

# 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>

Om in te loggen heeft RIS (Acceptatie NG) | RU jouw gegevens nodig

De dienst heeft deze gegevens nodig om goed te kunnen functioneren. De gegevens worden vanuit jouw instelling veilig verzonden naar RIS (Acceptatie NG) | RU via SURFconext.

De volgende gegevens worden doorgestuurd naar RIS (Acceptatie NG) | RU:

Erasmus Universiteit Rotterdam	Klaassen, dhr.zagromm.riet?
E-mailadres	arnemiek.brubden@eur.nl
Organisatie	eur.nl
Gebruikers-ID	43742ale@eur.nl

Ga je akkoord met het doorsturen van deze gegevens?

Je gebruikt al 13 diensten via SURFconext. [Bekijk hier het overzicht en zie profielinformatie.](#)

- 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.

Search for an institution

Previously chosen: estl

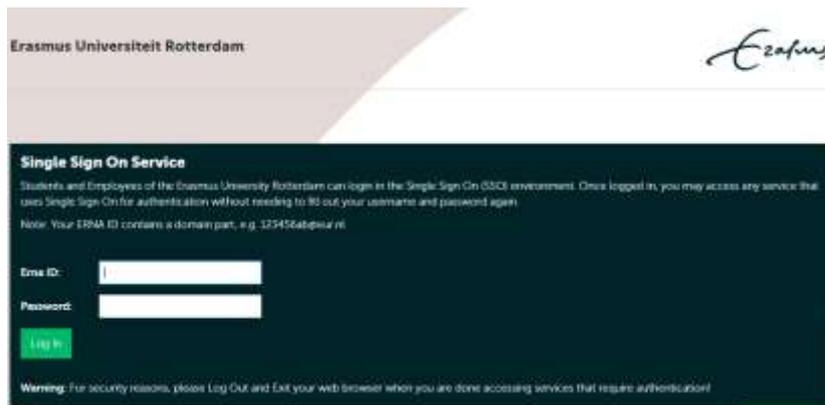
Erasmus University Rotterdam

Identity providers with access

Radboud University

Radboudumc

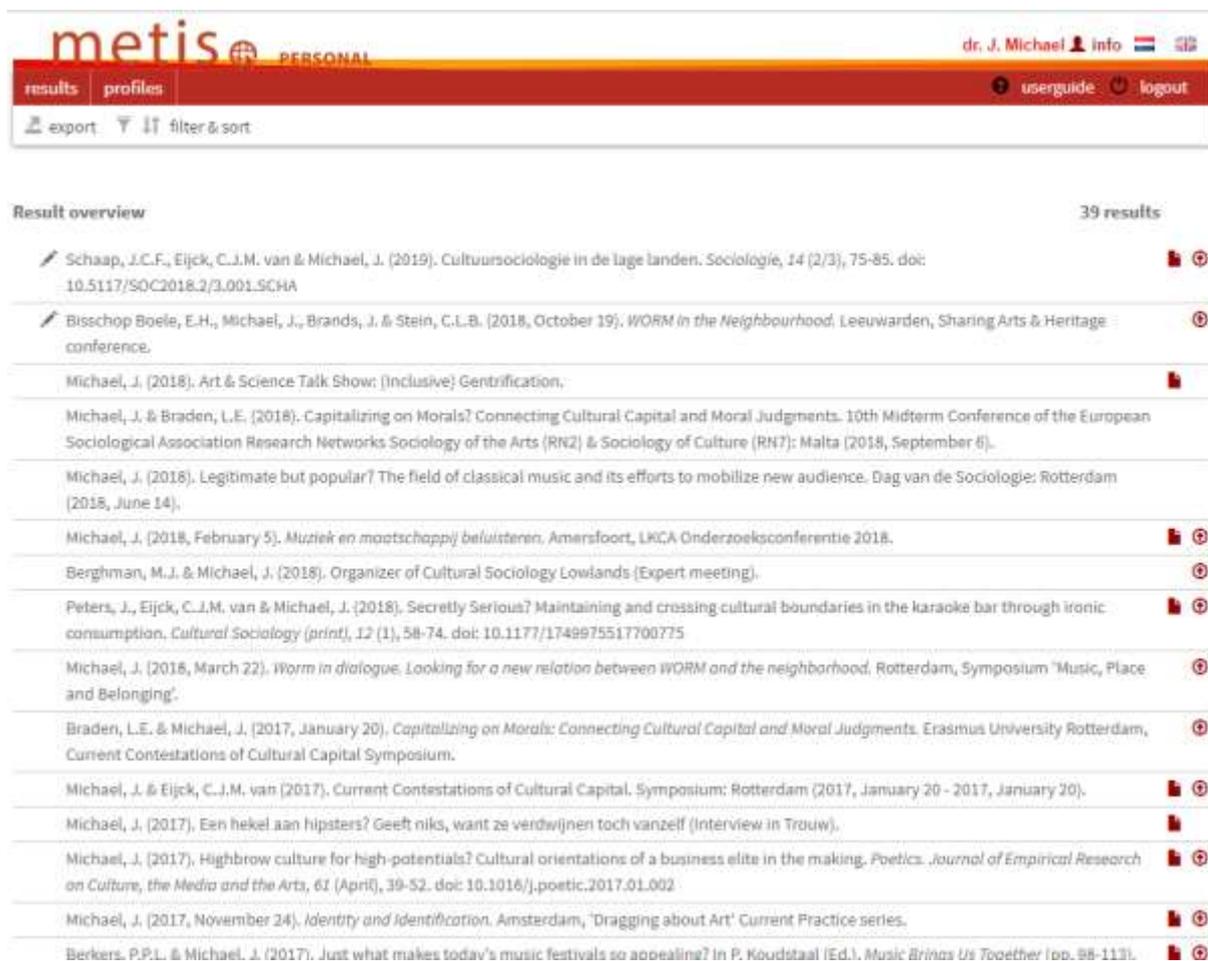
Social ID | Orongri



Username is: ERNA-ID (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:

- . Register: enter new publications
- . Overview: Result overview
- . Profiles: make any modifications to make them visible via the People Pages



- . Export: export overview of publication list (you will then see lists in various formats, such as APA, RIS format, Vancouver).
- . Filter & Sort: Filter and sort your publication list.
- . Userguide: [Manual Personal Metis](#)

### 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.





## 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)



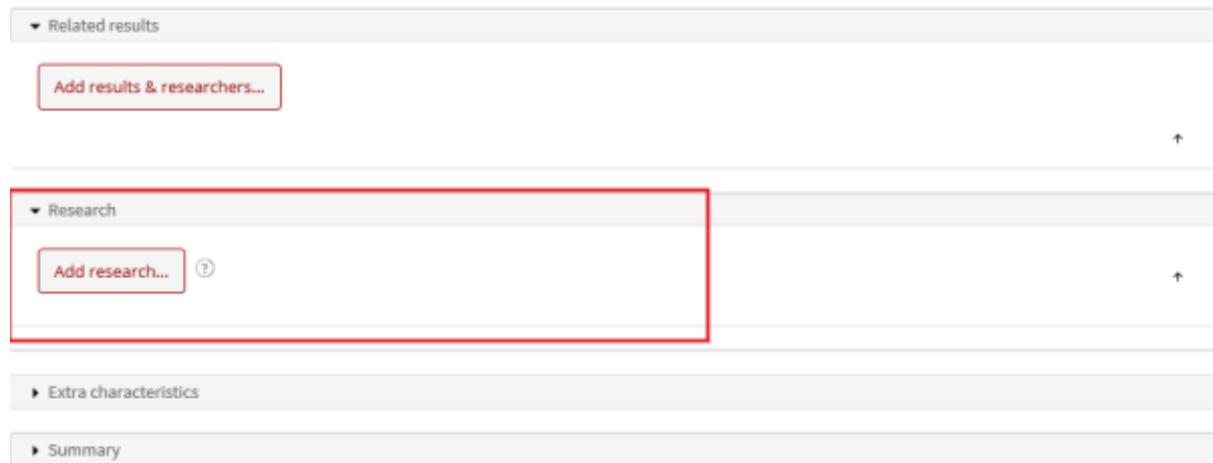
**Note:** The Handle from our Repository RePub will be automatically added within a few days after uploading your fulltext to RePub.

The screenshot shows the 'metis PERSONAL' interface. The top navigation bar includes 'register', 'consult / edit', and 'overview'. Below the navigation bar are icons for 'info', 'delete', 'previous', 'next', 'copy', 'save', and 'upload full text'. The form is divided into sections: 'Type', 'Authors', and 'Bibliographic description'. The 'Bibliographic description' section is highlighted with a red box and contains the following fields:

title	Shared strategic cognition in Flemish city councils: the relevance of political and demographic group characteristics		
publication year	2018	report year	2018
language	English		
journal	Public Management Review (online)		open article in toll area
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)	https://hdl.handle.net/1765/111497		

## 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.

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
	Erasmus Studio	01-01-2014		EUR ESHCC 13
	Public Opinion	01-01-2014		EUR ESHCC 12
	ISS: Civic Innovation Research Initiative (CIRI)	01-11-2012		EUR-ISS-CIRI
	ISS: Economics of Development and Emerging ...	01-11-2012		EUR-ISS-EDEM
	ISS: Governance, Globalisation and Social Justic...	01-11-2012		EUR-ISS-GGSJ
	ISS: Political Economy of Resources, Environme...	01-11-2012		EUR-ISS-PER
	Health and Behaviour	01-01-2012	31-12-2013	EUR ESE 35
	International Economics	01-01-2012	31-12-2013	EUR ESE 37
	Management 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>

Wood, E. L., de Vries, H.W. & Senter, J. (2018). Developing and Deploying Dynamic Capabilities: the Case of a Western Expedition Unit.



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 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 a '6 results' indicator. The list of results 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. *Matuitas*, 110, 41-50. doi: 10.1016/j.matuitas.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(18)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 a vertical list of categories in the Metis interface: 'Tutor[s]', 'Related results' (with a question mark icon), 'Research' (with a question mark icon), 'Extra characteristics', and 'Summary'. The 'Related results' section is expanded, showing a red-bordered button labeled 'Add results...'.

- Filter on title, result type, 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 'metis PERSONAL' on the left, 'Msc C.M. Koolhaas' on the right, and a menu with 'add result', 'overview', 'userguide', and 'exit'. Below the navigation bar is a toolbar with icons for 'info', 'delete', 'previous', 'next', 'copy', 'save', and 'upload full text'.

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" and "through" (two empty text boxes)

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

Below the search form, there is a section titled "Results found for above search criteria" with a help icon. It lists three results:
 

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

At the bottom of the screenshot, a search result is displayed:
 

- A red box highlights a small icon on the left.
- The text reads: "Cepeda, M., Schoufout, J., Freak-Poli, R., Koolhaas, C.M., Dhana, K., Bramet, M. & Franco-Borari, O.M. (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"
- Two "connect selected results" buttons are shown, one above and one below the citation text (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 Personal Metis. The form is divided into several sections:

- Type:** result category (Article (Academic)), status (Validated).
- Authors:** A table with columns for name, initials, prefix, and title. The first author is Koopman, E.M.
- Bibliographic description:** 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, article number, DOI (10.1037/aca0000041), URL, and Handle from Institutional repository (Repub).

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

Publication Type (Description)

Title\*

Sub Title

Publication Date\*

Author(s)  

1	J.R. Ward (Janetie)	
---	---------------------	--

### Submit a Publication (Upload)

Upload one or more (PDF) files.

Files

### Submit a Publication (Upload)

Upload one or more (PDF) files.

Files  

1		
---	--	--

Select File (required)

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

### Submit a Publication (Upload)

Upload one or more (PDF) files

Files:

Select file(s) (max)

905-2342-3 PDF.pdf - upload

Published in Open Access?

Yes, 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\*

Annemiek Tuijthuis

email\*

annemiek.tuijthuis@uu.nl

Note

Book review of [Boggs, Matt](#) (2016). *Letter of Love: The Invention of Dating*. (200 p.) New York: [Farrar, Straus and Giroux](#). ISBN: 978-0-374-13339-3

All my opinions on [annemiek](#) about the publication metadata, the access rights of 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

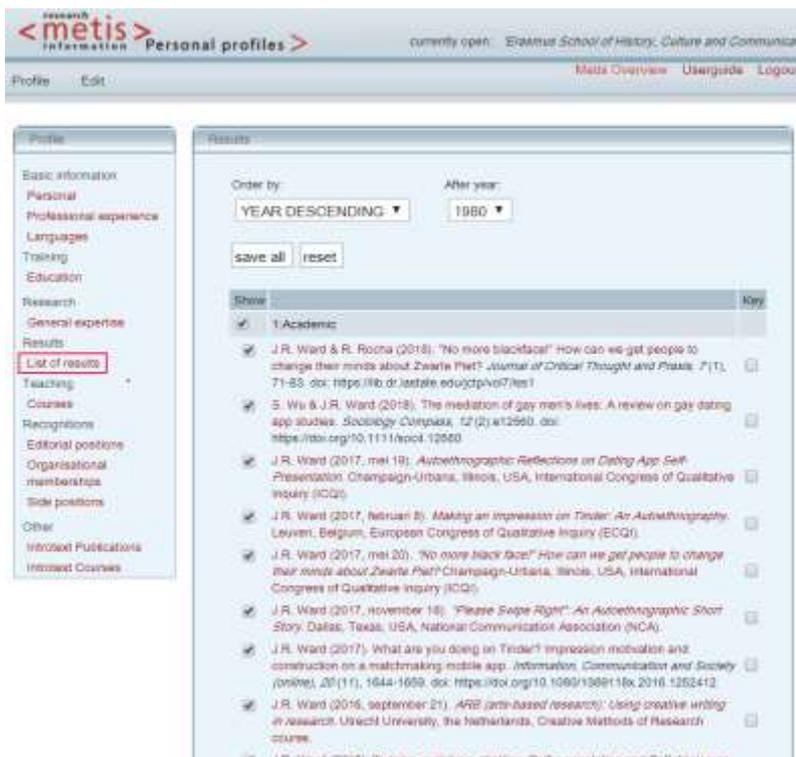
Koopman, E.M. (2016). Effects of "literariness" on emotions and on empathy and reflection after reading. *Psychology of Aesthetics Creativity and the Arts (print)*, 10 (1), 82-98. doi: 10.1037/aca0000041

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'.



**Organisation**

- Erasmus School of Economics
- Erasmus School of Health Policy & Management
- Erasmus School of History, Culture and Communication
- Erasmus School of Law
- Erasmus School of Philosophy
- Erasmus School of Social and Behavioural Sciences
- Erasmus University College
- International Institute of Social Studies
- Rotterdam School of Management, Erasmus University

**Researchers**

- > Young Erasmus Academy

Researcher profiles

## Researcher profiles

Search for a person



1593 results



**dr. (Chris) CE Aalberts**

Lecturer  
Erasmus School of History, Culture and Communication



**dr. (Anette) AM Aalto**

Erasmus University College



**(Zahid) ZA Abbasi**

International Institute of Social Studies



**(Ayman) AAM Abdelwahed MSc**

PhD Candidate  
Rotterdam School of Management, Erasmus University



**(Lennart) LB Ackermans**

Erasmus School of Philosophy



**J Adeler**

Lecturer  
Erasmus School of Law



**dr. (Robbert-Jan) RJ Adriaansen**



**dr. Ir. (Niels) NAH Agatz**

dr.  
**(Janna) J Michael**



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#### More Information



[Back to overview](#)

#### Profile

Since October 2017, I work as a postdoctoral researcher on the project ['Gameful Music Performances for Smart, Inclusive, and Sustainable Societies' \(GAMPSISS<sup>2</sup>\)](#). In this interdisciplinary project, I am investigating listening cultures and classical music audiences in order to explore if and how music listening culture can be altered through gamification. Using classical music pieces as case-studies, I am drawing on interviews, survey data and experiments to examine values realized in the aesthetic experience of music listening. Within the project at large, altering the listening experience with gameful music performances is explored for its potential to maximize the ethical impact of confrontations...

[Read more](#) ▾

**All publications (39)** ▾

**Teaching (1)** ▾

**Present position** ▾

#### 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).