

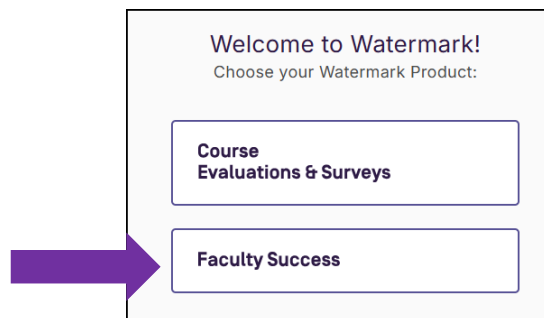
How to Import Publications on Watermark

1.1 Log into your **MyCalStateLA** profile.

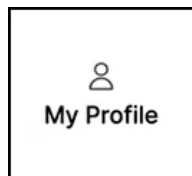
1.2 Select **Watermark** from the Quick Launch under Academics.



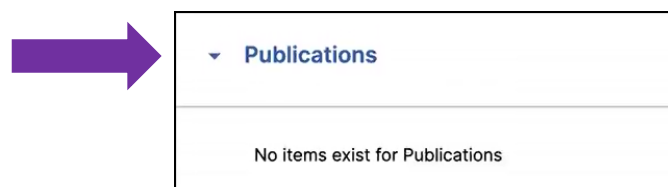
1.3 Select **Faculty Success**.



1.4 On the left pane, select **My Profile**.



1.5 Navigate to **Publications**.



1.6 Go to **Import** on upper right-hand side



Using Crossref to Import publication

2.1 Select the **Crossref** radio button and enter your Name and the publication dates.



Import from a Third Party

Select a service:
 Crossref PubMed

Search criteria:
Author 
Publication Date to 

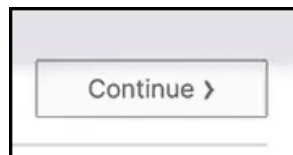
[Add search criteria](#)

2.2 Click on all your publications check box(es).



LONGITUDINAL AND TEMPORAL COMPARISONS OF RIO GRANDE RIVER SANDS IN THE RIO GRANDE DELTA SYSTEM
Geological Society of America
Heise, Elizabeth; Grove, Marty
2022

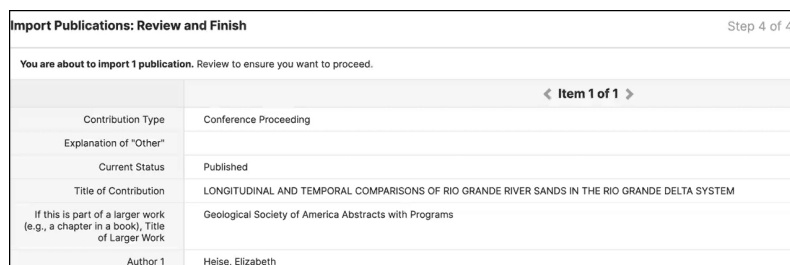
2.3 Click on the **Continue** button on top right.



2.4 Click **Continue** if you don't need to edit co-authors.



2.5 Review all the information



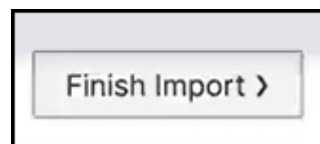
Import Publications: Review and Finish Step 4 of 4

You are about to import 1 publication. Review to ensure you want to proceed.

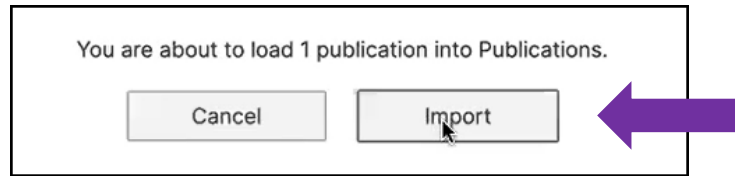
< Item 1 of 1 >

Contribution Type	Conference Proceeding
Explanation of "Other"	
Current Status	Published
Title of Contribution	LONGITUDINAL AND TEMPORAL COMPARISONS OF RIO GRANDE RIVER SANDS IN THE RIO GRANDE DELTA SYSTEM
If this is part of a larger work (e.g., a chapter in a book), Title of Larger Work	Geological Society of America Abstracts with Programs
Author 1	Heise, Elizabeth

2.6 After reviewing, click Finish Report



2.7 A window appears. Select the **Import** button.



2.8 The publication(s) is now updated on Watermark.

Filters: None	ALLOW SH...	CONTRIBUTION ...	EXPLANATION ...	CURRENT STA...	TITLE OF CONTRIBUTION	COUNT OF RO...
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Conference Proceeding		Published	LONGITUDINAL AND TEMPORAL COMPARISONS OF RIO GRANDE RIVER SANDS IN THE RIO GRANDE DELTA SYSTEM	2

2.9 If you want to make edits to the publication, hover above the publication and select the blue button.

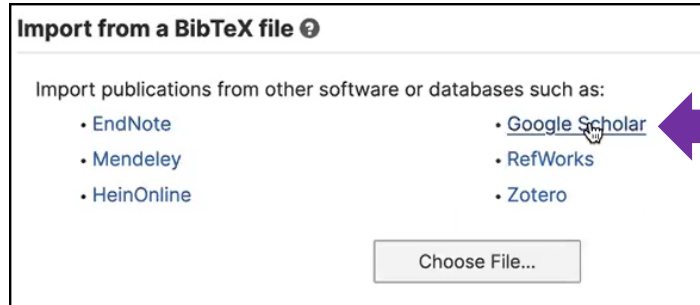
Filters: None	ALLOW SH...	CONTRIBUTION ...	EXPLANATION ...	CURRENT STA...	TITLE OF CONTRIBUTION	COUNT OF RO...
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Conference Proceeding		Published	LONGITUDINAL AND TEMPORAL COMPARISONS OF RIO GRANDE RIVER SANDS IN THE RIO GRANDE DELTA SYSTEM	2

2.10 A right pane window will appear, and you can make your edits. Click **Save**.

An "Edit Activity" window with a white background and a black border. It contains several form fields: "Contribution Type" (dropdown menu with "Conference Proceeding" selected), "Current Status" (dropdown menu with "Published" selected), "Title of Contribution" (text input field with "IS OF RIO GRANDE RIVER SANDS IN THE RIO GRANDE DELTA SYSTEM" entered), "If this is part of a larger work (e.g., a chapter in a book), Title of Larger Work" (text input field with "Geological Society of America Abstracts with Programs" entered), and "Authors (2)" (a section with instructions and a dropdown menu for "1st Author" with "Heise, Elizabeth (ehaise)" selected). At the bottom right are "CANCEL" and "SAVE" buttons. A purple arrow points from the left side of the window towards the "SAVE" button.

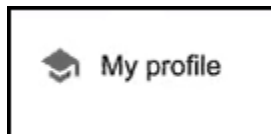
Import Using BibTeX File

3.1 This guide will show using Google Scholar, but the process is similar for the other database sources for BibTeX imports.

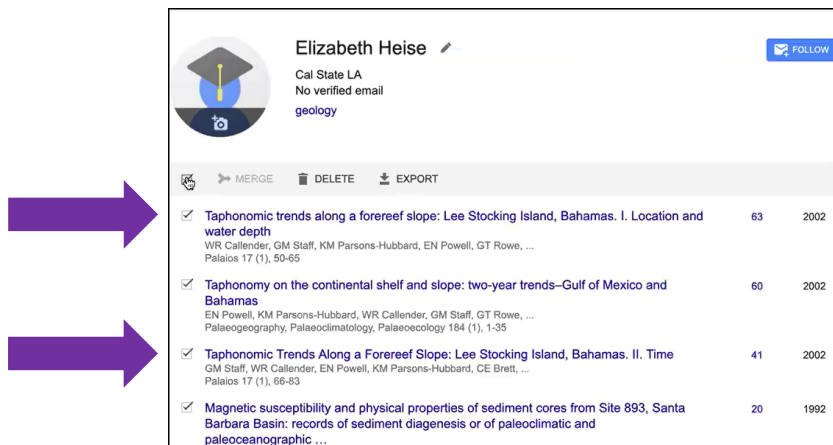


3.2 Log into your Google Scholar account

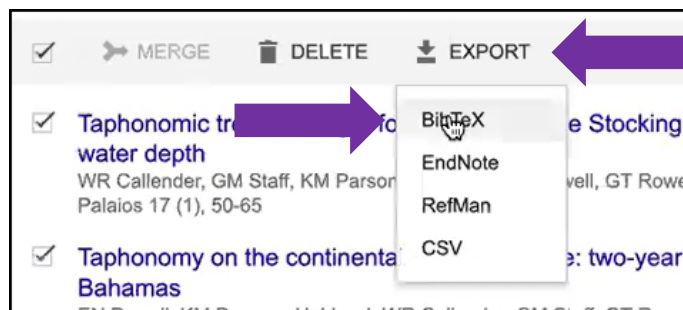
3.3 Go to My Profile on top left



3.4 Click on the left check box(s) to select your publications



3.5 Select **Export** then **BibTeX** from the drop down.



3.6 A window will appear. Select either **Export selected articles** or **Export all my articles**. Click the **Export** button.



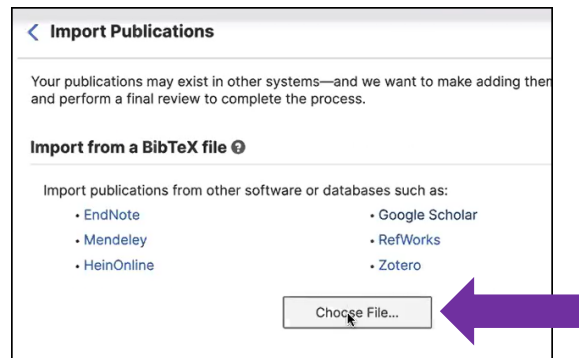
3.7 A citation document is created.

```
@article{callender2002taphonomic,
  title={Taphonomic trends along a foreereef slope: Lee Stocking Island, Bahamas. I. Location and water depth},
  author={Callender, W Russell and Staff, George M and Parsons-Hubbard, Karla M and Powell, Eric M and Rowe, Gilbert T and Walker, Sally E and Brett, Carlton E and Raymond, Anne and Carlson, Donna D and White, Suzanne and others},
  journal={Palaios},
  volume={17},
  number={1},
  pages={50-65},
  year={2002},
  publisher={SEPM}
}

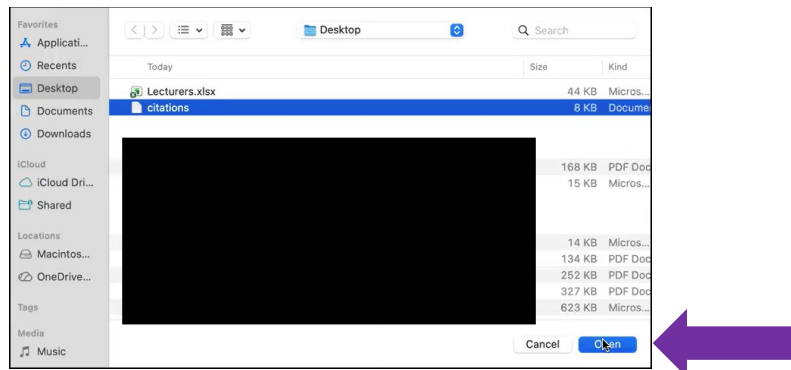
@article{powell2002taphonomy,
  title={Taphonomy on the continental shelf and slope: two-year trends—Gulf of Mexico and Bahamas},
  author={Powell, Eric M and Parsons-Hubbard, Karla M and Callender, W Russell and Staff, George M and Rowe, Gilbert T and Brett, Carlton E and Walker, Sally E and Raymond, Anne and Carlson, Donna D and White, Suzanne and others},
  journal={Palaeogeography, Palaeoclimatology, Palaeoecology},
  volume={184},
  number={1},
  pages={1-35},
  year={2002},
  publisher={Elsevier}
}
```

3.8 Save (CTRL + S) the citation document to your computer.

3.9 Go back to Import Publications page. Then select **Choose File...**



3.10 Navigate to find that citation file you previously saved and Open.



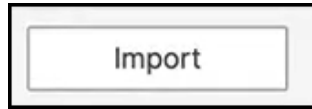
3.11 A window will appear showing possible duplicate publications.

Import Publications: Duplicates Step 2 of 4 Cancel Import Continue >

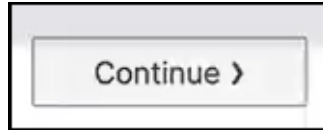
1 publication might be a duplicate of those already in the system. Review the potential matches below and determine whether you want to import the publication, or skip it and keep only the publication which already exists in the system.

	< Potential Match 1 of 1 >	
	Publication in system:	Publication from import file:
Contribution Type	Conference Proceeding	Conference Proceeding
Explanation of "Other"		
Current Status	Published	Published
Title of Contribution	LONGITUDINAL AND TEMPORAL COMPARISONS OF RIO GRANDE RIVER SANDS IN THE RIO GRANDE DELTA SYSTEM	Longitudinal and Temporal Comparisons of Rio Grande River Sands in the Rio Grande Delta System
If this is part of a larger work (e.g., a chapter in a book), Title of Larger Work	Geological Society of America Abstracts with Programs	Geological Society of America Abstracts

3.12 If there are duplicate publications, but with valuable information in both, import both so you can later merge them. Select the **Import** button.



3.13 Then Select **Continue** on the top right.



3.14 Select **Continue** if you do not need to select any of the co-authors.



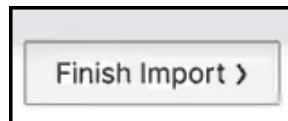
3.15 Review all the publications one-by-one by selecting the left or right button (< or >).

Import Publications: Review and Finish

You are about to import 20 publications. Review to ensure you want to proceed.

		< Item 1 of 20 >
Contribution Type	Journal Article	
Explanation of "Other"		

3.16 After confirming publications, click on the **Finish Import** button.

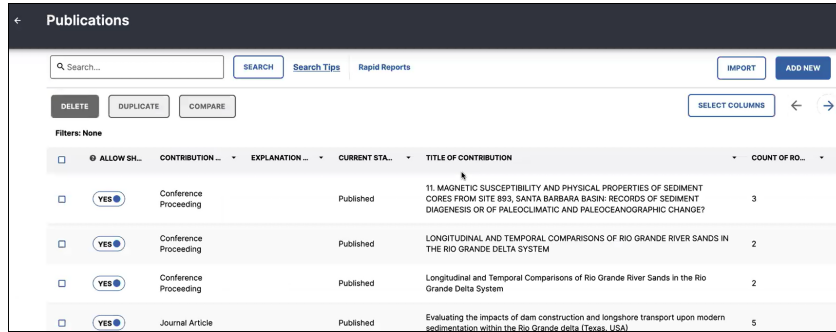


3.17 Window will appear and select the Import button.

You are about to load 20 publications into Publications.

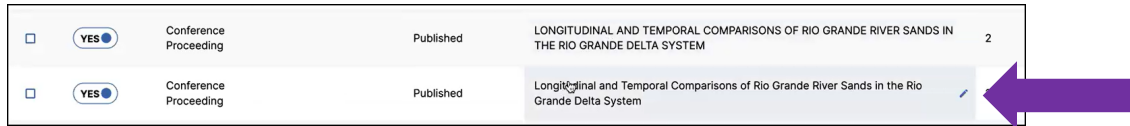
Cancel Import

3.18 Your publications are now Watermark.

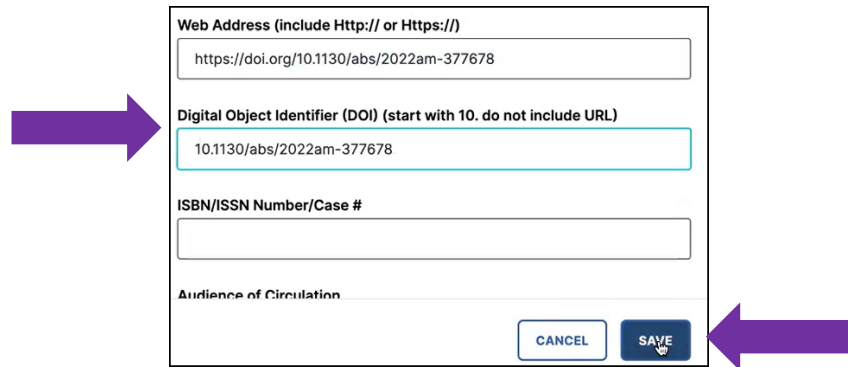


3.19 If you have duplicates and want to merge the information, take information from one of duplicated publications and add that to the publication you would like to keep.

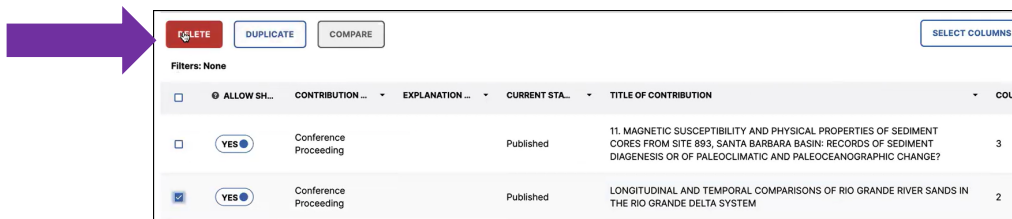
3.20 Hover over the publication and select the blue pencil.



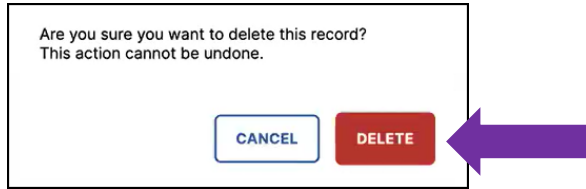
3.21 A left pane appears where you can update the field. Make sure to check both publications to see if information is updated. Click **Save**.



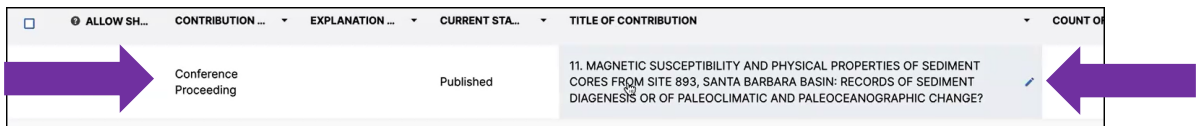
3.22 In the Publications page, to delete the duplicated publication, select the associated check box and click **Delete** on the top left.



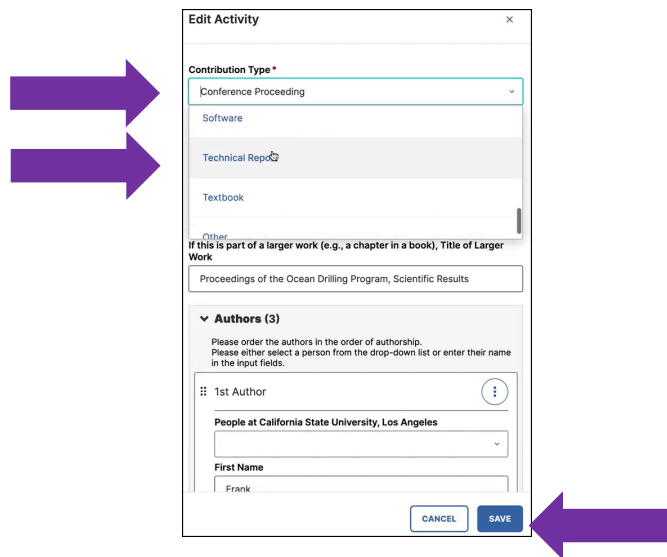
3.23 A window appears. Click **Delete** to confirm.



3.24 Go through the publications and check if all the information is correct. If not, you can hover above the publication and select the blue pencil to make edits.



3.25 An editing left pan appears where you can update the information. After making edits to the publication including all required fields, click **Save**.



3.26 The publication has been updated.

