Entering an Extension Publication

A **Publication** is used for many created works in Elements.

- Reports (used for Extension Bulletins)
- Journal Articles
- Popular Press
- Abstracts
- And many more…

For other types of media produced, see our help document on Other Media.

For questions or assistance, please contact Sunshine Jordan at suni@uga.edu or call 706-542-8837

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On the *Home* tab, find the section *Publications* and click the *+ add* link.

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A list of publication types will appear. Select *report*. for an Extension Bulletin.

Add a new...	
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book review	catalog
chapter	composition
dance	dataset
design	encyclopedia article
exhibited art	far export
film/video/media	instructional material
internet publication	journal article
monograph	music
patent	performance art
popular press	poster
proceedings of conference (published)	professional/scholarly presentation (unpublished)
recognition/reproduction of my work	report
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theatre	thesis/dissertation
visual design	working paper

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To see if this publication is already in Elements, type in the title or keywords, and click **_Search_**.

> ℹ️ **_Enter your report title_**
>
> Your report may already exist in **UGA Elements**, so to save time you can search for it here and claim it. Titles returned may contain **any** of your search words.

Title

Sample Title

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*What is your relationship with this report?
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Essential Information

* Title: Breeding

Ω

* Authors: **No Authors** - *please add...*

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Last name (required)	Initials	
		⊕ Add

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[Select an option]
Business Intelligence report
Consulting/Advisory report
Extension bulletin
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Additional Information	16 additional fields ⊞

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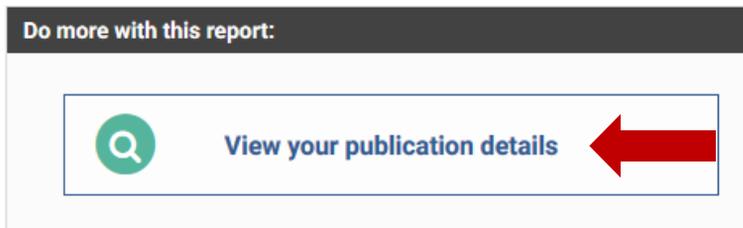
Click the **Add labels** button.

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The click the **plus sign** beside *Peer-reviewed?* to open the Labels menu.

Labels ✕

Fields of Research ❓
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No labels selected.

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Select *Peer-reviewed/refereed*, then click the **plus sign**.

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Please enter a single label. Start typing to see a dropdown list of possibilities.
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Peer-reviewed/refereed

Once the label has been added, click the **X sign** to close the Label menu.

Labels

Fields of Research ⊘
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To make changes to your record, click the **Edit record** button.

Data sources

⚙ **Manual**

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Title   Test 2

Authors   Jordan, S.

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