My NCBI, My Bibliography – cheat sheet

START HERE —> CHSL - http://www.case.edu/chsl/homepage.htm

Click on —> PubMed -


You must now choose a sign-in method. If it is My NCBI, once signed in, the system takes you to PubMed and you must click on My NCBI in the upper right corner. If your sign-in is eRA Login, I do not know what screen is next because the feds will not let me test this. Once I know, I will add the information. But you want to get back to the My NCBI Welcome page: http://www.ncbi.nlm.nih.gov/sites/myncbi/.

Now that you are back at My NCBI, follow links below.


From ACTIONS, click on the blue plus sign in the box -

Follow the instructions in this section. Start with Citations in PubMed, click on CONTINUE. Type a last name in the entry box and hit ENTER. Choose from what is offered, click on ADD, click on DONE. You may do this more than once since there may be more than one version of a name and also since the PI’s want to include all papers from grants even if they are not one of the authors. You may manually enter citations for journals not indexed in PubMed, books and chapters, meeting abstracts, presentations, patents or other information.

Click on VIEW to see the citations.

Your citations should be in your profile area of the eRA Commons.

Please contact us at Reference at 216.368.3218 or by email to hclref@case.edu.