# ScienCV Quick How-to's:

If you are having trouble with ScienCV please contact <u>tolivarez@twu.edu</u>, for assistance on entry of information. (For all these examples I am using my account, please note that I am delegated to many accounts at this time so mine will look a little bit different.)

### **Entering Citations:**

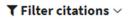
For all types of Biosketches and Proposals we will encounter Citations. You will need to upload your citations into ScienCV, to be able to add them to your Biosketch.

- Open your Bibliography from your Dashboard in ScienCV
- Click the link titled "Manage my Bibliography" to access your content.
- Once here you will see three options on the top
  - <u>Manage Citations</u> allows you to edit citations already entered
  - <u>Filter Citations</u> lets you sort citations according to different specifications.

	Wanyi Wang's bibliography		26	public
	Paul Yeatts's bibliography		5	private
		Manage I	<u> My Bibli</u>	ography »
_				

Manage citations ~

search.



### + Add citations $\sim$

From PubMed

When we want to <u>Add a Citation</u> we are given 3 ways to do so; From PubMed (recommended), From a file, or Manually. We will be looking at adding citations from PubMed and Manually as they seem to be the quickest in my opinion, but you are welcome to try importing them from a file as well.

# Manually

From PubMed: You can search directly for a specific citation within PubMed's database, given that you know enough information about the citation. Searching for citations can sometimes take longer than manually entering them. I recommend searching these 3 things, and if the citation does not show up defer to entering it manually into the system; DOI Number, PubMed article ID, Title of Publication.

PubMed Citations to My Bibliography			
Search term		Se	earch PubMed
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+ Add citations  $\vee$ 

	Choose the type of citation to create:	
	Journal article that does not appear in PubMed	
	Journal article that does not appear in PubMed	1
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Add Citation

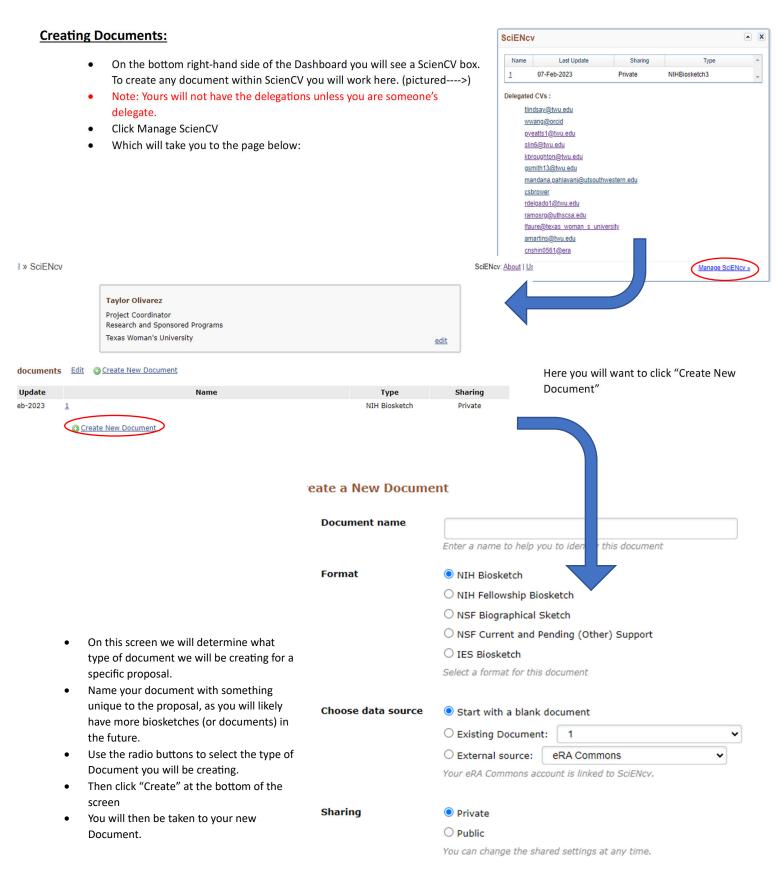
Cancel

### • Manual Entry:

- 1. Determine the source type for the citation
- 2. Once this is determined enter the appropriate information into the fields provided.

(note only fields with an \* are required)

- 3. Once finished push "Add Citation"
- 4. The Citation will then show up in your Bibliography





### <u>Creating a Biosketch!</u> (For our example we will be using an NIH Biosketch)

• <u>Education and Training</u> In this section you will add your education and training. This must be done	EDUCATION/TRAINING (Begin with baccalaureate or other initial p You have not listed any degree or training.		loctoral training and residency training if applicable.)
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• <u>Personal Statement:</u> In this section you will add a personal statement as well as up to 4 Citations, that support your Personal Statement.	A. Personal Statement You have not yet provided a person Optional: You may identify up to for Select citations You have not listed any citations.	Edit statement ) nal statement.	ur experience and qualifications for this project.
1. Start by clicking <u>"Edit</u> <u>Statement"</u> this will prompt a box to open where you can either en or paste your personal	A. Personal Statement You have not yet provided a person	nal statement.	
statement into the field	t will help me get this grant!	then click the Green Check, to save	<ul> <li>your statement.</li> <li>3. Next Click "<u>Select Citations"</u> if you wish to add citations to this section. This will prompt a window to your bibliography. (This is where the first section in this guide comes in handy) Here we will select the Citations from your bibliography.</li> </ul>
My Bibliography Click here to connect to your ORCiD account Sort by: Publication date V Select: None 2 item(s) select	d Add citations Go to My Bibliography	unchecked entries are hidden from display	<ol> <li>Select the Citations you wish to use to support your personal statement, using the check boxes, highlight all citations you</li> </ol>
<ul> <li>Olivarez. Citation #1. TWU Journal of Things. 2023.</li> <li>Olivarez. Citation #2. TWU Journal of Things. 2023.</li> <li>Olivarez. Citation #3. TWU Journal of Things. 2023.</li> <li>Olivarez. Citation #4. TWU Journal of Things. 2023.</li> </ul>	5. 2023. 5. Then click "Save window. 5. 2023. 6. Once this is done your Personal Statem		<b>6.</b> Once this is done you should then see your Personal Statement and Citations
	ut personal things that I did that will help me get th our peer reviewed publications that specifically high Journal of Things. 2023.	his grant! hlight your experience and qualifications for this project.	

B. Positions, Scientific Appoint Positions and Scientific Appointme You have not listed any employment. Pleas Honors You have not listed any honors. Pleas	afe add one.
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**3.** Once finished, clicked "Save" or "Save & add another entry"

4. For honors: Add each honor to your Biosketch

"Save & add another entry"

5. Once each field is completed click either "Save" or

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Use this entry as the position title and current employment

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- **Contributions to Science:** In this section you will add the following: Up to a maximum of 5 separate "Contributions to science" with up to <u>4 Citations</u> that support <u>each</u> Contribution. This means you will have a maximum of 20 total citations for this section.
  - **1.** Start by clicking the "edit this section" button.
  - **2.** This will prompt a field with your contributions to open.
  - Within this new field we will first edit the <u>Description</u>. Click "edit". This will prompt a familiar looking field.



4.	Enter or paste the description of the contribution, into the field.	Add another contribution	
5.	Click the green arrow once finished, to save your work.	Description I have contributed	Delete this contribution
		Citations Select citations Please include up to four citations that are relevant to this contribution.	elete t
6.	Now we will add the citations that are relevant to the contribution. Click "Select Citations"	Description edit I have contributed Citations [Save citations]	<u>Delete (</u>
7.	Select the citations you wish to add, by checking the box to the left of the citation.	Please include up to four chattons that are relevant to this contribution.           My Bibliography         Click here to connect to your ORCiD account	
8.	Once all citations have been added, click save citations.	Sort by:       Publication date       Select: None       2 item(s) selected       Add citations       Go to My Bibliography         Olivarez. Citation #1. TWU Journal of Things. 2023.       Olivarez. Citation #2. TWU Journal of Things. 2023.       Olivarez. Citation #3. TWU Journal of Things. 2023.         Olivarez. Citation #4. TWU Journal of Things. 2023.       Olivarez. Citation #4. TWU Journal of Things. 2023.	unchecked entries are hidden f
9. 10.	-	o science with the corresponding citations below it. dd another Contribution" button at the top and repeat this process for each contril	bution.

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I have contributed				
Citations [Select citations]				
a. Olivarez. Citation #3. TWU Journal of Things. 2023.				
b. Olivarez. Citation #4. TWU Journal of Things. 2023.				

• <u>Linking your Bibliography:</u> If you have additional citations and publications within your bibliography that don't necessarily align with the current proposal, but you still want to showcase them, then click the check box that includes a link to your bibliography. This will provide a link within your Biosketch, where reviewers can go to see your other work.

Include link to complete list of published work in <u>My Bibliography</u>. (Selecting this option will make the list public.)

## • Downloading your document for use:

• At the bottom of your new Document you will see 3 ways to print your document. Please click whichever media you prefer and your download will begin.

C. Contribution to Science [Done]	
You can add up to 5 contributions. Drag and drop tabs to rearrange.	
Add another contribution	
1	
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I have contributed	
Citations [Select citations]	
a. Olivarez. Citation #3. TWU Journal of Things. 2023.	
b. Olivarez. Citation #4. TWU Journal of Things. 2023.	
<ul> <li>Include link to complete list of published work in <u>My Bibliography</u>.</li> <li>(Selecting this option will make the list public.)</li> </ul>	
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