



Gutenberg Research Elements

Short Guide to PDF Export of publication lists

In **Gutenberg Research Elements**, the research information system of JGU, it is possible for you to export your bibliography in Word or PDF format. A registration in the portal is possible under the following link: <https://researchelements.uni-mainz.de/>.

Take the following steps to export your publication list:

Step 1: Go to the publication list

Step 2: Prepare export of the publication list

Step 3: Export the publication list

Step 1: Go to the publication list

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In Gutenberg Research Elements, click the menu at the top left to open it. Then go to the publication list via „**My Profile**“ → „**My Work**“ → „**Publications**“.

Step 2: Prepare export of the publication list

Now, when you have reached your publication list, you have several options to export the whole publication list as well as certain parts of it.

1

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

2

Sort your publications: The sorting you choose will be applied 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), by publication type (alphabetical), by reporting date, citation count, RCR (relative citation ratio) and by first author (alphabetical).



Filter your publications: You can also filter your literature list by different criteria. In the export file you will then only see the entries that match your filters. You can filter by the following options: publication type, type of relation to the entry (e.g. author or editor), title, reporting date, assigned label, assigned favorite 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 in the right margin above the respective filter and can be removed by clicking on the cross.

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Select publication list entries to be exported: Select the required entries of the literature list to be exported by ticking them via the field next to each entry. Alternatively, you can select all entries via the checkbox above the list.

Step 3: Export the publication list

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

Further informationen

For more information please visit our homepage with FAQs at <https://www.ub.uni-mainz.de/de/gutenberg-research-elements> or send us an email to researchelements@ub.uni-mainz.de.

Your CRIS project team!