

### Managing OPT Publications



The publications application is used to create and maintain a history of your publication references. Once entered, these publication references will be automatically auto-populated in your Promotion and Tenure template.

You can enter the publication references yourself or assign a designee editor to enter publications on your behalf. (To assign a designee editor, navigate to Main Menu > Self Service > UF Faculty Promotion & Tenure, click Add/Update a Designee Editor and enter the UFID of your designee editor (an 8-digit number)).

If your college maintains a database of your publications it may be possible to import that data into OPT via a specially formatted XML file. Contact your College OPT Administrator or the Associate Dean who handles tenure and promotion to learn more.

This instruction guide describes how to add, edit and search/filter Packet publications within the OPT module in myUFL. Select the desired process from the links below.

- [Adding publications](#)
- [Adding authors](#)
- [Editing publications](#)
- [Viewing all publications](#)
- [Deleting publications](#)
- [Searching/Filtering publications](#)

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### Navigation

1. Log into **my.ufl.edu** with your Gatorlink username and password.
2. Navigate through **Nav Bar > Main Menu > My Self Service > Faculty Promotion & Tenure**.
3. Click the **Faculty Activity** link found at the bottom of the screen under the Track Ongoing Activity heading.
4. Click **Publications** link.

### Adding Publications

1. Click the **Add a Publication** button.
2. Choose the type of publication from the **Publication Type** dropdown list.  
Options are:
  - a. Books, Sole Author
  - b. Books, Co-authored
  - c. Books, Edited
  - d. Books, Contributor Chapters
  - e. Monograph
  - f. Refereed Publication

- g. Non-referred Publication
- h. Bibliographies/Catalogs
- i. Abstracts
- j. Reviews
- k. Misc

**NOTE:** If you aren't sure which type of publication to choose, click the [Packet Instructions for Publications](#) link to the right of this field for assistance.

3. Choose the status of the publication from the **Publication Status** dropdown list.  
Options are:
  - Accepted
  - In Press
  - Published
  - Submitted
4. Enter the year of the publication into the **Publication Year** field (optional).  
**NOTE:** If no date is entered the entry will drop to the bottom of the list instead of appearing at the top.
5. Enter the title of the publication in the **Title** textbox field (optional).  
**NOTE:** This information can be added in the **Notes** field if desired.
6. **Scroll down**, if needed.

## Adding Authors

7. Either copy & paste the list of publication authors into the **Author List Work Area** section or type in manually.  
**NOTE:** Separate each name with a comma.
8. Click the **Split Author List** button.
9. Indicate the appropriate **Role** for each author.  
Options are:
  - Author
  - Co-Author
  - Co-Editor
  - Editor
  - Senior Author
10. Indicate each name as either self or the appropriate mentee relationship in the **Self or Mentee Relationship** dropdown list.  
Options are:
  - Fellow (f)
  - Student (g)
  - Other (&)
  - PostDoc (p)
  - Resident (r)
  - Self (bold)
  - n/a
11. Click the **Save** button.
12. Click the **Go to Publication List** button.

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## Editing a Publication

Publication references are listed in the Status & Title section. Clicking the Edit button will allow you to make any changes needed.

1. Click the **Edit** button.

**Publications**  
Mitchell, Ronda

Here is a list of your Publications. Click on the "Edit" button to view more information.

**Summary**

Publication Type	Section 16 (Published/In Press/Accepted)	Section 33 (Submitted)
a. Books, Sole Author	1	0
d. Books, Contributor Chapters	1	0
f. Refereed Publication	64	1
g. Non-refereed Publication	2	0
i. Abstracts	33	0
k. Misc	1	2

[View My Publications](#)

[Add a Publication](#)

**Filter List of Publications**

Status & Title		More Info			
Publication Type	Year	Status	Title	Edit	Delete
1 a. Books, Sole Author	2012	Accepted	A World History	<b>Edit</b>	Delete
2 d. Books, Contributor Chapters	2011	Published	Otolaryngological Clinics of North America	Edit	Delete
3 f. Refereed Publication	2011	Published	"英语二语学习者词重音声学特征实验研究" (The acoustic features of English lexical stress by Mandarin speakers).	Edit	Delete
4 f. Refereed Publication	2011	Published	Angiogenic biomarkers and healing of living cellular constructs.	Edit	Delete
5 f. Refereed Publication	2011	Published	Adverse events of 4% Septocaine	Edit	Delete

2. Make any desired changes to the following items on the Change Publication screen. Options may include:
  - a. Publication Type
  - b. Publication Status
  - c. Publication Year
  - d. Title
  - e. Name of Journal, Bulletin, Circular or Other Publication
  - f. Volume/Issue
  - g. Inclusive Pages
  - h. URL
  - i. List of Authors, Roles or Relationships

**Publications**

**Change Publication**

Mitchell, Ronda

Enter publication type, then other information below. Press the "Save" button.

**Publication Information**

\*Publication Type: f. Refereed Publication [Packet Instructions for Publications](#)

\*Publication Status: Published

Publication Year: 2007 (example: 2005)

Title: "Gender and the Service Sector in United States Business History"

Name of Journal or Publication: Business History Review

Volume/Issue: 81:3

Inclusive Pages: 429-50

URL:

3. Click **Save** when finished.
4. Click the **Return to the Publication** button to make further edits. Otherwise, click **Go to Publication List** button to return Publications screen.

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### Viewing all Publications

Clicking the View My Publications button will display the full details of all of your publications in an .rtf document in the P & T template format.

5. Click the **View My Publications** button.

**Publications**

Mitchell, Ronda

Here is a list of your Publications. Click on the "Edit" button to view more information.

▼ Summary			
Publication Type	Section 16 (Published/In Press/Accepted)	Section 33 (Submitted)	
a. Books, Sole Author	1	0	
d. Books, Contributor Chapters	1	0	
f. Refereed Publication	64	1	
g. Non-refereed Publication	2	0	
i. Abstracts	33	0	
k. Misc	1	2	

**View My Publications**

**NOTE:** You may need to disable your browsers popup blockers and enable downloads to successfully view the .rtf document.

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## Deleting Publications

Any publication that you no longer need can be deleted.

6. Click the **Delete** button for each publication you wish to delete.

Status & Title		More Info		
Publication Type	Year	Status	Title	
1 f. Refereed Publication	2012	Accepted	A World History	
			<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

7. Confirm the deletion by clicking **Yes – Delete** on the Delete Confirmation screen. If you decide not to delete the publication, click **No – Do Not Delete**.

**Publications**

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### Delete Confirmation

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Are you sure you want to remove this Publication (A World History...)?

If you accidentally delete the wrong publication, add it back to your list of publications by clicking the **Add a Publication** button on the Publications page.

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## Searching/Filtering a Publication

You can search for or filter your publications list within the Filter List of Publications section on the Publication page.

Summary

Publication Type	Section 16 (Published/In Press/Accepted)	Section 33 (Submitted)
a. Books, Sole Author	1	0
d. Books, Contributor Chapters	1	0
f. Refereed Publication	64	1
g. Non-refereed Publication	2	0
i. Abstracts	33	0
k. Misc	1	2

Filter List of Publications

Title:

Publication Type:

Publication Status: Submitted  Year:

Filter List of Publications Clear Filter

Status & Title More Info

Publication Type	Year	Status	Title
1 f. Refereed Publication	2009	Submitted	Effect of mulches on the establishment of organically grown blueberries in Georgia.
2 k. Misc	2012	Submitted	some new misc item
3 k. Misc	1990	Submitted	misc title

**NOTE:** Click the triangle to expand this section if the Filter List of Publications is not already expanded.

1. Enter a word or phrase to search for within the **Title** field and/or choose the desired **Publication Type**, **Publication Status** or **Year** fields.
2. Click the **Filter List of Publications** button.
3. Results will appear in the Status & Title section.

Filter List of Publications

Title:

Publication Type:

Publication Status: Submitted  Year:

Filter List of Publications Clear Filter

Status & Title More Info

Publication Type	Year	Status	Title	Edit	Delete
1 f. Refereed Publication	2009	Submitted	Effect of mulches on the establishment of organically grown blueberries in Georgia.	Edit	Delete
2 k. Misc	2012	Submitted	some new misc item	Edit	Delete
3 k. Misc	1990	Submitted	misc title	Edit	Delete

4. Click the **Clear Filter** button to return to the full display of publications.  
**NOTE:** You can easily sort your list of publications by clicking any of the column headings in the Summary section.

5. To navigate through your publication items click the **Edit** button, then use the **Next in List** or **Previous in List** links.

*Order By	*Author/Editor Name	*Role	*Self or Mentee Relationship		
1	10	Krewer G.	Co-Author	n/a	+ -
2	20	M. Tertuliano	Co-Author	n/a	+ -
3	30	P. Andersen	Co-Author	n/a	+ -
4	50	G. Fonsah	Co-Author	n/a	+ -

Notes:

Save

Return to Publication List

Next in List

Previous in List

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If you need help with...

- Technical issues, contact the UF Help Desk at 392-HELP(5275) or [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu)
- Policies and Directives, contact Academic Personnel at 392-2477 or <http://hr.ufl.edu/academic/default.asp>