

## MINERVA

### How come I can't see an author's publications under our School?

We recommend searching for your Authors' publications by entering their staff number in the 'search' field (see screen shot below) on the main publications search screen, then filtering to the 'Print/Online Year' and 'Collection Year' to the relevant year. Searching by surname (in the 'Author' field) may not generate as accurate of a list.

GO TO: STAFF LIST PUBLICATIONS ADMIN ERA GRANTS LOGOUT HELP Ver. 3.11.547.35 Responsibilities

**Publications**

Scope: (all)  
Audit Org Unit:  
Faculty: (all) School: (all)  
[\(show summary details\)](#)

Print/Online Year: (all) 2015 2014  
Submission Year: HERDC OF (all) 2016 2015 2014  
Collection Year: (all) 2016 2015 2014

Search: 00085973 Search Clear  
Add Publication Export: [\(more\)](#)  
Category:  (help) Author:  Title:  Pubs I've edited:  [\(more\)](#)  
Results Per Page: 1000

If you are searching for your School's publications, we recommend searching via the 'Scope' drop down menu, then filtering to your Faculty and School. This will generate entries with authors that HR lists as employed in the School (screen shot below).

GO TO: STAFF LIST PUBLICATIONS ADMIN ERA GRANTS LOGOUT HELP Ver. 3.11.547.35 Responsibilities

**Publications**

Scope: School  
Faculty: Administration School: Library  
Audit Org Unit:  
Faculty: (all) School: (all)  
[\(show summary details\)](#)

Print/Online Year: (all) 2015 2014  
Submission Year: HERDC OF (all) 2016 2015 2014  
Collection Year: (all) 2016 2015 2014

Search:  Search Clear  
Add Publication Export: [\(more\)](#)  
Category:  (help) Author:  Title:  Pubs I've edited:  [\(more\)](#)  
Results Per Page: 1000

### A publication entry is incorrect or incomplete. How do I get it fixed?

If the publication entry has not yet been Submitted, you can edit the entry yourself. If the publication entry has been Submitted, please email RAU and request to have the entry 'unlocked'. We will then revert the entry so you can continue editing it. If the entry is marked as 'Complete' or 'Finalised', RAU will not be able to 'unlock' it for editing, as this entry would have already undergone an audit process. Please contact the RAU by leaving a comment on the publication entry with the relevant details. We will then amend the entry for you.

### How do I import a UWA byline publication from Scopus?

The option "Only UWA Publications" is selected by default. Selecting this option will allow you to limit your Scopus search for publications with a UWA byline. You will still need to enter some search parameters – either the Scopus ID, or title keywords or author name details.

**DETAILS**

Save

[Hide Import Options](#)  
*The Web of Science import option is temporarily unavailable due to updates to the Thomson Reuters - Minerva link. The "Both" import option is also unavailable. Users can still import publication information via the Scopus import option.*

Import Search  Only UWA Publications ScopusID [\(Hide search fields\)](#)

Close Search

Title:  [Clear Fields](#)

Journal:

Year:

Authors:

Output Category:

	Year	Authors	Cat	Title	Publication Title	Cites	External ID	Provider
<a href="#">Data ID</a>	2014	Koletzko, B., Benninga, M.A., Godfrey, K.M., Hornnes, P.J., Kolaček, S., Koletzko, S., Lentze, M.J., Mader, S., McAuliffe, F.M., Oepkes, D., Oddy, W.H., Phillips, A., Rzehak, P., Socha, P., Szajewska, H., Symonds, M.E., Taminiau, J., Thapar, N., Troncone, R., Vandenplas, Y., Veereman, G.		Public-private collaboration in clinical research during pregnancy, lactation, and childhood: Joint position statement of the early nutrition academy and the european society for pediatric gastroenterology, hepatology, and nutrition	Journal of Pediatric Gastroenterology and Nutrition	2	2-s2.0-84897429663	SCOPUS

When you have identified the publication that you wish to import, click the **Data** link. Minerva will populate the publication entry form with all of the data that is available from Scopus. Please check the data to ensure it is complete and correct, particularly the author details.

### How do I import a non-UWA byline publication from Scopus?

Deselect the option "Only UWA Publications" to search Scopus for all publications regardless of author affiliation. This search will take longer to run, and you may need to specify more closely using the other parameters to be able to return useful results.

**DETAILS**

Save

[Hide Import Options](#)  
*The Web of Science import option is temporarily unavailable due to updates to the Thomson Reuters - Minerva link. The "Both" import option is also unavailable. Users can still import publication information via the Scopus import option.*

Import Search  Only UWA Publications ScopusID [\(Hide search fields\)](#)

Close Search

Title:  [Clear Fields](#)

Journal:

Year:

Authors:

Output Category:

	Year	Authors	Cat	Title	Publication Title	Cites	External ID	Provider
<a href="#">Data ID</a>	2010	Pan, X.-T., Zhang, Y.-F., Meng, F.		Measurement of the geometric parameters of power contact wire based on binocular stereovision	Proceedings of SPIE - The International Society for Optical Engineering	1	2-s2.0-78649998760	SCOPUS
<a href="#">Data ID</a>	2010	You, L., Zhou, Y.		A simple algorithm for geometric parameters and feature points detection	ICCASM 2010 - 2010 International Conference on Computer Application and System Modeling, Proceedings	0	2-s2.0-78649592421	SCOPUS

When you have identified the publication that you wish to import, click the **Data** link. Minerva will populate the publication entry form with all of the data that is available from Scopus. Please check the data to ensure it is complete and correct, particularly the author details.

## **I don't want the Field of Research (FoR) code(s) that has been assigned to this publication, how do I change it?**

If the journal has FoRs assigned from the ERA Journal List, they will auto-populate in the FoR fields. You may manually change these code(s). To do this, select **change** next to the FoR and select one that is more appropriate. If Minerva does not auto-populate the FoRs, then you will need to enter them manually.

All FoRs must be specified to the 4 digit level. Some journals on the ERA Journal List have been assigned two digit FoRs. In these cases, you will need to specify four digit FoRs.

You will also need to assign a percentage to each FoR. Auto-populated FoRs will default to equal shares – two FoRs will default to 50% each, three FoRs will default to 33%, 33%, and 34%. You may apportion FoRs any whole number amount between 20% and 100%. The percentages must add up to 100% for the publication entry.

## **Do I need to upload verification materials for bulk import entries?**

No. You do not need to upload verification materials for bulk import entries unless RAU specifically request them from you.

## **Do I have to edit or Submit bulk import entries?**

No, you do not need to edit or Submit the bulk imported publication entries. RAU will be responsible for working through the entries on an ongoing basis to correct data and process them for audit.

We do however encourage you to edit the bulk imported publication entries, for example to add missing author details. Your expertise about the identities of the authors is very much appreciated as you will be more familiar with them than RAU. We will also not be able to identify if an author requires an affiliation letter. If they do, the letters must still be uploaded to the entry as necessary.

If you notice that the details of a Submitted or Complete bulk import publication entry are incorrect, please contact the RAU with details.

## **There are red error messages stating FoRs need to be completed on the bulk import entries. Should I be adding these FoRs?**

It is not necessary to add FoRs to the bulk imported C1 publications. All other publication entries must have at least one and up to three FoRs with percentages totalling 100%.

## **I've completed all the necessary fields and uploaded all the relevant files on Minerva, why can't I submit the entry?**

This issue may be caused by one of the following:

- You have uploaded an affiliation letter for an author, but the RAU has not yet processed the letter. When an affiliation letter is uploaded, the RAU must check to make sure that (1) the author does not have a UWA byline, and (2) the author is eligible to provide an affiliation letter. You are not able to Submit the publication entry until the RAU has performed these checks.
- The uploaded documents are categorised incorrectly. Minerva will not allow you to Submit an entry if it does not have at least one file uploaded as "Full publication/output" or "Extract of publication/output" and at least one file uploaded as "Verification materials". If you have indicated that an author must provide an affiliation letter, the publication entry cannot be Submitted until

there is at least one “Author Affiliation Document” file uploaded and the RAU has processed that document. If you have accidentally uploaded a file with an incorrect documentation type, you can change the type by going to the FILES tab and clicking the **Edit** link for the document.

DETAILS FILES HISTORY ADMIN **MinervaID: 505706**

Full publication/output  Restricted

Browse... Upload (max 25mb)

**Uploaded Files**

Full text.docx	12.30 KB	Full publication/output	Edit  Delete
verification details.docx	12.31 KB	Full publication/output <input type="text"/> <ul style="list-style-type: none"> <li>Full publication/output</li> <li>Extract of publications/output</li> <li>Verification materials</li> <li>Author Affiliation Document</li> <li>Other</li> </ul>	<input type="checkbox"/> Restricted  Save  Cancel

- There are mandatory fields that have not been filled out. Look for the red asterisks to indicate that a required field is incomplete:

<b>Volume:</b>	<input type="text"/>	*
<b>Issue:</b>	<input type="text"/>	
<b>Pages:</b>	<input type="text"/>	*

If you are still experiencing difficulties Submitting the publication, contact the RAU with details of the publication, including a screenshot if possible.