The Scholarly Activity Log: Adding Your Accomplishments

Go to Marshall University Joan C. Edwards SOM homepage (http://jcesom.marshall.edu/) and select "Faculty/Staff"

Select Faculty Scholarly Activity Log under the Popular column.

Choose the Faculty Add/Update your Scholarly Activity>>. You will then be prompted to enter your username and password *use the same username and password you use to login on the SOM computer.

You will now be on your personal Scholarly Activity page. It will have your name and department code at the top were it says Scholarly Activity for: ( ).

Your activity page automatically populates under the Publications tab. In order to add to your publications, click the +ADD an Unlisted Publication link (to the right in green)

A data entry page will populate. If you have a PubMed ID, follow the directions at the top of the page to import your publication from PubMed. After its imported, check the fields for errors.

If you do not have a PubMed ID, you will manually need to enter the information available for the publication. Make sure to review the information and then click the ADD NEW Publication at the bottom the page

Article / Chapter / Item Title:

Journal / Book Title:
e.g., Journal or Book

Peer Reviewed? ○ Yes ○ No

Complete Author List:
e.g., Journal or Book

In PubMed format: *Lastname FM*, ex: Watson JD, Crick FHC.
Lead author listed first; Senior author listed last; contributing authors listed in between
☐ Check IF at least one MARSHALL Resident/Fellow, Med Student or Grad Student is included among the named authors and if s/he was a TRAINEE at the time the publication was accepted.

Lead Author Affiliation:

Lead Author: Not a JCESOM Faculty Member ⬍

Senior Author: Not a JCESOM Faculty Member ⬍

Contributing Authors: *ONLY those who are JCESOM Faculty, Residents or Fellows*
The order of contributing authors is NOT important in this list, but the "Complete Author List," above, should accurately reflect the order as listed on the publication.

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Publication Type: --Select Type-- ⬍

Status: --Select Status-- ⬍

Citation:

In PubMed format: *Year Month Date;Volume:(Issue):Pages.*
ex: 1953 Apr 25;171(4356):737-8.

These same actions may be used to update the subsequent tabs page (Presentations, Grants, Service). Simply click on the tab you would like to update and follow the previous actions.

Need assistance?

Please contact the Office for Faculty Advancement

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