

PUBLICATIONS

A staff member's publications are not appearing on their Socrates. How do I enter them so they appear on there?

Publications cannot be entered directly into Socrates. They must be entered as part of the normal publications collection process. This means that all publications must be entered into Minerva for it to appear on a staff member's Socrates profile. Once a publication entry is created and saved in Minerva, it will automatically appear in Socrates.

When do publications attract Socratic Index (SI) points?

Publications will attract SI points once they have been Audited and Finalised on Minerva as part of the normal publications collection process (the status will show as 'Audited-Finalised' on Minerva). The SI window is currently 2009-2014. Publications will only attract SI points when the print year of a publication falls within the SI window. Currently, publications with a print year of 2009-2014 will earn SI points. This means that if a publication has an online year of 2014, and a print year of 2015, it will not earn SI points until the following year when the SI window moves to 2010-2015. The exception to this is online only publications, whereby the online and print years will both be the same.

What is a 'commercial publisher'

To meet the 'commercial publisher' definition, the publishing entity must:

- Undertake editorial review or independent peer review prior to publication, **AND**
- Publish books and distribute them for sale, as the main focus of the business or a distinct publishing arm of the business.

Publishers that only provide proof reading or copy editing services do not meet the commercial publisher definition. Similarly, Publishers who merely distribute the book for sale and do not conduct any editorial review do not meet the commercial publisher definition. VDM Verlag, Lambert Academic Publishing, and Nova Science Publishing are examples of publishers that do not conduct any editorial or peer review of manuscripts prior to publication. It is very unlikely that books or book chapters published by these companies will meet A1 or B1 requirements.

This publication was presented at a conference, but the proceedings were published in a journal. Is it an E1 or a C1?

A paper given at a conference and then published in a volume of conference proceedings is an E1, regardless of whether the conference proceedings is a standalone book, a website, or a special issue of a journal.

If the conference paper was significantly revised prior to publication in a journal, and it meets all other C1 requirements, it may be eligible as a C1. The School will need to provide both a copy of the publication being claimed as a C1 and a copy of the paper that was presented at the conference to assist in the audit.

Can poster presentations be claimed as E1s?

The DVCR has approved interpreting the HERDC criteria to allow poster presentations which are then written up as full peer reviewed papers in the Conference Proceedings to be accepted as E1s, subject to meeting the

other E1 criteria, and on the condition that the School provides the full verification evidence and information needed to audit.

The rationale here is that we want to focus on the output itself (the published conference paper) rather than how it is presented at the conference, which is often due to time constraints rather than any consideration of the quality of the research.

A poster which is not written up and published as a full peer reviewed paper would clearly not meet the E1 criteria.

Are extended abstracts eligible as E1s?

No, extended abstracts are not eligible as E1s. They may be entered as E3s (non-audit category and does not attract points).

This publication is written in a language other than English. Can it be included?

Yes, publications written in languages other than English can be included. You will need to provide enough of a translation of the publication and of the verification materials to allow the RAU and academic auditors to assess the publication. You do not need to translate the entire publication, but we will need information sufficient to be able to confirm that the publication meets the definition of research and is original scholarly work. The translation of the verification materials must be sufficient to demonstrate the bibliographic information, and that the publication was peer reviewed or published by a commercial publisher.