

Faculty User Manual for Importing Intellectual Contributions in



..:DigitalMeasures
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Log in to Activity Insight

via IT Homepage (www.uhd.edu/computing)

Faculty & Staff > Services (More...) > Activity Insight > Log into Activity Insight

Scholarship/Research

From the “Manage Activities” screen, find the “Scholarship/Research” section:

▼ **Scholarship/Research**

Contracts, Fellowships, Grants and Sponsored Research	Media Contributions
Intellectual Contributions	Presentations
Intellectual Property (e.g., copyrights, patents)	Research Currently in Progress



Intellectual Contributions

This section is specifically for published work. Abstracts and other presentations outside of published Conference Proceedings are to be entered in the “Presentations” section of Scholarship/Research.

1. Review your list of publications to ensure it reflects all your current publications
2. If you co-authored a contribution with another UHD faculty member, only one UHD faculty has edit rights to the record. Please work with your co-author to determine which of you has edit rights. If your co-author is no longer at UHD, notify Emily Leffler (lefflere@uhd.edu) and she will update the rights.

Ex: The record will indicate the record was “Entered By:” another author, and there will be a padlock icon to the far right.

Entered By: [Shipley, Margaret F](#)
A Fuzzy Attractiveness of Market Entry (FAME) Model for Market Selection Decisions
April (2nd Quarter/Spring) 2013

How to Import Intellectual Contributions

Use the “Import” tool to add any recent work (or older work that is missing)



“Import from a Third Party” such as CrossRef:

< Import Publications

Your publications may exist in other systems—and we want to make adding them easy. Import your citations using one of the options below, then follow the prompts to address duplicates, match collaborators, and perform a final review to complete the process.

Import from a BibTeX file

Import publications from other software or databases such as:

- EndNote
- Mendeley
- HeinOnline
- Google Scholar
- RefWorks
- Zotero



[Choose File...](#)



Import from a Third Party

Select a service:

Web of Science Crossref PubMed

Search criteria:

Author 
Whitney Botsford Morgan 

Publication Date 
2014/01/16 to 2019/01/16 

[Add search criteria](#)

[Search Crossref >](#)

Import Publications: Select Items to Import

Step 1 of 4

Cancel Import

Continue >

Too many items to display. Displaying 200 of the most relevant publications found in Crossref.

Select the items you want to import and click Continue. Otherwise, you can [modify your search](#).

Item	<input type="checkbox"/>
<p>The angry implications of work-to-family conflict: Examining effects of leadership on an emotion-based model ... Journal of Vocational Behavior 3 Total Authors Botsford Morgan, Whitney; Perry, Sara; Wang, Yingchun October (4th Quarter/Autumn), 2018</p>	<input type="checkbox"/>
<p>Reactions to men's and women's counterproductive work behavior Equality, Diversity and Inclusion: An International Journal 4 Total Authors Botsford Morgan, Whitney; Nelson, Johnathan; King, Eden; Mancini, Victor August, 2018</p>	<input type="checkbox"/>
<p>The Society for Industrial and Organizational Psychology's guidelines for education and training: An executive ... American Psychologist 4 Total Authors Gibson, Jennifer; Payne, Stephanie; Morgan, Whitney; Allen, Joseph</p>	<input type="checkbox"/>
<p>Individual State Structure in Population Models Chapman and Hall/CRC Botsford, Louis January (1st Quarter/Winter), 2018</p>	<input type="checkbox"/>

Check the box on the right for each Intellectual Contribution you wish to import, and click "Continue >"

Conduct a post-import review of your publications (see p.8).

“Import from a BibTeX file” such as through Mendeley or Google Scholar

< Import Publications

Your publications may exist in other systems—and we want to make adding them easy. Import your citations using one of the options below, then follow the prompts to address duplicates, match collaborators, and perform a final review to complete the process.

Import from a BibTeX file

Import publications from other software or databases such as:

- EndNote
- Mendeley
- HeinOnline
- Google Scholar
- RefWorks
- Zotero

Choose File...

Import from a Third Party

Select a service:

Web of Science Crossref PubMed

Search criteria:

Author: Whitney Botsford Morgan

Publication Date: 2014/01/16 to 2019/01/16

[Add search criteria](#)

Search Crossref >

Choose the database you wish to access. For this example, we choose “Google Scholar” to illustrate publications by Dr. Scott Davis (Marketing).

Clicking “Google Scholar” takes you to the main screen for Google Scholar where you can log in to access your account.

☰ My profile My library


Google Scholar

Search

Articles Case law

Stand on the shoulders of giants

Once on the profile, click on “Year” to sort the list of publications from most recent (at the top). Click on the title of the article you wish to download a BibTeX file.



Scott W. Davis

[University of Houston-Downtown](#)
Verified email at uhd.edu

[Consumer Behavior](#) [Self-Control](#) [Goals](#) [Social Media](#)

FOLLOW

TITLE	CITED BY	YEAR
Say what? How the interplay of tweet readability and brand hedonism affects consumer engagement SW Davis, C Horváth, A Gretry, N Belei <i>Journal of Business Research</i>		2019
Is it time to reconsider the term “cancer survivor”? LL Berry, SW Davis, A Godfrey Flynn, J Landercasper, KA Deming <i>Journal of psychosocial oncology</i> , 1-14		2018
Inside Out Personal Branding (IOPB): Using Gallup Clifton StrengthsFinder 2.0 and 360Reach PS Busch, SW Davis <i>Marketing Education Review</i> 28 (3): 187-202	1	2018

Click on the link at the bottom next to “Scholar articles” to access the original online article.

×

[Say what? How the interplay of tweet readability and brand hedonism affects consumer engagement](#) [\[HTML\]](#) from sciencedirect.com

Authors: Scott W Davis, Csilla Horváth, Anaïs Gretry, Nina Belei

Publication date: 2019/2/26

Journal: *Journal of Business Research*

Publisher: Elsevier

Description: Despite the influence of social media marketing, little is known about how branded messaging characteristics affect consumer engagement. We fill in this gap by assessing how readability interacts with brand hedonism to affect consumer engagement with brands based on our analysis of branded tweets for 96 of the most valuable brands according to Forbes Media. Drawing on processing fluency, we challenge the paradigm that reading ease enhances consumer responses universally. The effect of a tweet's readability is instead sensitive to a brand's perceived hedonistic nature, the degree to which it offers fun and enjoyable benefits. For less hedonic brands, tweets perceived as easy to read tend to result in greater engagement, and for more hedonic brands, tweets perceived as difficult to read tend to result in greater engagement. These findings offer insights for brand communication and social media strategy.

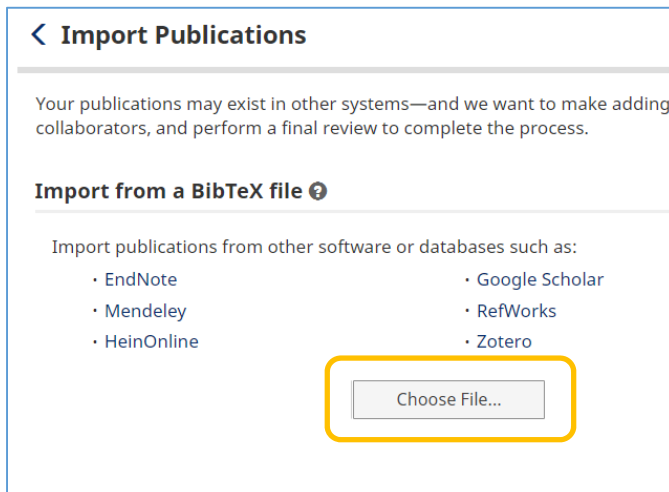
Scholar articles: [Say what? How the interplay of tweet readability and brand hedonism affects consumer engagement](#)
 SW Davis, C Horváth, A Gretry, N Belei - *Journal of Business Research*, 2019
 All 4 versions

From the resulting screen, export/download the BibTeX file (procedures will vary from publisher to publisher).

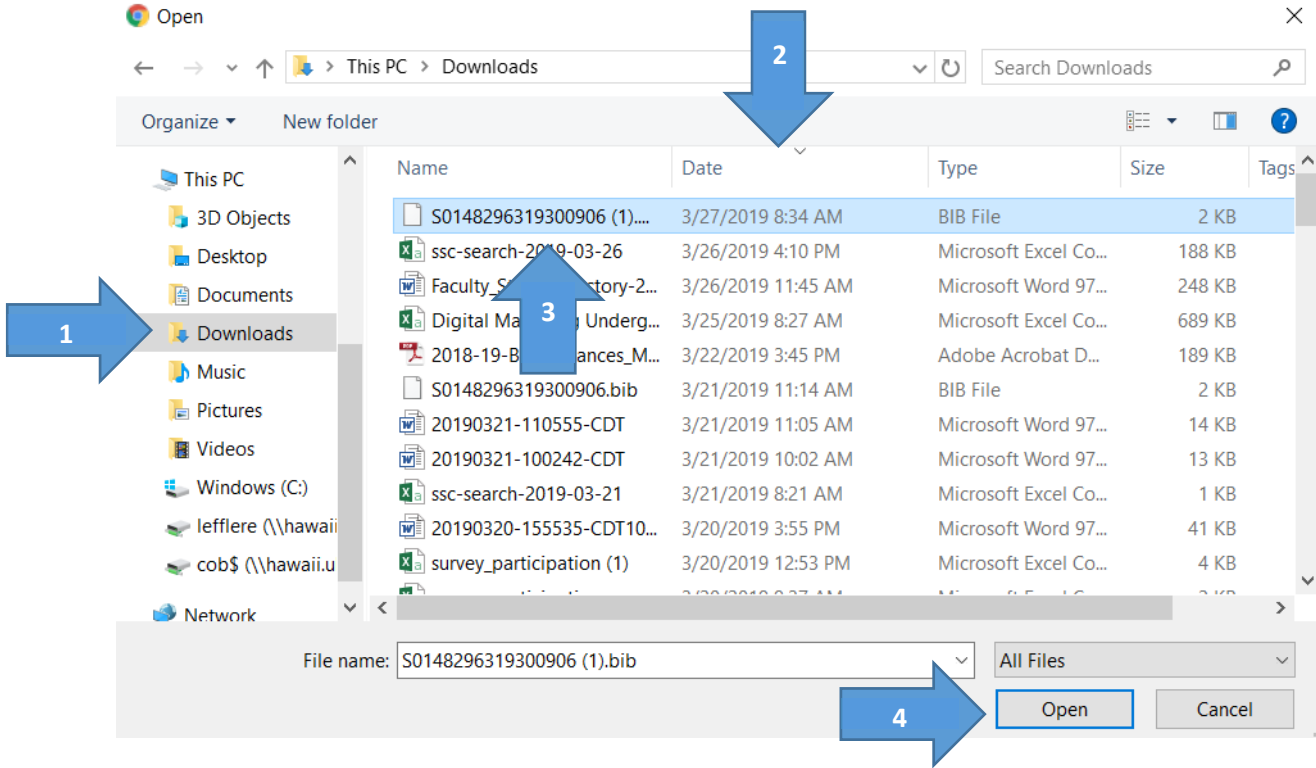


Choose “Export citation to BibTeX” and the file will download (even if you don’t see it).

Go back to Activity Insight and select “Choose File...” from the Import Publications screen.



Your file window will open. (1) Choose the “Downloads” folder and (2) sort in descending order by date. The file you just downloaded will appear at the top. (3) Select it and (4) click “Open.”



You will then be guided through the rest of the import process.

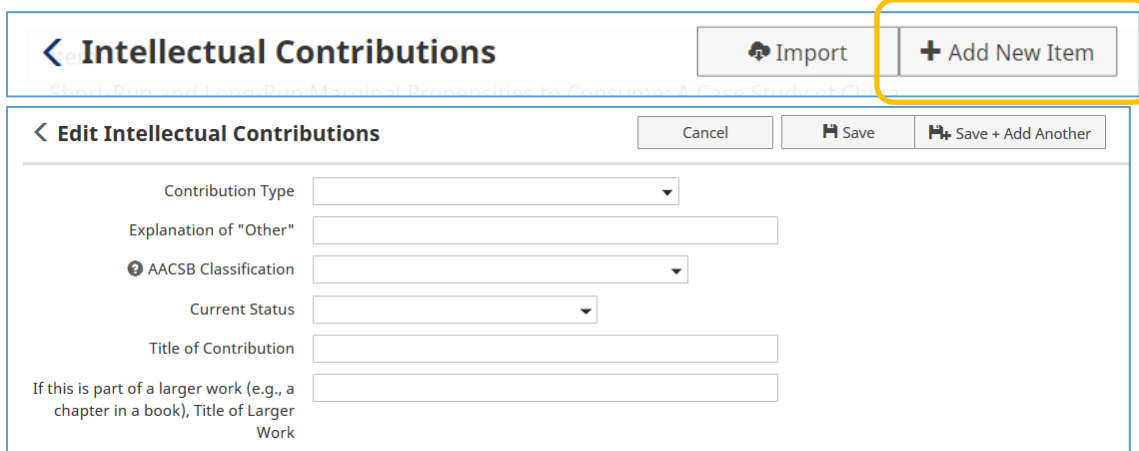
Post-Import Review of the Intellectual Contribution – DO NOT SKIP THIS

Review your Intellectual Contribution by going through the steps for Manual Entry below. Each step indicates what values you need to complete (but are not accounted for in imported data).

Manually Enter an Intellectual Contribution

You can still add a new Intellectual Contribution manually from the Intellectual Contributions screen.

Click “Add New Item”



The screenshot shows the 'Intellectual Contributions' interface. At the top, there is a header with a back arrow, the title 'Intellectual Contributions', and two buttons: 'Import' and '+ Add New Item'. The '+ Add New Item' button is highlighted with a yellow rectangular box. Below the header is a form titled 'Edit Intellectual Contributions' with a back arrow, a 'Cancel' button, and 'Save' and 'Save + Add Another' buttons. The form contains several fields: 'Contribution Type' (a dropdown menu), 'Explanation of "Other"' (a text input field), 'AACSB Classification' (a dropdown menu with a question mark icon), 'Current Status' (a dropdown menu), 'Title of Contribution' (a text input field), and 'If this is part of a larger work (e.g., a chapter in a book), Title of Larger Work' (a text input field).

1. Choose Contribution Type (this has already been selected in the case of Import)
 - a. Book Review
 - b. Book (variety of options describing work)
 - c. Broadcast media
 - d. Cited Research
 - e. Conference Proceeding
 - f. Journal Article
 - g. Working Paper
 - h. and many others...
2. Explanation of “Other” (complete this if “Other” Contribution Type was selected)
3. Select the “AACSB Classification” – critical for AACSB reports (not accounted for in the Import process)

AACSB Classification Definitions ✕

When selecting an AACSB Classification, please use these definitions to assist you:

Basic or Discovery Scholarship contributions generate and communicate new knowledge and understanding and/or development of new methods. Contributions in this category are normally intended to impact the theory, knowledge, and/or practice of business and management.

Applied or Integration/Application Scholarship contributions synthesize new understandings or interpretations of knowledge or technology; develop new technologies, processes, tools, or uses; and/or refine, develop, or advance new methods based on existing knowledge. Contributions in this category are normally intended to impact the practice of business and management.

Teaching and Learning Scholarship contributions develop and advance new understandings, insights, and teaching content and methods that impact learning behavior. Contributions in this category are normally intended to impact the teaching of business and management.

4. Choose the Current Status (already populated in the case of Import)
 - a. In preparation; not submitted, working paper, submitted, revising to resubmit, not accepted, accepted, published (values of “accepted” and “published” are counted in AACSB reporting)
5. Title of Contribution (already populated in the case of Import)
6. Title of Larger Work (populate this field with book names; journal names will be entered in a different field below)
7. If “Journal Article” is selected as the contribution type, a drop-down menu appears in the field “Journal Name.” If the Journal Name is not listed, choose “Not in List” and enter the journal name in the subsequent text field.

Journal Name	Academy of Accounting and Financial Studies Journal
Journal Name, if Not in List	<input type="text"/>
Publisher/Proceedings Publisher	<input type="text"/>
Date Submitted	<input type="text"/> <input type="text"/>
Date Accepted	<input type="text"/> <input type="text"/>
Date Published	<input type="text"/> <input type="text"/>

IMPORTANT: If the Journal Name was not in the drop-down menu, please complete [this form](#) so we can add the information to the Journal Instrument. The Journal Instrument contains the meta-data that powers AACSB reports as well as the MDCOB Faculty Scholarship Rubric Report used for Annual Reviews.

8. Enter the Publisher Name
9. Enter relevant dates. The “Date Published” is the most critical date needed. If “Date Accepted” is entered in addition to “Date Published,” the Date Accepted will be the date used for AACSB reporting purposes.

10. Enter other Authors in the order of authorship (this is already populated in the case of import, but please verify the information and order)
 - a. Authors who are selected from the drop-down list are known to be at UHD. Therefore, it is only necessary to enter data into the separate name and institution text fields for external collaborators.

Example:

Authors
Please order the authors in the order of authorship.
Please either select a person from the drop-down list or enter their name in the input fields.

1st Author	First Name	Middle Name/Initial	Last Name	Institution/Company	If a student, what is his/her level?
People at University of Houston-Downtown Select or type a name...	Alexey		Pak		Graduate
2nd Author					
Carden, Lila (cardenl)					
3rd Author					
Select or type a name...	Kovach	V	Jamison	Universtiy of Houston	

Select the number of author rows to add:

- b. If your name in the UHD menu is different from your name on the publication, select your name from the UHD menu AND ALSO enter your name (as it appears on the publication) in the name fields. Otherwise, leave all the name fields blank in your row.

Example:

Authors
Please order the authors in the order of authorship.
Please either select a person from the drop-down list or enter their name in the input fields.

1st Author	First Name	Middle Name/Initial	Last Name	Institution/Company	If a student, what is his/her level?
People at University of Houston-Downtown Select or type a name...	G	B	Graen		
2nd Author					
Canedo Soto, Julio (canedosotoj)	Julio		Canedo		
You've specified Julio (canedosotoj) Canedo Soto with a maiden/pen name of Julio Canedo.					

Select the number of author rows to add:

- c. If there is more than one author at UHD, the contribution only needs to be entered once. The intellectual contribution entry will automatically appear on all authors' records in Activity Insight. However, the individual who entered the contribution is the only person with edit authority.

Example from author Lila Carden's record, viewing an entry by co-author Tiffany Maldonado:

You are currently managing data for Lila Carden.
Religion in the workplace: Examining a model to mitigate dis...

< Intellectual Contributions

Tracy Morqan v. Wal-Mart: When the laughing stops!

Item

Pathways to Organizational Resilience: A Look at Anticipator...
November 2017

Entered By: [Maldonado, Tiffany](#)
Organizational resilience. A look at McDonald's in the fast ...
July (3rd Quarter/Summer) 2017

Establishing an interview anxiety baseline: Assessing applic...
January (1st Quarter/Winter) 2017

11. Enter journal details (much of this information will be present if Imported)

AACSB: Was this contribution editorially reviewed?

City and State of Publisher

Country of Publisher

Volume

Issue Number/Edition

Page Numbers or Number of Pages

Web Address

Editor(s)

Enter the Digital Object Identifier (DOI) or URL.
(what is DOI? <https://apastyle.apa.org/style-grammar-guidelines/references/doi-urls>)

ISBN/ISSN Number/Case #

PubMed Central ID Number

Audience of Circulation

Invited or Accepted?

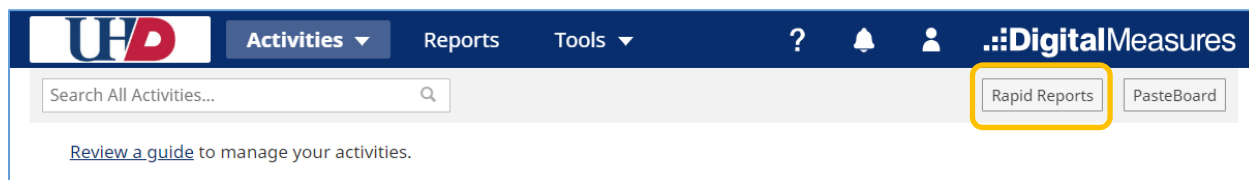
Is this publicly available?

Abstract/Synopsis

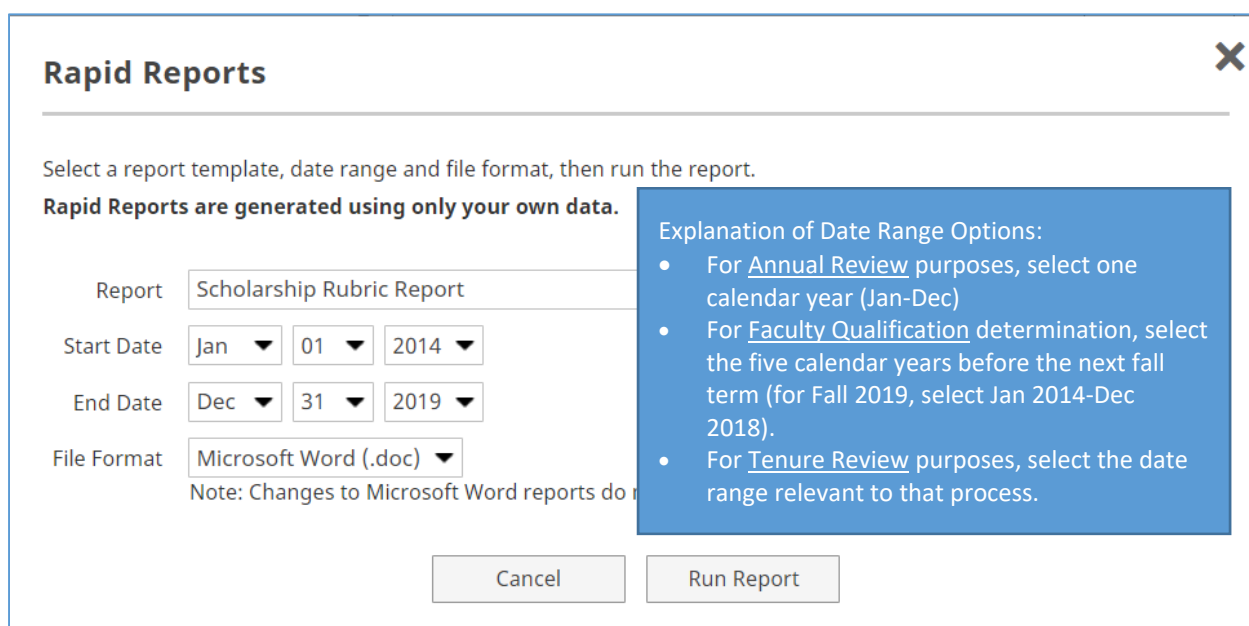
Full-text of this item No File Stored

Print Your Scholarship Rubric Report

From any screen in Activity Insight, select “Rapid Reports” from the upper right-hand corner.



Choose “Scholarship Rubric Report” and appropriate date range.

A screenshot of the 'Rapid Reports' dialog box. The title bar says 'Rapid Reports' with a close button (X) on the right. Below the title bar, there is a horizontal line and the text 'Select a report template, date range and file format, then run the report.' Below this is the text 'Rapid Reports are generated using only your own data.' The form contains the following fields: 'Report' (text input with 'Scholarship Rubric Report'), 'Start Date' (three dropdowns: 'Jan', '01', '2014'), 'End Date' (three dropdowns: 'Dec', '31', '2019'), and 'File Format' (dropdown with 'Microsoft Word (.doc)'). Below the 'File Format' field is a note: 'Note: Changes to Microsoft Word reports do...'. To the right of the form is a blue box with the title 'Explanation of Date Range Options:' and three bullet points: 'For Annual Review purposes, select one calendar year (Jan-Dec)', 'For Faculty Qualification determination, select the five calendar years before the next fall term (for Fall 2019, select Jan 2014-Dec 2018).', and 'For Tenure Review purposes, select the date range relevant to that process.' At the bottom of the dialog are 'Cancel' and 'Run Report' buttons.

Review the report. See any problems? Go back into the Intellectual Contribution record in question, make the correction directly on the record, and then re-run the report. The problem should be fixed.

*More general instructions can be found by clicking “Review a Guide” at the top left of the screen.

If you have further questions or want to learn more about Digital Measures and Activity Insight, go to www.digitalmeasures.com.

Digital Measures/Activity Insight is a University-level tool provided through the UHD Office of the Provost. This documentation is a description of how the MDCOB uses the tool to provide a consistent mechanism to track faculty activities for Annual Review purposes, Tenure Review purposes, and AACSB Accreditation needs.