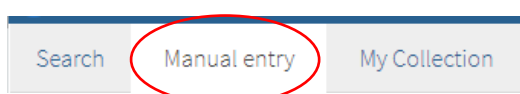


How to add a Digitised Extract to your Reading List

Open your reading list and select Add Items.



On the right of the screen you will see three options. Select 'Manual entry'.



Type – from the drop-down menu select **Digitised Extract** (not Book Chapter or Article).

So that the text describing the extract is clear to your students, we suggest that you enter the data into the title field and journal field as follows. Please use your own referencing style.

Extracts from books – if the extract was taken from a book then use the **Title field** to add details of the extract – authors, year, extract title.

eg Darder, Antonia, Torres, Rodolfo D., & Baltodano, Marta. (2017). Critical pedagogy: An introduction.

In the **Journal Title** field add details of the book from which the extract was taken:

Book authors, year of publication, book title, page range, publisher.

eg Darder, Antonia, Torres, Rodolfo D., & Baltodano, Marta. (2017). The critical pedagogy reader. (pp. 1-20). Routledge, Taylor & Francis Group.

Extracts from journals – if the extract is a journal article then use the **Title field** to add author, date, article title.

eg Harlow, Daniel (2017). The Ryu-Takayanagi formula from quantum error correction.

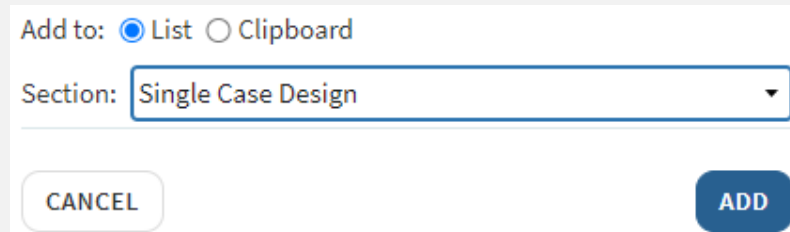
Use the **Journal Title** field to add the remainder of the article details:

Journal title, year, volume number, issue number (if known), page range.

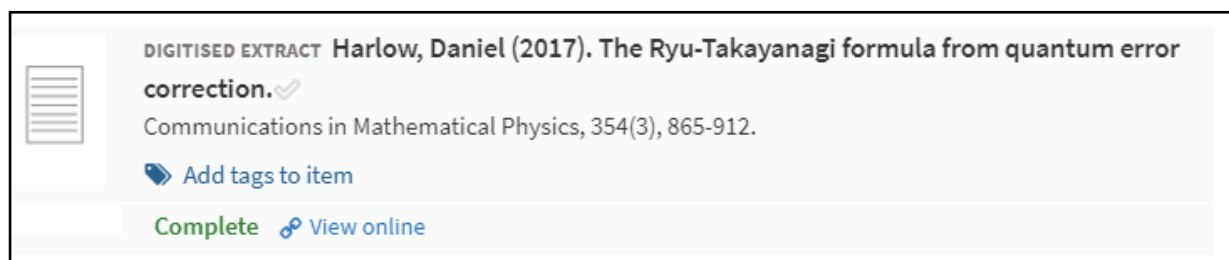
eg Communications in Mathematical Physics, 354(3), 865-912.

URL – add the URL of the digitised extract which is included in the email from the Library Content Supply team.

Finally, choose the section in which you would like the digitised extract to appear. Click on the Add button.



The digitised extract will appear at the bottom of the selected section. We recommend that you test the 'view online' link.



You can move the digitised extract to a new location in your reading list in three ways:

1. Hover over the digitised extract and use the blue bar on the right to drag the extract.
2. Use the up and down arrows to move the extract one place.
3. Use the three dots button and 'Select and move'.

