

Important Tips: Importing Publications

1. Please do a spot check on the summary screen for “Close to duplicates” records and delete the duplicate records if you find any. (Never Delete the "Administratively Reviewed: Yes" Records.)
2. Always select the publications for a particular review period from Google scholar/ Repository. Do not select all the publications as they increase the probability of “close to duplicate” records.
3. Never “import” the duplicate records. If you accidentally “import” the duplicates from the duplicate checker, cancel the import and do not edit any records. Do reach out to Mubeena Salaam at msalaam@ucmerced.edu immediately for reversing the import if you complete the import.