

# 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>

- 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](#).
- The next time you login search your institution in the blank line.

### 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:

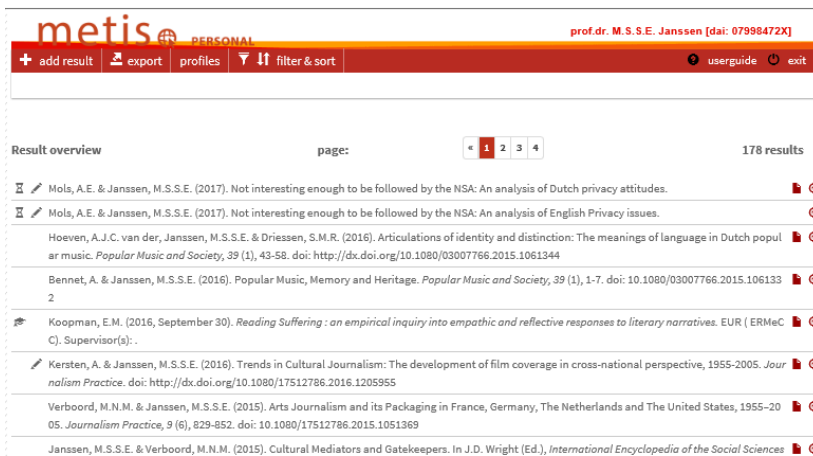
[Log In](#)

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

Username is: ERNA-ID (numbers+letters)

Password: known by the user

- The start screen will now look as follows:



The screenshot shows the Metis search interface. At the top, there is a navigation bar with the Metis logo, a user profile for 'prof.dr. M.S.S.E. Janssen [dai: 07998472X]', and buttons for 'add result', 'export', 'profiles', 'filter & sort', 'userguide', and 'exit'. Below the navigation bar, there is a 'Result overview' section with a 'page:' indicator showing '1' of 4 pages and '178 results'. The search results list includes several entries with titles, authors, and publication details, such as 'Not interesting enough to be followed by the NSA: An analysis of Dutch privacy attitudes' and 'Articulations of identity and distinction: The meanings of language in Dutch popular music'.

- If your start screen shows the following message please contact your [Faculty Metis Administrator](#).

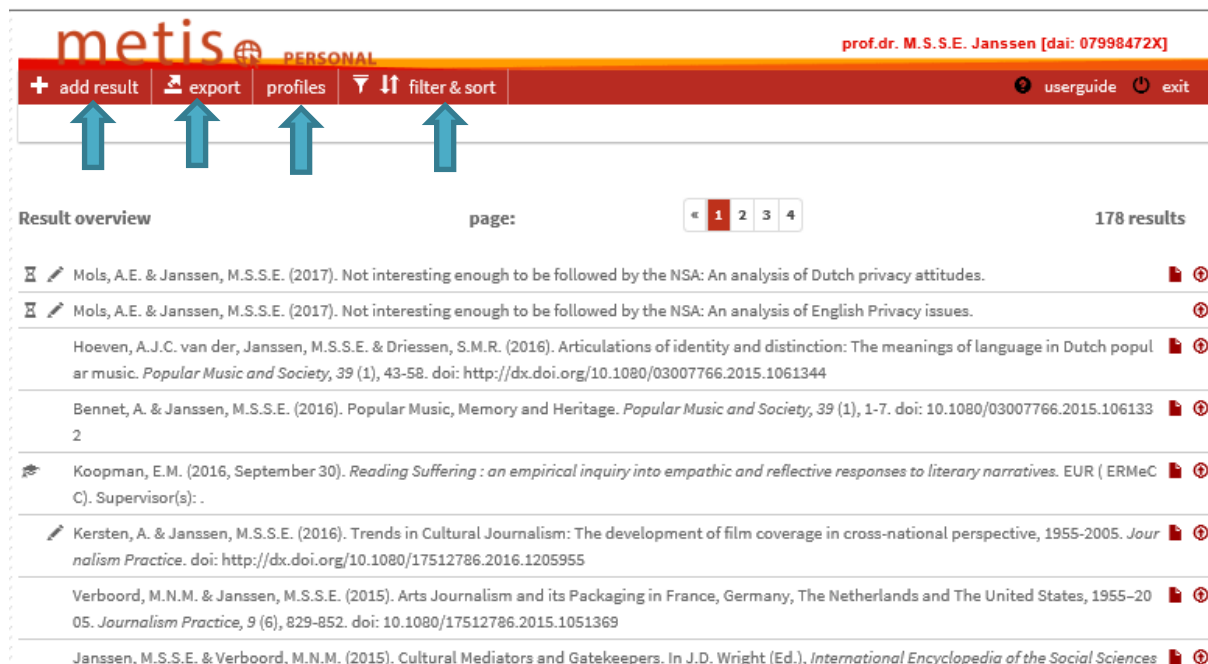


The screenshot shows the Metis search interface with a message at the bottom: 'You have no Metis account, please contact the METIS staff of your institute or faculty.' The message is displayed in a white box with a red border, centered at the bottom of the page.

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 screenshot shows the 'Personal' Metis interface for user 'prof.dr. M.S.S.E. Janssen [dai: 07998472X]'. The navigation bar includes 'add result', 'export', 'profiles', and 'filter & sort', with blue arrows pointing to each. Below the bar, the 'Result overview' section shows 'page: 1 2 3 4' and '178 results'. A list of publications follows, including entries by Mols, A.E. & Janssen, M.S.S.E. (2017), Hoeven, A.J.C. van der, Janssen, M.S.S.E. & Driessen, S.M.R. (2016), Bennet, A. & Janssen, M.S.S.E. (2016), Koopman, E.M. (2016), Kersten, A. & Janssen, M.S.S.E. (2016), Verboord, M.N.M. & Janssen, M.S.S.E. (2015), and Janssen, M.S.S.E. & Verboord, M.N.M. (2015).

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.

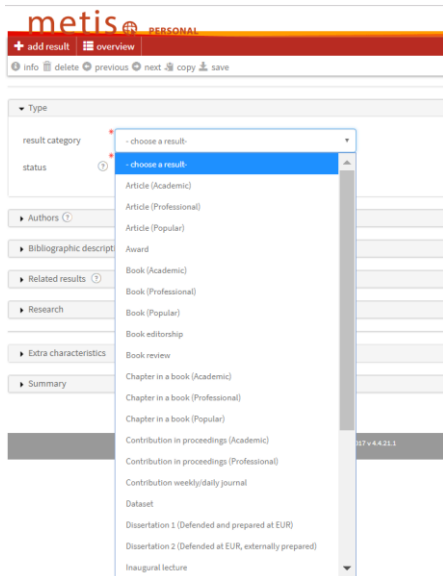
### 4. Register a new Publication

#### 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.



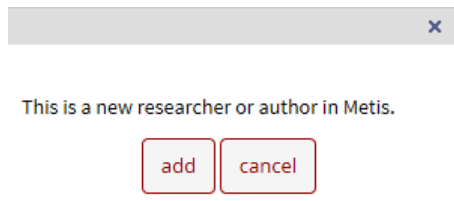
- **Status:** Select the status of the publication (Work in Progress or Published)

### 4.3 Add authors and select work relationship

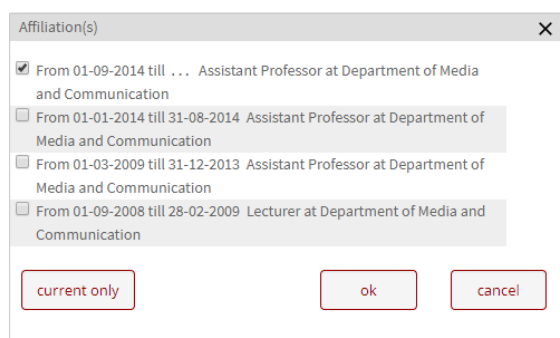
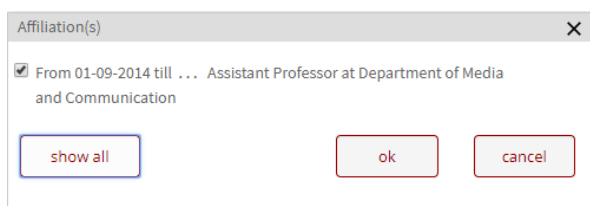
- Add authors by typing in an empty line followed by the Enter key.

	name	initials	prefix	title	
1	Ward	J.R.		dr.	🔍🗑️
2	Rocha	R.			🔍🗑️
3	Janssen				🔍

- 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 **i**. 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.

**metis** PERSONAL

+ register consult / edit overview

info delete previous next copy save upload full text

Type

result category Article (Academic)

status Published

Authors

	name	initials	prefix
1	Desmidt	S.	
2	Meyfroot	K.	
3	George	B.R.J.	

Bibliographic description

title Shared strategic cognition in Flemish city councils: the relevance of political and demographic group characteris

publication year 2018 report year 2018 language English

journal Public Management Review (online) open article in toll acco

ISSN 1471-9045

volume issue

starting page till number of pages article number

DOI 10.1080/14719037.2018.1538423

URL <https://www.tandfonline.com/doi/full/10.1080/14719037.2018.1538423>

Handle from Institutional repository (RePub) <http://hdl.handle.net/1765/111497>



## 4.5 Add research program

- Click on *Add Research*

▼ Related results

Add results & researchers...

↑

---

▼ Research

Add research... ?

↑

---

▶ Extra characteristics

▶ Summary

- 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.

Search research by title and id ×

Search on (part of) title and id

Total number of researches per category

2	my research	<span style="border: 1px solid #ccc; padding: 2px 5px; color: #007bff;">show</span>
9	research fellow researchers	<span style="border: 1px solid #ccc; padding: 2px 5px; color: #007bff;">show</span>
520	all research	<span style="border: 1px solid #ccc; padding: 2px 5px; color: #007bff;">show</span>

	title	start date	end date	research id
<input type="checkbox"/>	ISS: Economics of Development and Emerging ...	01-11-2012		EUR-ISS-EDEM
<input type="checkbox"/>	ISS: Individual Research SGI	01-07-2009		EUR-ISS-SGI

cancel

- Select *Fellow Research* to see different research programs used before by researchers of the same faculty.

2	my research	<span style="border: 1px solid #ccc; padding: 2px 5px; color: #007bff;">show</span>
9	research fellow researchers	<span style="border: 1px solid #ccc; padding: 2px 5px; color: #007bff;">show</span>
520	all research	<span style="border: 1px solid #ccc; padding: 2px 5px; color: #007bff;">show</span>

	title	start date	end date	research id
<input type="checkbox"/>	ISS: Civic Innovation Research Initiative (CIRI)	01-11-2012		EUR-ISS-CIRI
<input type="checkbox"/>	ISS: Economics of Development and Emerging ...	01-11-2012		EUR-ISS-EDEM
<input type="checkbox"/>	ISS: Governance, Globalisation and Social Justic...	01-11-2012		EUR-ISS-GGSJ
<input type="checkbox"/>	ISS: Political Economy of Resources, Environme...	01-11-2012		EUR-ISS-PER
<input type="checkbox"/>	ISS: Individual Research SG0	01-07-2009		EUR-ISS-SG0
<input type="checkbox"/>	ISS: Individual Research SGI	01-07-2009		EUR-ISS-SGI
<input type="checkbox"/>	ISS: Individual Research SGII	01-07-2009		EUR-ISS-SGII
<input type="checkbox"/>	ISS: Individual Research SGIII	01-07-2009		EUR-ISS-SGIII
<input type="checkbox"/>	ISS: Individual Research SGIV	01-07-2009		EUR-ISS-SGIV

- To search in *All Research* type *EUR* to get all research programs related to the Erasmus University Rotterdam or type *EMC* for Erasmus MC.

Search on (part of) title and id

Found researches with 'EUR' as *part of* the id or title

2 my research

9 research fellow researchers

**270 all research**

pages

items per page

	title ▼▲	start date ▼	end date ▼▲	research id ▼▲
<input type="checkbox"/>	Erasmus Studio	01-01-2014		EUR ESHCC 13
<input type="checkbox"/>	Public Opinion	01-01-2014		EUR ESHCC 12
<input type="checkbox"/>	ISS: Civic Innovation Research Initiative (CIRI)	01-11-2012		EUR-ISS-CIRI
<input type="checkbox"/>	ISS: Economics of Development and Emerging ...	01-11-2012		EUR-ISS-EDEM
<input type="checkbox"/>	ISS: Governance, Globalisation and Social Justic...	01-11-2012		EUR-ISS-GGSJ
<input type="checkbox"/>	ISS: Political Economy of Resources, Environme...	01-11-2012		EUR-ISS-PER
<input type="checkbox"/>	Health and Behaviour	01-01-2012	31-12-2013	EUR ESE 35
<input type="checkbox"/>	International Economics	01-01-2012	31-12-2013	EUR ESE 37
<input type="checkbox"/>	Managerial Economics	01-01-2012	31-12-2013	EUR ESE 34

- 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.

2018

**Article/Letter To The Editor**

Reuer, J., Klijn, E., Bosch, F.A.J. van den & Volberda, H.W. (2018). Board Oversight Monitoring in International Joint Ventures. *Organization Science*.

Heyden, M.L.M., Sidhu, J.S. & Volberda, H.W. (2018). The Conjoint Influence of Top and Middle Management Characteristics on Management Innovation. *Journal of Management*, 44 (4), 1766-1792. doi: <http://dx.doi.org/10.1177/0149206315614373>

Ward, E. L. de, Volberda, H.W. & Senter, J. (2018). Developing and Deploying Dynamic Capabilities: the Case of a Western Expeditionary Military

- 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.

The screenshot shows the Metis personal dashboard for user Msc C.M. Koolhaas. The navigation bar includes options for 'add result', 'export', 'profiles', 'filter & sort', 'userguide', and 'exit'. Below the navigation bar, there is a 'Result overview' section with '6 results'. The results list includes:

- Koolhaas, C.M. (2018, March 28). *Activity and Health: epidemiological studies in older adults*. EUR Supervisor(s): Prof.dr. O.H. Franco Duran, Prof. Dr. H.W. Tiemeier, Dr. J.D. Schoufour & K Dhana.
- Albrecht, M., Koolhaas, C.M., Schoufour, J.D., Rooij, F.J.A. van, Kavousi, M., Ikram, M.A. & Franco Duran, O.H. (2018). Physical activity types and atrial fibrillation risk in the middle-aged and elderly: The Rotterdam Study. *European Journal Of Preventive Cardiology*, 25 (12), 1316-1323. doi: 10.1177/204748731878003
- Koolhaas, C.M., Dhana, K, Rooij, F.J.A. van, Schoufour, J.D., Hofman, A. & Franco Duran, O.H. (2018). Physical activity types and health-related quality of life among middle-aged and elderly adults: The Rotterdam Study. *Journal of Nutrition Health & Aging*, 22 (2), 246-253. doi: 10.1007/s12603-017-0902-7
- Cepeda, M., Koolhaas, C.M., Rooij, F.J.A. van, Tiemeier, H.W., Guxens, M, Franco Duran, O.H. & Schoufour, J.D. (2018). Seasonality of physical activity, sedentary behavior, and sleep in a middle-aged and elderly population: The Rotterdam study. *Maturnitas*, 110, 41-50. doi: 10.1016/j.maturitas.2018.01.016
- Cepeda, M., Schoufour, J., Freak-Poli, R, Koolhaas, C.M., Dhana, K, Bramer, W.M. & Franco Duran, O.H. (2017). Levels of ambient air pollution according to mode of transport: a systematic review. *The Lancet. Public health*, 2 (1), e23-e34. doi: 10.1016/s2468-2667(16)30021-4
- Dhana, K, Koolhaas, C.M., Berghout, M., Peeters, A.M.A., Ikram, M.A., Tiemeier, H.W., Hofman, A., Nusselder, W.J. & Franco Duran, O.H. (2017). Physical activity types and life expectancy with and without cardiovascular disease: the Rotterdam Study. *Journal of Public Health*, 39 (4), E209-E218. doi: 10.1093/pubmed/tdw110

- Click on *add results*

The screenshot shows the 'Add results...' dialog box. It has a search bar with 'Tutor(s)' entered. Below the search bar, there is a 'Related results' section with a question mark icon and an 'Add results...' button. The dialog also shows 'Research' and 'Extra characteristics' sections, and a 'Summary' section at the bottom.

- Filter on title, resulttype, DOI or publication year (optional)

- Select the publications that are related to the dissertation.
- Click on *connect selected results*

The screenshot shows the 'Personal Metis' interface. At the top, there is a navigation bar with the 'metis' logo and 'PERSONAL' text. The user's name 'Msc C.M. Koolhaas' is displayed in the top right. Below the navigation bar, there are several utility icons: '+ add result', 'overview', 'info', 'delete', 'previous', 'next', 'copy', 'save', and 'upload full text'. On the right side of this bar are 'userguide' and 'exit' buttons.

The main content area contains a text box with instructions: "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."

Below the instructions is a search form with the following fields:
 

- (part of) title: "Levels of ambient air pollution according" (highlighted with a red box)
- result type: "choose a result" (dropdown menu)
- DOI: (empty text box)
- author: "Koolhaas" (text box with a search icon)
- publication year: "from" [ ] "through" [ ] (two empty text boxes)

 At the bottom of the form are "search" and "cancel" buttons.

Below the search form, the results are displayed under the heading "Results found for above search criteria". There are three entries:
 

- 1 my results (with a "show" button)
- 1 results fellow researchers (with a "show" button)
- 1 all results (with a "show" button)

The first result is expanded, showing a checkbox (highlighted with a red box) and the following text:
 

Cepeda, M., Schoufour, J., Freak-Poli, R., Koolhaas, C.M., Dhana, K., Bramer, W.M. & Franco Duran, O.H. (2017). Levels of ambient air pollution according to mode of transport: a systematic review. *The Lancet. Public health*, 2 (1), e23-e34. doi: 10.1016/s2468-2667(16)30021-4

 To the right of this text are two "connect selected results" buttons (both highlighted with red boxes).

## 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.

The screenshot shows the 'upload full text' form in the Personal Metis interface. The form is divided into several sections:

- Type:** Includes 'result category' (Article (Academic)) and 'status' (Validated).
- Authors:** A table with columns for 'name', 'initials', and 'prefix'. The first author is 'Koopman' with initials 'E.M.'.
- Bibliographic description:** Includes fields for 'title' (Effects of "literariness" on emotions and on empathy and reflection after reading), 'publication year' (2016), 'report year' (2016), 'language' (English), 'journal' (Psychology of Aesthetics Creativity and the Arts (print)), 'ISSN' (1931-3896), 'volume' (10), 'issue' (1), 'starting page' (82), 'till' (98), 'number of pages', and 'article number'. The 'DOI' field is highlighted with a red box and contains the value 10.1037/aca0000041. The 'URL' field is empty. The 'Handle from Institutional repository (Repub)' field is also highlighted with a red box and is currently empty.

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](mailto: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 love

Sub Title

Publication Date\*  
2017-01-01

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

### Submit a Publication (Upload)

Upload one or more (PDF) files.

Files  
Add Files

← Previous      → Next

### Submit a Publication (Upload)

Upload one or more (PDF) files.

Files  
1

Select File (required)  
upload

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

### Submit a Publication (Upload)

Upload one or more (PDF) files.

Files

1

Select File (required)

565-2142-3-PB.pdf 50.4kB

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

← Previous

→ Next

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

### Submit a Publication (Contact)

Contact details:

name\*

Annikiek Teuben

email\*

annemiek.teuben@eur.nl

Note

Book review of [Weigel, Moira](#) (2016). *Labor of Love: The Invention of Dating*. (292 p.) New York: [Farrar, Straus and Giroux](#). ISBN: 978-0-374-18253-3

Add any questions or remarks about the publication metadata, the access rights or the repository

← Previous

→ Next

### Submit a Publication (Done!)

Thank you for submitting your work.

Your publication will be reviewed by library staff before it is made available.

✓ Finish

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.

PERSONAL

+ registreren raadplegen / wijzigen Overzicht export metis handleiding logout

#### Resultaten overzicht

2 resultaten

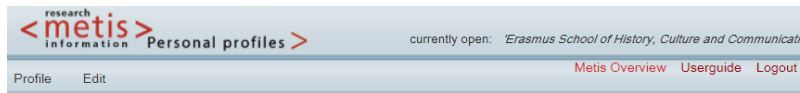
Koopman, E.M. (2016). Effects of "literariness" on emotions and on empathy and reflection after reading. *Psychology of Aesthetics Creativity and the Arts (print)*, 10 (1), 82-98. doi: 10.1037/aca0000041

Koopman, E.M. (2016, september 30). *Reading Suffering : an empirical inquiry into empathic and reflective responses to literary narratives*. EUR (ERMeCC) Prom./coprom.: prof.dr. M.S.S.E. Janssen, E Andringa & F. Hakemulder.

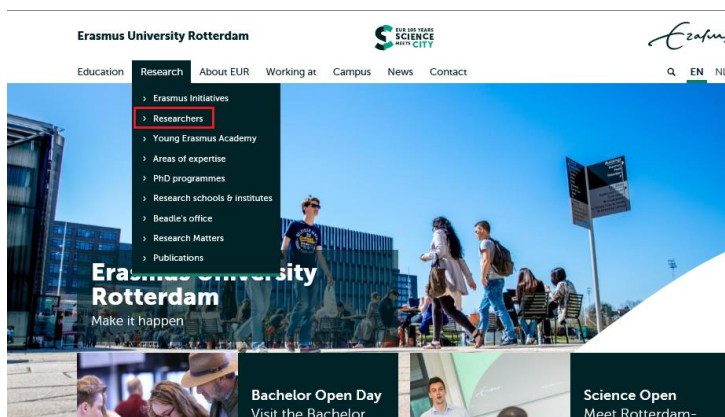
## 8. Link to Promas (people pages)

You can connect directly to [Promas](#) via Personal Metis, without having to log in again.

- Click on 'Profiles'.



A screenshot of the Personal Metis profile results page. On the left is a sidebar menu with categories like 'Basic information', 'Personal', 'Professional experience', 'Languages', 'Training', 'Education', 'Research', 'General expertise', 'Results', 'Teaching', 'Courses', 'Recognitions', 'Editorial positions', 'Organisational memberships', 'Side positions', 'Other', 'Introtect Publications', and 'Introtect Courses'. The 'List of results' item is highlighted with a red box. The main area shows search filters: 'Order by: YEAR DESCENDING' and 'After year: 1980'. Below are 'save all' and 'reset' buttons. A table lists results with checkboxes and a 'Key' column. The first result is '1:Academic'. The table contains several rows of publication titles and authors, each with a checkbox and a 'Key' column.






Researcher profiles


## Researcher profiles

Ward

2 results for **Ward**




**dr. (Ward) W.P. Vloeberghs**  
Erasmus University College



**dr. (Janelle) J.R. Ward**  
Assistant Professor  
Erasmus School of History, Culture and Communication

## dr. (Janelle) J.R. Ward



Assistant Professor | Erasmus School of History, Culture and Communication  
| Department of Media and Communication

Location	Erasmus University Rotterdam
Room	M 8-31
Telephone	+31 10 4082608
Email	<a href="mailto:ward@eshcc.eur.nl">ward@eshcc.eur.nl</a>

**More information**

[✉](#) [📄](#) [in](#)

[Download CV](#)

[Back to overview](#)

### Profile

Janelle Ward is Assistant Professor at the Department of Media and Communication of Erasmus University Rotterdam.

Janelle Ward's research and consultancy expertise is in... [Read more](#)

### All Publications (96)

- Article (10)
- Book / Monograph / Book editorial (2)
- Part of book - Chapter (6)
- Article in volume (2)
- Lecture (18)
- Other output (15)
- Book review (1)
  - J.R. Ward (2017). [Technology's role in the consumption of love](#). <sup>OR</sup> (Bespreking van het boek *Labor of Love: The Invention of Dating*. *HUMAN/IT - Journal for information technology studies as a human science*. 13(3). 00-00. [Jpg to publisher's site](#)) <sup>OR</sup>
- Website / portal (1)
- Television or radio appearance (1)

### Address

**Visiting address**  
Burg. Oudlaan 50  
3062 PA Rotterdam

**Postal address**  
Postbus 1738  
3000 DR Rotterdam

**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).