Abridged Manual Personal Metis

From version 4.4

Author: Annemiek Teuben
Date: 10 October 2017
Metis Version: 4.4.18.6
Manual Version: 1.4
Table of Contents

1. Introduction .................................................................................................................. 3
2. Logging in ..................................................................................................................... 3
3. Start screen ................................................................................................................... 4
4. Consult publications ..................................................................................................... 5
5. Register new publication .............................................................................................. 6
   5.1 Register new publication ......................................................................................... 6
   5.2 Select author(s) work relationship ........................................................................... 6
   5.3 Add research programme ....................................................................................... 8
6. Optional functionalities ................................................................................................... 10
   6.1 Dataset ...................................................................................................................... 10
   6.2 Relate results to other results .................................................................................. 11
7. Uploading to RePub ..................................................................................................... 14
8. Link to Promas (people pages) .................................................................................... 15
1. Introduction

This manual contains the most important information that is necessary to add and modify a publication for upload to Repub. Minor modifications that EUR will start to use immediately are also addressed. These include the extensions of the publication type dataset and the option to relate publications to each other. Finally, this manual describes the custom functionality to add a research program at a publication.

2. Logging in

You will be redirected to Surf Conext.1
- Select the Erasmus University Rotterdam

You will be redirected to the Single Sign On (SSO) Service from the Erasmus University.

---

1 SURF is the collaborative ICT organisation for Dutch education and research. SURF offers students, lecturers and scientists in the Netherlands access to the best possible internet and ICT facilities. Surf Conext offers an infrastructure which can help organisations with authentication and authorisation to login to all services securely using their institution’s account.

More information about Surf Conext can be found at

3. Start screen

The Personal Metis start screen contains the publication list of the researcher who is logged in.

- **Add result:** enter new publications
- **Export:** export overview of publication list (you will then see lists in various formats, such as APA, RIS format, Vancouver).
- **Profiles:** make any modifications in Promas so that these are visible via the People Pages
- **Filter & Sort:** Filter and sort your publication list.

---

**Login with your ERNA (12345abc@eur.nl)**

If you have problems with authentication please contact your **faculty administrator**.
4. Consult publications

Double click on a publication from the list to view and/or modify it.

Hover the mouse over the symbols to see balloon tooltips containing more information.

Double click to open the publication. The researcher can modify publications that have the status Work in Progress or Published. Publications with a Validated status have already been checked and validated by the faculty administrator. These publications can only be consulted.
5. Register new publication

5.1 Register new publication

- Click on Add Result
- **Result Category**: Select a result type from the selection list of various result types. The *External Classification* is stated between brackets i.e. the audience for which the publication is intended is displayed.

- **Status**: Select the status of the publication (Work in Progress or Published)
- **Authors**: Check *Complete the list with authors* if applicable. Type a surname and click enter. Usually a selection list will appear with possible author names.
- **Title result**: Enter a title and check whether the relevant publication is already registered (e.g. by a co-author).

5.2 Select author(s) work relationship

- Check whether the work relationship is correct by clicking on the symbol with the letter . Authors that are linked to multiple faculties or CAP groups
- Use the information button to select the correct Faculties/departments
If an author is not available in Metis, the following notification will be displayed:

This is a new researcher or author in Metis.

Select cancel and search using the search button by entering any variants on names (maiden name, part of a surname etc.). If the author still does not appear, add the name via the add button in the figure above.

5.3 Add research programme

- Click on Add Research

The following screen will appear.
- Type a part of your research programme in the research id. In the example below all research programs of ESHCC are shown.

Tip: If you don’t know the code of the research programme you are looking for, type the abbreviation of your faculty and use a percent sign prior to and directly after the search string (for example %ESHCC%).

- Select the correct research programme.
Another option to select the research program is to type a part of the title.

6. Optional functionalities

6.1 Dataset

The registration of the meta data associated with the dataset has been extended. It is also possible to relate a dataset to any other publication.

Variables of dataset:
6.2 Relate results to other results

It is possible to relate existing results to a dataset. All result types can be selected. It is also possible to relate a dissertation to a publication.
Therefore:

Dataset ~ all publication types ✔
Dissertation ~ all publication types ✔
Article ~ Article (...) y ❌

- Click on *add results*
- Select the period over which the related publications were published or remove the start and end date.
- Tick to select the publications that are related to the dissertation.
- Click on *connect selected results*
The dissertation will now be stated in the related publications. See the highlighted example above entitled “Why do we read sad books? ...” In the example below, this publication is related to dissertation as related publication.
7. Uploading to RePub

In the framework of the open access policy, after registering your publication in Personal Metis it is compulsory that you upload the final author’s version of your scientific article to Erasmus Repository RePub from Personal Metis. The full text will be assessed by the university library and supplemented with bibliographic details. It is also necessary to include the DOI of an article in the publication details in Personal Metis.
Upload your full text in PDF format. If you have questions please contact the university library. By clicking on the upload button in the start screen with the publication list, a menu will appear enabling data export to RePub. Follow the instructions if you wish to enter your publication on the RePub site that follows. If the university library has included the publication in the repository, the URL (URL, IR) will be shown in the Metis edit screen at the bottom of the publication. In the consultation screen you can use this icon to view the uploaded version.

**Important:** Ensure that the DOI is entered in Personal Metis, before uploading a publication to Repub. Only then, after the assessment and incorporation of the full text in the Repository, a handle will be sent to Personal Metis. This handle will also be clickable in the list of publications on the researcher’s people pages.

### 8. Link to Promas (people pages)

You can connect directly to Promas via Personal Metis, without having to log in again.

- Click on ‘Profiles’.

**Please note:** After entry, publications are not immediately visible on the people pages. In general, this process will take 1-3 days.