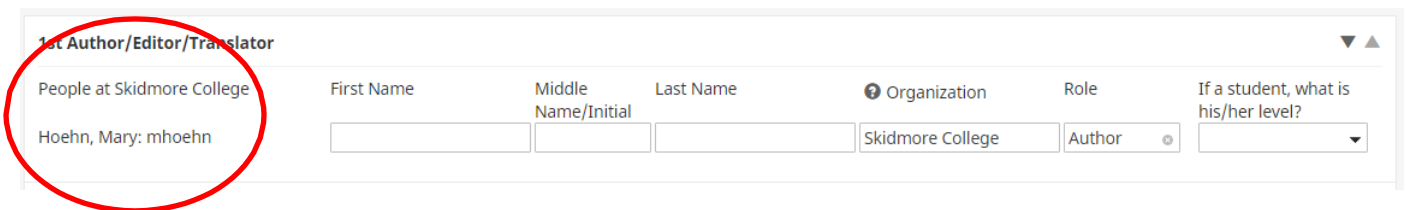


Entering Authors, Investigators, Presenters, Performers, etc.

When you enter a record into any of the 6 screens under the Scholarship/Research category:

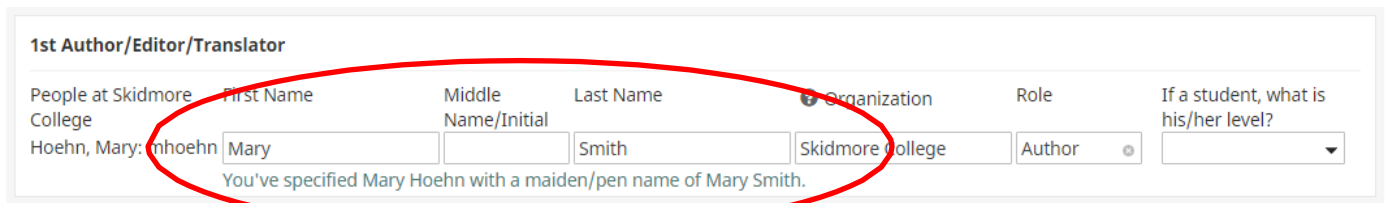
- Contracts, Fellowships, Grants and Sponsored Research
- Exhibits and Performances
- Intellectual Property
- Presentations
- Publications
- Other Research Activity

by default, you will appear as the first author, investigator, presenter, performer, inventor, etc. Your last name, first name and username will be displayed at the far left under “People at Skidmore College.” You do not need to enter your name in the blank fields to the right of your username unless you want the record to reflect a different name:



The screenshot shows a form titled "1st Author/Editor/Translator". The form is divided into several sections. On the left, there is a dropdown menu for "People at Skidmore College" with the selected option "Hoehn, Mary: mhoehn". To the right of this are several input fields: "First Name", "Middle Name/Initial", and "Last Name", all of which are currently empty. Further right are "Organization" (set to "Skidmore College"), "Role" (set to "Author"), and "If a student, what is his/her level?". A red circle highlights the "People at Skidmore College" dropdown and the "Hoehn, Mary: mhoehn" text.

In cases where you wish to use a different name, you can alter the name that will be displayed in Digital Measures reports for the record you are entering. In the blank fields to the right of where your username appears, type the alternate name you wish to use for that record. Your reports will display that entry with the alternate name:



The screenshot shows the same form as above, but with the "First Name" field filled with "Mary" and the "Last Name" field filled with "Smith". A red circle highlights the "First Name" and "Last Name" fields. Below the "Last Name" field, there is a message: "You've specified Mary Hoehn with a maiden/pen name of Mary Smith."

Note: This will only affect the record for which the information is entered. The information must be entered into each record for which you want an alternative name to be displayed.

To add additional contributors, select the appropriate number of contributors to add in the box to the right of ‘Select the number of author/editor/translator rows to add’ and then click on the **+Add** button:

1st Author/Editor/Translator	First Name	Middle Name/Initial	Last Name	Organization	Role	If a student, what is his/her level?
People at Skidmore College Hoehn, Mary: mhoehn	<input type="text"/>	<input type="text"/>	<input type="text"/>	Skidmore College	Author	<input type="text"/>

Select the number of author/editor/translator rows to add: **+Add**

If the co-contributor is a faculty member at Skidmore, you may select his/her name from the “Select or type a name” drop-down list on the left:

1st Author/Editor/Translator	First Name	Middle Name/Initial	Last Name	Organization	Role	If a student, what is his/her level?
People at Skidmore College Hoehn, Mary: mhoehn	<input type="text"/>	<input type="text"/>	<input type="text"/>	Skidmore College	Author	<input type="text"/>
2nd Author/Editor/Translator Tomlinson, Bill: wtomlins	<input type="text"/>	<input type="text"/>	<input type="text"/>	Skidmore College	Author	<input type="text"/>
3rd Author/Editor/Translator Select or type a name...	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Author	<input type="text"/>

Once you have selected the contributor’s name from the drop-down list, you do not need to enter his/her name in the blank fields to the right of where his/her username appears unless you want the record to reflect a different name.

Skidmore students and non-Skidmore faculty will not appear in the drop-down list. If the co-contributor is a student or is not a faculty member at Skidmore, type the name of the individual and his/her organization in the fields to the right of the drop-down list:

1st Author/Editor/Translator	First Name	Middle Name/Initial	Last Name	Organization	Role	If a student, what is his/her level?
People at Skidmore College Hoehn, Mary: mhoehn	<input type="text"/>	<input type="text"/>	<input type="text"/>	Skidmore College	Author	<input type="text"/>
2nd Author/Editor/Translator Tomlinson, Bill: wtomlins	<input type="text"/>	<input type="text"/>	<input type="text"/>	Skidmore College	Author	<input type="text"/>
3rd Author/Editor/Translator Select or type a name... Maureen	<input type="text"/>	<input type="text"/>	Basha	Georgetown University	Author	<input type="text"/>

Note: Digital Measures is a relational database. For example, if multiple Skidmore users authored an article, the first user to enter the citation is considered the “owner” of the record. When a user enters the citation, the record will be associated with ALL of the collaborating authors. If you see a record that says, “Entered By: Faculty Name,” then a co-contributor has already created the record. **Please do not create a duplicate record.** If any of the information entered by your co-contributor is incorrect, please work with that individual to correct it.

Changing Contributor Order

For records with more than one contributor, you can easily change the contributing order using the three icons on the far right side of the page:

1st Author/Editor/Translator						
People at Skidmore College	First Name	Middle Name/Initial	Last Name	Organization	Role	If a student, what is his/her level?
Hoehn, Mary: mhoehn	<input type="text"/>	<input type="text"/>	<input type="text"/>	Skidmore College	Author	<input type="text"/>
2nd Author/Editor/Translator						
Tomlinson, Bill: wtomlins	<input type="text"/>	<input type="text"/>	<input type="text"/>	Skidmore College	Author	<input type="text"/>
3rd Author/Editor/Translator						
Select or type a name...	Maureen	<input type="text"/>	Basha	Georgetown University	Author	<input type="text"/>

You can use the downward arrow icon (▼) to move a contributor down in the order, or the upward arrow icon (▲) to move a contributor up in the order.

If an arrow icon is grayed out as shown in the image above, the selected contributor cannot be moved up or downward any further.

Similarly, additional contributors can always be deleted from records by clicking the delete icon (🗑️) at the far right of the row, as shown above.

If you choose to delete a contributor, a popup window will appear to confirm your decision. Click the **OK** button to delete this author and return to the activity page.