

UNSW Research Publications

Manual for Academic Staff

<https://respubs.online.unsw.edu.au>

Contents

1	Adding a publication	1
1.1	What you can add.....	1
1.2	Steps to add a publication	2
	Step 1: Access a copy of the publication	2
	Step 2: Check a record has not been added to ResPubs already	2
	Step 3: Go to the new publication page.....	2
	Step 4: Choose a Category.....	3
	Step 5: Complete the screen: advice on some boxes	3
	Step 6: What to do when you have finished	7
1.3	Requirements for HERDC.....	8
	What is included in HERDC?.....	8
	What supporting material do you need to provide?	9
	How do I add supporting material?.....	9
	Extract on Publications from HERDC Specifications	10
1.4	UNSWorks.....	13
2	Managing your publications	14
2.1	Maintaining information about yourself	14
2.2	Wrong authors on a publication.....	14
2.3	Duplicate publications	14
2.4	Publication Groups	14
2.5	Saving and printing publications	15
2.6	Publications on your Research@UNSW Gateway profile	15
	a. My publications in ResPubs are not on my profile on the Research@UNSW Gateway.....	15
	b. New publications on ResPubs	16
	c. Removing a publication from your profile on the Research@UNSW Gateway	16
	d. How long will any changes take to appear?	16

1 Adding a publication

1.1 What you can add

Information about any publication or other research material can be added to Research Publications where at least one of the authors or researchers has an affiliation with UNSW. You may also add your publications and other research material created prior to your appointment at UNSW.

Material added to Research Publications will be used for the following purposes:

- UNSW Research Gateway: you choose which publications you want to appear in your Researcher profile
- [HERDC](#): eligible publications are counted for the Higher Education Research Data Collection
- [UNSWorks](#): you can upload copies of material to UNSWWorks, the UNSW repository of research works
- [ERA](#): all material added can be included for assessment in the Excellence in Research for Australia initiative

Note that a [Statement of Authorship and Location of Data form](#) should have been completed for every publication before it is published.

Examples of material you can add information about:

- journal articles
- conference papers
- books
- book chapters
- research papers/reports
- conference posters
- working papers
- technical reports
- images used for research
- audiovisual objects
- multimedia material
- interactive media
- Masters by Research and PhD theses, as already collected in Australian Digital Theses ([ADT](#))
- computer programs
- works of art
- small-sized datasets accompanying papers/articles/reports

Examples of materials that are not suitable:

- material intended for teaching and learning (e.g. course notes, reading material.)
- administrative documents and records, including those associated with research projects.

1.2 Steps to add a publication

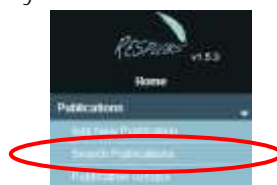
Step 1: Access a copy of the publication

A copy of the publication (journal article, conference paper or book) will help you add the correct information to Research Publications, such as the order of the authors. Information added to Research Publications is used for lots of purposes and putting in the most information will make it more useable.

If you do not have a copy of the publication, you can search for it on Google. Most publishers add their online articles to Google, which make them easy to find. The UNSW Library has made arrangements with publishers so that when you click on the link in Google you can go direct to the online article at the publisher's site when you are on campus. Alternatively, you can search for it on the Library's SearchFirst Service at <http://searchfirst.library.unsw.edu.au>. Copies of books should be held by the Library and you can check the Library's catalogue from its homepage at: <http://www.library.unsw.edu.au>.

Step 2: Check a record has not been added to ResPubs already

- a. From the ResPubs homepage, go to Search Publications.



- b. Search on Publication Title for a journal article, conference paper, book chapter or a book.

For a journal or book you can search on ISSN/ISBN.

Helpful hints:

DON'T OMIT WORDS when searching for the Publication Title. Type the words in the correct order. You may omit words at the beginning or end.

Example: *Review of economic methods used in complementary medicine*

✓ economic methods used in complementary

× review economic methods complementary

APOSTROPHES: try a forwards and backwards apostrophe

ISSN: a unique 8-digit number assigned by publishers to each of their journals to make them easy to find. It may have a hyphen but the hyphen can be omitted when searching.

Examples:

00368075

1442-3065

ISBN: a unique 10- or 13-digit number assigned by publishers to each of their books to make them easy to find. It may have hyphens but these can be omitted when searching. Examples:

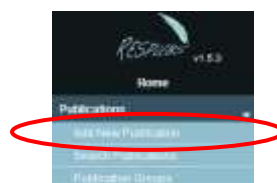
978-0-230-10455-6

ISBN-10: 0273701835 ISBN-13: 9780273701835

Step 3: Go to the new publication page

From the homepage, go to Add New Publication.

You can add a publication on behalf of someone using the "enter data for ..." link at the top right of the homepage.



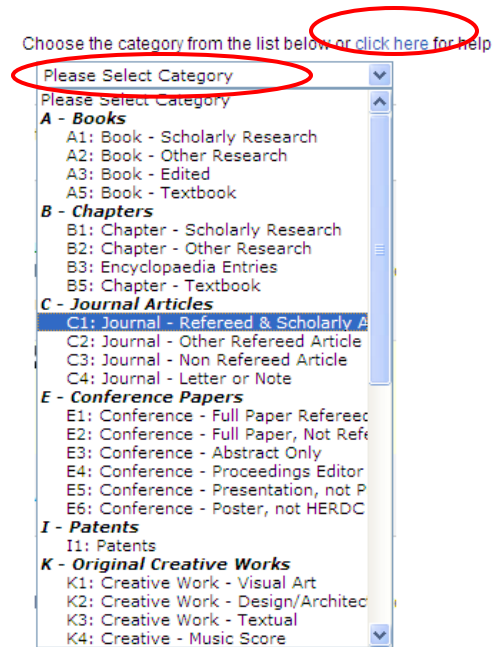
Step 4: Choose a Category

The category will present the right form to complete.

Choose the category from the list. If you cannot decide which the correct category is, use the help link on the screen.

If you cannot find an appropriate category, email research-publications@unsw.edu.au for help.

HERDC: Only categories A1, B1, C1 or E1 are considered for inclusion in HERDC. The records will be reviewed by your Head of School to verify they meet the HERDC criteria.



Step 5: Complete the screen: advice on some boxes

a. Journal, book and conference information

This information is required.

The best way to add the journal, book or conference information is to type in the ISSN or ISBN. If the journal, book or conference proceedings are in ResPubs already then the rest of the information will be filled out for you.

Choose ISSN (journals) or ISBN (books) from drop down menu. Note: for ISMNs (music), select ISBN.

Initially, the border of the box is red.

Type in the 8-character ISSN or 10- or 13-character ISBN with no hyphens, spaces, or other extraneous information, or paste from elsewhere as is (ResPubs will strip out extraneous characters).

Journal Information

ISSN [ISSN] [Help me find the Journal]

Journal Name

Publisher

Place Published

If the journal or book has been added to ResPubs previously, a dropdown list will appear for you to select the title. Click on select and the rest of the information will be filled out.

Journal Information

ISSN [ISBN] [Help me find the Journal]

ISSN	Type	Name	Publisher
select 130384		Journal of Modern Optics	Taylor & Francis

If a selection dropdown list does not appear, use "Help me find ..." which offers options to search on the title (Name) or publisher in case there is an alternative ISSN or ISBN for this publication.

If there is no alternative found with search, type in the rest of the journal, book or conference information. If you entered a valid ISN, the border will turn green. If you entered an invalid ISBN or ISSN, the border will stay red. If the border is red, you can save the publication but the invalid ISSN or ISBN will not be saved.

ISSN: a unique 8-digit number assigned by publishers to each of their journals to make them easy to find. It may have a hyphen but the hyphen can be omitted when searching. Examples:

00368075
1442-3065

ISBN: a unique 10- or 13-digit number assigned by publishers to each of their books to make them easy to find. It may have hyphens but these can be omitted when searching. Examples:

978-0-230-10455-6
ISBN-10: 0273701835 ISBN-13: 9780273701835

b. Publication Details

Add as many publications details as you can find. Leave the fields blank if you do not have the information.

The URL/DOI is a link to the online publication and is useful people to go to go to your publication, including your Head of School when she or he is verifying that it meets HERDC requirements. DOI ([Digital Object Identifier](#)) is assigned by publishers. They often put it on the online version of the publication.

Examples:

10.1103/PhysRevLett.105.170602
10.1016/j.addbeh.2009.10.003
10.1016/j.drugpo.2010.01.001

An URL may be used by a publisher when they do not use a DOI. The publisher might say something like the following for an URL:

“To cite this article:
<http://search.informit.com.au/documentSummary:dn=294793219890003:res=IELENG>”

The Type of research is used by your Head of School to ensure a publication meets the HERDC definition of research, particularly those that compile existing information for the benefit of professionals or practitioners. More information on HERDC is in Section 1.3: Requirements for HERDC.

Keywords (or subject words) are often listed on the publication and will help people search for your publication.

Add an Abstract if one is available.

Comment is used to add any other information you think may be useful, including notes for your Head of School when they are verifying it for HERDC.

c. You as the author

Your name with your current (main) UNSW affiliation, as recorded in ResPubs, will appear as an author automatically.

To change your affiliation for this publication, delete your the affiliation and click on “add relevant affiliation” to select the appropriate School or Centre. This does not change your affiliation on any other publications.

Get your School Administrator to change your normal affiliation if it is incorrect.

Add Affiliation

Note: Choose affiliation which is relevant to this publication. By changing this affiliation, you are NOT changing the affiliation in the personell record, nor the affiliation in previously entered publications

Faculty: - Select Faculty -

School: - Select School -

Percentage: %

Add **Cancel**

You can add more than one affiliation and put the percentage for each affiliation. For example, where the funding for the research came from more than one source and both affiliations are recorded on the publication. To add an extra affiliation for this publication, click on “add relevant affiliation” and select the appropriate School. To adjust the percentage for each affiliation, click on the percentage and type the correct percentage so that the total becomes 100%. This does not change your affiliation on any other publications. Please note that the percentage affiliation is not a record of the contribution to the publication.

D55 - School of Media Arts	100%
D60 - iCINEMA Centre for Interactive Cinema Research	50%
Total Percentage	150%
Add Relevant Affiliation	

To record publications prior to your appointment with UNSW:

1. Tick the box “Non-UNSW Publication” at the top of the screen
2. Edit your author line to change Person Type from Staff to External. This change will apply to this publication only.
3. Delete your affiliation for this record. You cannot add the external affiliation, e.g. University of Sydney.

Status:

Data Entry Complete

Non UNSW Publication

In Press

Edit Author

Note: By editing this author data, you are NOT changing the actual personal data, nor the previous author records for this person.

Author Full Name: Mr Tom Ruthvan

Current User: Ruthvan, T

Person Type: Staff

Author Type: Author

[Save](#)

d. Co-authors

Add the co-authors for the publication by clicking on “Add another author”. Your previous co-authors (if in ResPubs) will be listed. Click on Add to make them co-authors on this publication.

+ Add Another Author

ADD AUTHOR (as stated on publication) [Close this box](#)

My Authors Search Authors New Author

	Name	Preferred Name	Primary Affiliation	Frequency
Add	Amos, Howard		UNSW Library	1
Add	Frances, Maude	Maude	National Centre in HIV Social Research	1

[Close this box](#)

For co-authors not on this list, click on Search

Authors and search on surname, with an initial if necessary. If an author is listed more than once in your search results, check the person type and affiliation to choose the more accurate form of their name. External and internal refer to the time the work was published, not their affiliation today.

If you still do not find your co-author, click on New Author and complete all the details, especially their staff number if it is a UNSW co-author.

The co-authors must appear in the order they are listed on the publication. This is a requirement for HERDC and produces correct listings in the Research Gateway. Use the up and down arrows to move authors into the correct position.



e. Research Codes

Research Codes allow you to categorise the research according to the research field rather than the activity of your school or research unit. The Codes have six digits and are produced by the [Australian Bureau of Statistics](#).

To add Field of Research Codes to your publication, click on “Add Another Code”. FOR codes that you have used previously will appear for you to add. Or you can Search Codes or Browse Codes to find different FOR codes. You can add up to four (4) FOR codes per publication.

Note: Click on the percentage to edit and press enter to commit the changes

Type	Code	Description	Percentage	Actions
FORC	030102	Electroanalytical Chemistry	0%	Delete

Total percentage for FORC 0%

Research code: 030102 successfully added.

+ Add Another Code

ADD ANOTHER CODE Close this box

My Codes Search Codes Browse Codes ERA Journals

Type FOR Code

Code	Description	Type	Frequency
Added 030102	Electroanalytical Chemistry	FORC	1
Add 030603	Colloid and Surface Chemistry	FORC	1
Add 030107	Sensor Technology (Chemical aspects)	FORC	1

Close this box

f. My Groups

Use My Groups to add (or remove) this publication to your researcher profile on the UNSW Research Gateway. Check the box next to My Research Gateway List.

The ERA Peer Review is not necessary currently.

You can also create your own Groups. Use the Group to create a list of publications that you want to print or save as a PDF, such as a “My Grants list”. To create your own Group, click on Add New Publication Group and type in the Group Name. The Group Name will appear in the List of Group(s) in all of your publications and you can check the box for this publication and your other publications. See also Manage My Publications for other ways to add publications to a Group. You can save or print the publications in the Group by going to Search Publications on the homepage, search on your name and the Group, and use the Report function on your search results screen to save a PDF copy of the Citation List in Harvard style

List of Group(s)

Make Available for ERA Peer Review (0)

My Research Gateway List (0)

+ Add New Publication Group

Add New Publication Group Close this box

Group Name

Note that My Group allows you to group publications only – it does not provide a way to create a group of people.

g. Attachments

There are two types of attachments: supporting material for HERDC and copies of the publication for UNSWorks, the UNSW repository of research works.

Your Head of School may require you to attach supporting material for HERDC. More information on supporting material for HERDC is in Section 1.4.

Attachments for UNSWorks are optional. More information on the type of material you can add to UNSWork is in Section 1.5.

To add an attachment, click on “Add Another Attachment” to browse for the material you want to upload. Choose an appropriate “Attachment Type” such as “Proof of referring” before you save the attachment. Add a description if you think it necessary to explain the attachment. For attachments you want to add to UNSWorks, click on the “Make this document public” checkbox.

Step 6: What to do when you have finished

As long as you have begun a new publication and selected a category, you can come back and finish it at any time. You can find it by searching on the assigned Pub ID at the top of the screen or by your name or, if you have entered it, the title of the work.

When the entry is complete, check the “Data Entry Complete” box at the top of the screen.

This will:

1. Notify your Head of School that it is ready for checking for HERDC compliance if you chose categories A1, B1, C1 or E1
2. Add the publication to your Research Gateway page if you checked the My Research Gateway List under My Groups
3. Send it to UNSWorks if you added a “public” attachment

1.3 Requirements for HERDC

What is included in HERDC?

All and only publications that have the following publication categories will be considered for HERDC:

- A1: Book – Scholarly Research
- B1: Chapter – Scholarly Research
- C1: Journal – Refereed & Scholarly Article
- E1: Conference – Full Paper Refereed

When you add a publication in one of these categories, your Head of School will verify that it meets the HERDC requirements. The HERDC Specifications, in part, say, “To be counted, each research publication must ... be characterised by:

- substantial scholarly activity [...]
- originality [...]
- veracity/validity through a peer review process or by satisfying the commercial publisher processes
- increasing the stock of knowledge
- being in a form that enables dissemination of knowledge”

The HERDC Specifications also provide the following guidance on the types of publications that may meet or are unlikely to meet the HERDC Criteria. A more extensive extract of the relevant part of the HERDC Specifications is below. However, you should consult the full HERDC specifications to ensure a publication meets the requirements. The draft HERDC Specifications for 2010 publications are at:

<http://www.innovation.gov.au/Research/ResearchBlockGrants/Documents/2011HERDCSpecifications.pdf>.

An extract is below.

Publications that may meet the criteria:

Books	Book chapters	Journal articles	Conference papers
<ul style="list-style-type: none"> • critical scholarly texts (e.g. music, medieval or classical texts) • new interpretations of historical events • new ideas or perspectives based on established research findings 	<ul style="list-style-type: none"> • a scholarly introduction of chapter length to an edited volume, where the content • of the introduction reports research and makes a substantial contribution to a • defined area of knowledge • a critical scholarly text of chapter length, e.g. in music, medieval or classical texts • critical reviews of current research 	<ul style="list-style-type: none"> • commentaries and communications of original research • research notes • letters to journals, provided that the letter satisfies the definition of research (as • defined at section 1.3.10 [in the HERDC Specifications]) and the subsequent definitions for journal articles in • this section • critical scholarly texts which appear in article form • articles reviewing multiple works or an entire field of research • invited papers in journals articles in journals which are targeted to both scholars and professionals articles in a stand alone series 	<ul style="list-style-type: none"> • Keynote addresses and invited papers may be included where all other papers for the • conference are peer reviewed

Publications that are unlikely to meet the criteria:

Books	Book chapters	Journal articles	Conference papers
<ul style="list-style-type: none"> • textbooks • anthologies • edited books • creative works such as novels • translations • revisions or new editions 	<ul style="list-style-type: none"> • chapters in textbooks • entries in reference books • anthologies • revisions of chapters in edited books • forewords • brief introductions • brief editorials • appendices • literary or creative pieces such as collections of short stories; and translations. 	<ul style="list-style-type: none"> • letters to the editor • case studies • articles designed to inform practitioners on existing knowledge in a professional • field • articles in newspapers and popular magazines • editorials • book reviews • brief commentaries and communications of original research • reviews of art exhibitions, concerts, theatre productions 	<ul style="list-style-type: none"> • papers that appear only in a volume handed out to conference participants

What supporting material do you need to provide?

HERDC requires the University to retain “verification material to demonstrate that the publication meets the criteria”. The HERDC Specifications say the verification material can include contents pages, pages showing all bibliographical information such as an ISBN and dates as well as proof of refereeing

The Head of School may decide that a URL/D.O.I. link to the online published version is enough to meet the retention requirements. When there isn’t a copy online, the Head of School might ask you to upload scanned copies or supply photocopies of the table of contents to show page numbers, the page that shows the journal is refereed, or the page that has the ISSN of the journal. Attaching a copy of the publication is not required for HERDC purposes. However, you are encouraged to attach a copy of the publication to be loaded into UNSWorks. Please ensure any copy you attach complies with the agreement you have entered into with the publisher.

How do I add supporting material?

Click on “Add Another Attachment” to browse for the material you want to upload. Choose an appropriate “Attachment Type” such as “Proof of referring” before you save the attachment, and add a description if you think it necessary. Your Head of School will be able to view the attachments when deciding whether to include the publication in the HERDC return.

The screenshot shows a table with two sections: 'Non-Public Attachment' and 'Public Attachment'. Both sections have columns for 'Type', 'File Name', 'Size', and 'Actions'. The 'Public Attachment' section is currently empty, displaying 'No public attachment found'. Below the table, a blue link '+ Add Another Attachment' is circled in red. Below this link is a modal window titled 'ADD NEW ATTACHMENT' with a 'Close this box' button in the top right. The modal contains a note: 'Note: The file name (including the file extension) has to be less than 200 characters'. It has an 'Attachment' field with a 'Browse...' button, a checkbox for 'Make this document public' (which is unchecked), an 'Attachment Type' dropdown menu set to 'Article', and a 'Description' text area. A 'Save Attachment' button is located at the bottom right of the modal.

Extract on Publications from HERDC Specifications

The following information has been taken from the draft HERDC Specifications for 2010 publications, Section 9.3

9.3.1 Books

To be included in this category the publication must meet the definition of research as amplified in the general requirements for research publications (see section 9.1 of Part C) and:

- must be a major work of scholarship
- must be offered for sale
 - for hard copies, bound
 - for CD-ROMs, packaged
 - for e-books, on subscription or fee basis
- must have an International Standard Book Number (ISBN)
- must be written entirely by a single author, or by joint authors who share responsibility for the whole book
- must have been either:
 - published by a commercial publisher, as defined at section 1.3.4; or
 - if a book (or book chapter) has only been made available online it must have been through a peer review process (see important notes below)

IMPORTANT NOTES:

Many of the books published by professional bodies do not report original research findings but report the results of evaluations, or compile existing information for the benefit of professionals or practitioners. It is important that HEPs assess these publications very carefully against the definition of research provided at section 1.3.10 and only count those publications which report original research activities for the first time.

If a book (or book chapter) has only been made available online, and therefore has not been published by a commercial publisher and/or offered for sale, then the HEP can only report the book (or book chapter) under its research publications return if it has been through a peer review process.

9.3.2 Book chapters

This category refers to a contribution, consisting substantially of new material, to an edited compilation in which the material is subject to editorial scrutiny.

To be included in this category the publication must meet the definition of research as

- amplified in the general requirements for research publications (see section 9.1 of Part C) and:
- must be offered for sale
 - for hard copies, bound
 - for CD-ROMs, packaged
 - for e-books, on subscription or fee basis
- must have an ISBN
 - must have either been: published by a commercial publisher, as defined at section 1.3.4; or
 - if a book chapter has only been made available online it must have been through a peer review process (see important notes above)
- the author must be affiliated with the claiming HEP as set out in section 9.4 of Part C.

A book chapter may be included if it has been published previously as long as it constitutes *substantial new knowledge* and constitutes original research.

9.3.3 Journal articles

To be included in this category the journal article must meet the definition of research as amplified in the general requirements for research publications (see section 9.1 of Part C) and:

- must be published in a scholarly journal
- must have been peer-reviewed as defined at section 9.6 of Part C. Note: the fact that an article has been peer reviewed does not automatically mean that it is eligible. The article must still meet the definition of research as well as all other criteria
- must have an International Standard Serial Number (ISSN)
 - Some journals may be regularly published as separate volumes with an ISBN rather than an ISSN. Provided that the publication is clearly identified as an edition of a journal, and not a book, articles in such publications may be eligible if they meet all other criteria
 - If an ISSN does not appear in the journal:
 - external evidence such as an ISSN number being cited in an extract from an authoritative journal listing, such as the Thomson-Reuters Master Journals List or from the Scopus database; or
 - evidence that the journal is classified as 'refereed' in the Ulrich's Knowledgebase;
- the author must be affiliated with the claiming HEP as set out in section 9.4 of Part C.

9.3.4 Conference publications

To be included in this category the conference publication must meet the definition of research as amplified in the general requirements for research publications (see section 9.1 of Part C) and must:

- be published in full. The papers may appear in a number of different formats, e.g. a volume of proceedings, a special edition of a journal, a normal issue of a journal, a book or a monograph, CD-ROM or conference or organisational web site
- be peer reviewed (see section 9.6 of Part C)
- be presented at conferences, workshops or seminars of national or international significance
- the author must be affiliated with the claiming HEP, as set out in section 9.4 of Part C.

9.6 Peer review

For the purposes of the HERDC, an acceptable peer review process is one that involves an assessment or review of the research publication in its entirety by independent, qualified experts before publication. Independent in this context means independent of the author. Peer review is relevant for journal articles, conference publications and online books (see section 9.9) being counted in the Research Publications Return - Return 2.

For journal articles, any of the following are acceptable as evidence of peer review:

- the journal is listed on the ARC's ERA 2010 journal list
- the journal is listed in one of the institute for scientific Information indexes
- the journal is classified as 'refereed' in the Ulrich's Knowledgebase
- the journal is included in the department's register of refereed journals (no longer maintained)
- there is a statement in the journal which shows that contributions are peer reviewed
- there is a statement or acknowledgement from the journal editor which shows that contributions are peer reviewed
- a copy of a reviewer's assessment relating to the article.

For conference publications, listing on the ARC's ERA 2010 conference list is acceptable as evidence for peer review for conference publications.

IMPORTANT NOTE:

A statement from an author that a publication was peer reviewed is not acceptable. The existence of a national or international advisory board is also not sufficient evidence that all relevant publications were assessed by members of it.

For books and book chapters, the concept of a commercial publisher (as defined at section 1.3.4) is used as a surrogate test of quality in place of a peer review requirement.

9.9 Electronic works

Electronic works are eligible to be counted, provided they meet all the relevant criteria in these specifications (as set out in section 9 of Part C) for the publications category against which they are being claimed. If a book (or book chapter) has only been made available online, and therefore has not been published by a commercial publisher and/or offered for sale, then the HEP can only report the book (or book chapter) under its research publications return if it has been through a peer review process.

1.4 UNSWorks

Most academic journals allow you to deposit the manuscript version of your publications and research material in [UNSWWorks](#), the UNSW institutional repository. Material in UNSWorks can be found on the web by other researchers and by the public, free of charge. UNSWorks is part of an international movement to enhance scholarly research communication by establishing a system of open access and interoperable repositories for the long-term curation of research material.

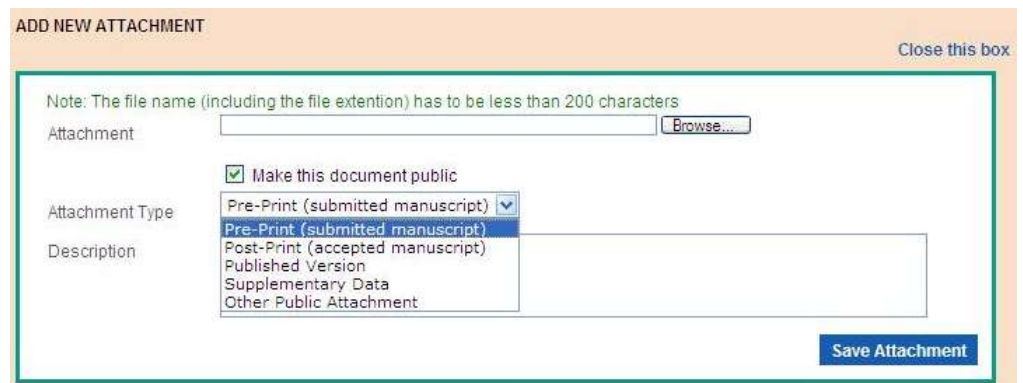
As well as articles, conference papers, books and chapters, you can add such things as research and technical reports, working papers, images used for research and interactive media. Detailed information on UNSWorks is available at <http://unsworks.unsw.edu.au/vital/access/manager/Legal?title=Policies+and+Guidelines>

Click on “Add Another Attachment” to browse for the paper you want to upload. Tick the box “Make this document public” and choose the appropriate “Attachment Type”. Add a description if you think it useful before you save the attachment.

You can add more than one attachment for UNSWorks.

When you save the attachment for UNSWorks, you will be asked to sign an Agreement for it to become public or request that the UNSWorks team check copyright and publisher permissions for you.

The attachment will be sent to the UNSWorks team to process.



The screenshot shows a web form titled "ADD NEW ATTACHMENT" with a "Close this box" link in the top right corner. The form contains the following elements:

- A note: "Note: The file name (including the file extension) has to be less than 200 characters"
- An "Attachment" field with a "Browse..." button.
- A checked checkbox labeled "Make this document public".
- An "Attachment Type" dropdown menu with the following options: "Pre-Print (submitted manuscript)", "Pre-Print (submitted manuscript)", "Post-Print (accepted manuscript)", "Published Version", "Supplementary Data", and "Other Public Attachment".
- A "Description" text area.
- A blue "Save Attachment" button in the bottom right corner.

2 Managing your publications

Your publications are listed by year on the Research Publications homepage. The information includes if they have been accepted for HERDC. You can view the details about a particular publication by clicking on its Pub ID.

2.1 Maintaining information about yourself

“My Profile” on the homepage let’s you to list your preferred name, record one of your citation names, and add your phone and mobile number as well as an email address.

2.2 Wrong authors on a publication

If a wrong author has been added to a publication, delete the incorrect author and add the correct authors.

Do NOT use Edit to change an existing author’s name to a correct one.

2.3 Duplicate publications

If you find more than one record for a publication, determine which record has the better information, add information to this record from the unwanted one, and ask your School Administration staff to delete the unwanted record.

2.4 Publication Groups

Publication Groups let you store and print sets of your publications. Two Groups have been preset:

- My Research Gateway List is added to your publication list on the Research Gateway.
- The ERA Peer Review is not necessary currently.

You can create your own groups and add publications to them. You can also add a publication to a Group as you are adding it.

Double-click on the name of a Group to change its name.

To print or save the publications in a Group, go to the Research Publications homepage and search Publications on your name and the Group, and use the Report function on your search results screen to save a PDF copy of the Citation List in Harvard style.

Group Name	No. of Pubs	Actions
Make Available for ERA Peer Review	0	Edit Export Report
My Research Gateway List	1	Edit Export Report
Grant list	0	Edit Export Report

Edit Group : Grant list

Note: click on the publication group name below to edit and press enter or click save to commit the changes

Group Name: Grant list [Delete this group](#)

Search for publication and add to group

Existing publications in Group "Grant list"

Pub ID	Publication Name	Category	Action
--------	------------------	----------	--------

2.5 Saving and printing publications

For any search result, you can get a PDF list of the publications by using the Report function on your search results screen. Please note that only the following report is available:

Report Type: Citation List
Style: Harvard

However, most PDF readers have an option to convert the PDF to text.

The screenshot shows the 'Search Publications' interface. On the left, there are various search filters: Pub ID, Category (All Categories), Year (2010-2010), Publication Title, ISSN/ISBN, HERDC Status (All), Licence Status (All), Faculty (Engineering), School (School of Mechanical and Manufacturing), Person, Pub Group (None), and UNSW Options (All). On the right, there is a 'Sort Sequence' section with four 'Select Sort' dropdowns. Below these are buttons for 'Search', 'Report' (circled in red), 'Statistics', and 'Clear'. At the bottom, there is a table with columns: Pub ID, Publication Name, Category, O/E, HERDC, License, and Contact. The table contains four rows of publication data.

Pub ID	Publication Name	Category	O/E	HERDC	License	Contact
201025443	Determination of fault topology in mechanics	E1 - Conference - Full Paper Re. JS			n/a	Ryder Sawatts
201025438	Fault Severity Estimation in Rotating Mechan.	E1 - Conference - Full Paper Re. JS			n/a	Ryder Sawatts
201025429	A Cellular Automata Based Crowd Behavior	E1 - Conference - Full Paper Re. JS			n/a	Keping Jia
201025420	Fast Human Identification for Video-based S...	E2 - Conference - Full Paper, N. JS			n/a	Keping Jia

2.6 Publications on your Research@UNSW Gateway profile

A publication in ResPubs appears on the Research@UNSW Gateway when:

1. The 'My Research Gateway' box is ticked,
2. The 'Data Entry Complete' box is ticked,
3. 'In Press' is NOT ticked,
4. Your author name that has been added to the publication has the correct Staff ID in its associated Person record on ResPubs, AND
5. Your Person record on ResPubs has a citation name in its associated Person record on ResPubs.

a. My publications in ResPubs are not on my profile on the Research@UNSW Gateway

If the first three are correct on the publication, and the publication is not on your Research@UNSW Gateway profile, try the following:

1. Check your author name is linked to the correct form of your name:
 - a. Search for the publication
 - b. Click on Add Another Author
 - c. Click on Search Authors, type in your Staff ID and click on Search
 - d. If "Added" is next to your name then the record is linked to the correct form of your name
 - e. If "Add" is next to your name, click on the hyperlinked "Add" to add the correct form of your name to the record and then click on Delete next to the incorrect form of your name
2. Check if you have a citation name
 - a. Search for the publication
 - b. Click on Edit next to your name in the list of Authors
 - c. Type in a Citation Name if one is not there and then click Save. Generally, a Citation name looks like LastName, Initials.

- d. If there was no citation name, go back to the ResPubs homepage and click on My Profile to add a citation name in your Person record if there is not one there. All future records that are added to ResPubs will then have a citation name.

An Administrative person can make these changes on your behalf using the 'Enter data for ...' function

b. New publications on ResPubs

When you add a new publication, the 'My Research Gateway' box is automatically ticked when you click on Save Publication Information if the above five conditions are met.

c. Removing a publication from your profile on the Research@UNSW Gateway

1. Search for the publication
2. Click on the 'My Research Gateway' tick box to turn off the tick and click on Save Publication Information

Note: this will remove it from your Research@UNSW Gateway profile page. It will not remove from any other author's profile.

An Administrative person can remove a publication for you using the 'Enter data for ...' function

d. How long will any changes take to appear?

There can be a delay of up to 48 hours before changes on ResPubs appear on the Research@UNSW Gateway. Changes are sent to the UNSW Data Warehouse (JULIA) daily, and the Gateway picks them up from there.