

Entering and Editing Publications in the Faculty Database System

Once you have logged into FDS, you may edit a publication or add a new one from your Web page or your Curriculum Vitae (using the edit or new links), or by clicking on the Publications link under **Database** in the navigation links on the left hand side of the screen.

Below is an annotated example of the publications form.

Select publication type from dropdown list

not web: if checked, publication will not appear on your web page
not recent: if checked, publication will not appear in your short list of most recent publications
not vita: if checked, publication will not appear on your CV

You may leave the author field blank if author is understood from context. If listing only co-authors in this field, check the checkbox.

Fill out citation information

Information added here will appear at the end of the citation

Defaults to date of entry: change to a past or future year to prevent a publication from appearing on the current annual report, or to the current year to cause a forthcoming publication to appear on the current annual report.

Can be used to add a web link to an online publication

Always click Update when form is complete to save your entry.

Use this field to display a date in a format other than the default. If using the custom date field, you must still enter a year in the Year field.

Select a month or a quarter. To leave blank, choose "Select One."

Type:	Books	not web?	<input type="checkbox"/>	not recent?	<input type="checkbox"/>	not vita?	<input type="checkbox"/>	Update
Authors:	<input type="checkbox"/> Y. Username							
Title:								
In Journal:	Volume: <input type="text"/> Number: <input type="text"/> Pages: <input type="text"/>							
Or In Book:	Editors: <input type="text"/> Series/Edition: <input type="text"/>							
Year/Month:	Year: 2003	Month/Quarter: Select One	CustomDate: <input type="text"/>					
Publisher:								
Add'l Info:								
Date:	2003/10/02 (approx date this should be considered for evaluation)							
Web URL	http://							

BibTeX:	Type: <input type="text" value="Select One"/> Key: <input type="text"/> Crossref: <input type="text"/>
Abstract or URL:	<input type="text"/>
Author's Comments:	<input type="text"/>
Info2Chair:	<input type="text"/>
<input type="button" value="Update"/> <input type="button" value="Reset"/>	

If the publication being entered is listed in BibTeX, you may enter the identifying BibTeX reference information here to import the citation into the FDS.

Enter an abstract or a link to an existing online abstract: a link to it will appear beside the citation.

A link to any text added here will appear beside the citation.

Enter any other information you wish your department chair to consider during the annual evaluation process. Only you, your chair, and your departmental FDS manager can view information entered here.