

Abridged Manual Personal Metis

From version 4.4

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Date: 30 may 2017

Metis Version: 4.4.9

Manual Version: 1.3

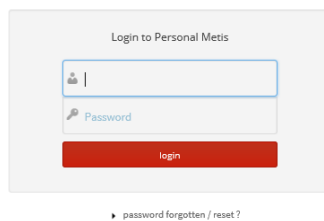
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1. Introduction

This manual contains the most important information that is necessary to add and modify a publication for upload to Repub. For the researcher, the Personal Metis version that started being used on 19 April 2017 mainly impacts the layout of Personal Metis. 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.

2. Logging in



Log in via <http://metis.eur.nl/memis/personal>

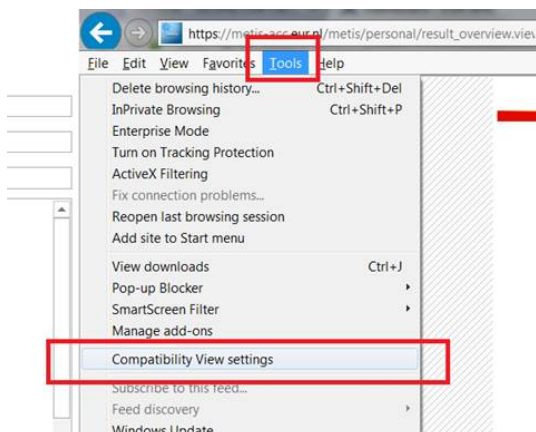
Username is: ERNA-ID (numbers+letters)

Password: known by the user

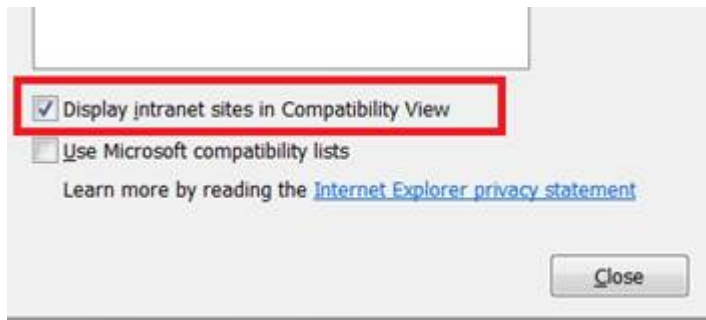


Please note: ensure that the following settings are set correctly when using Internet Explorer (IE 11) as internet browser. Follow the instructions below to check/modify the settings.

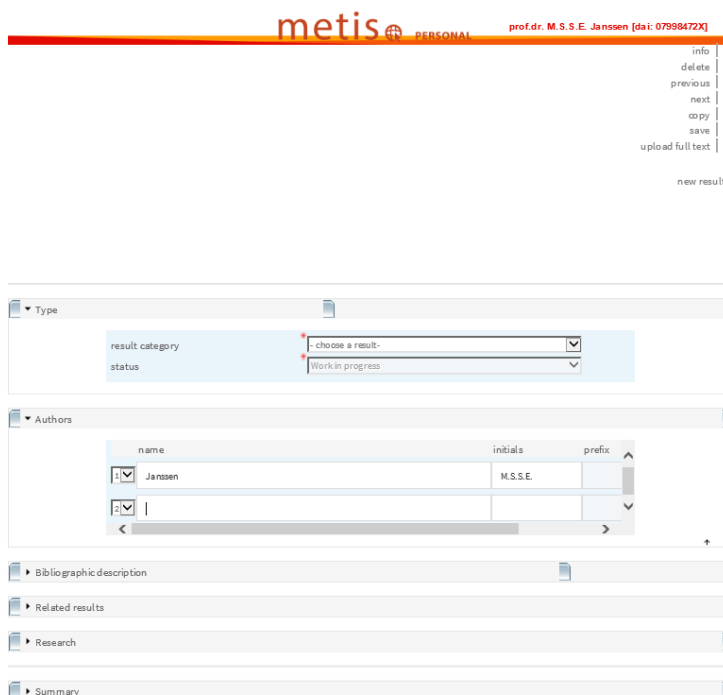
- Go to Tools > *Compatibility View Settings*



The *Display intranet sites in Compatibility View* checkmark is **on** as standard when using @wEURk.



As a consequence of the above setting, you will see an incomplete screen after logging in to personal Metis.



- *Deselect the checkmark at Display intranet sites in Compatibility View.*

The start screen will now look as follows:

The screenshot shows the Metis interface for a user named 'prof.dr. M.S.S.E. Janssen [dai: 07998472X]'. The top navigation bar includes a red header with the 'metis' logo and a 'PERSONAL' label. Below the header is a dark red bar with buttons: '+ add result', 'export', 'profiles', 'filter & sort', 'userguide', and 'exit'. The main content area is titled 'Result overview' and shows 'page: 1 2 3 4' and '178 results'. A list of publications is displayed, each with a pencil icon, a magnifying glass icon, and a red square icon. The publications include works 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).

3. Start screen

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

This screenshot is identical to the one above, but with four blue arrows pointing upwards to the menu bar. The arrows point to the '+ add result', 'export', 'profiles', and 'filter & sort' buttons.

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. Red boxes highlight specific icons and their corresponding tooltips:

- A red box around a pencil icon has a tooltip that says "Article/Letter To The Editor".
- A red box around a magnifying glass icon has a tooltip that says "raadplegen of wijzigen van publicatie".
- A red box around a document icon has a tooltip that says "raadplegen of uploaden van fulltext".

The publication list includes entries by Meurer, J., Klijn, E., Bosch, F.A.J. van den & Volberda, H.W. (2017) and Heyden, M.L.M., Sidhu, J.S. & Volberda, H.W. (2017).

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.

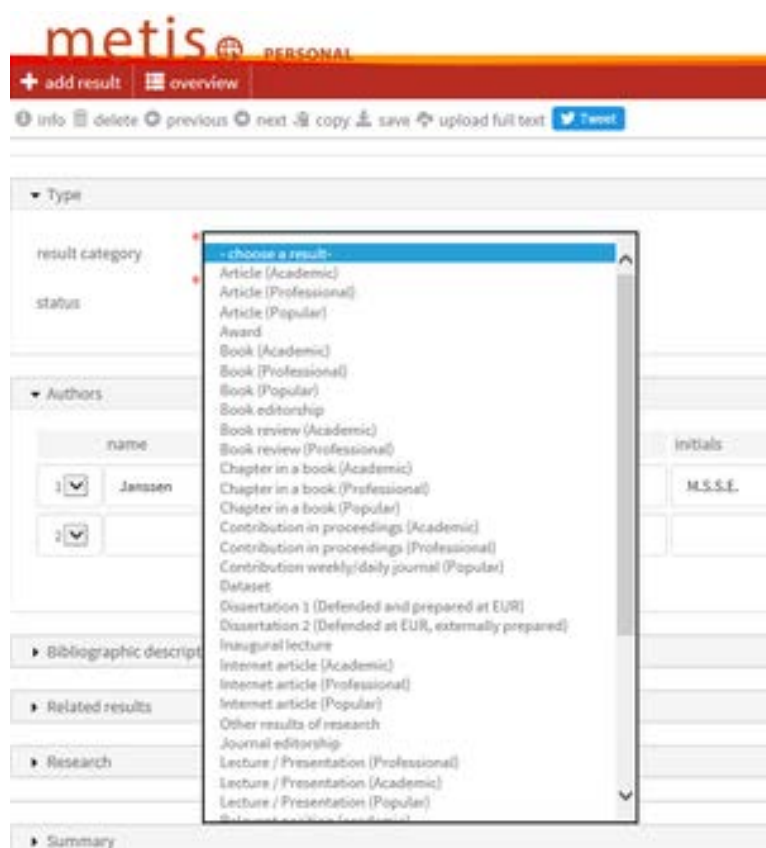
The screenshot shows the metis database interface. The top navigation bar includes "add result", "export", "profiles", "filter & sort", "userguide", and "exit". The main content area displays a list of publications with the following details:

- Result overview: 178 results
- Pages: 1, 2, 3, 4
- Publications listed include works 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), Janssen, M.S.S.E. & Verboord, M.N.M. (2015), Janssen, M.S.S.E. (2015), Verboord, M.N.M., Kuipers, G.M.M. & Janssen, M.S.S.E. (2015), Verboord, M.N.M. & Janssen, M.S.S.E. (2015), Brandellero, A.M.C., Hoeven, A.J.C. van der & Janssen, M.S.S.E. (2015), Berkers, P.P.L., Janssen, M.S.S.E. & Verboord, M.N.M. (2014), Janssen, M.S.S.E. (2014), Janssen, M.S.S.E. (2014), Brandellero, A.M.C. & Janssen, M.S.S.E. (2014), Brandellero, A.M.C., Janssen, M.S.S.E., Cohen, S. & Roberts, L. (2014), and Janssen, M.S.S.E. (2014).

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.



- *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

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

Pott

→

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

☒ organisation (A) Department of Media and Communication
organisation (B)
organisation (C)
function Full Professor
employment Tenured 01-01-2014

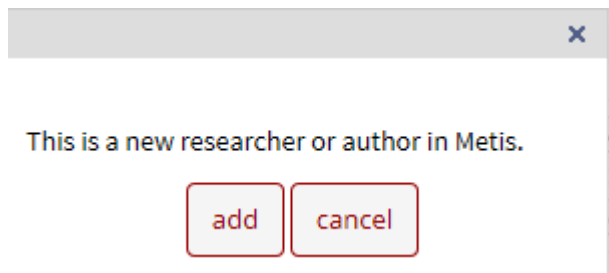
☐ organisation (A) Department of Media and Communication
organisation (B)
organisation (C)
function Full Professor
employment Tenured 01-09-2009 31-12-2013


☐ 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

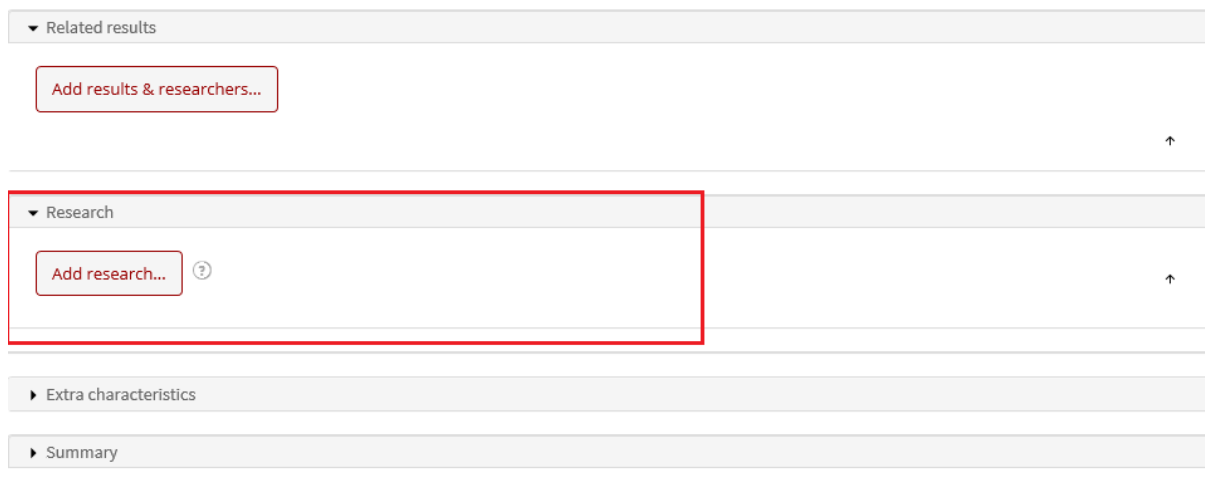
If an author is not available in Metis, the following notification will be displayed:



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.

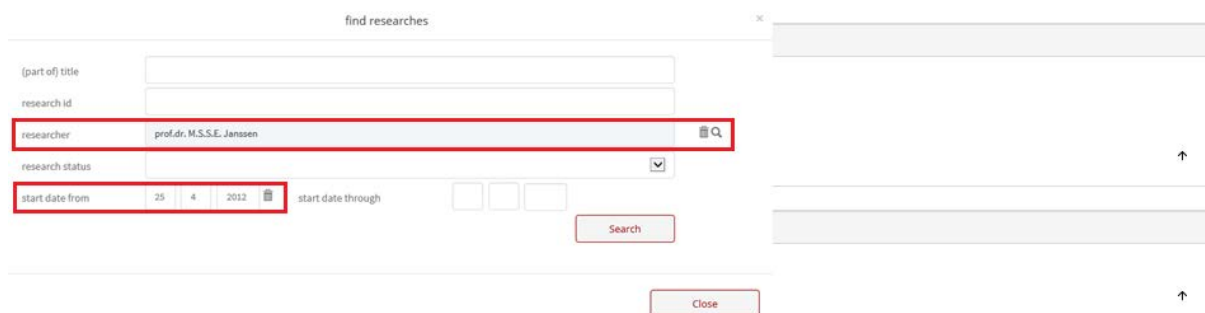
5.3 Add research programme

- Click on *Add Research*

A form titled "Add research..." with a red border. It is part of a larger interface with sections: "Related results" (containing "Add results & researchers..."), "Research" (containing "Add research..." with a question mark icon), "Extra characteristics", and "Summary".

The following screen will appear.

- Remove the *Start date from* from the research programme and if you are not the first author, also remove the *Researcher*.

A form titled "find researches" with a red border. It contains fields for "researcher" (with "prof.dr. M.S.S.E. Jansen" entered), "start date from" (with "25", "4", "2012" entered), and "start date through". There is a "Search" button and a "Close" button.

- 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 %ESHCC%

researcher

research status

start date from start date through

Search

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

Close

- Select the correct research programme.

find researches

(part of) title

research id

researcher prof.dr. M.S.S.E. Janssen

research status

start date from start date through

Search

Found researches: 4

items per page 25

Select	title	researchid
<input type="checkbox"/>	Arts and Culture Studies	EUR ESHCC 09
<input type="checkbox"/>	Media and Communication	EUR ESHCC 11
<input type="checkbox"/>	Kunst- en cultuurwetenschappen	EUR FHK 05
<input type="checkbox"/>	The study of Art and Culture	EUR FHK 07

Close



Tip: If you don't know the code of the research programme you are looking for, type the abbreviation of your faculty (for example %ESHCC%).

6. New 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

?

*

Q

subtitle

repository information

archive

?

*

year of archiving

?

*

2017

date available

?

18

4

2017

(dd mm yyyy)

rightsholder

?

Erasmus University Rotterdam

DOI

?

handle

?

URL at archive

?

handle at local repository

?

content information

description

keywords

audiences

language(s)

temporal coverage

collection period

subject period

spatial coverage

area

coordinates

geolocation box

latitude

longitude

latitude

longitude

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



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

+ add result overview userguide exit

info delete previous next copy save upload full text Tweet

▼ Bibliographic description

title result Reading Suffering: an empirical inquiry into empathic and reflective responses to literary narratives

publication year 2018 language English

institute Ph.d. EUR

research institute EUR

publisher ERMeCC

publishing place

isbn 978-90-78865-28-3 number of pages

series issue

date readcom. (dd mm yyyy) graduation date 30 9 2018 (dd mm yyyy)

DOI

↑

▼ Tutor(s)

	name	initials	prefix	title	role
1	Janssen	M.S.S.E.		prof.dr.	P <input checked="" type="checkbox"/>
2	Andringa	E			C <input checked="" type="checkbox"/>
3	Hakemulder	F.			C <input checked="" type="checkbox"/>

↑

▼ Related results

Add results...

↑

- 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 Hakemulder

▼ 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

DOI

author

publication year

choose a result

Koopman

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: 370164486]

+ add result

overview

userguide

exit

info

delete

previous

next

copy

save

upload full text

Tweet

Type

result category

Article (Academic)

status

Validated

Authors

name

1 Koopman

initials

E.M.

prefix

title

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	Effects of "literariness" on emotions and on empathy and reflection after reading		
publication year	2016	language	English <input type="button" value="v"/>
journal	Psychology of Aesthetics Creativity a		
issn	1931-3896		
volume	10	issue	1
(starting) page	82	(till)	98
		number of pages	article number
DOI	10.1037/aca0000041		
online first	<input type="checkbox"/>	(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.