

Abridged Manual Personal Metis

From version 4.4

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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

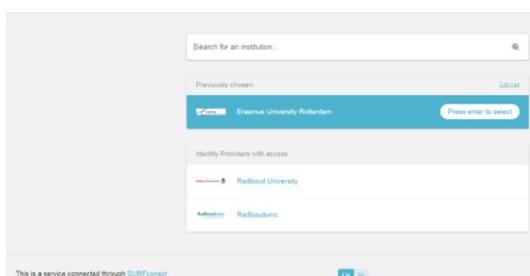
This manual contains the most important information that is necessary to add and modify a publication for upload to Repub. This manual covers the most important functionalities. Minor modifications that EUR will start to use immediately are also addressed. These include the extensions of the publication 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

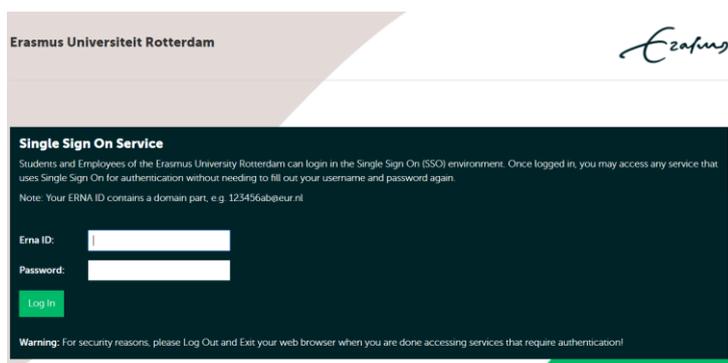
- Log in via <https://metis.ru.nl/federation/login/personalmetis>.

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

<https://www.surf.nl/en/services-and-products/surfconext/what-is-surfconext/index.html>

- Login with your ERNA (12345abc@eur.nl)
- If you have problems with authentication please contact your [faculty administrator](#).

Single Sign On Service

Students and Employees of the Erasmus University Rotterdam can login in the Single Sign On (SSO) environment. Once logged in, you may access any service that uses Single Sign On for authentication without needing to fill out your username and password again.

Note: Your ERNA ID contains a domain part, e.g. 123456ab@eur.nl

Erna ID:

Password:

[Log In](#)

Authentication failed

Please check your username and password.

Warning: For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

3. Start screen

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

The screenshot shows the Metis Personal interface for prof.dr. M.S.S.E. Janssen. The top navigation bar includes: + add result, export, profiles, filter & sort, userguide, and exit. Below the menu, the page shows 'Result overview' for 'page: 1' (of 4) with '178 results'. The list of results includes:

- Mols, A.E. & Janssen, M.S.S.E. (2017). Not interesting enough to be followed by the NSA: An analysis of Dutch privacy attitudes.
- Mols, A.E. & Janssen, M.S.S.E. (2017). Not interesting enough to be followed by the NSA: An analysis of English Privacy issues.
- Hoeven, A.J.C. van der, Janssen, M.S.S.E. & Driessen, S.M.R. (2016). Articulations of identity and distinction: The meanings of language in Dutch popular music. *Popular Music and Society*, 39 (1), 43-58. doi: http://dx.doi.org/10.1080/03007766.2015.1061344
- Bennet, A. & Janssen, M.S.S.E. (2016). Popular Music, Memory and Heritage. *Popular Music and Society*, 39 (1), 1-7. doi: 10.1080/03007766.2015.1061332
- Koopman, E.M. (2016, September 30). *Reading Suffering : an empirical inquiry into empathic and reflective responses to literary narratives*. EUR (ERMeC C). Supervisor(s): .
- Kersten, A. & Janssen, M.S.S.E. (2016). Trends in Cultural Journalism: The development of film coverage in cross-national perspective, 1955-2005. *Journalism Practice*. doi: http://dx.doi.org/10.1080/17512786.2016.1205955
- Verboord, M.N.M. & Janssen, M.S.S.E. (2015). Arts Journalism and its Packaging in France, Germany, The Netherlands and The United States, 1955-2005. *Journalism Practice*, 9 (6), 829-852. doi: 10.1080/17512786.2015.1051369
- Janssen, M.S.S.E. & Verboord, M.N.M. (2015). Cultural Mediators and Gatekeepers. In J.D. Wright (Ed.), *International Encyclopedia of the Social Sciences*

The menu bar contains the following menu items:

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

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.

The screenshot shows a list of publications. Two red boxes highlight specific icons: one for 'Article/Letter To The Editor' and another for 'raadplegen of wijzigen van publicatie'. A third red box highlights a tooltip for 'raadplegen of uploaden van fulltext'.

Article/Letter To The Editor raadplegen of wijzigen van publicatie raadplegen of uploaden van fulltext

Reuer, J., Klijn, E., Bosch, F.A.J. van den & Volberda, H.W. (2017). Board Oversight Monitoring in International Joint Ventures. *Organization Science*.

Heyden, M.L.M., Sidhu, J.S. & Volberda, H.W. (2017). The Conjoint influence of Top and Middle Management Characteristics on Management Innovation. *Journal of Management, Accepted*. doi: <http://dx.doi.org/10.1177/0149206315614373>

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.

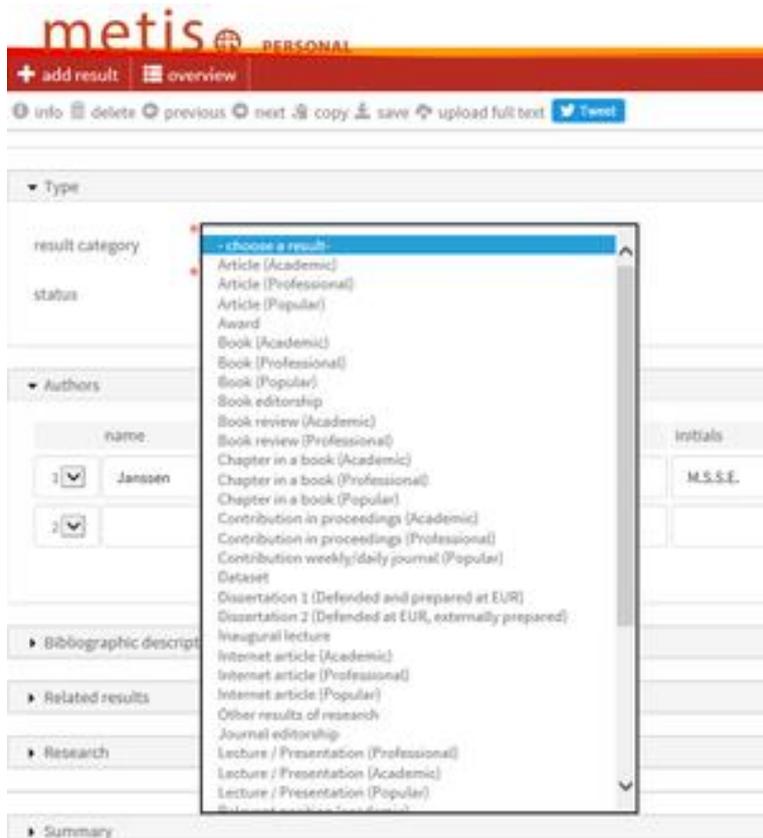
The screenshot shows the Metis search results page for the user 'prof.dr. M.S.S.E. Janssen [dai: 07998472X]'. The page displays a list of 178 results. The first few results are visible, including:

- Mols, A.E. & Janssen, M.S.S.E. (2017). Not interesting enough to be followed by the NSA: An analysis of Dutch privacy attitudes.
- Mols, A.E. & Janssen, M.S.S.E. (2017). Not interesting enough to be followed by the NSA: An analysis of English Privacy issues.
- Hoeven, A.J.C. van der, Janssen, M.S.S.E. & Driessen, S.M.R. (2016). Articulations of identity and distinction: The meanings of language in Dutch popular music. *Popular Music and Society*, 39 (1), 43-58. doi: <http://dx.doi.org/10.1080/03007766.2015.1061344>
- Bennet, A. & Janssen, M.S.S.E. (2016). Popular Music, Memory and Heritage. *Popular Music and Society*, 39 (1), 1-7. doi: <http://dx.doi.org/10.1080/03007766.2015.1061332>
- Koopman, E.M. (2016, September 30). *Reading Suffering: an empirical inquiry into empathic and reflective responses to literary narratives*. EUR (ERMeC C). Supervisor(s): .
- Kersten, A. & Janssen, M.S.S.E. (2016). Trends in Cultural Journalism: The development of film coverage in cross-national perspective, 1955-2005. *Journalism Practice*. doi: <http://dx.doi.org/10.1080/17512786.2016.1205955>
- Verboord, M.N.M. & Janssen, M.S.S.E. (2015). Arts Journalism and its Packaging in France, Germany, The Netherlands and The United States, 1955-2005. *Journalism Practice*, 9 (6), 829-852. doi: <http://dx.doi.org/10.1080/17512786.2015.1051369>
- Janssen, M.S.S.E. & Verboord, M.N.M. (2015). Cultural Mediators and Gatekeepers. In J.D. Wright (Ed.), *International Encyclopedia of the Social Sciences and Behavioral Sciences. Second Edition* (pp. 440-446). Oxford: Elsevier.
- Janssen, M.S.S.E. (2015). Grenzen aan de wetenschap? *Hypothese*, 22 (1), 21.
- Verboord, M.N.M., Kuipers, G.M.M. & Janssen, M.S.S.E. (2015). Institutional recognition in the transnational literary field, 1955-2005. *Cultural Sociology (print)*, 9 (3), 447-465. doi: <http://dx.doi.org/10.1177/1749975515576939>
- Verboord, M.N.M. & Janssen, M.S.S.E. (2015). Internet and Culture. In J.D. Wright (Ed.), *International Encyclopedia of the Social Sciences and Behavioral Sciences. Second Edition*, Vol. 5 (pp. 587-592). Oxford: Elsevier.
- Brandellero, A.M.C., Hoeven, A.J.C. van der & Janssen, M.S.S.E. (2015). Valuing Popular Music Heritage: Exploring Amateur and Fan-Based Preservation Practices in Museums and Archives in the Netherlands. In *Preserving Popular Music Heritage: Do-it-Yourself, Do-it-Together* (Routledge Research in Music) (pp. 31-45). London: Routledge.
- Berkers, P.P.L., Janssen, M.S.S.E. & Verboord, M.N.M. (2014). Assimilation into the literary mainstream? The classification of ethnic minority authors in newspaper reviews in the United States, the Netherlands and Germany. *Cultural Sociology (online)*, 8 (1), 25-44. doi: <http://dx.doi.org/10.1177/1749975513480960>
- Janssen, M.S.S.E. (2014). *Best Practice: Interview Kennisbenutting in de Geesteswetenschappen: Popmuzikaal erfgoed: de culturele betekenis van popmuziek, onderzocht door Susanne Janssen*. (newsletter). Den Haag: Nederlandse Organisatie voor Wetenschappelijk Onderzoek (NWO). (available: 04 aug 2014).
- Janssen, M.S.S.E. (2014). *Interview Knowledge Utilization in the Humanities: Pop music heritage: research into the cultural significance of pop music, by Susanne Janssen*. (newsletter). The Hague: Netherlands Organization for Scientific Research (NWO). (available: 04 aug 2014).
- Brandellero, A.M.C. & Janssen, M.S.S.E. (2014). Popular music as cultural heritage: scoping out the field of practice. *International Journal of Heritage Studies*, 20 (3), 223-240. doi: <http://dx.doi.org/10.1080/13527258.2013.779294>
- Brandellero, A.M.C., Janssen, M.S.S.E., Cohen, S. & Roberts, L. (2014). Popular music heritage, cultural memory and cultural identity. *International Journal of Heritage Studies*, 20 (3), 219-223. doi: <http://dx.doi.org/10.1080/13527258.2013.821624>
- Janssen, M.S.S.E. (2014). Popular Music Heritage, Cultural Memory and Cultural Identity. Exploring the changing cultural values of music. In P. Hunter (Ed.) *HFRU Joint Research Programme: Outcomes and Achievements: Cultural Dynamics: Inheritance and Identity* (no. 25-29). Strassbourg: HFRU Humani

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.



The screenshot shows the Metis PERSONAL interface for adding a new result. The top navigation bar includes '+ add result' and 'overview'. Below the navigation bar, there are icons for 'info', 'delete', 'previous', 'next', 'copy', 'save', 'upload full text', and 'Tweet'. The main form is titled 'Type' and contains several sections:

- result category**: A dropdown menu is open, showing a list of result types with their external classifications in brackets. The list includes: Article (Academic), Article (Professional), Article (Popular), Award, Book (Academic), Book (Professional), Book (Popular), Book editorship, Book review (Academic), Book review (Professional), Chapter in a book (Academic), Chapter in a book (Professional), Chapter in a book (Popular), Contribution in proceedings (Academic), Contribution in proceedings (Professional), Contribution weekly/daily journal (Popular), Dataset, Dissertation 1 (Defended and prepared at EUR), Dissertation 2 (Defended at EUR, externally prepared), Inaugural lecture, Internet article (Academic), Internet article (Professional), Internet article (Popular), Other results of research, Journal editorship, Lecture / Presentation (Professional), Lecture / Presentation (Academic), and Lecture / Presentation (Popular).
- status**: A dropdown menu.
- Authors**: A section with a 'name' field containing 'Janssen' and a 'initials' field containing 'M.S.E.'. There are also dropdown menus for the number of authors.
- Bibliographic description**: A section with a dropdown menu.
- Related results**: A section with a dropdown menu.
- Research**: A section with a dropdown menu.
- Summary**: A section with a dropdown menu.

- *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

Found Authors X

Several fellow employees found with this name. The search was for a researcher who's surname is equal to "Pott".

Search in co-authors fellow researchers complete list ?

→

	▼▲	▼▲	▼▲		
1	<input type="checkbox"/>	Pott	H.J.	prof.dr.	1007318
2	<input type="checkbox"/>	Pott	C.		1047673
3	<input type="checkbox"/>	Pott	JWR		1118644

▼ Authors

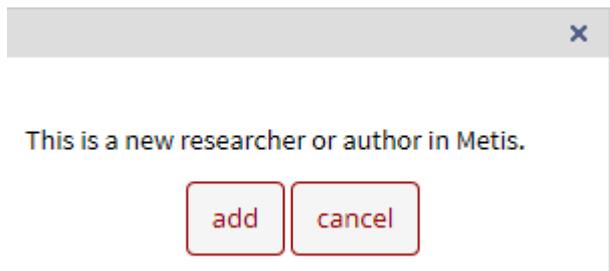
	name	initials	prefix	title	
1 ▼	Janssen	M.S.S.E.		prof.dr.	
2 ▼					

↑

Found Employments X

- organisation (A) Department of Media and Communication
 organisation (B)
 organisation (C)
 function Full Professor
 employment Tenured 01-01-2014
- organisation (A) Department of Media and Communication
 organisation (B)
 organisation (C)
 function Full Professor
 employment Tenured 01-09-2009 31-12-2013
- organisation (A) Department of Arts & Culture Studies
 organisation (B)
 organisation (C)
 function Full Professor
 employment Tenured 01-09-2007 31-12-2013
- organisation (A) KUNST- EN CULTUURWETENSCHAPPEN
 organisation (B)
 organisation (C)
 function Full Professor
 employment Tenured 01-08-2007 31-08-2007
- organisation (A) KUNST- EN CULTUURWETENSCHAPPEN

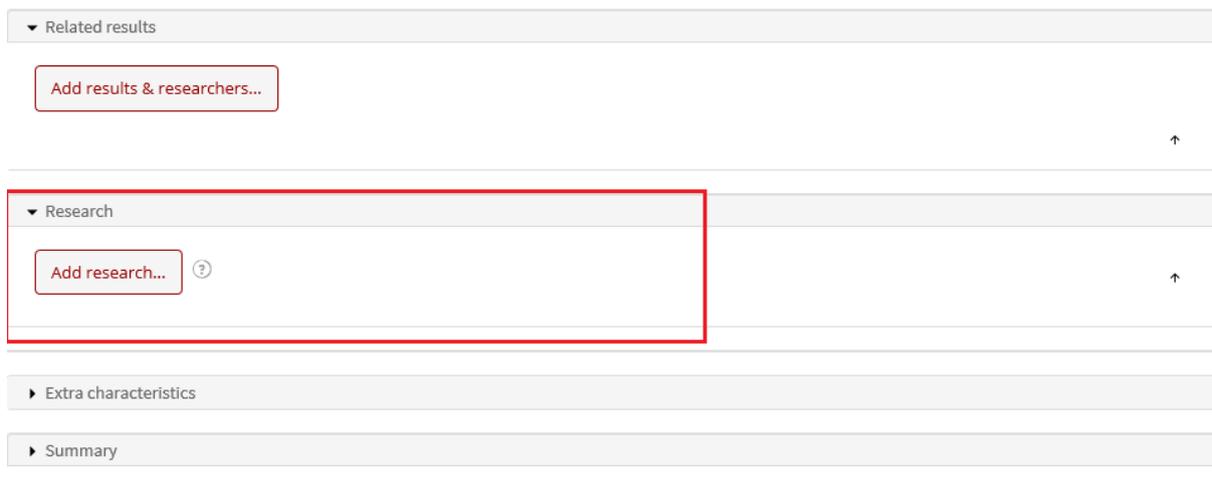
If an author is not available in Metis, the following notification will be displayed:



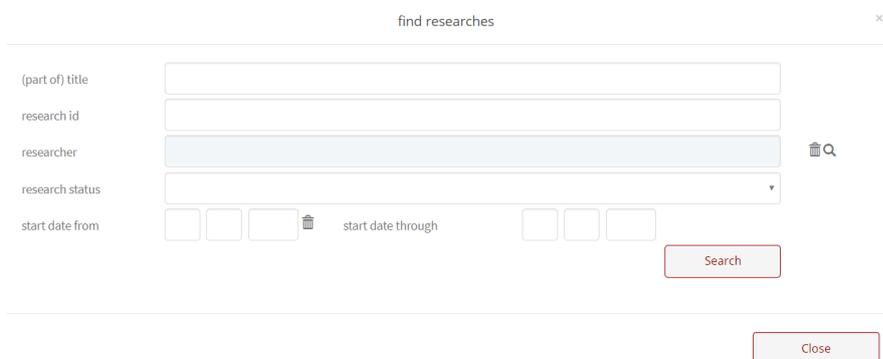
Select *cancel* and search using the  button by entering any variants on names (maiden name, part of a surname etc.). If the author still does not appear, add the name via the *add* button in the figure above.

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.

find researches ×

(part of) title

research id

researcher

research status

start date from start date through

Found researches: 5 items per page 25

Select	title	researchId
<input type="checkbox"/>	Arts and Culture Studies	EUR ESHCC 09
<input type="checkbox"/>	History	EUR ESHCC 10
<input type="checkbox"/>	Media and Communication	EUR ESHCC 11
<input type="checkbox"/>	Public Opinion	EUR ESHCC 12
<input type="checkbox"/>	Erasmus Studio	EUR ESHCC 13



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.

(part of) title

research id

researcher

research status

start date from start date through

Found researches: 7 items per page 25

Select	title	researchId
<input type="checkbox"/>	Arts and Culture Studies	EUR ESHCC 09
<input type="checkbox"/>	History	EUR ESHCC 10
<input type="checkbox"/>	Media and Communication	EUR ESHCC 11
<input type="checkbox"/>	Public Opinion	EUR ESHCC 12
<input type="checkbox"/>	Erasmus Studio	EUR ESHCC 13
<input type="checkbox"/>	Test onderzoeksprogramma	EUR ESHCC 17
<input type="checkbox"/>	Non ERMeCC	EUR ESHCC 50

Another option to select the research program is to type a part of the title.

find researches ×

(part of) title

research id

researcher 🗑️ 🔍

research status

start date from start date through

Found researches: 6 1 items per page

Select	title	researchid
<input type="checkbox"/>	Pharmacological processes involved in the release and action of different mediators, such as serotonin, eicosanoids and cytokines	EMC 05-02-33-04-01
<input type="checkbox"/>	Inherited metabolic disease and disorders of intermediary metabolism	EMC MM-01-39-06-A
<input type="checkbox"/>	Media and Communication	EUR ESHCC 11
<input type="checkbox"/>	Mediation en rechterlijke schikking in arbeidszaken. Een vergelijkende studie naar conflictbemiddeling in arbeidszaken door kantonrechters en mediators	EUR FRG PROMOTIE 2007-14
<input type="checkbox"/>	Ontology of mediation	EUR FWB 13
<input type="checkbox"/>	Ontology of Mediation	eur fwb 003

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:

▼ Metadata

title information

title  

subtitle

repository information

archive 

year of archiving 

date available (dd mm yyyy) 

rightsholder 

DOI 

handle 

URL at archive 

handle at local repository 

content information

description 

keywords 

audiences  

language(s) 

temporal coverage

collection period  from to (dd mm yyyy)

subject period 

spatial coverage

area 

coordinates    latitude longitude (SW)

latitude longitude (NE)



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 x ~ Article (...). y



The screenshot shows the 'metis PERSONAL' interface. At the top, there is a navigation bar with 'add result', 'overview', 'userguide', and 'exit'. Below this is a toolbar with 'info', 'delete', 'previous', 'next', 'copy', 'save', 'upload full text', and 'Tweet'. The main content area is divided into sections. The first section is 'Bibliographic description', which contains a form with the following fields: 'title result' (Reading Suffering: an empirical inquiry into empathic and reflective responses to literary narratives), 'publication year' (2016), 'language' (English), 'institute Ph.d.' (EUR), 'research institute' (EUR), 'publisher' (ERMeCC), 'publishing place' (empty), 'isbn' (978-90-78885-28-3), 'number of pages' (empty), 'series' (empty), 'issue' (empty), 'date readcom.' (empty), 'graduation date' (30 9 2016), and 'DOI' (empty). The second section is 'Tutor(s)', which contains a table with three rows of tutor information. The third section is 'Related results', which contains a red-bordered box with an 'Add results...' button.

name	initials	prefix	title	role
1 Janssen	M.S.S.E.		prof.dr.	P
2 Andringa	E			C
3 Hakemulder	F.			C

- 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*

metis PERSONAL E.M. Koopman [dai: 370]

+ add result overview userguide

info delete previous next copy save upload full text Tweet

▼ Bibliographic data

title result
publication year
institute Ph.d.
research institut
publisher
publishing place
isbn
series
date readcom.
DOI

▼ Tutor(s)

name
1 Janssen
2 Andringa
3 Hakemuldt

▼ Related results

Add results...

► Research

► Extra character

Related results

It is possible to link the result you are registering to another publication or dataset. Use the default settings and click *search* to select a publication or dataset from the current or preceding year. You may also search by entering a title, a result type and/or the DOI, or by changing the publication year. If you can't find the result you are looking for then click *add result* in the top menu bar to register it first.

(part of) title
result type choose a result
DOI
author Koopman
publication year from 2012 through 2017

search cancel

Results found (23)

connect selected results

connectresult (apa)

- Engelhardt, J. von & Koopman, E.M. (2015 december 24). De psychologie van het geven - De Correspondent.
- Koopman, E.M. (2015). Why do we read sad books? Eudaimonic motives and meta-emotions. *Poetics. Journal of Empirical Research on Culture, the Media and the Arts*, 52 (October), 18-31. doi: 10.1016/j.poetic.2015.06.004
- Koopman, E.M. (2014). Reading in times of loss: An exploration of the functions of literature during grief. *Scientific Study of Literature*, 4 (1), 68-88. doi: http://dx.doi.org/10.1075/ssol.4.1.04koo
- Koopman, E.M. (2013). Incestuous rape, abjection, and the colonization of psychic space in Toni Morrison's *The Bluest Eye* and Shani Mootoo's *Cereus Blooms at Night*. *Journal of postcolonial writing*, 49 (3), 303-315. doi: http://dx.doi.org/10.1080/17449855.2012.691647
- Koopman, E.M. (2015). How texts about suffering trigger reflection: Genre, personal factors, and affective responses. *Psychology of Aesthetics Creativity and the Arts (print)*, 9 (4), 430-441. doi: 10.1037/aca0000006
- Koopman, E.M. (2012). Reading as a coping strategy: who reads during hardship, and why? Conference of the International Society for the Empirical Study of Literature and Media (IGEL): Montréal, Canada (2012, juli 09).
- Koopman, E.M. (2013). The attraction of tragic narrative: Catharsis and other motives. *Scientific Study of Literature*, 3 (2), 178-208. doi: http://dx.doi.org/10.1075/ssol.3.2.03koo
- Koopman, E.M. (2012). De waarde van andermans leed. *De groene Amsterdammer*, 136 (37), 1-5.
- Koopman, E.M. (2015). Empathic reactions after reading: The role of genre, personal factors and affective responses. *Poetics. Journal of Empirical Research on Culture, the Media and the Arts*, 50 (June), 62-79. doi: 10.1016/j.poetic.2015.02.008
- Koopman, E.M. (2014, juni 28). *The attraction of sad stories: Reader motivations and the relation to personality traits*. Budapest, Hungary, StoryNet Workshop 2014.

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.

metis PERSONAL E.M. Koopman [dai: 370164466]

+ add result overview userguide exit

info delete previous next copy save upload full text Tweet

▼ Type

result category * Article (Academic)

status * Validated

▼ Authors

name	initials	prefix	title
1 Koopman	E.M.		

▼ Bibliographic description journal autocomplete

title result Why do we read sad books? Eudaimonic motives and meta-emotions

publication year * 2015 language English

journal * Poetics. Journal of Empirical Research

issn 0304-422X

volume 52 issue October

(starting) page 18 (till) 31 number of pages article number

DOI 10.1016/j.poetic.2015.08.004

online first (dd mm yyyy)

▼ Related results

Add results...

Koopman, E.M. (2016, September 30). *Reading Suffering : an empirical inquiry into empathic and reflective responses to literary narratives*. EUR (ERMeCC). Prom./coprom.: .

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.

▼ Bibliographic description journal autocomplete

title result

publication year language

journal

issn

volume issue

(starting) page (till) number of pages article number

DOI

online first (dd mm yyyy)

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.