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

- Log into ETH E-Citations using your nethz ID.
- Click on the Add reference tab.

- Click on Form for manual entry in the navigation bar on the right-hand side.

- Fill in the fields accordingly.
- Fields marked with an * are mandatory.

Tip: Title: your data is checked for references that are already available. If this is the case, the warning *similar document(s) found in E-Citations* 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, *No similar existing titles found* will appear.

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.
If you are authorised to assign organisational codes, these will be listed under *Assigned Organisational Unit(s)*. For references to be accepted in the Annual Academic Achievements *AAA*, the box needs to be ticked (1).

If you do not have authorisation (*There are no organisational units assigned to the user*), write the organisational code in the field *Further Organisational Unit(s)* (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*).

For publications that were produced before you joined ETH Zurich, tick the *Non-ETH Publication* box.

Select the *Publication type* 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.
- Publish in E-Collection lets you publish a full-text for the reference via ETH E-Collection. Please respect the original publisher's copyright policy.

- Once you have entered all the data, click on Continue.

- The subsequent Duplicate Check verifies whether ETH E-Citations already contains the reference.

- If no identical or similar reference is found, select Action: Import in the drop-down menu. In order to upload the entry to ETH E-Citations, click on the box Import selected references.
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.

Contact:

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ETHIS Portal
http://ethis.ethz.ch

ETHIS support
https://www.zo-support.id.ethz.ch/ccsap

Further information on Annual Academic Achievements
http://www.sap.ethz.ch/applications/aaa