Manual Personal Metis

Register and upload your publication

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1. Introduction

This manual contains the most important information that is necessary to add and modify a publication for upload to Repub. This manual is not specified for each faculty but explains all functions which can be used. For example some faculties do not relate their publications to Research Programs. In the authorisation the research programs will even not be visible for those faculties.

2. Logging in

- Log in via [https://metis.ru.nl/federation/login/personalmetis](https://metis.ru.nl/federation/login/personalmetis)

- The first time you login, click on the blue button to continue. The Erasmus University Rotterdam uses a safe authentication procedure managed by [SURF Conext](https://surfconext.nl).

- The next time you login search your institution in the blank line.
Username is: ERNA (numbers+letters)
Password: known by the user

- The start screen will now look as follows:

- If your start screen shows the following message please contact your Faculty Metis Administrator.

You have no Metis account, please contact the METIS staff of your institute or faculty.
3. Start screen

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

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 to make them visible via the People Pages
4. Filter & Sort: Filter and sort your publication list.

4. Register a new Publication

4.1 Check if publication is already registered

- First check in the result overview whether the relevant publication is already registered (e.g. by a co-author) by entering a (part of the) title after using the “CTRL F” combination.

4.2 Select Result Category and Audience

- 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.
- **Status**: Select the status of the publication (Work in Progress or Published)
4.3 Add authors and select work relationship

- Add authors by typing in an empty line followed by the Enter key.

- 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. Normally this situation only applies to external researchers.

- Check whether your work relationship is correct by clicking on the symbol with the letter . Authors can be linked to multiple faculties or CAP groups. Use the Show all button to check the work relationship.
4.4 Add bibliographic information (DOI)

DOIs are in wide use mainly to identify academic, professional, and government information, such as journal articles, research reports and data sets, and official publications though they also have been used to identify other types of information resources, such as commercial videos.

For de University Library the DOI is an important identifier to identify the correct bibliographic information.

- If present add the DOI of your result as shown in the field below.
- Add an URL of a website (optional)

**Note:** The Handle from our Repository Repub will be automatically added within a few days after uploading your fulltext to Repub.
4.5 Add research program

- Click on Add Research

The following screen will appear. Searching is possible in different ways, but the easiest way is clicking on the Show button of my research. In the example below two different programs are shown and they refer to research programs earlier used by the researcher himself.

- Select Fellow Research to see different research programs used before by researchers of the same faculty.
• To search in All Research type EUR to get all research programs related to the Erasmus University Rotterdam or type EMC for Erasmus MC.

<table>
<thead>
<tr>
<th>Title</th>
<th>Start Date</th>
<th>End Date</th>
<th>Research ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Erasmus Studio</td>
<td>01-01-2014</td>
<td></td>
<td>EUR ESHCC 13</td>
</tr>
<tr>
<td>Public Opinion</td>
<td>01-01-2014</td>
<td></td>
<td>EUR ESHCC 12</td>
</tr>
<tr>
<td>ISS: Civic Innovation Research Initiative (CIRI)</td>
<td>01-11-2012</td>
<td>EUR ISS-CIRI</td>
<td></td>
</tr>
<tr>
<td>ISS: Economics of Development and Emerging Markets</td>
<td>01-11-2012</td>
<td>EUR ISS-EMEM</td>
<td></td>
</tr>
<tr>
<td>ISS: Governance, Globalisation and Social Justice</td>
<td>01-11-2012</td>
<td>EUR ISS-GGSJ</td>
<td></td>
</tr>
<tr>
<td>ISS: Political Economy of Resources, Environment and Society</td>
<td>01-11-2012</td>
<td>EUR ISS-PERS</td>
<td></td>
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<tr>
<td>Health and Behaviour</td>
<td>01-01-2012</td>
<td>31-12-2013</td>
<td>EUR ESE 35</td>
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<tr>
<td>International Economics</td>
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<td>EUR ESE 37</td>
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<tr>
<td>Monetary Economics</td>
<td>01-01-2012</td>
<td></td>
<td>EUR ESE 34</td>
</tr>
</tbody>
</table>

• Select the correct research programme.

5. Consult publications

Double click on a publication from the list to view and/or modify it. Move your mouse over the symbols to see balloon tooltips containing more information.

- Indicates that you tutor this publication
- Indicates that the result is work in progress
- Indicates an editable result
Links to the full text of the publication. If a full text publication is not available yet in the Radboud Repository, this button links to the publisher’s website.

Refers to the possibility of uploading a full text version of the publication to make it visible in the Erasmus University Repository and also on your profile.

Double click to open the publication. The researcher can modify publications that have the status Work in Progress or Published. Publications with a status called Validated have already been checked by the faculty administrator. These publications can only be consulted.

6. Relate results to other results

It is possible to relate existing results to other results. All result types can be selected. For example it’s possible to relate an article to a dissertation or an article to another article.

- Select a result in the overview list to attribute to another publication.

- Click on add results.

- Filter on title, resulttype, DOI or publication year (optional)
• Select the publications that are related to the dissertation.
• Click on connect selected results

7. Upload to RePub
In the framework of the open access policy, it is required to upload the final author’s version of your scientific article to Erasmus Repository RePub via 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.
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.

Upload your full text in PDF format. If you have questions please contact the university library.

- By clicking on the upload button in the menubar Follow the screens if you wish to enter your publication on the RePub site that follows.
Submit a publication to RePub

For more information, contact the RePub team at repub@eur.nl

Submit a Publication (Metadata)

Publication Type
Other Publication Type

Publication Type Description
Book review

Title
Technology's role in the consumption of law

Subtitle

Publication Date
2017-03-01

Author(s)
1. J.R. Ward (Janet)

Submit a Publication (Upload)

Upload one or more (PDF) files.

Files
Add Files

Submit a Publication (Upload)

Upload one or more (PDF) files.

Files
1

Select File required
uploaded

Published in Open Access
- I'm not sure
- Yes, this is an Open Access publication
- No, this publication is not Open Access

Optional Embargo Date

Add Files
To add more than one file click on the Add files button.

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 versions.
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. The personal Page update runs four times per day (5:00, 11:00, 17:00 and 23:00).