faculty Affairs