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UWA Publications Collection 2013

Overview of the collection process

Using Minerva

Research Assessment Unit
February 2013

In this seminar...



- Why we collect publications data
 - See *UWA Publications Manual*, section A
- Collection process and specifications
 - See Manual section A.1 for collection process
 - See Manual section A.2 for data entry
 - See Manual sections B and C for specifications
 - See Manual section D for research code of conduct information
 - See Manual section E for publication category templates
- Using Minerva
 - See Manual section A
- Where to find more information

Essential Reading and Further Information



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- *UWA Publications Manual*

<http://www.research.uwa.edu.au/staff/publications>

- Help sections on Minerva

A screenshot of the Minerva website interface. The top navigation bar is black with the University of Western Australia logo on the left and the word "MINERVA" on the right. Below this is a blue navigation bar with links for "GO TO: STAFF LIST PUBLICATIONS LOGOUT HELP" (the "HELP" link is circled in red), "Responsibilities", and a dropdown menu for "School Publication Contact". Below the navigation bar is a white section with a yellow envelope icon and a blue question mark icon (both circled in red) followed by the word "Publications" in blue. Below this is a search bar with a "Scope:" dropdown menu set to "(all)" and a "(show summary details)" link.

- Find useful links and documents at our webpage:

<http://www.research.uwa.edu.au/staff/publications>

- Contact the RAU via:

pubqueries-research@uwa.edu.au

Why we collect publications data



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- 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 2013, we are collecting 2012 publication information
- We also collect missing/late 2007-2011 publications with or without UWA affiliation
- The database closes at the end of March. By the closing date:
 - Publications must be entered and checked by the schools
 - Audit materials must be uploaded to the publication entries by the schools
 - Publication entries must be Submitted by the schools
- The closing date for publications data entry is **22 March 2012**

Publication Categories



- Audit categories (HERDC and Creative Works):

A1	B1	C1	E1	F1-8	P
----	----	----	----	------	---

- Non-Audit categories:

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 B and C

Definition of Research



- All research publications must meet the definition of research, as set out in section 3 of the *UWA Publications 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 both 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

Peer Review



- Evidence of peer review (also known as refereeing) must be provided for all C1s and E1s. The publication must be peer reviewed, not just the journal it is in.
 - Original research articles in refereed journals have been peer reviewed, but other article types may not have been
 - For example, a letter published in a “refereed” journal may not be peer reviewed, even though original articles are peer reviewed.
- Useful tools for proof that **original research articles in the journal are peer reviewed**:
 - Ulrichs Periodicals <http://ulrichsweb.serialssolutions.com/>
 - Thomson Reuters ISI masterlist <http://ip-science.thomsonreuters.com/mjl/>
 - The ARC ERA 2012 or 2010 journal list <http://www.arc.gov.au/era/>
- 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
- **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 books and distributing them for sale
 - UWA Press is a commercial publisher
 - A school or faculty is not a commercial publisher
- If publishing is not the core business, then there must be a distinct organisational entity devoted to commercial publication

Verification Requirements



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- Verification material as outlined in the *UWA Publications Manual* is required for all Audit category publications
- It is the school's responsibility to provide the verification material, not the auditor's
- You will be required to upload electronic copies of all of the audit materials on Minerva **before submitting the entry**
- Please keep in mind that the uploaded documentation will be used to assess the publication against the category requirements
 - Incomplete or illegible documentation may result in the publication being knocked back by the auditors
 - You can add an explanatory comment to the publication entry to highlight important information that the auditor may miss

See 4.11; Tables A and B

Requirements: Author Affiliation

(UWA-affiliated versus non-UWA Affiliated)



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- All authors must be entered on the publication entry in the order that they appear on the publication
- All UWA authors and UWA staff/students must be correctly identified on the publication entry – not just your own school's authors
- Minerva can identify UWA staff and students either with or without UWA affiliation on the publication
- Use the author's name as it appears on the publication itself, even if it differs to their name as recorded by the HR system. Minerva uses the staff/student ID to identify UWA staff and students.
- See Section D for information about research conduct as regards authorship.
 - Relevant to all publications, but especially those authored by research consortia

See 2.5.2; 4.3

UWA-affiliated authors



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- Authors who did the work in their capacity as UWA staff members or Students, or external authors with a UWA byline
 - **UWA Byline authors:**
 - Must have a UWA byline
 - Usually holds or did hold an appointment or enrolment at UWA
 - If there is a clear UWA Byline but they were not and are not UWA staff or students, use OTHER=UWA Byline
 - **Affiliation Letter authors:**
 - No UWA Byline
 - Must hold or have held an appointment or enrolment at UWA
 - Must be able to provide a signed affiliation letter, stating that they did the work in their capacity as a UWA staff member or student

Non-UWA Affiliated authors



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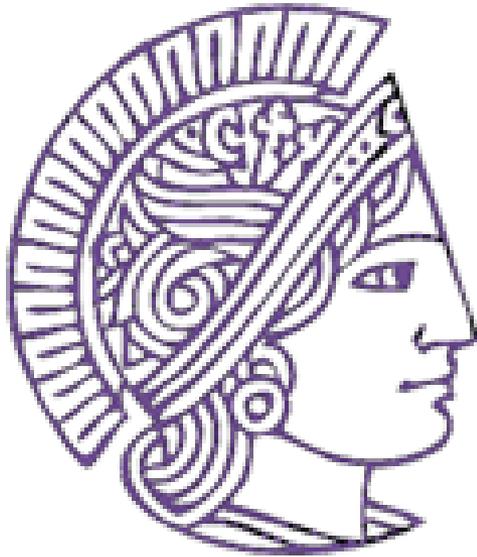
- These are authors who did not do the work in their capacity as UWA staff members or students, and who do not have a UWA byline
- Non-UWA affiliated authors:
 - **Current UWA staff members:**
 - No UWA byline
 - Did not do the work in their capacity as UWA staff members
 - Now hold an appointment at UWA
 - Sometimes referred to as “ERA authors”
 - Wholly **external authors**, not current staff members:
 - No UWA byline
 - Did not do the work in their capacity as UWA staff members
 - Do not hold an appointment at UWA

Changes to HERDC Specifications



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- The 2013 HERDC Specifications have not yet been released by DIISRTE. We will pass on any changes to the HERDC guidelines once the documentation has been made available.
- Changes from 2012:
 - Books and book chapters published solely online (ie no print or CD-ROM version produced) are not eligible this year
 - Guidelines now specify the types of books, journal articles, and conference publications that **are not eligible** – previous wording was “unlikely to be eligible”



MINERVA

- Minerva is the UWA publications database tool
- All publications information must be entered into Minerva
- Publications data does not contribute to the authors' Socratic Index calculation unless it has been entered into Minerva and has gone through the normal checks and audits
 - This includes non-UWA publications of new staff

Minerva, Socrates, and Pubs Database



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- UWA Publications Database has been decommissioned, Minerva has taken over all its data entry functions
 - Historical publications data (ie 2010 and previous) from the decommissioned system is available on Minerva, although some administrative data is unavailable for these publications
- Publication data in Socrates comes directly from Minerva
 - No direct data entry into Socrates
 - Socratic Index based on Finalised data from Minerva
- Focus on data collection in Minerva is:
 - Audit categories:
 - HERDC eligible publications
 - ERA eligible publications (creative works and Ps)
 - UWA staff and students
 - HERDC eligible
 - SI eligible

Key features of Minerva



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- Single entry for each publication, including joint school publications
 - Helps reduce duplicate entries in the database
 - Simplifies data entry and reduce duplication of effort
- Import facility, allowing search of and data import from Scopus and Thomson Reuters ISI Web of Knowledge (WoK)
 - Some automated author matching
 - Some automated publication category matching
 - Helps reduce manual data entry for schools with publications in journals indexed by Scopus/WoK
 - (NB: WoK importer is currently unavailable, due to changes to the WoK structures)

Key features of Minerva (cont.)



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- Multifaceted UWA staff/student and UWA author tagging
 - Sophisticated way of collecting author details such as UWA affiliation and Late authors
 - Can now collect UWA affiliated publications and non-UWA affiliated publications at the same time
- Supporting evidence document upload and online audit
 - Materials can often be sourced online, and electronic copies uploaded directly to Minerva
 - Auditors can audit majority of publications directly on Minerva
 - Helps speed up audit process

Using Minerva



- SPCs/APCs have access to the **Staff List** and **Publications** modules
- SPCs/APCs able to search and view all Finalised publication entries (historical data)
- SPCs/APCs will be able to search, view, and edit all publication entries until they are Submitted
 - This means you will be able to make changes to publication entries that another school has created

Logging on to Minerva

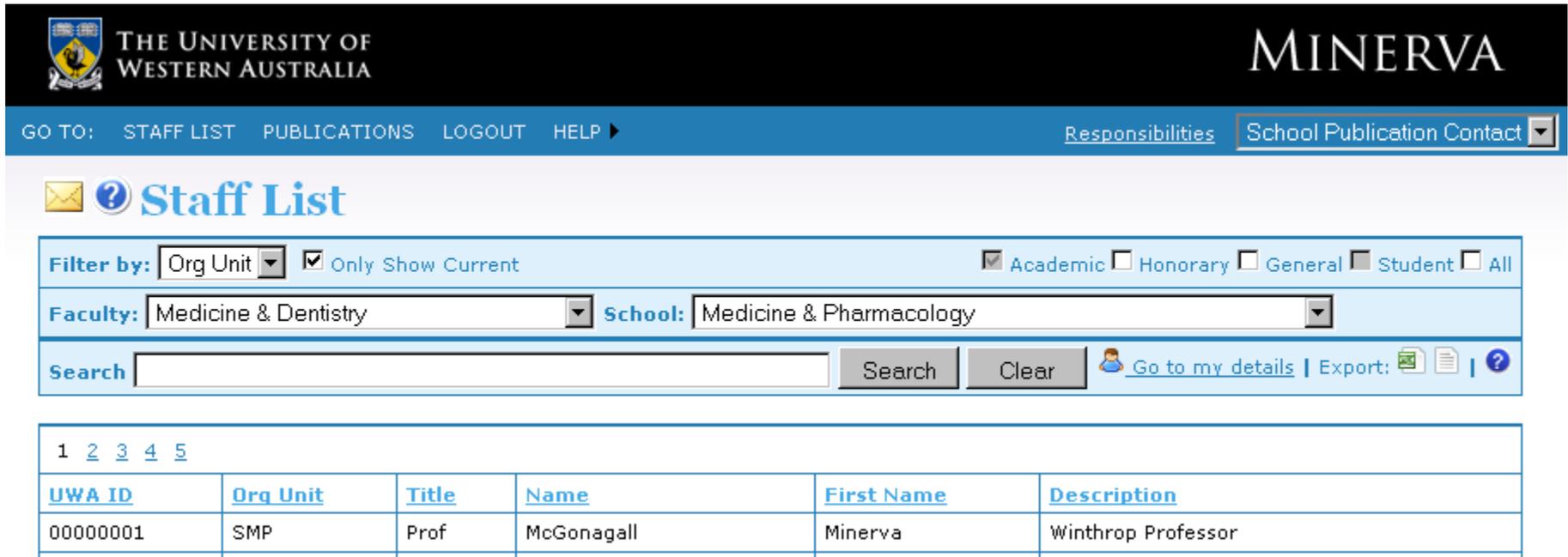


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- Go to <https://www.minerva.uwa.edu.au/>
- Use your staff number and PHEME password to log in
- Go to <http://www.pHEME.uwa.edu.au> to activate your PHEME account if you haven't already
- If you don't have SPC access, email pubqueries-research@uwa.edu.au with your details



Staff List



The screenshot shows the MINERVA Staff List interface. At the top left is the University of Western Australia logo. The main header area contains the text 'GO TO: STAFF LIST PUBLICATIONS LOGOUT HELP' and 'Responsibilities School Publication Contact'. Below this is a 'Staff List' section with a search bar and filter options. The filters include 'Filter by: Org Unit', 'Only Show Current' (checked), 'Academic' (checked), 'Honorary' (unchecked), 'General' (unchecked), 'Student' (unchecked), and 'All' (unchecked). The 'Faculty' is set to 'Medicine & Dentistry' and the 'School' is set to 'Medicine & Pharmacology'. There is a search input field, 'Search' and 'Clear' buttons, and a link to 'Go to my details'. Below the filters is a table with one row of data.

UWA ID	Org Unit	Title	Name	First Name	Description
00000001	SMP	Prof	McGonagall	Minerva	Winthrop Professor

- Filter the list by:
 - Organisational unit
 - Academic, honorary, general, student, or all
 - Whether the staff member is currently employed or not
- Export staff list if required

Publications



Publications

Scope: (all) ▾

Audit Org Unit:

Faculty: (all) ▾ School: Human Resources ▾

Found 2093 research outputs in 0.989 seconds. ([show summary details](#))

Print/Online Year: (all) ▾ | Submission Year: HERDC OF ▾ | Collection Year: (all) ▾

Search: Search Clear

Add Publication Export:

Category: (help) Author: Title: Pubs I've edited: ([less fields](#))

Results Per Page: 1000 ▾

Publication: ID: Tag: Deleted: (hide) ▾

Status: Return: All Publications ▾ Comment Filter: Check Student/Staff Link:

1 2 3

PubStatus	Year	Authors	Cat	Title	Publication	UWA: Points \$Points	Govt: Points \$Points	Tisi Cites	Scopus Cites	Links		
	2013	Eikelboom, R.H., Swanepoel, D., Motakef, S, Upson, G.	C1	Clinical validation of the AMTAS automated audiometer	INTERNATIONAL JOURNAL OF AUDIOLOGY	1.00 0.00	1.00 0.00				Edit	No Comments
	2013	Gluth, M., Tan, BYB, Santa Maria, P.L., Atlas, M.	C1	The unique microbiology of the unstable open mastoid cavity and considerations for surgical revision	JOURNAL OF LARYNGOLOGY AND OTOLOGY	1.00 0.00	1.00 0.00				Edit	No Comments

- Search for publications using various filters and parameters
 - Click **more fields** to access more search options
 - Check the **“Only show pubs I’ve edited”** box to search for your publication entries
- Click on the Export icons to run reports
- Click **Edit** to go to the publication entry
- Click **Add Publication** to start entering publications details

Adding publication entries



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- Click Add Publication
- Run a duplicate title search
 - Edit existing entry OR create new if not already entered
- Enter bibliographic details
 - Use import feature to import some publications data
 - Enter data manually
- Enter other information
 - Data not retrievable from Scopus/WoK, UWA-specific data
- Check all entered data
 - Including automatic author matches and publication category on Scopus/WoK imported entries
 - Ensure all UWA authors are identified, not just those in your own school
- Upload verification materials and supporting documents
 - Must upload full/extract of output, verification materials, and author affiliation letter (if required) as separate documents before Submitting
- Save at any time by clicking the **Save** button
- Submit the entry by clicking the **Submit to Research Assessment Unit** button

Duplicate Title search



Add New Publication: Duplicate Title Search

Before Creating a new publication entry, please search Minerva for the publication in existing publication entries using the search fields below. You must use either a part of the title or an author name.

Title:	<input type="text" value="policy"/>
Author:	<input type="text"/>
Year: (optional)	<input type="text" value="2015"/> <input type="text" value="2014"/> <input type="text" value="2013"/> <input type="text" value="2012"/>
Publication: (optional)	<input type="text"/>
<input type="button" value="Search for duplicates"/>	

Create New

Before creating a new publication entry, ensure that the publication has not already been entered by checking the search results below. If you are sure the publication has not already been entered into Minerva [create a new publication entry](#).

Search Results

The highlighted rows indicates those which are more likely to be a match. Matches found: 12

Pub Status	ID	Year	Category	Authors	Title	Publication	ISN	
Initial	474943	2012	C1	Slater, H., Davies, S.J., Parsons, R., Quintner, J.L., Schug, S.A.	A policy -into-practice intervention to increase the uptake of evidence-based management of low back pain in primary care: A prospective cohort study	PLoS ONE	1932-6203	Go to entry
Validated	473956	2012	B1	Letch, N.	Administrative Flexibility and Knowledge in Policy Delivery	Public Sector Reform Using Information Technologies: Transforming Policy into Practice	978-1-60960-839-2	Go to entry

- Run a Duplicate Title search to help reduce duplicate entries in the database
- Use a partial title to get a better search result
- Click on **Go to entry** to go to an existing entry
- Click on **create a new publication entry** to create a new publication entry
- Specifying a Year value will restrict the results to that year

Importing publication details



- Import search will only find publications that are indexed in Scopus or WoK
- Imported data may not be accurate – always check!
- Minerva attempts to automatically match authors with UWA Bylines to current staff
 - Ensure automatic match is correct
 - Ensure all UWA byline authors are correctly identified on Minerva
 - Ensure all UWA staff are correctly identified on Minerva
- Scopus and WoK document types do not correspond perfectly to UWA publication categories
 - Ensure the category is correct, and that the publication meets all the criteria for that category
 - Note that many WoK Conference Proceedings Papers are just abstracts or extended abstracts, so \neq E1

Importing publication details (cont)



- A. Select a citation supplier, or both
- B. Select **Only UWA Publications** or all publications

✉ ? **Publication Details**

DETAILS

Save Close

Import Search Scopus ISI Web of Knowledge Both **Only UWA Publications** SCOPUSID (Hide search fields) Clear Fields

Close Search

Title: complexes

Journal:

Year: 2012

Authors: LastName Initials +

brown, d -

Output Category: C1: Journal Article (Schol Refereed Journal)

- C. Use electronic ID search field, or click “Show search fields” for more options
- D. Add a search criterion, eg author surname
- E. Click **Import Search**

Importing publications data (cont)

← → ↻ <https://www.minerva.uwa.edu.au/Pub/PubDetail.aspx?publicationID=486729> ☆

Authors

This publication has international authors

	UWA ID	Name	Initials	UWA Affiliation (at time of publication)	Author Type (at time of publication)				
1	00071528	Scheiner	S.	UWA Byline	STAFF-PAYROLL				
2	00069842	Pivonka	P.	UWA Byline	STAFF-PAYROLL				
3	00049005	Smith	D.W.	UWA Byline	STAFF-HON/ADJ				
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> UWA Byline <input type="radio"/> No UWA Byline, is UWA affiliated at time of publication <input type="radio"/> No UWA Byline, is not UWA affiliated at time of publication	<input type="text"/>				

- Dark blue fields with red asterisks are mandatory
- Light blue fields are optional
- Not all data can be imported from Scopus/WoK, ensure all required data is entered
- Use the Edit icon () to edit author details
- Warning icon () indicates author data is incomplete

Bibliographic

Conference Article Title

B *I* U | HTML

Two-scale model for electro-diffusive transport through charged porous materials

[Comment](#)

Print Year: [Comment](#)

Online Year: [Comment](#)
[Unlock](#)

HERDC Submission Year: [Comment](#)

FFM Submission Year: [Comment](#)

ISBN/ISSN: [Comment](#)

Editor of conference publication: * [Comment](#)

Conference name: [Comment](#)

Manual data entry



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- Entering bibliographic and other publication data requires you to enter text into fields or select from drop down lists
- There are some specialised features:
 - Authors
 - Journal title and other details
 - Field of Research codes (FoRs)
 - Date of Conference

Authors



- To add an author, enter all relevant details, including UWA affiliation type and Author Type (as they were at the time of publication) where appropriate, and click the **Add** button
- You can enter the **UWAID and name details** in a few different ways:
 - Enter UWA ID (staff or student number) and click the green arrow icon (➔) to auto-populate their default name and initials
 - Enter their surname and click the binoculars icon (🔍) to search current and non-current staff and students
 - Manually type the author details of UWA and non-UWA authors
- You must select a **UWA Affiliation type** for all manually entered authors
- You must select an **Author Type for all UWA affiliated authors**
 - Those with a UWA Byline or affiliation letter
 - Leave Author Type blank for non-UWA Affiliated authors (previously external or /ERA)
- **Click the green Add icon (⊕)** to add the author details to the Author section
- Use the **This publication has international authors** checkbox to indicate whether there are international co-authors

Adding and editing Authors



Authors

This publication has international authors

UWA ID	Name	Initials	UWA Affiliation (at time of publication)	Author Type (at time of publication)				
1 00058349	Przywolnik	E.A.	No UWA Byline (Generate Letter)	STAFF-PAYROLL				
<input type="text" value="00078307"/> →	<input type="text" value="Murdock"/>	<input type="text" value="J.M."/>	<input checked="" type="radio"/> UWA Byline <input type="radio"/> No UWA Byline, is UWA affiliated at time of publication <input type="radio"/> No UWA Byline, is not UWA affiliated at time of publication	<input type="text" value="STAFF-Payroll"/> STAFF-Payroll STAFF-Honorary/Adjunct STUDENT-Undergraduate STUDENT-Postgraduate OTHER-UWA Byline	Add			

- **UWA-affiliated authors** (previously /PYRL, /HON, /STUD, /OTHER=UWA Byline)
 - Enter their UWAID, name, and initials
 - Select “UWA Byline” or “No UWA Byline, **is** UWA affiliated at time of publication”
 - Select appropriate Author Type – STAFF or STUDENT
 - Click **Add** icon

Adding and editing Authors (cont.)



Authors

This publication has international authors

	UWA ID	Name	Initials	UWA Affiliation (at time of publication)	Author Type (at time of publication)				
1	00058349	Przywolnik	E.A.	No UWA Byline (Generate Letter)	STAFF-PAYROLL				
2	00078307	Murdock	J.M.	UWA Byline	STAFF-PAYROLL				
	<input type="text" value="00069884"/> →	<input type="text" value="Yeats"/>	<input type="text" value="B."/>	<input type="radio"/> UWA Byline <input type="radio"/> No UWA Byline, is UWA affiliated at time of publication <input checked="" type="radio"/> No UWA Byline, is not UWA affiliated at time of publication	<input type="text"/>	Add			

- **Non-UWA affiliated authors who are now UWA staff** (previously /ERA)
 - Enter their UWAID, name, and initials
 - Select “No UWA Byline, **is not** UWA affiliated at time of publication”
 - Leave Author Type blank
 - Click **Add** icon

Adding and editing Authors (cont.)



Authors

This publication has international authors

	UWA ID	Name	Initials	UWA Affiliation (at time of publication)	Author Type (at time of publication)				
1	00058349	Przywolnik	E.A.	No UWA Byline (Generate Letter)	STAFF-PAYROLL				
2	00078307	Murdock	J.M.	UWA Byline	STAFF-PAYROLL				
3	00069884	Yeats	B.	No UWA Byline					
	<input type="text"/>	<input type="text" value="McGonagall"/>	<input type="text" value="M."/>	<input type="radio"/> UWA Byline <input type="radio"/> No UWA Byline, is UWA affiliated at time of publication <input checked="" type="radio"/> No UWA Byline, is not UWA affiliated at time of publication	<input type="text"/>				Add

- **Non-UWA affiliated authors** (external authors, previously left blank)
 - Leave UWAID blank
 - Enter their name and initials
 - Select “No UWA Byline, **is not** UWA affiliated at time of publication”
 - Leave Author Type blank
 - Click **Add** icon

Adding and editing Authors (cont.)



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Publication Details

DETAILS

Author X

OK Close

UWA ID:	<input type="text" value="00058349"/>
Author Type:	<input type="text" value="STAFF-Payroll"/>
Initials:	<input type="text" value="E.A."/>
First Name: (optional)	<input type="text"/>
Middle Name: (optional)	<input type="text"/>
Last Name:	<input type="text" value="Przywolnik"/>
	<input type="radio"/> Staff <input type="radio"/> Stu <input type="checkbox"/> Include Inactive
	<input type="radio"/> UWA byline OR <input checked="" type="radio"/> No UWA byline, has Affiliation Letter
Affiliation:	Non-UWA affiliation (at time of publication): <input type="radio"/> This author completed the work in their capacity as an affiliate of another institution (ie, the publication was not affiliated to UWA)
	Byline text (optional): <input type="text"/>

- Click the Edit icon () to edit author details

Journal details



Print Year:	<input type="text" value="2011"/>
Online Year: Lock	<input type="text" value="2010"/>
HERDC Submission Year	2012
Select Journal:	<input type="text" value="systems"/> 0167-8809: AGRICULTURE ECOSYSTEMS & ENVIRONMENT 1615-7591: BIOPROCESS AND BIOSYSTEMS ENGINEERING 1537-5110: BIOSYSTEMS ENGINEERING 0278-081X: CIRCUITS SYSTEMS AND SIGNAL PROCESSING 0267-6192: COMPUTER SYSTEMS SCIENCE AND ENGINEERING 0378-7796: ELECTRIC POWER SYSTEMS RESEARCH 1472-8915: ENGINEERING INTELLIGENT SYSTEMS FOR ELECTRICAL ENGINEERING AND COMMUNICATIONS 0957-4174: EXPERT SYSTEMS WITH APPLICATIONS 0018-8670: IBM SYSTEMS JOURNAL 1066-033X: IEEE CONTROL SYSTEMS MAGAZINE
ISBN/ISSN: Unlock ISBN / Search	
Place of Publication:	
Publisher:	
Volume:	
Issue:	
Pages:	
Strategic Research Area:	Please Select

Fields of Research

*

FoR 1:	None (set)
FoR 2:	None (set)
FoR 3:	None (set)

- Link the entry to the Minerva Journal List:
 - Use the Select Journal search interface
 - Start typing in the journal title and select from the autosuggestions
- ISSN and other details will auto-populate
- If the journal is not on the Minerva Journal List, enter the details manually

FoRs



Unlock ISBN / Search	
Place of Publication:	USA Comment
Publisher:	IBM CORP Comment
Volume:	1 Comment
Issue:	Comment
Pages:	12-22 Comment
Strategic Research Area:	None

Points

	Points	\$Points	Score	\$Score
UWA Points	0.07	0.07		
Govt Points	1.00	1.00	1.00	1.00

Fields of Research

From Journal: 0803, 0806

FoR 1:	50% - 0803: COMPUTER SOFTWARE (change clear)	
FoR 2:	FoR Level 2:	08: INFORMATION AND COMPUTING SCIENCES
	FoR Level 4:	0802: COMPUTATION THEORY AND MATHEMATICS
	Apportionment:	50
FoR 3:	None (set)	

- If the journal has FoRs assigned from the ERA Journal List, they will auto-populate in the FoR fields
- You may edit the FoRs and apportionments if the automatically assigned FoRs are not appropriate
- If Minerva does not auto-populate the FoRs and apportionments, enter them manually

Date of Conference



Date of Conference:	<input type="text" value="19/09/2011"/>  to <input type="text" value=""/> 
Strategic Research Area:	<input type="text" value="None"/>

Points

	Points	\$Points	Score	\$Score
UWA Points*	0.35	0.00	-	-
Govt Points	0.50	0.50	0.50	0.50

◀ **September, 2011** ▶

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	Thursday, September 22, 2011		

Today: February 13, 2012

- Use the calendars to select the correct start and end date
- Manually type in the dates in the format **dd/mm/yyyy**
- For one-day conferences, put the date in both start and end date fields

Document upload



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Publication Details

Scheiner, S., Pivonka, P., Smith, D.W. 2010, 'Two-scale model for electro-diffusive transport through charged porous materials', 9th World Congress on Computational Mechanics/4th Asian Pacific Congress on Computational Mechanics, 10, pp. -

DETAILS | **FILES** | HISTORY | External links: 

Verification materials Restricted

verification materials.doc

Uploaded Files

 factors - full paper.pdf	135.08 KB	Full publication/output	 Edit  Delete
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- Click on the **FILES** tab to get to the upload screen
- Select the supporting document type from the drop down menu
- Click **Browse** or **Choose File** to select the file on your computer
- If the document is sensitive (eg referee's report), select **Restricted**
- Click **Upload** to upload the file to Minerva
- Upload each type of supporting document separately, not all audit materials in one file
 - That is, the verification materials in one document, the full copy of the publication in another document, and the affiliation letters in another document
- This documentation will be accessed by the Auditors and used to assess whether the publication meets the category definitions

Updating existing entries



- You can edit all *in progress* publication entries, that is publications up to the point that they are Submitted
- You cannot edit publications after they have been Submitted or Finalised
- For existing publication entries that need updating with new information:
 - Enter the relevant details in the Comment section of the publication entry
 - Tick the box to email a copy to the RAU publications address
 - Click the **Add** button
 - RAU will review and make changes where appropriate

Comments (0) [Hide](#)

Author Smith, J. is a new staff member, UWA ID 00000001.
Page numbers should be 10-23.

Email a copy to:

pubqueries-research

Me

No comments have been added to this publication yet.

Audit



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- The audit will happen directly on Minerva
- You may be contacted by the RAU or by Auditors for further information about a publication entry
- The same audit materials for each publication category are required as in previous years
 - See the *UWA Publications Manual* for details of requirements
- The uploaded documents must be legible, and must include all of the required information to demonstrate that the publication meets the requirements
- We also require that schools provide hardcopies of A1 books for audit
- **You are required to upload all required audit materials to the entry before you submit it**
 - Please allow enough time to complete data entry and audit materials upload by 22 March 2012

After the Audit



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- All publication entries will be Finalised on Minerva by the RAU after the audit
- All publication entries will be viewable on Minerva to anyone with the PHEME username and password
- Finalised publications from Minerva will be displayed on Socrates

Essential Reading and Further Information



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- *UWA Publications Manual*

<http://www.research.uwa.edu.au/staff/publications>

- Help sections on Minerva

A screenshot of the Minerva website interface. The top navigation bar is black with the University of Western Australia logo on the left and the word "MINERVA" on the right. Below this is a blue navigation bar with links for "GO TO: STAFF LIST PUBLICATIONS LOGOUT HELP" (the "HELP" link is circled in red), "Responsibilities", and a dropdown menu for "School Publication Contact". The main content area has a light blue background with a "Publications" heading (the question mark icon is circled in red). Below the heading is a search bar with a "Scope:" dropdown menu set to "(all)" and a "(show summary details)" link.

- Find useful links and documents at our webpage:

<http://www.research.uwa.edu.au/staff/publications>

- Contact the RAU via:

pubqueries-research@uwa.edu.au