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.
3. Verify the Journal Article is not available in the Elements search by using the search box to search for title or DOI.
4. Click “Go to next step”.
5. Enter your article’s information into the fields shown:
   Required fields (marked by red asterisks):
   a. Relationship with the journal article (author, editor, etc.)
   b. Type of article (article, review, letter, etc.)
   c. Title of the article
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      i. Co-Authors at CMU--Pick the name from the drop-down list and select “Yes” for the CMU co-author
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   All other fields are voluntary; add information that is useful for your subject and discipline if you desire.
6. Click “Save & Continue” at the bottom when finished with the article.
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