In this seminar...

• Why we collect publication data
  – See UWA Publications Manual, section A,1

• Publication categories
  – See Manual sections C and D

• Highlights of the eligibility criteria
  – See Manual sections B, C, and D, in particular sections 3 and 4

• Using the database
  – See Manual section 2

• Where to find more information
Essential Reading and Further Information

- **UWA Publications Manual 2011**

- Help sections on the Publications Database

- “How to enter authors” via the entry form


- Contact the RAU via [pubs@admin.uwa.edu.au](mailto:pubs@admin.uwa.edu.au)
The Publications Collection

• Research publications are collected annually for several purposes, including:
  – Reporting to the government as part of the HERDC for use in allocating the research component of the Commonwealth Operating Grant
  – Reporting to the ARC as part of the ERA research quality assessment
  – Allocation of the UWA budget via the FFM

• We collect publications from the previous year. In 2011, we are collecting 2010 publication information.

• The database opens for data entry once the previous year’s collection has been finalised. Schools are encouraged to start entering publications early.

• The database closes at the end of March, and all publications must be entered, checked, and submitted by the schools by the closing date.

• **The closing date is 25 March 2011 for this year’s collection**
Publication Categories

• HERDC and Creative Works categories:
  
  | A1 | B1 | C1 | E1 | F1-8 |
  
• Not for audit publications:
  
  | A2 | A3 | A4 | A5 | B2 | C2 | C3 | C4 | D | E2 | E3 | E4 | G | I | K | L | M |
  
• Eligibility criteria for these publication categories are outlined in Section C of the Manual.

• All HERDC and Creative Works publications **must** meet the criteria, and schools **must** be able to provide the required verification materials.

See Sections C and D.
Publication Categories (cont.)

- The old J categories are now Fs
- The old F category is subsumed into the new Fs
- The old H category is now F4
- Only the HERDC and Creative Works categories will be audited this year
- Only the HERDC and Creative Works categories will gain points this year

See Tables B and D
Definition of Research

• All research publications must meet the definition of research, as set out in section 3 of the Manual
  – This includes the Creative Works
• One aspect is originality – we can’t claim previously published work
  – Check the publications in previous years to make sure the publication hasn’t been claimed already
  – Can’t claim a conference paper as an E1 and a C1, unless they are significantly different publications
  – Summaries of previously published works, and reprints or reproductions of previously published works, are not eligible

See 3
Peer Review

- Evidence of peer review (also known as refereeing) must be provided for all C1s and E1s. The full article must be peer reviewed, not just the journal it is in.

- Useful tools for proof the journal is peer reviewed:
  - Ulrichs Periodicals [http://www.ulrichsweb.com](http://www.ulrichsweb.com)
  - Thomson Reuters ISI [http://www.isinet.com/journals](http://www.isinet.com/journals)
  - The ARC ERA 2010 journal list [http://www.arc.gov.au/era/era_journal_list.htm](http://www.arc.gov.au/era/era_journal_list.htm)

- Other acceptable proof of refereeing:
  - A statement acknowledging or outlining a peer review process in the journal or conference proceedings or on the conference website
  - A statement from the journal or conference proceedings editor
  - A copy of the independent reviewers’ assessment

- You can also find information at Scopus or Web of Science:
  - [http://www.scopus.com](http://www.scopus.com)
  - [http://isiknowledge.com](http://isiknowledge.com)

- A statement from the author is not enough

See 4.7
Commercial Publisher

• Evidence that the publisher is a commercial publisher must be provided for all A1s and B1s.

• The core business of commercial publishers is publishing
  – UWA Press is a commercial publisher
  – A school or faculty is not a commercial publisher

• This is a measure of peer review. If there is no editorial process involved, then the publication does not count
  – Eg, companies that publish theses as books without any editorial or reviewing process

See 4.8
Verification Requirements

- For audit of publication categories, you will need to be able to provide the required verification material at the time of audit.
- It is the school’s responsibility to provide the verification material, not the auditors’.
- It’s easier to enter the data if you have all of the information in front of you, so many schools won’t enter a publication until they have all the verification material.
- You need to keep all verification material for the previous 3 collections, in case we need to provide the information in an external audit.
- The 2012 ERA has been announced, and we may ask for verification material dating back to 2005.

See 4.11; Tables A, B, and C
Authors

• All authors must be entered, not just the school authors
• Schools must only claim authors in their own schools
• All UWA authors must have a UWA byline or hold an appointment/enrolment.
  – Also known as “author affiliation” or “author address”, this must contain the words “University of Western Australia”, naming the school only is not enough.
  – Any PYRL, STUD, or HON authors who do not have a UWA byline must sign an Affiliation Letter. You only need to provide Affiliation Letters for authors without UWA bylines.
  – If there’s no UWA byline and they can’t or won’t sign the letter, then they cannot be claimed as a UWA author
• OTHER authors cannot be claimed unless they have a UWA byline. We cannot accept Affiliation Letters for OTHER authors.

See 2.3.2; 4.3
Getting access to the database

• Go to https://www.admin.uwa.edu.au/respub/

• Log in to the database using your pheme username and password

• If you don’t have school user access, email pubs@admin.uwa.edu.au with your pheme username and school, and we’ll add you.

See 2.1; 2.2
Enquiry Screen

- Use the Enquiry Screen to search, for example by multiple years, authors, or for specific publications
- Click Add New to add a publication entry
Searching

Before entering a publication, check the current and previous year to see if the publication has already been entered.

Search by author in **Any Author Surname, Initials** using wildcards:
- Surname%
- Surname, f.%
- Surname f.i.

Search by Publication Category for particular publication types

Search by Publication Status for all entries at a particular stage

Click on the ? buttons for selection lists or help for each search field
Sneaky tips #1 and #2

• Some newer versions of browsers keep a copy of the text you enter into text fields or search fields. This is not a feature of the publications database, and does not replace doing a search.

• The search fields on the database are very sensitive to punctuation and typos. Try searching for a smaller chunk of text rather than the full title. This will increase the chance of finding a result if there are transposed letters, or if there are punctuation differences between the entered title and the search string. Many of the duplicates we remove are due to a difference of one character or one word.
Adding new publication entries

• Reduce your workload – search the current and previous years for the publication to avoid entering it multiple times
• Select the year of publication (2010)
• Make sure your school code is in the box
  – It defaults to your school
  – If you enter for multiple schools, make sure you have the correct school in the box
• Enter the Publication Category
  – If this is blank, it will create a C1 by default. You can change the publication category later
• Click Add New
• Enter the publication data
  – Underlined field names indicate required fields – you must enter a value to be able to Submit the entry
  – Fields are category-specific, eg you need an ISSN for a C1 but not for a K1
Saving, Checking, and Submitting

- You can save the entry at any time by clicking **Save**
- Once you have entered all the data, click **Check 1** to validate the entry and check for errors
  - The checking process only checks for problems with the form of the data, and cannot check the content. You will need to double check that the data is correct.
  - Problems with the entry are shown with red text. You will need to fix the errors before you can submit the entry
  - A checked entry with validation errors will change to Preliminary status
  - A checked entry with no validation errors will change to Validated status
- When there are no errors, you can **Submit** the entry. This will signal to the RAU that the entry is complete.
  - You will not be able to edit the entry once you submit it, so it’s a good idea to only submit once you’ve entered all the publications
  - Many schools do not submit their publication entries until both administrative and academic contacts, as well as the Head of School have seen and checked the data

See 2.3.13; 2.4; 2.7
This entry has been checked, and the database has found two errors. The entry cannot be submitted until those errors are resolved.
Sneaky tip #3

School users can’t delete publication entries

• If you have an entry that is not required (e.g., a duplicate, or a publication that you later find to be ineligible), you have two options:
  – Email pubs@admin.uwa.edu.au with the reference number and the reason for deletion, and we’ll delete it for you

OR

  – Overwrite the surplus entry with the information for another publication.
Entering Authors

- The number of authors and the points are calculated based on the way authors are entered. Errors in the authors translate to errors in the points calculations, and ultimately to the way income is claimed and allocated.

- Authors must be entered in the order that they appear on the publication.

- Schools “claim” authors by annotating them with an author type:
  - /PYRL for academic, research, and general staff on the payroll
  - /STUD for UWA student authors
  - /HON for Honorary and (Clinical) Adjunct authors on the payroll system
  - /OTHER for authors with a UWA byline but who do not hold an appointment or enrolment at UWA

- Non-school authors are any authors who do not have a /author type associated with them. They may be UWA authors from another school, or non-UWA authors.

- Only add =UWA byline to /HON and /OTHER authors if they have a UWA byline on the paper. This is checked by the auditors.

- If a /PYRL /STUD or /HON author does not have a UWA byline, you will need to get a signed affiliation letter.
Entering Authors (cont.)

• Authors must be entered with following syntax:
  – Surname, First initial. Second initial.
  – Przywolnik, E.
  – Przywolnik, E.A.
  – Przywolnik-Smith, E.A.

• You can use the Staff Lookup List to select authors

• You can type straight into the Author(s) box, and the database will try to match up the name with a staff member or student when you click Check 1

• If you get an error “Author not found in school”, contact pubs@admin.uwa.edu.au with the details of the author.
Sneaky tip #4

There is no option to generate an Affiliation Letter for PYRL or STUD authors, the database assumes that PYRL and STUD authors have a UWA byline

• To get around this:
  – Change the author to /HON and click Check 1.
  – Follow the instructions in the red error message next to the author to generate an Affiliation Letter
  – The letter will include the details for all publications for this author. Delete the publication details you don’t need from the letter
  – Change the author back to /PYRL or /STUD
  – Get the affiliation letter signed and fax or mail it to the RAU Office. We will make the necessary changes on the database for you.
Special characters and other tricky things

• We ask you to enter the information, especially the title, **exactly** as it appears on the actual publication.

• Some disciplines use special characters

• There is a special characters set in the Help from which you can copy and paste

• Otherwise, you can copy and paste in unicode characters:
  – [http://www.atm.ox.ac.uk/user/iwi/charmap.html](http://www.atm.ox.ac.uk/user/iwi/charmap.html)

• It’s worth noting that differences between characters can confound your searching, eg alpha vs α vs &amp;#945;
WoS Imported Entries

- Around 1300 entries imported from Thomson Reuters Web of Science to save data entry time and effort
- Only publications with a UWA byline
- We’ve identified and assigned to schools all authors with UWA bylines
- We’ve tried to only import entries that were not already entered in ResPub
- What do you need to do?
  - Check the authors in the imported publications: are all the school authors identified, are all identified authors actually school authors?
  - Enter any missing data
    - Any International Co-Authors?
    - FoRs
    - Strategic Research Area
  - Validate and Submit
  - Contact the RAU with any problems
Late Publications

• We are collecting late UWA affiliated publications from 2005-2009
  – UWA byline or Affiliation Letter, ie “normal” author affiliation rules
• Please do not enter publications completed while the author was at another institution
  – These publications may be eligible for the next ERA – we’ll have a separate collection, tba
• To add to the database:
  – Select the correct publication year, and click **Add New**
  – The rest of the process is the same as normal entries
ERA 2012

• It has been announced that the next ERA will happen in 2012

• We’ll run an ERA publication collect most likely in the second half of this year
  – ERA publications are those completed by UWA staff while they were at another institution, ie publications without a UWA affiliation

• **Do not** enter any ERA publications at this time
  – We’ll let you know what’s happening with the ERA later in the year when we know more
Essential Reading and Further Information

• **UWA Publications Manual 2011**
  

• Help sections on the Publications Database

• “How to enter authors” via the entry form

• Find useful links and documents at our webpage: [http://www.research.uwa.edu.au/staff/publications](http://www.research.uwa.edu.au/staff/publications)

• Contact the RAU via [pubs@admin.uwa.edu.au](mailto:pubs@admin.uwa.edu.au)