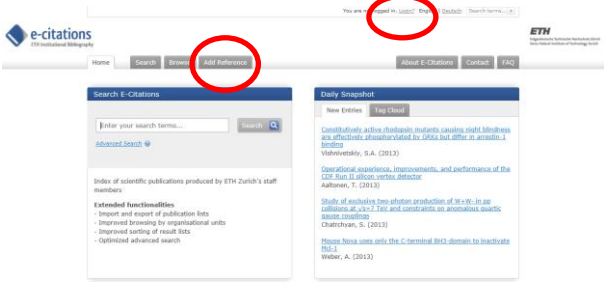
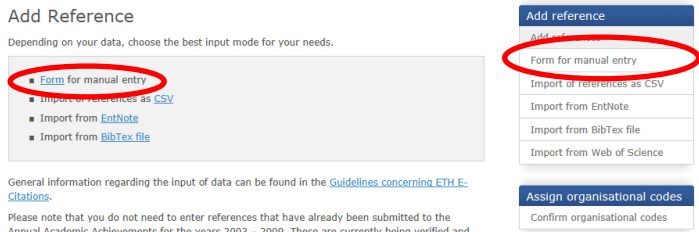


ETH E-Citations: recording new references using a form (manual entry)

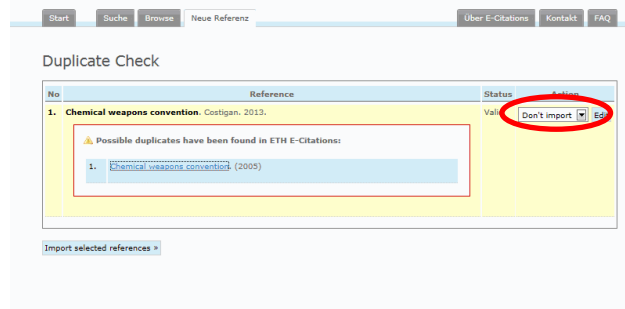
<ul style="list-style-type: none"> ■ Log into ETH E-Citations using your <i>nethz ID</i>. ■ Click on the <i>Add reference</i> tab. 	
<ul style="list-style-type: none"> ■ Click on <i>Form for manual entry</i> in the navigation bar on the right-hand side. 	
<ul style="list-style-type: none"> ■ Fill in the fields accordingly. ■ Fields marked with an * are mandatory. <p>Tip: Title: your data is checked for references that are already available. If this is the case, the warning <i>x similar document(s) found in E-Citations</i> will appear. Check whether it is the same publication. If so, the entry is unnecessary. If need be, the organisational code for the existing entry may still need to be edited or confirmed. If no identical titles are available, <i>No similar existing titles found</i> will appear.</p> <p>Tip: author(s)/editor(s): surname, forename (or initial). Several authors / ed. are separated with a semicolon “;” – not a comma! – and a space. Example: Maur, Ueli R.; Müller Bachmann, Katharina.</p>	<h3>Manual Entry</h3> <p>Please be aware that the references entered by you are only included in the Annual Academic Achievements of your professorship (or other organisational unit of the same level) if an authorised individual has confirmed the professorship code before. Further information in AAA.</p> <p>Please fill in the fields marked with an asterisk “*”.</p> <p>Title * <input type="text"/></p> <p>Author(s) / Editor(s) * ⓘ <input type="text"/></p> <p>Year of Publication * <input type="text"/></p> <p>Assigned Organisational Unit(s) ⓘ There are no organisational units assigned to the user. You can find more information in the FAQ.</p> <p>Further Organisational Unit(s) ⓘ <input type="text"/></p> <p>Publication Type* ⓘ <input type="text" value="Please select..."/></p> <p>Please fill in the fields marked with an asterisk “*”.</p> <p>Title * <input type="text" value="Modeling of corrosion-induced concrete cover cracking"/></p> <p>⚠ 1 similar document(s) found in E-Citations. Jamali, A., Angst, U., Adey, B., Elsener, B.: Modeling of corrosion-induced concrete cover cracking: A critical analysis. 2013.</p>

<ul style="list-style-type: none"> If you are authorised to assign organisational codes, these will be listed under <i>Assigned Organisational Unit(s)</i>. For references to be accepted in the Annual Academic Achievements AAA, the box needs to be ticked (1). If you do not have authorisation (<i>There are no organisational units assigned to the user</i>), write the organisational code in the field <i>Further Organisational Unit(s)</i> (2). For references to appear in the Annual Academic Achievements AAA, the organisational code needs to be confirmed subsequently by an authorised individual (see Assigning organisational codes). 	<h3>Manual Entry</h3> <p>From the list of available codes, please select the one relating to the professorship (or other organisational unit of the same level) which you wish to attribute the references to. Further information in AAA*.</p> <p>Please fill in the fields marked with an asterisk "**".</p> <p>Title * <input type="text" value="How to add a reference"/> <input checked="" type="checkbox"/> No similar existing titles found.</p> <p>Author(s) / Editor(s) * <input type="text" value="Example, Harry; Echantillon, C."/></p> <p>Year of Publication * <input type="text" value="2013"/></p> <p>Assigned Organisational Unit(s) <input checked="" type="checkbox"/> 09346 - LRM Lerchenrain, Verrechnungsmessungen, 80... - V; <input type="checkbox"/> 09348 - NEM Neumühlequai, Verrechnungsmessungen, ... - V; <input type="checkbox"/> 09349 - NLM Nelkenstrasse, Verrechnungsmessungen, ... - V;</p> <p>Further Organisational Unit(s) <input type="text" value="00060,"/> 2</p> <p>Publication Type* <input type="text" value="Please select..."/> Please choose a value</p>
<ul style="list-style-type: none"> For publications that were produced before you joined ETH Zurich, tick the <i>Non-ETH Publication</i> box. 	<p><input checked="" type="checkbox"/> Non-ETH Publication</p> <p>Publication Type* <input type="text" value="Journal Items"/></p> <p>Publish in E-Collection <input type="checkbox"/></p>
<ul style="list-style-type: none"> Select the <i>Publication type</i> that corresponds to your reference from the drop-down menu. The other fields displayed can vary depending on the selection. You can make it easier for us to check the references and avoid potential queries by filling in as many fields as possible. 	<h3>Manual Entry</h3> <p>From the list of available codes, please select the one relating to the professorship (or other organisational unit of the same level) which you wish to attribute the references to. Further information in AAA*.</p> <p>Please fill in the fields marked with an asterisk "**".</p> <p>Title * <input type="text" value="How to add a reference"/> <input checked="" type="checkbox"/> No similar existing titles found.</p> <p>Author(s) / Editor(s) * <input type="text" value="Example, Harry; Echantillon, C."/></p> <p>Year of Publication * <input type="text" value="2013"/></p> <p>Assigned Organisational Unit(s) <input checked="" type="checkbox"/> 09346 - LRM Lerchenrain, Verrechnungsmessungen, 80... - V; <input type="checkbox"/> 09348 - NEM Neumühlequai, Verrechnungsmessungen, ... - V; <input type="checkbox"/> 09349 - NLM Nelkenstrasse, Verrechnungsmessungen, ... - V;</p> <p>Further Organisational Unit(s) <input type="text" value="00060,"/></p> <p>Publication Type* <input type="text" value="Please select..."/> Please select... Please select... Journal Items Conference Contributions Monographs / Monograph Items Edited Works Educational Material Doctoral / Habilitation Thesis Masters / Bachelor Thesis Other Reports Working Papers</p> <p>Please fill in as many of the following fields as possible:</p> <p>Non-ETH Publication <input type="checkbox"/></p> <p>Editor(s) <input type="text"/></p> <p>Book Title <input type="text"/></p>

<ul style="list-style-type: none"> ■ <i>Publish in E-Collection</i> lets you publish a full-text for the reference via ETH E-Collection. Please respect the original publisher's copyright policy. 	<p>Non-ETH Publication <input type="checkbox"/></p> <p>Publication Type* <input type="text" value="Journal Items"/></p> <p>Publish in E-Collection <input type="checkbox"/></p>								
<ul style="list-style-type: none"> ■ Once you have entered all the data, click on <i>Continue</i>. 	<h3>Manual Entry</h3> <p>From the list of available codes, please select the one relating to the professorship (or other organisational unit of the same level) which you wish to attribute the references to. Further information in AAA*.</p> <p>Please fill in the fields marked with an asterisk "**".</p> <p>Title * <input type="text" value="How to add a reference"/> <input checked="" type="checkbox"/> No similar existing titles found.</p> <p>Author(s) / Editor(s) * <input type="text" value="Example, Harry; Echantillon, C."/></p> <p>Year of Publication * <input type="text" value="2013"/></p> <p>Assigned Organisational Unit(s) <input checked="" type="checkbox"/> 09346 - LRM Lerchenrain, Verrechnungsmessungen, 80... - V: <input type="checkbox"/> 09348 - NEM Neumühlequai, Verrechnungsmessungen, ... - V: <input type="checkbox"/> 09349 - NLM Nelkenstrasse, Verrechnungsmessungen, ... - V:</p> <p>Further Organisational Unit(s) <input type="text" value="00060,"/></p> <p>Publication Type* <input type="text" value="Journal Items"/></p> <p>Please fill in as many of the following fields as possible.</p> <p>Non-ETH Publication <input type="checkbox"/></p> <p>Editor(s) <input type="text"/></p> <p>Journal or Series Title* <input type="text" value="Journal of Pattern"/></p> <p>Volume Number <input type="text" value="17"/></p> <p>Issue Number <input type="text" value="3"/></p> <p>Start Page <input type="text" value="436"/></p> <p>End Page <input type="text" value="513"/></p> <p>Abstract <input type="text"/></p> <p>DOI <input type="text" value="10.3929/ethz-a-006936262"/></p> <p>Additional Notes <input type="text"/></p> <p>Publication Status <input type="text" value="Published"/></p> <p>Language <input type="text" value="English"/></p> <p>Continue</p>								
<ul style="list-style-type: none"> ■ The subsequent <i>Duplicate Check</i> verifies whether ETH E-Citations already contains the reference. ■ If no identical or similar reference is found, select <i>Action: Import</i> in the drop-down menu. In order to upload the entry to ETH E-Citations, click on the box <i>Import selected references</i>. 	<h3>Duplicate Check</h3> <table border="1"> <thead> <tr> <th>No</th> <th>Reference</th> <th>Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>How to add a reference. Example, Harry, Echantillon, C., 2013.</td> <td>Valid</td> <td><input type="text" value="Import"/></td> </tr> </tbody> </table> <p>Import selected references</p>	No	Reference	Status	Action	1.	How to add a reference. Example, Harry, Echantillon, C., 2013.	Valid	<input type="text" value="Import"/>
No	Reference	Status	Action						
1.	How to add a reference. Example, Harry, Echantillon, C., 2013.	Valid	<input type="text" value="Import"/>						

- If an identical or similar title is already available, the warning message *Possible duplicates have been found* appears. *Don't import* appears under the menu *Action*. Check whether it is the same entry. If so, the import is unnecessary. If need be, the organisational code for the existing entry may need to be edited or confirmed.

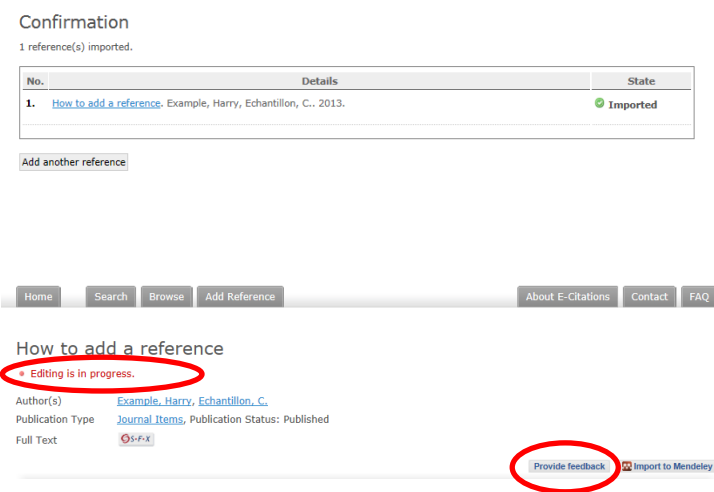
- By clicking on *Edit*, you can reopen your reference and correct the mandatory fields.



- After a successful import, you will receive confirmation.

- By clicking on the title, you can view the entry but no longer change it. All references are checked, completed and, if need be, corrected by ETH-Bibliothek. If this has not happened, the message *Editing is in progress* appears.

- Any desired changes can be addressed to ETH-Bibliothek via the *Provide feedback* button.



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