Libraries and Learning Services | Te Tumu Herenga

Academic profile & Research Outputs for new academic staff

Dance Studies

Assoc. Professor Nicholas Rowe - UoA staff profile photography

Learning Objectives

- Building academic profile – Why & How to
- Understanding UoA research management system - Research Outputs
- Using Research Outputs system

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Academic profile & Research Outputs

This workshop is an introduction for new academics to their staff profile on the University directory and The University of Auckland research management system - Research Outputs.

The workshop will assist new academics in building their academic profile while explaining the relationship between the directory and Research Outputs. It will also provide guidance for best practice for using Research Outputs system.

Academic Profile

Your University directory profile is highly discoverable via search engines such as Google. Because of this it is a valuable tool in the promotion of your research and a point of discovery for potential collaborators, both domestic and international.

There are two online versions of your profile:

- *One is available publicly*

- *The other is only available via the staff intranet.*

*The **public version** displays information about you and your research that has been verified by the University.*

*The **intranet version** displays your public information with additional items that are awaiting review in order to be made public. It is in **this** version that you can edit your profile.*

Editing your profile (staff intranet)

Intranet profile: **To view:** https://directory.auckland.ac.nz/

- Choose "**edit your profile**" in the tool bar. You should now be able to access the subheadings within your profile (e.g. biography, teaching, current research) and populate the fields with the relevant information. These are audited by the University directory moderator before they are available for public view.
  https://www.staff.auckland.ac.nz/en/university-directory-help/moderators.html

- **NOTE:** Your research publications and creative works are populated (in your directory profile) from the Research Outputs system – see next section of handout.

Helpful links

- **Guidelines for editing your profile**:
  https://www.staff.auckland.ac.nz/en/university-directory-help/editing-my-profile

- **Directory Help**: https://www.staff.auckland.ac.nz/en/university-directory-help

- **External/public profile view**: https://unidirectory.auckland.ac.nz/
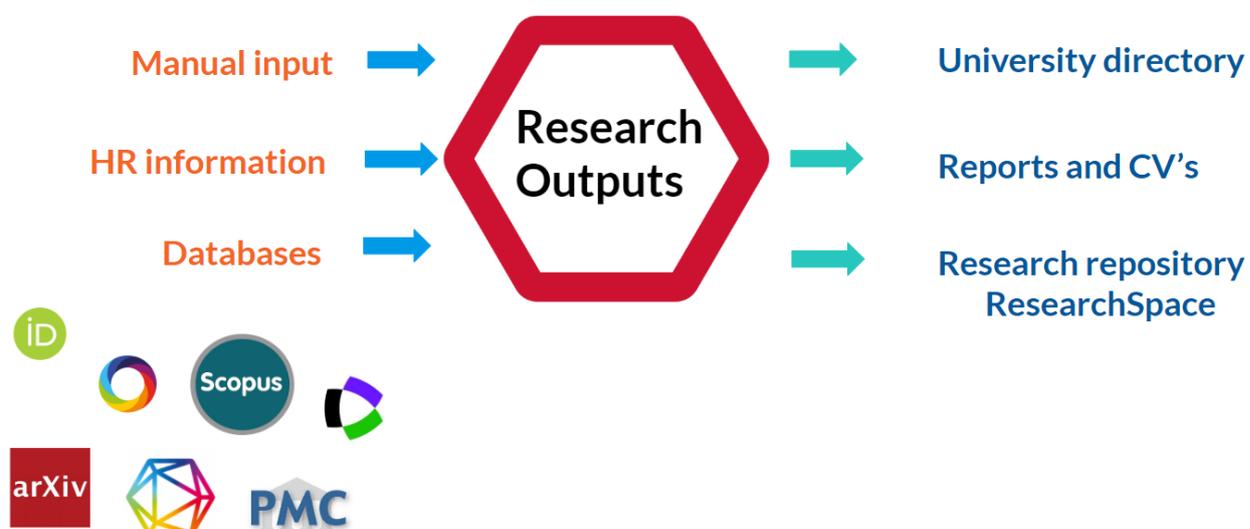
Research Outputs

The University uses a research management system called Research Outputs (in other institutions this system can be referred to by its name brand – *Symplectic Elements*).

It allows records of your research to populate multiple platforms and creates reports, both individual and departmental, from a single system. Research Output items are labelled **PUBLICATIONS** in the system.

Data input for the Research Outputs system is from the HR feed, external databases and the manual creation of research records (each research output item needs its own record of publication).

This data is then used to inform University directory profiles, management reports and CV's. The system is also provides the deposit process for the ResearchSpace – The University of Auckland Research Repository*.

How it works

Manual input	→	**Research Outputs**	→	University directory
HR information	→		→	Reports and CV's
Databases	→		→	Research repository ResearchSpace

*See *appendix a.* for a brief summary of the University's Research Repositories

Accessing Research Outputs

Access the Research Outputs system via the staff intranet "Academic profile" pages. This also has the benefit of listing links to Research Outputs guides and any official information from the university concerning the system will also be found here.

https://www.staff.auckland.ac.nz/en/academic-profile/research-outputs

Alternative ways to access the Research Outputs system are:

1. via the staff intranet Quick Links dropdown
   https://researchoutputs.auckland.ac.nz/
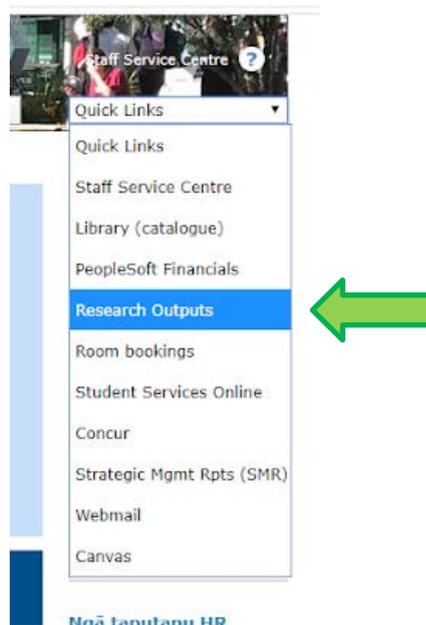
2. Library home page will also provide quick access by searching for "Research Outputs". You may be required to login https://www.library.auckland.ac.nz/search/research%20outputs
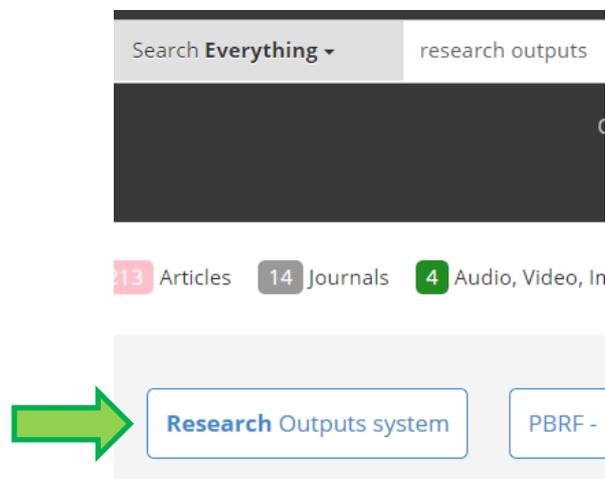
Using Research Outputs

For your research to be displayed on your profile you will need to create publication records in the Research Outputs system. A publication record of a research output that has multiple UoA authors/creators only needs one record which includes all author/creators – i.e. One OBJECT can have multiple RELATIONSHIPS.

The system will automatically prompt other authors/creators to accept the publication into their own publication listing.

Publication records can be created in two ways: either from information received directly from a database or a manual record created by the researcher.

Publication records can have single or multiple sources of information/data. An item record can contain:

- database source(s) only
- manual source only
- database source(s) AND manual source
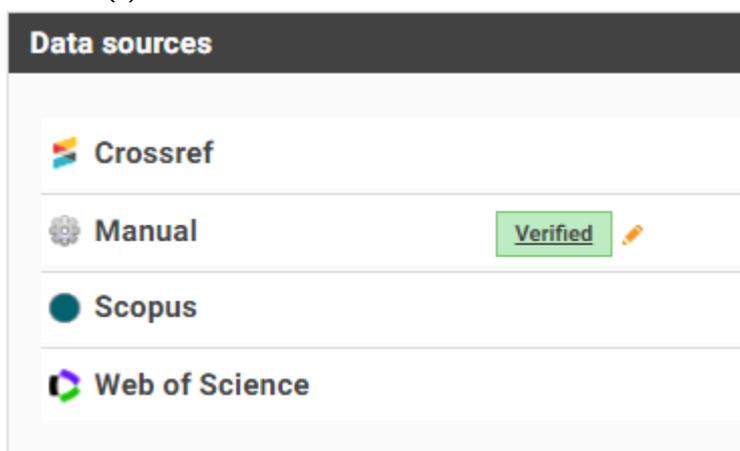
Claiming

When accessing the system, you be prompted to view records of publications that the system thinks belong to you. You can ignore the prompt OR action it to either claim the record to add it to your own publications or reject the suggested publications.
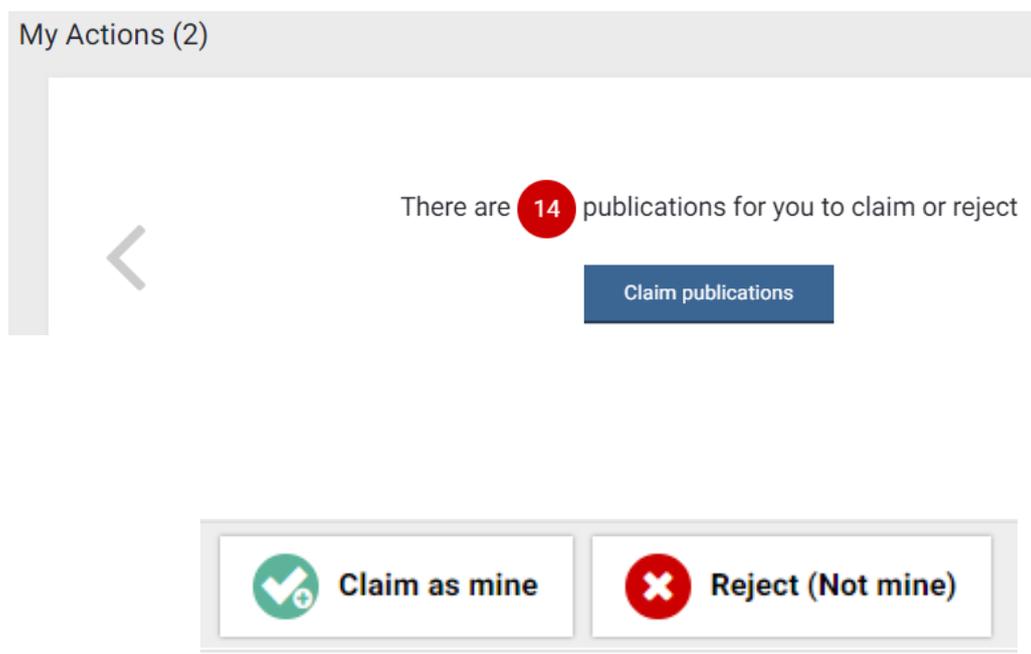
Database records

Database records: These refer to items that have been published in a publication that has been indexed in one of the larger databases. These records are of text-based research outputs (articles, chapters & books etc.). The system aligns identifiers pre-set by the researcher to identifiers provided by the publisher and creates a record from the database information (metadata) for the researcher to claim or reject.

Identifiers

1. **External profiles:** These are digital identifiers external to the University and include database IDs. These are *not compulsory but could be valuable in the future* as databases expand their scope. The most relevant identifiers for Dance studies would be:

   ORCID: is instigated by the researcher & is independent of databases. It can be included wherever you published. https://www.library.auckland.ac.nz/services/research-support/orcid

   Scopus ID: is automatically given to authors when they first publish in a Scopus indexed journal – (you may already have one without being aware).

2. **Email address:**
   Your University profile email address is the default identifier.

Search settings

Some Dance Studies outputs are published by publishers indexed in the major databases and so they do have database metadata for the system to create database research output records for you. For the system to search for *your* research across external databases & indexes, the **Search settings** functions within the system need to set up.

The system will also instigate <u>*name-based searches*</u> within database but for this to happen you will need to set up your search settings.

Most currently relevant settings for Dance Studies are be *Name Variant, Address* and *Database*

1. **Name variants:** <u>This is the only mandatory field</u> - it is important you include all variations of your name and initials.

2. **Address:** The default address is from the HR feed, but you can add additional addresses of where you have collaborated/published research. (e.g. Melbourne)

3. **Start date:** Limits the start date for the search

4. **Keywords:** Limits search to stated keywords

5. **Journals:** Limits search to stated journals

6. **Specific article IDs:** Limits search to stated article IDs

7. **Database:** Indicate which database you wish the "search by name" search to run in. There are default settings in the table for other options. The appropriate databases for Dance Studies outputs would be the multi-disciplinary databases: *Scopus* and *Web of Science*

Manual records

These records are for outputs that are not able to be created from databases, general these are outputs that are not text based (e.g. performance, exhibition). This refers to most of the research outputs from the Faculty of Creative Arts and Industries.

The researcher needs to decide what category type their research output falls under and then fill in the fields for that type of output. Minimum mandatory fields need to be completed before a record can be created.

Manual records are subject to Library verification before they can populate public facing platforms.

Creating a manual record

You need to decide what category your research output applies to.

1. What category type is your research output

The University has specific guidelines for categories of research outputs types – the table below lists the typical types of research outputs from Dance Studies (descending order)

Publication Type - Dance Studies (most to least) - (2012-2018)

- Journal article

- Performance

- Presentation

- Exhibition

- Conference

- Chapter

- Book

- Internet publication

- Media

These types align to the University categorisation guidelines for types of research outputs:

https://www.auckland.ac.nz/en/about/the-university/how-university-works/policy-and-administration/research/output-system-and-reports/research-outputs--definition-and-categories.html

(*It would be advisable to bookmark this above link*)

2. Add a publication

Once you have decided what type of publication your research output is you can create the record of the publication.

There are two ways to add a publication:
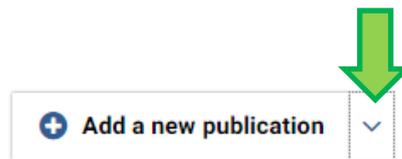
- **From your Research Outputs home page:**

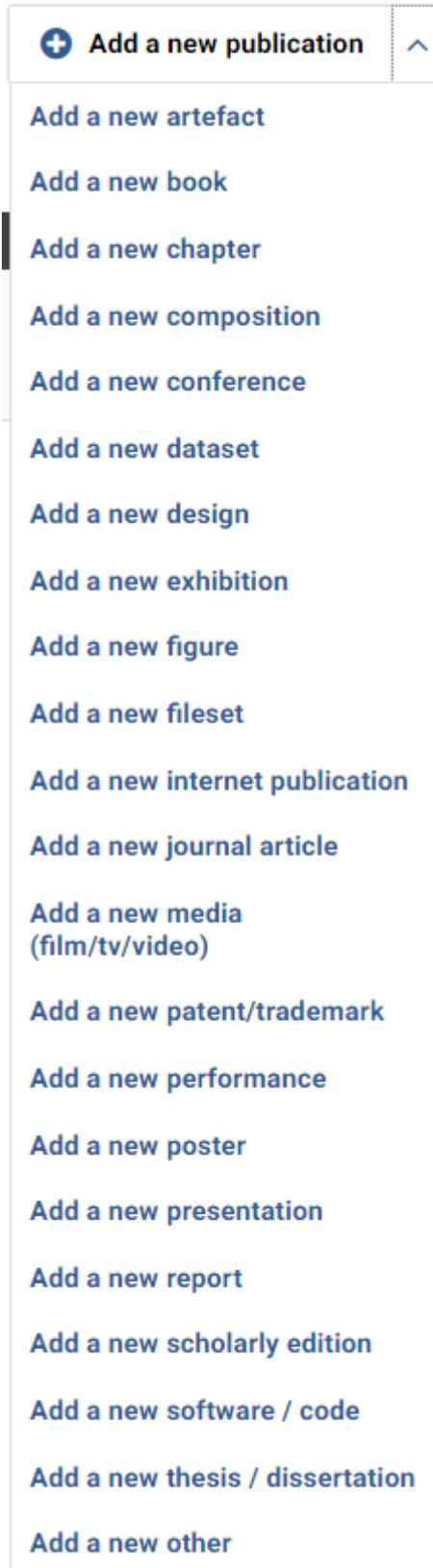
Then choose your publication type from the selection provided

- **From "My publications" page**

My publications

➕ Add a new publication ⌄

Use the dropdown menu to choose your publication type

➕ **Add a new publication** ⌃

Add a new artefact

Add a new book

Add a new chapter

Add a new composition

Add a new conference

Add a new dataset

Add a new design

Add a new exhibition

Add a new figure

Add a new fileset

Add a new internet publication

Add a new journal article

Add a new media (film/tv/video)

Add a new patent/trademark

Add a new performance

Add a new poster

Add a new presentation

Add a new report

Add a new scholarly edition

Add a new software / code

Add a new thesis / dissertation

Add a new other

3. Creating a publication record

The system will want you to check that your item is not already existing in the system – this is to avoid duplicate records being created. Search the title (or doi if you have one for journal articles). If there are similar titles existing the system will prompt you **to claim them**. The record will then be added to your publications listing.

If none of the results are relevant you can scroll down to go to the next step. You can also skip this search If you know that your record will be the only record of this output. The system will then take you directly to the inputting of information to create your record.

Each type has minimum fields that need to be completed before you will be able to save and create the manual record. These are indicated with a red asterix, <u>all types</u> require the relationship of the researcher to the output.

Because all manual records require verification it is always useful to include a URL, doi (digital object identifier) or upload some type of evidence file for manual records – this lets the verifiers verify your outputs much more quickly.

Use the following table to help complete the fields in each publication type.

Essential information per Publication Type

Type	Minimum fields *	Verification	Public display
Journal	• Sub-type • Title • Authors • Journal • Publication date	• DOI/URL • Pagination • ISSN	• Volume • Issue • Abstract
Performance	• Title • Authors/creators • Start date	• URL • Event/programme • Medium • Contributors • Performers	• End date • Length • Venue/Location • Commissioning body • Repertoire • Abstract
Presentation	• Title • Authors • Sub-types • Name of conference OR • Event/programme	• DOI/URL	• Presentation date • Location • Abstract
Exhibition	• Title • Authors • Start date	• URL • Event/programme • Medium • Contributors	• Number of pieces • Commissioning body • Abstract • Venue
Conference: Abstract (in proceedings) Paper (not published in/as proceedings) Proceedings Other	• Sub-types • Title • Authors • Publication date • Name of conference	• URL/DOI	• Title of proceedings (if proceedings) • Editors (if proceedings) • Publisher (book) • Place of publication (book) • Conference place • Pagination • Volume & Issue (if proceedings • Start date

Essential information per Publication Type contd.

Type	Minimum Fields *	Verification	Public display
Chapter	• Title • Authors • Publication date • Book title	• Pagination • ISBN • URL/DOI • Chapter number • Volume	• Editors • Edition • Publisher • Place of publication • Abstract • Series
Book	• Sub-types • Title • Publication date	• DOI/URL • ISBN	• Editors • Publisher • Place of Publication • Edition Series
Internet publication	• Title • Authors • Publication date	• URL	• Abstract
Media	• Title • Authors • Creation date	• URL	• Date first displayed • Event • Commissioning body • Contributors • Medium • Publisher

These fields MUST be filled in

These fields HELP verification

These fields HELP public display

Display to your staff profile

Verification: *Only database and verified manual records will display publicly*

The process of verification is one of quality control to ensure that publications which have been claimed have external source evidence confirming their validity. Database records are considered verified as they already come from an external source. Manual records require verification before they will display on your public profile, however they will still display on the internal version of your profile as "(pending verification)".

If an item is unable to be verified, you may be asked by the Library to provide more evidence to allow the completion of verification.

Most recent 8 items – Default display

The default is that the system will display your 8 most current publications. This works best for database records. If you have mostly manual records, then it is suggested you favourite them to ensure verification and allowing them to populate your public profile.

Favourites – needs to be actioned

To display *specific* publications to your staff directory profile you can favourite them by clicking on the block-coloured red heart icon that is in the tool display or "Mark as favourite" in actions

OR

Once you favourite an item the heart symbol will display by the title of the item and the tool display will show a heart outline.
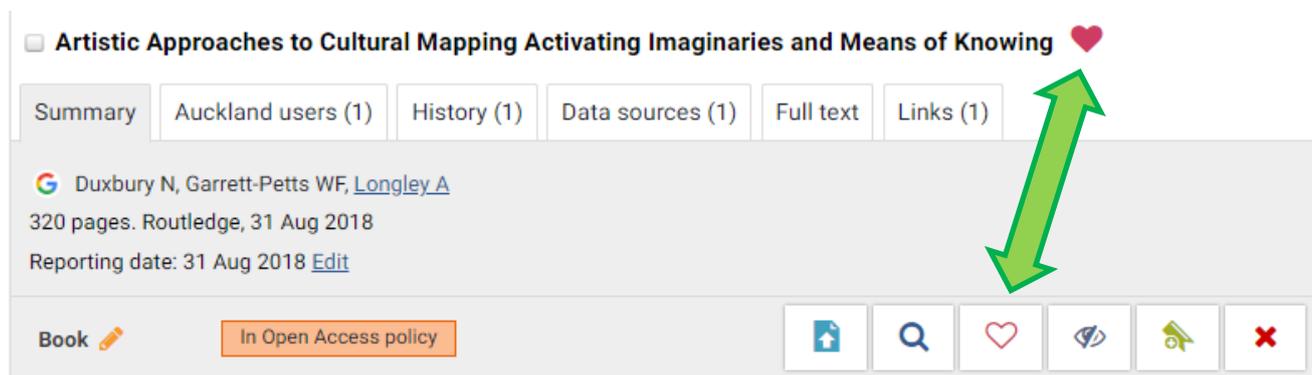
This will **prioritise verification of manual records** and allow them to be seen publicly within a short timeframe. There is **no limit** on the number of items you can favourite.

Preferred record

When a publication record has *multiple data sources*, you can choose which data source you would prefer to display. If you choose a database source record that will display regardless of any unverified manual source record that is part of the publication. It you choose a manual source record the publication will not display on your profile until the manual record is verified.

ResearchSpace & Research Outputs

Files are deposited into ResearchSpace via the Research Outputs system. Research Outputs will prompt you to upload or deposit files when you login or when you have created a publication record.

You have (15) publications awaiting a file upload or deposit
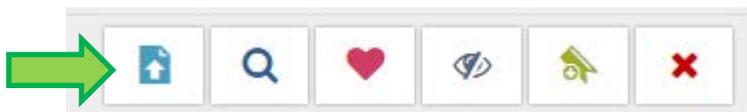
Deposit publications

• •

ResearchSpace will take all types of file types e.g.
- Word documents
- PDF files
- PowerPoint presentations
- Media files (mp4 etc.)

To upload a file in Research Outputs:

The system will prompt you to do this, but you can also upload by clicking on the deposit button in the publication record tool bar

This takes you directly to the deposit page

1. Prepare deposit (step 1 of 2)

Upload file

Upload files from your local machine:

Choose file: [Choose File] No file chosen

File version: ❓   [None]   ▾

Upload

- You can upload more than one file
- File version relates to publication status for journal articles, chapters & books
  Manuscript/Accepted/Published

Best practice would be to upload both the accepted and published versions of your output

2. Complete deposit (step 2 of 2)

✱ I agree to the University of Auckland Research Repository Deposit Licence **licence terms**

☐

Deposit my publication

Once deposited your files are processed by the library ensuring copyright compliance before allowing public display from the repository.

Appendix a

University of Auckland Research Repositories

1. ResearchSpace

ResearchSpace is a repository for the research of the University. Like the University directory it is highly ranked on Google and so highly discoverable via internet search engines, thus it and can a valuable tool in the promotion of your research. Each item in ResearchSpace is given a permanent URL.

To deposit your research into ResearchSpace you will need to upload a file of your research output into Research Outputs – this will then be processed by LLS repository staff who will ensure copyright restriction (if any) are adhered to before making the publication available in the public domain.

2. Figshare for Institutions

Figshare for Institutions is another repository for the research of the University. Figshare offers each deposited item a Digital Object Identifier (doi) this is a permanent address for your item and is suitable for outputs that may be vulnerable to changing URL links such as conferences, exhibitions, performances etc. Outputs that are highly visual in nature will have more immediate access and display on Figshare. Like the ResearchSpace and the University directory it is also highly ranked on Google and so highly discoverable and again making it a valuable tool in the promotion of your research.

To deposit your research into Figshare you will need to access the platform directly to upload the file of your research output https://auckland.figshare.com/. There is no copyright oversight from the Library for figshare uploads – the platform provides guidance and Creative Commons Licencing help to assist the researcher secure their copyright. If a research output has been previously published copyright adherence (if any) of the item is the responsibility of the depositor/researcher.