EbhYf]b[Ai h\cfg Ibj Ygh][Ufcfg PfYgYbhYfg PYfZcfa Yfg YhW.

K\Yb mci YbhYf UfYWcfX]bhc UmcZh\Y6 gWMYYbgi bXYfh\YGWc`Ufg\]d/RYgYUfW WUhY[cfm

PfYgYbhLh]cbg

Pi V]Wh]cbg

Oh\Yf RYgYUfW AWj]hm

Bdefault,**m**you **a ⋅ r** will appear as the first author, investigator, presenter, performer, inventor, etc. Mci f `Ughb Ua Y, Z]fghb Ua YUbXi gYfbUa Yk]``VYX]gd`UmYX:

In cases where you wish to use a different name, you can alter the name that will be displayed in **Watermark Faculty Success** reports for the record you are entering. **Just** type the alternate name you wish to use for that record**, and y**our reports will display that entry with the alternate name**. However, 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, click on the *+Add Row* button:

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   Actions ⌄

People at Skidmore College   First Name   Middle Name/Initial   Last Name
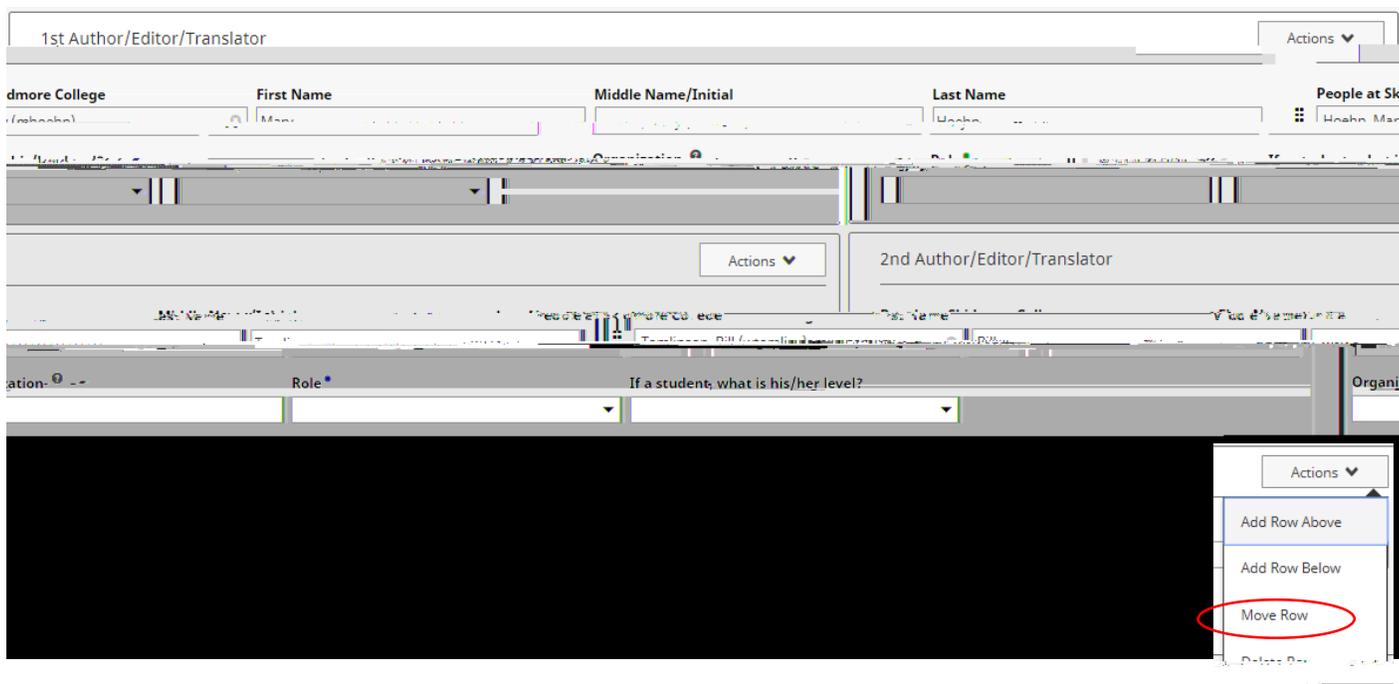
Skidmore students and non-Skidmore faculty will not appear in the drop-down list. If the co-contributor is a student or is not a faculty member at Skidmore, type the name of the individual and his/her organization in the fields:

1st Author/Editor/Translator   Actions ⌄

Note: **Watermark Faculty Success** 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 [icon] icon on the far right side of the page **and selecting *Move Row*:**

You will then be prompted to indicate the new position for the contributor: