

# Batch import metadata

You can batch import publication metadata to the Research Collection by uploading a BibTex or a RIS file.

## Mapping

The table below shows how the individual RIS and BibTex fields are imported and mapped into the Research Collection. Only fields mentioned in this table can be imported via the batch import process. Other fields not available in RIS or BibTex can be added later to the imported items (see [Edit publications](#)).

RIS field	BibTex field	Research Collection field	Example content	required?
TY		Document Type	CHAP	mandatory
	@[type]	Document Type	inbook	mandatory
A1 / AU	author	Author or Creator	Smith, John; Doe, Jane	mandatory (depending on publication type)
A2 / ED	editor	Editor	Miller, Max	mandatory (depending on publication type)
T1 / TI / ST	title	Title	This would be the title	mandatory
DA / PY / Y1	year	Publication Date	2006 or 2006/05 or 2006/05/31	mandatory (at least year)
DO	doi	Publisher DOI	10.1234/89445	optional
SN	isbn	ISBN	978-3-86680-192-9 or 3-86680-192-0	optional
PB	publisher	Publisher	Springer	optional
JF / T2	journal / series	Journal or Series Title	Human Nature	mandatory (depending on publication type)
	booktitle	Book Title	This could be the Book Title	mandatory (depending on publication type)
VL	volume	Volume	8	optional
IS / M1	number	Issue	23	optional
SP		Start Page	14	optional
EP	- no value -	End Page	30	optional
	pages	Start Page / End Page	14-30	optional
LA	language	Language	en or de or fr or it...	optional
AB / N2	abstract	Abstract	continuous text	optional
KW	keywords	Subject	Amyloid-beta Oxidative stress	optional
ET	edition	Edition / Version	2nd Edition 3. rev. edition	optional

## Format recommendation

We recommend to use the following formats when exporting publication lists from a reference management tool (the recommendation is based on the number of relevant fields exported by the tool):

- EndNote: BibTex (exported with "RefMan")
- Mendeley: BibTex
- Zotero: RIS or BibTex

## Instructions

Select the publications you want to import in your reference management software and export them as a RIS or BibTex file (see format recommendations above) and save the file.

Login to the Research Collection with your nethz account.

In the left hand navigation, under the **Publish** heading, click on **RIS/BibTex import**.

# Import Metadata

## File

Keine Datei ausgewählt.

Select the file containing the publications to be imported. Files must be in BibTeX or RIS format and must not contain more than 100 items.

## Select format

BibTeX

Select the format of the file containing the item metadata.

## Organisational unit:

00002 - ETH Zürich, direkt (43782)

00009 - ETH-nahe Einheiten, direkt (251)

Select at least one organisational unit. The selected units are added to all imported items.

Select your RIS or BibTeX **file** from your computer and select the correct **format** from the dropdown.

Select an **organisational unit**. The selected unit will be assigned to all publications that are part of the imported file.

Click the **Upload** button.

The next page lists all publications that could be detected within your file. For each publication, information is displayed about potential duplicates and, if applicable, invalid metadata according to the following statuses:

Status	Example	Explanation / How to proceed
no duplicate	<input checked="" type="checkbox"/> <b>New item (not a duplicate)</b> Add to owning collection 20.500.11850/16 (Doctoral Thesis) Add / de contributor author Diether Stefa...	This is a valid record without any potential duplicates. It has been pre-selected for import (checkbox is active). If you do not want to import it, please de-activate the checkbox.
potential duplicate (s)	<input type="checkbox"/> <b>New item (potential duplicate of following item(s): 20.500.11850/13938)</b> Add to owning collection 20.500.11850/12 (Monograph) Add / de contributor author Autor, Mi...	One ore more potential duplicates were detected for this record. You can check the potential duplicate by clicking on the Handle-ID displayed (e.g. 20.500.11859/13938).  If you determine that the potential duplicate is not a real duplicate, you can still select your record for import by activating the checkbox. If it is a real duplicate, please do not select this record for import.

invalid metadata	<input type="checkbox"/> <b>New item (invalid metadata)</b>	This is a record with invalid or missing mandatory metadata, it cannot be selected for import. You will need to correct the record in the original RIS or BibTex file in order to be able to import it. See below what the individual error messages mean.	
	<b>Error: (dc.contributor.author)</b>		<b>Mandatory field dc.contributor.author is missing</b>
	<b>Error: (dc.title)</b>		<b>Mandatory field dc.title is missing</b>
	Add to owning collection		20.500.11850/28 (Other Publication)
	Add: (athz journal volume)	€	

By clicking the **Import metadata** button on the bottom of the page, all selected publications are imported and your batch import is finished.

They will appear on your Submissions page (Publish New Submission Submissions under Review) and will be checked and edited by the ETH Library.

Instructions on how to add additional metadata and/or full text files to your publications can be found on the [Edit publications](#) pages.

## Possible error messages

Error	Reason	Solution
Mandatory field ... is missing	You have not supplied any content in a field that is mandatory when submitting publications to the Research Collection.	Please add the field in your RIS or BibTex file. Mandatory fields are specified in the <a href="#">Mapping table</a> above.
A value of field [...] is not available in the value pairs	The content of the field mentioned has not been provided in the expected format, for example when the language field is not filled in with a correct language code.	Please correct the field content using the examples from the <a href="#">mapping table</a> above.