



Gutenberg Research Elements

Quick guide to PDF export of publication lists

In **Gutenberg Research Elements**, JGU's research information system, you can export your bibliography in Word or PDF format. You can log in to the portal at the following link: <https://researchelements.uni-mainz.de/>.

Take the following steps to export your bibliography:

The following steps are recommended:

Step 1: [Call up the publication list](#)

Step 2: [Prepare export of the publication list](#)

Step 3: [Export the literature entries](#)

Step 1: Calling up the publication list

1

Call up the publication list:

In Gutenberg Research Elements, click on the menu at the top left to open it. Then click on "**Publications**" under "**My Profile**" → "**My Work**" to access your list of publications.

Step 2: Prepare the export of the publication list

Once you have reached your publication list, you have various options for exporting either the entire list or just certain parts of your publication list.

1

Under "View (specify number) per page" on the left above the list, specify how many entries are displayed on a page. You can choose between 10, 25, 50 or 100 entries.

2

Sort bibliography: The sorting you have selected will be adopted in the exported file. You can sort your publication entries under "sort by" at the top right of the page. You can sort by title (alphabetical), publication type (alphabetical), reporting date (reporting date), citation count, RCR (relative citation ratio) and first author (alphabetical).

3

Filter reference list: You can also filter your reference list according to criteria. The export file will then only show the entries that match your filters. You can filter according to the following options: publication type, type of relation to the entry (e.g. author or editor), title, reporting date, assigned labels, assigned favorites status, visibility status of your relations, verification status, journal, repository status, OA policy, whether the file is available via an external resource, acceptance date, publication date and author count. Selected filters are displayed on the right-hand side above the respective filter and can be removed by clicking on the cross.

4**Zu exportierende Einträge der Literaturliste auswählen:**

Wählen Sie die gewünschten Einträge der Literaturliste, die exportiert werden sollen, aus, indem Sie diese über das Feld neben jedem Eintrag anhaken. Alternativ können Sie auch über das Feld zum Anhaken oberhalb der Liste **alle Einträge** auswählen.

Select bibliography entries to be exported:

Select the desired bibliography entries to be exported by ticking them using the box next to each entry. Alternatively, you can also select **all entries** using the checkbox above the list.

Step 3: Exporting the literature entries**1**

Click on "Export" above the list. In addition to Word and PDF, Excel (csv), Bibtex and RIS (Endnote) are also available as export formats. The download starts immediately.

Further information

For further information, please visit our website at <https://www.ub.uni-mainz.de/de/gutenberg-research-elements> or send us an e-mail to researchelements@ub.uni-mainz.de.

Your FIS project team!