# Manual Personal Metis

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#### 1. Introduction

Metis is the Erasmus University Rotterdam's research information and registration system which you can use to generate management information regarding researchers' input and output. Metis makes it possible to provide research information via the Internet in various ways.

With Personal Metis you, the researcher, have access to your research output registered in Metis. When you are logged in you can modify results, register new results and print overviews. You can find general information about Metis at:

https://www.eur.nl/researchmatters/publishing/systems/research\_information\_systemmetis/

It is important for all publications to be entered in Metis in a timely manner. The information that is entered in Metis is used for:

- Display on your own people page;
- Calculating the annual performance-based financing for research (<u>deadline for</u> registering your publication from previous year: January 31);
- The annual citation analysis at the department and research programme level by the Centre for Science and Technology Studies (CWTS);
- Reporting to the VSNU;
- Research visitation;
- The iBMG corporate brochure.

This manual provides a step-by-step explanation of how you can register a publication in Personal Metis and how you can consult and change a publication.

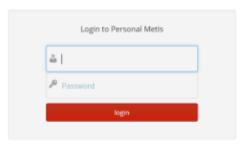
# 2. Logging in

Log in at <a href="http://metis.eur.nl/metis/personal">http://metis.eur.nl/metis/personal</a>

When it is the first time logging in, you can create an account with your ERNA credentials by using the 'password forgotten/reset' button.

Please contact us (metis@bmg.eur.nl) if you encounter problems logging in.

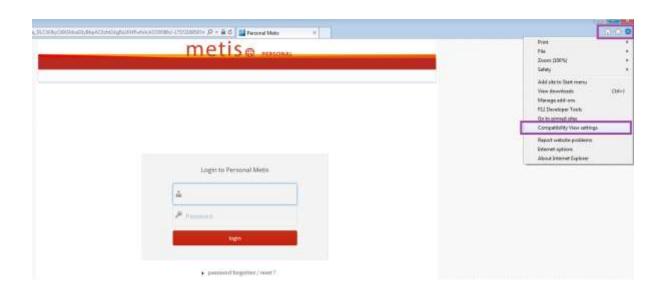


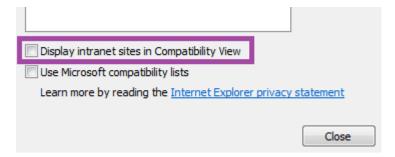


password forgotten / reset?

Radboud Universiteit 1993 - 2016 v 4.4.9.1

<u>ATTENTION:</u> when using Internet Explorer please make sure that you use the correct compatibility view setting. You can check and change these settings via tools > Compatibility View Settings > uncheck the box "Display intranet sites in Compatibility View".





# 3. Starting up

After you have logged in, you will see an overview of your publications.



- 1. Add: Here you can enter new publications.
- 2. Export: Here you can export an overview of your publications.
- 3. Profiles: With this button you can implement changes to your personal page.
- 4. Filter & Sort: Filter and/or sort your publications.

# 4. Registering new publications

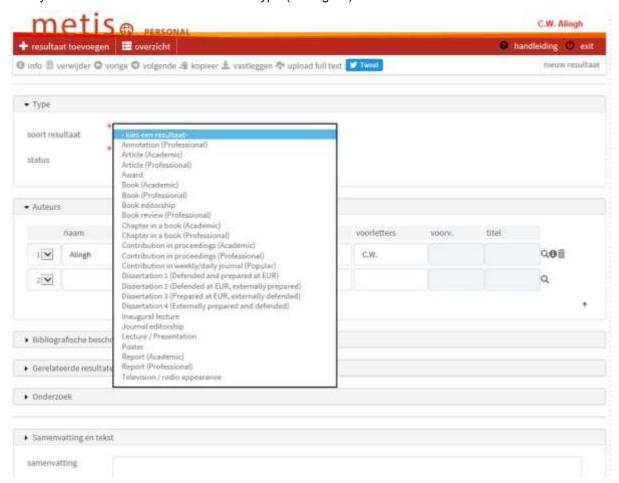
When you open Personal Metis all of your publications will be displayed.

You can search within the list using *Ctrl F* to see whether specific publications are already registered. If so please check your organisation (see 4.3) and the researchID (see 4.5).

Go to 'Add' or 'Register' to enter a new publication. You will have to fill in a number of fields depending on the type of publication. A number of fields are the same for all publication types. A number of fields are specific to a certain results category. The general fields are described below. Appendix II contains examples to show you exactly what needs to be filled in per category.

#### 4.1 Result category

First you will be asked to select the result type (see figure).



Research publications are categorized into four main types by the VSNU (agreements on definitions regarding scientific research)

http://www.vsnu.nl/files/documenten/Feiten\_en\_Cijfers/Definitie\_afspraken\_Wetenschappelijk\_Onder zoek\_april\_2010-IRRH-def-20100406.pdf) according to objective and target group: scientific publications, trade publications, non-professional (popular) publications and other results. Various forms of publications are differentiated per main type. In some cases, forms of publication occur for two or more main types. The description of the main type is guiding when deciding the main type to which a publication must be allocated.

#### Scientific publications (academic)

A scientific publication is a publication about a result of scientific research aimed at researchers. Orientation to the <u>target group of 'researchers'</u> gives a publication specific characteristics, such as emphasis on the research process, a methodological foundation and a reference to previous research results. In principle, a scientific publication is about the result of one's <u>own</u> scientific research and is intended to help <u>increase</u> scientific knowledge.

- Article: An article is scientific if it is published in an international, peer-reviewed journal or if it
  is on the iBMG list of peer-reviewed, Dutch-language journals that are relevant for the iBMG,
  see appendix I;
- Book;
- Chapter in a book;
- Contribution in proceedings (congress contribution): A full version of an article as a part of a collection of scientific articles published in the context of a congress;
- Dissertation: A publication based on which a doctorate was earned at the university. Four forms of publication are differentiated: 1. Defended at the EUR, prepared at the EUR; 2. Defended at the EUR, prepared externally; 3. Defended externally, prepared at the EUR; 4. Defended externally, prepared externally;
- Report; Reporting on research, almost always by commission.

#### **Trade publications (professional)**

A publication by (a member or members of) the staff about a result of scientific research aimed at professional interested parties. <u>Professional interested parties</u> mean those who are interested in the research results by virtue of their profession (with the exception of the occupational group of scientific researchers).

The trade publication is not necessarily intended for increasing but rather for <u>spreading</u> scientific knowledge and promoting the application of existing knowledge.

Annotation: a legal explanatory comment on a decision taken by a court or arbitration;

- Article: If the article does not comply with the criteria that are listed for a scientific article (i.e.
  not an international, peer-reviewed journal or not on the list of journals in appendix I), then it
  is a trade publication;
- Book;
- Chapter in a book;
- Contribution in proceedings (congress contribution): A full version of an article as a part of a collection of scientific articles published in the context of a congress;
- Report: Reporting on research, almost always by commission.

Book review: A description, critical analysis and evaluation of the quality, the intent and the significance of a book. It is aimed at the objective, the content and the 'authority' of a book.

# Non-professional publications (popular)

A publication by (a member or members of) the staff about a result of scientific research aimed at the <u>general public</u>. Publication about a result of scientific research that is aimed at <u>educated laypersons</u>. Orientation to the target group of educated laypersons gives a publication specific characteristics, such as generally comprehensible language usage and no required prior knowledge.

 Contribution weekly/daily journal: A submission to or a placed interview in an international, national or regional daily/weekly, newspaper or journal.

#### Other results

- Awards
- Book editorship;
- Inaugural lecture: A public speech with which a newly appointed professor officially begins his
  or her post;
- Interview;
- Journal editorship/referee;
- Lecture/presentation;
- Patent; an exclusive right to making or selling an industrial product that is granted by the government or by the proper authorities;
- Poster;
- Television/radio appearance.

#### 4.2 Status

You can indicate the result's **Status** after having selected the 'Result type'. Here you choose from the following:

- **Published** The production process has been entirely completed and the result has been published.
- **Work in progress:** The work has not yet been completed but the result will be published in the near future.

#### 4.3 Authors

Explanation of buttons:

- Popens the help list with research staff
- shows the details of the organisation (work relations linked to the author concerned)
- \* deletes the author concerned

Your own name has already been entered under 'Authors'. You can also enter additional authors, if needed. Always first click on the magnifying glass after the input field and search per author. In the help list you can search for (a part of) the last name of researchers. When you click the information button you can see whether the researcher is linked to the correct organisation (faculty / section /university) (this has to correspond with the affiliation on your article). When selecting a co-author, it is of vital importance that you select the correct account, which is linked to iBMG. You can select the correct account by selecting the account with an iBMG-work relation from the list. Please check whether the work relation is mentioned by clicking the 'information button' (as mentioned above). If such a work relation is not mentioned, please do not select this account. Another search result from the list should be the correct one.

It is possible to select multiple organisations. This might be necessary when you are for example appointed at two faculties and these are both used as an affiliation in the publication. In this way the publication is linked to both faculties.

Metis registers authors via a unique research number. Various names can be linked to this number; a preferred name and one or more aliases. These name forms can be identified in the help lists: for authors with several name forms, a **P** (for preferred) appears in front of the preferred name, or an **A** to indicate an alias. If a researcher appears in the help list several times, select the researcher's name that has a **P** in front of it.

If an author does not work for the EUR, complete the name fields manually and hit 'Enter'. Metis will recognize this input as a new author and ask for confirmation.

If there is an external author with the same name and initials as a EUR employee type the initials without dots. So for example J.M. Vissers becomes JM Vissers.

Metis will then recognise/store this person as an external relation.

<u>ATTENTION:</u> If a publication has been written by several authors, it might already be registered by someone else. If so please check your organisation and the BMG researchID.

<u>ATTENTION:</u> Check the spelling of the name of the author whom you are adding. This prevents the list from being contaminated with duplicate names or misspelled names. Select the coauthor which is linked to iBMG, so there has to be a work relation mentioned under the information button.

#### 4.4 Bibliographic description

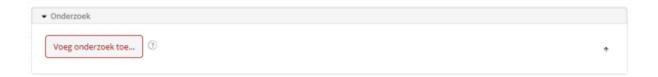
This tab's input fields differ per result type. Fields with a red asterisk are obligatory. Please fill in the other fields as completely as possible.

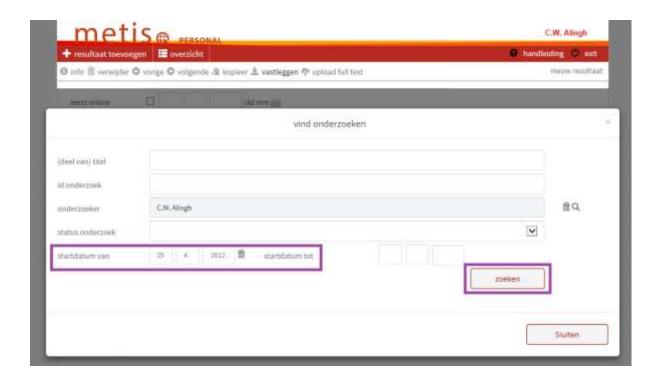
With an **article (academic/professional)**, the 'title result', 'publication year' and 'journal' fields are mandatory.

- Journal: A selection list with autocomplete function is available for this. A search screen can be opened via the magnifying glass where you can search for title variations. Type the title or a part of the title of the journal in the selection field. The journal or a list with journals will be displayed. Choose the correct journal. The ISSN is filled in automatically (if known). If a journal does not appear in the list, the university library (UL) can add the journal. Only the UL can add journals in order to prevent contamination of the journal list. Email a request to <a href="mailto:brandhorst@ubib.eur.nl">brandhorst@ubib.eur.nl</a> or <a href="mailto:teuben@ubib.eur.nl">teuben@ubib.eur.nl</a>. As soon as the journal has been added to the Metis list you can administer the publication in Metis. You can also opt to enter the publication in Metis now under title journal not yet defined. Remember that you need to correct this/change it to the correct journal later.
- Volume: Enter the volume here.
- **Issue**: The number of the journal.
- Number of pages: The total number of pages of the article. 'Starting page': page number on which the article begins in the journal; 'till': last page of the article in the journal.
- **DOI**: DOI stands for Digital Object Identifiers number. This is a unique number that is assigned to an article. The article can always be found using this number. Only fill in this field if you know the number.

#### 4.5 Research IDs

Add a research ID to your publication via research > add research.





Delete the "Start date from" and click "Search". Choose the research programme which covers the content of the publication best. Use the help list to select the correct programme codes. You can choose from the following programmes:

- EMC NIHES-05-63-01 Management and Organisation of Health Care Delivery
- EMC NIHES-05-63-02 Quality and Efficiency in Health Care
- EMC NIHES-05-63-03 Competition and Regulation in Health Care

If the research ID that you need is not displayed in the list, please delete the researcher's name and search for the correct research ID by typing part of the programme name or code in "research ID".

You can find more information about the research programmes at the following site: http://www.bmg.eur.nl/english/research/research\_themes/

After a publication has been added it will not be immediately displayed in the *Overview* tab. The publication will be displayed after the page has been reloaded/refreshed.

#### **Publications registered twice in Metis**

It is not possible to delete publications that were registered by someone else.



With this information button you can see who registered a result and when.

If you want to delete a publication registered by someone else please contact the person who registered the specific publication or contact <a href="mailto:metis@bmg.eur.nl">metis@bmg.eur.nl</a>.

When you delete a publication be sure not to delete the URL to Repub (copy paste to the right publication).

If your publication has already been entered into the system but has no iBMG programme code yet, then contact the person who registered the publication and ask him/her to add the correct iBMG programme code.

#### 4.6 Summary

Here you can enter an abstract and any comments regarding the publication. A reference URL to a full-text version can be entered in the **URL** field.

#### 4.7 Saving data

Save the entered data by clicking on the button with the diskette icon. A confirmation screen will be displayed.

#### 4.8 Uploading to RePub

After registering your publication in Personal Metis, please upload the full text to the Erasmus Repository RePub. Before doing so make sure the publication is not yet present in RePub (<a href="http://repub.eur.nl/">http://repub.eur.nl/</a>). Please upload the final version as well as a manuscript version. The University Library will tackle the copyright issues and will publish one of these versions. Upload your full text in PDF format. For questions, please contact the <a href="mailto:University Library">University Library</a> (brandhorst@ubib.eur.nl).

Clicking the upload button • will display a menu where you can export the data to RePub. Follow the instructions for entering your publication on the subsequent RePub site.



# Submit a publication to RePub

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



If the University Library has included the publication in the repository, the URL will be displayed in the Metis change screen at the bottom of the publication (URL, IR). In the help screen you can view the uploaded version by clicking on this icon

#### 4.9 Link to personal page

After being entered, the publication will not be immediately displayed on the personal page; this will take about one day. If you want to have the publication displayed immediately on your personal page, then you must select 'publish to web' in 'Profiles' (under the 'Profile' tab at the top).

# 5. Viewing and changing publications

#### 5.1 Viewing and exporting publications

Clicking on 'Overview' will display an overview of all publications that have been entered in your name. If a list with your publications does not appear automatically, enter your name under 'Employee'. You can use the help list for this (magnifying glass). In the help list you can search for (a part of) the last name. If you appear in the help list several times, select the name that has a **P** in front of it. For more information see pages 11 and 12.

The **Export** function can be used to make various types of overviews in the export format of your choice.

- **Sorting**: Determines the order in which the list should be sorted.
- Clustering incl. labels: Allows you to group based on a criterion of your choice.
- Classification: Allows you to exclude results with a specific external classification.
- Doctoral thesis: Displays all dissertations for which you are the (co-)promoter.
- Output:
  - APA: The standard instruction for a bibliographical display of scientific results.
  - Metis list: This list displays the result according to the APA instruction, along with the research code, external classification and result type.
  - RIS format: This is a format that is used by a number of library programmes. Files in RIS format can also be read in programmes such as Endnote.
  - BibTex: BibTex is a package for creating literature lists and using them in LaTex documents. The format is used in the technical sciences field.
  - Vancouver: The display is based on the 'ANSI' (American National Standards Institute) standard and is used a lot by medical professionals. The format is also used in databases such as MEDLINE.
- File: Requesting RTF via Internet Explorer can be blocked by an Explorer security setting.

  This can be circumvented by holding down the Ctrl key while retrieving the information.

#### 5.2 Changing publications

You cannot change or delete publications that have been registered by someone else.

You can implement changes using the buttons below.

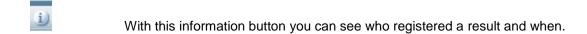


Use this button to start the URL to the full text in the browser.

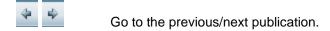


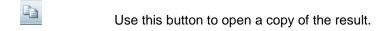
The status of the publication is 'work in progress'.

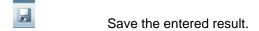
Only publications marked with can be changed. You can use the following buttons:

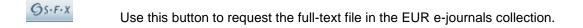


Use this button to delete the entire publication.









Use this button to upload a full-text publication to the RePub database. The full text will be checked by the UL and a URL will be assigned. See <a href="here">here</a> for more information.

Please check beforehand whether the text is already in RePub (<a href="http://repub.eur.nl/">http://repub.eur.nl/</a>). If this is the case, then the text does not need to be sent.

# **Appendix I:** List of Dutch-language scientific journals

(based on the existence of an independent referee system)

Acta Politica. Tijdschrift voor Politicologie

Beleid en Maatschappij (B en M)

Bestuurskunde

Delikt & Delinkwent

Economisch-Statistische Berichten (ESB)

Filosofie & Praktijk

Huisarts en Wetenschap

Journaal Privacy in de Gezondheidszorg

Krisis, tijdschrift voor actuele filosofie

KWALON, tijdschrift voor Kwalitatief Onderzoek in Nederland

Management en Organisatie (M en O)

Markt & Mededinging (M&M)

MGV Maandbald Geestelijke Volksgezondheid

Nederlands Juristenblad (NJB)

Nederlands Tijdschrift voor Bestuursrecht

Nederlands Tijdschrift voor Geneeskunde (NTvG)

Nederlands Tijdschrift voor Hematologie

Nederlands tijdschrift voor oncologie (NTvO)

NJCM Bulletin. Nederlands Tijdschrift voor de Mensenrechten

Tijdschrift Gezondheidswetenschappen (TSG)

Tijdschrift voor Gezondheidsrecht

Tijdschrift voor Ergonomie

Tijdschrift voor Milieuschade en Aansprakelijkheidsrecht (TMA)

Tijdschrift voor Openbare Financien (TvOF)

Tijdschrift voor Politieke Economie TPEdigitaal

Tijdschrift voor Psychiatrie

Verpleegkunde, Nederlands-Vlaams Wetenschappelijk Tijdschrift voor

Verpleegkundigen

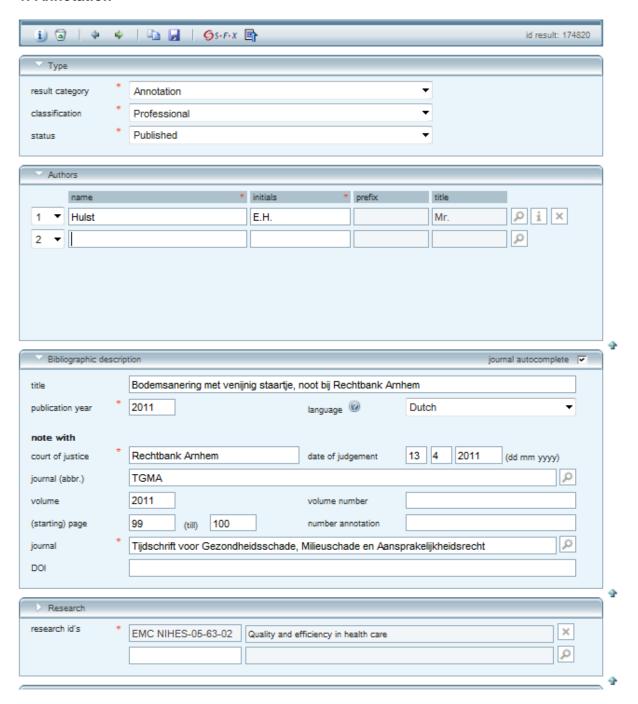
Wetenschappelijk Tijdschrift voor Ergotherapie

Tijdschrift voor Toezicht

**TREMA** 

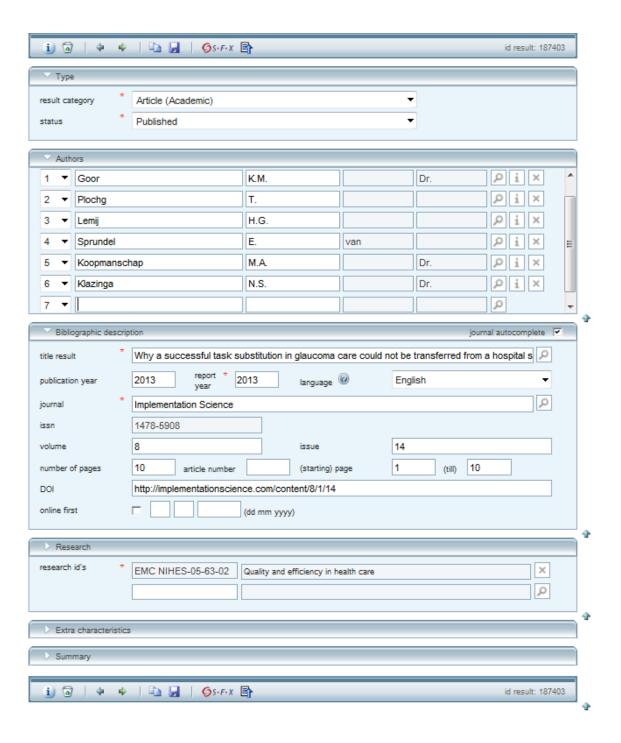
# **Appendix II: Examples**

#### 1. Annotation

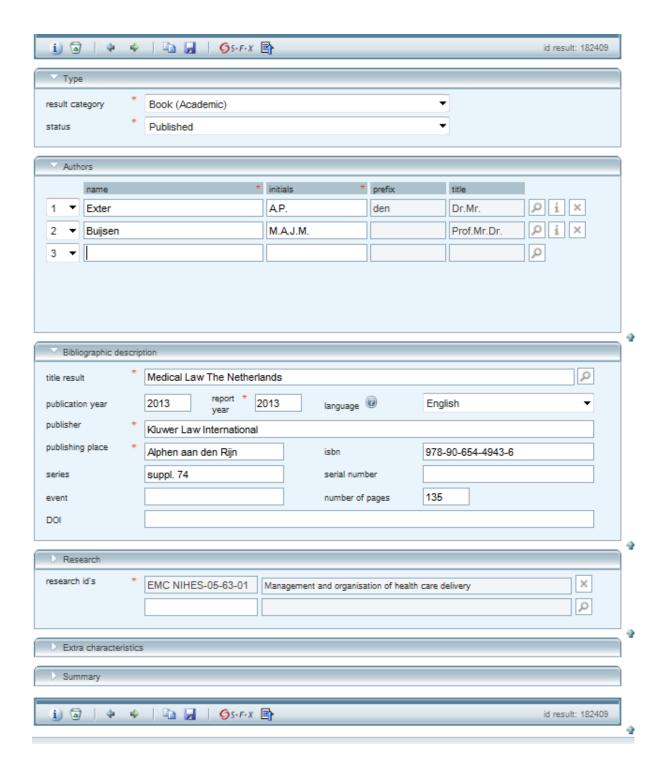


# 2. Article (academic/professional)

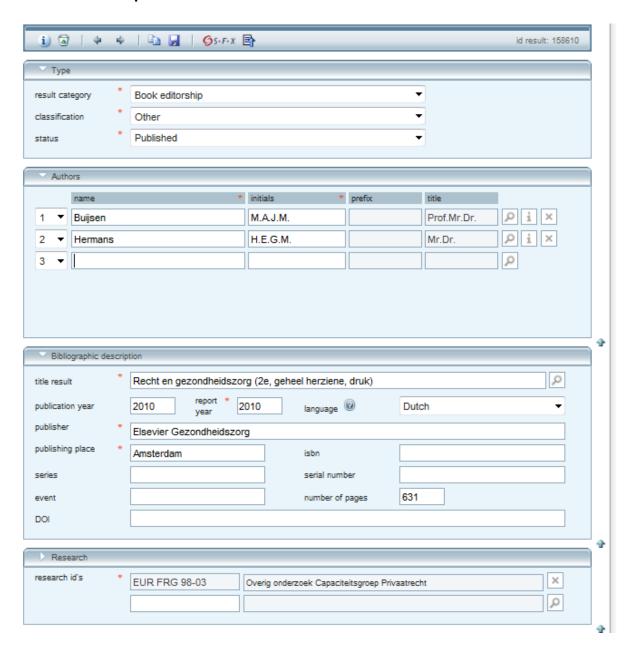
An article is academic/scientific if it is published in an international, peer-reviewed journal or if it is on the iBMG list of peer-reviewed, Dutch-language journals that are relevant for the iBMG, see appendix I.



# 3. Book (academic/professional)

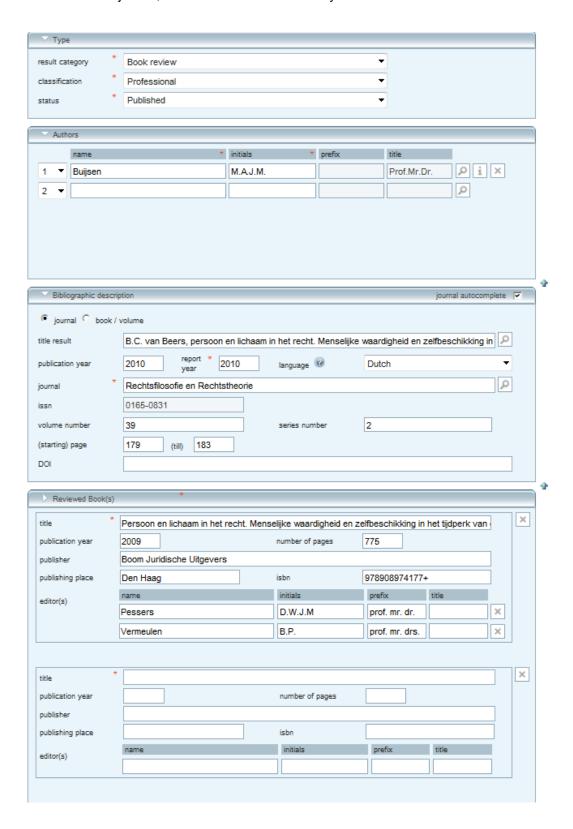


# 4. Book editorship

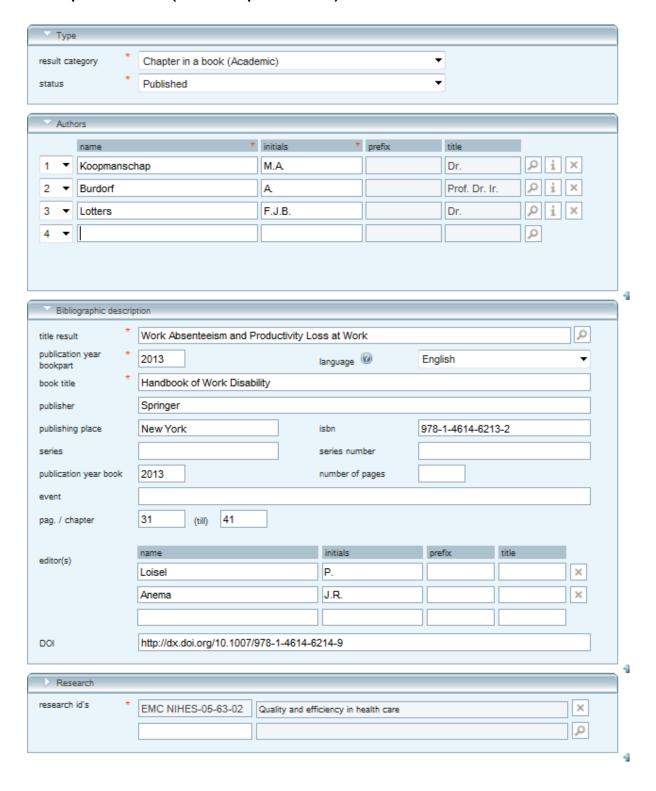


# 5. Book review (professional)

A description, critical analysis and evaluation of the quality, the intent and the significance of a book. It is aimed at the ojective, the content and the 'authority' of a book.



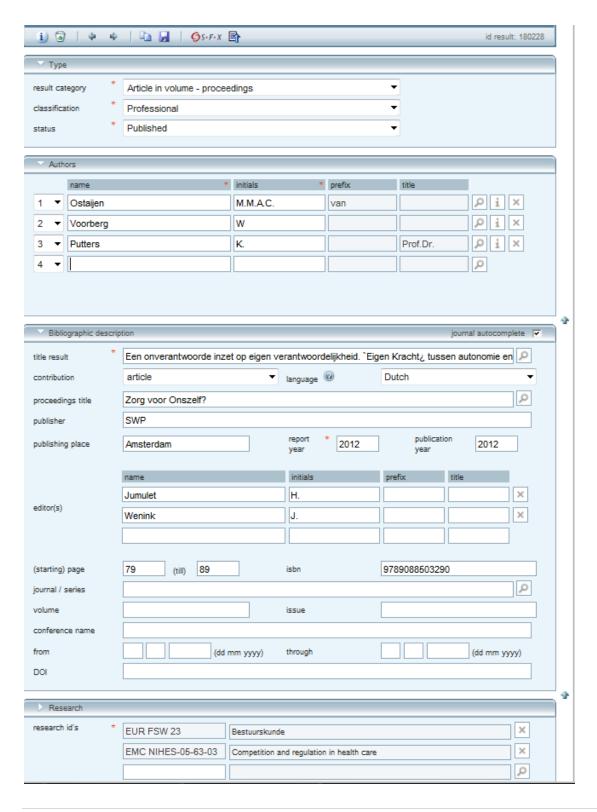
# 6. Chapter in a book (academic/professional)



# 7. Contribution in proceedings (academic/professional)

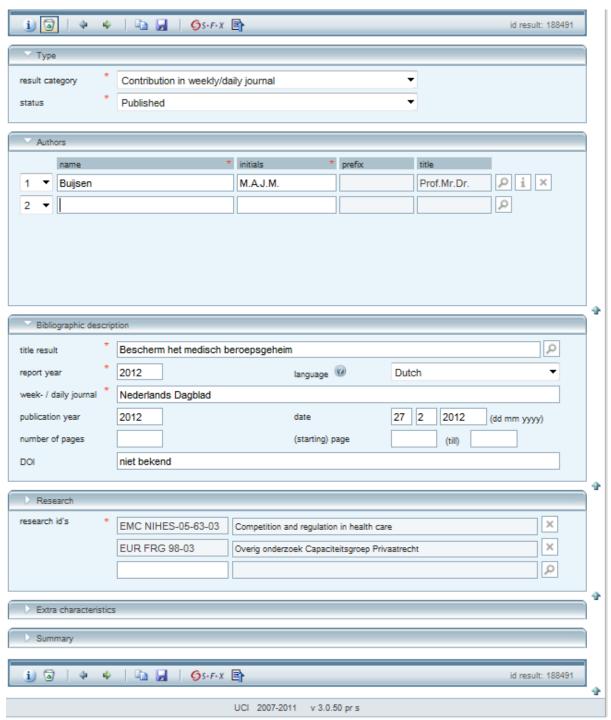
A congress contribution; a full version of an article as a part of a collection of scientific articles published in the context of a congress.

ATTENTION: This publication is linked to two faculties. Always choose one of the codes on page 13 for the research ID.



# 8. Contribution in weekly/daily journal

ATTENTION: This publication is linked to two faculties. Always choose one of the codes on page 13 for the research ID.

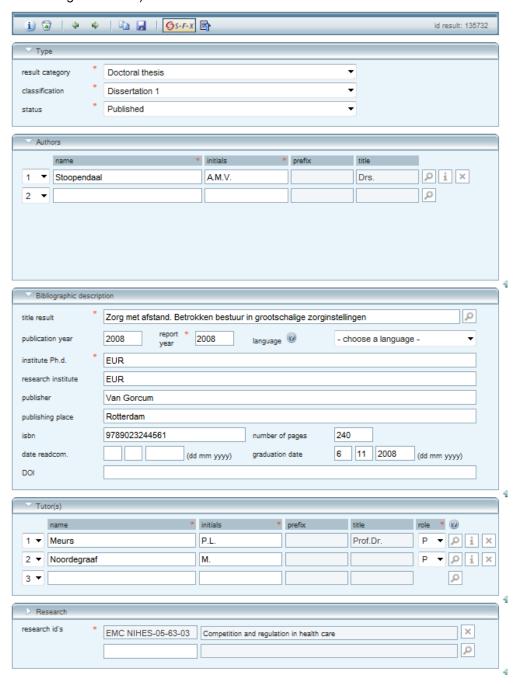


#### 9. Dissertation

A publication based on which a doctorate was earned at the university. Choose from the following:

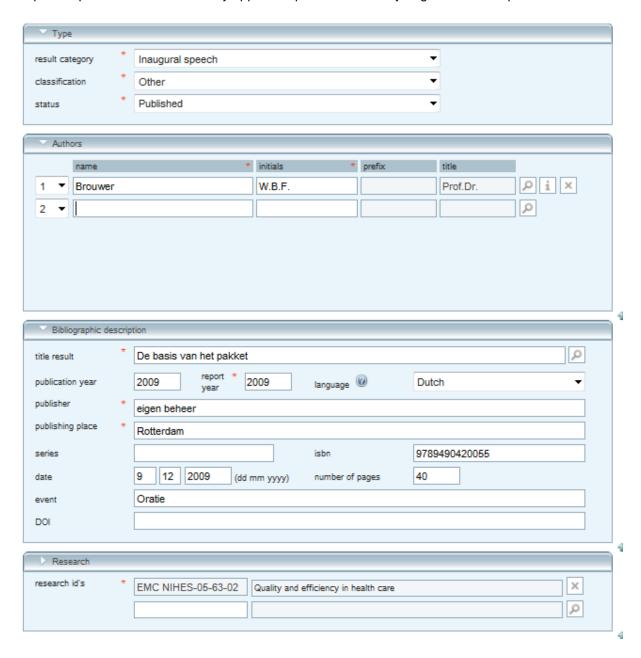
- Dissertation 1 (defended and prepared at the EUR)
- Dissertation 2 (defended at the EUR, externally prepared)
- Dissertation 3 (prepared at the EUR, externally defended)
- Dissertation 4 (externally prepared and defended)

ATTENTION: The role distribution of the doctorate committee (P = promoter, C = co-promoter M = member of the reading committee)

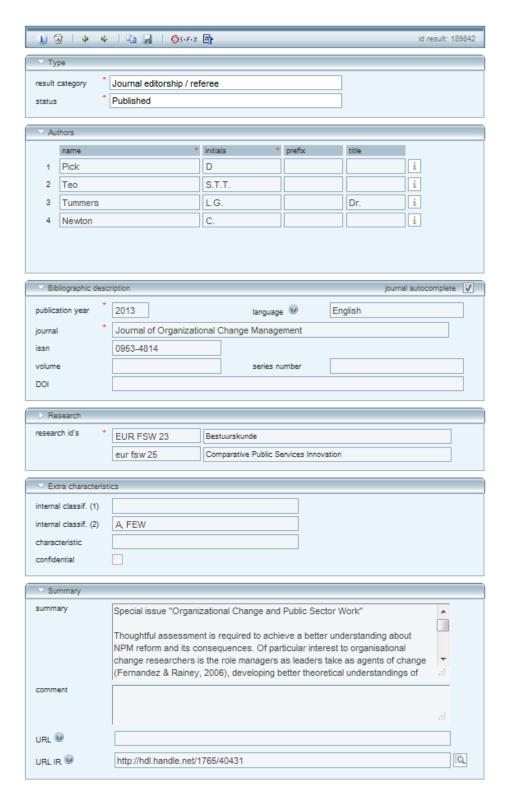


# 10. Inaugural lecture

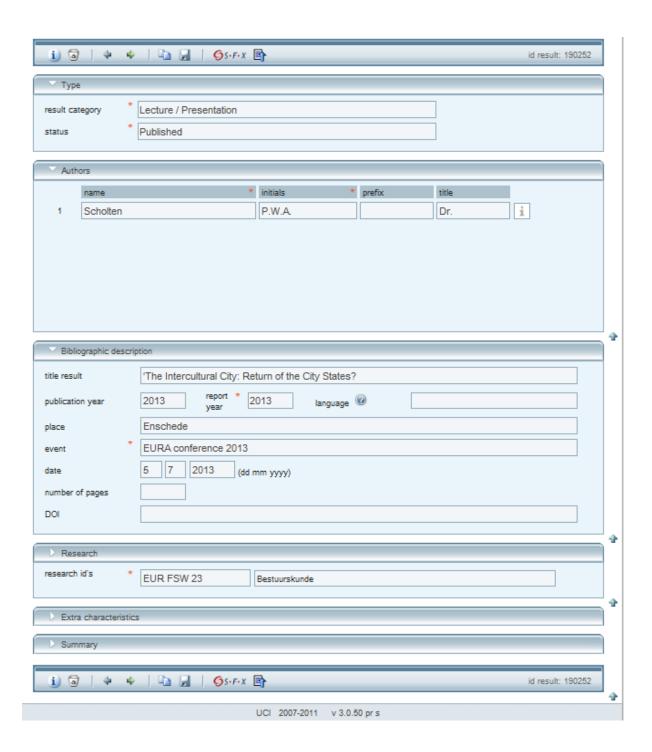
A public speech with which a newly appointed professor officially begins his or her post.



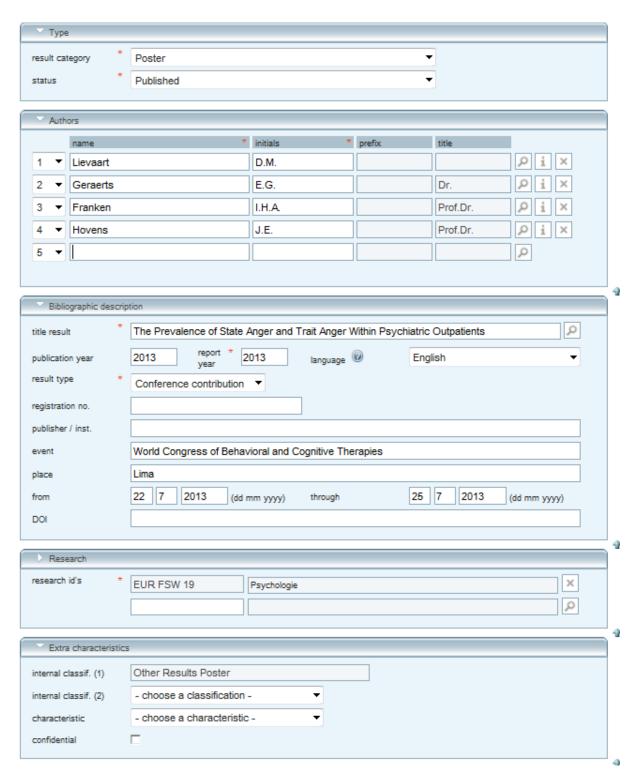
# 11. Journal editorship / referee



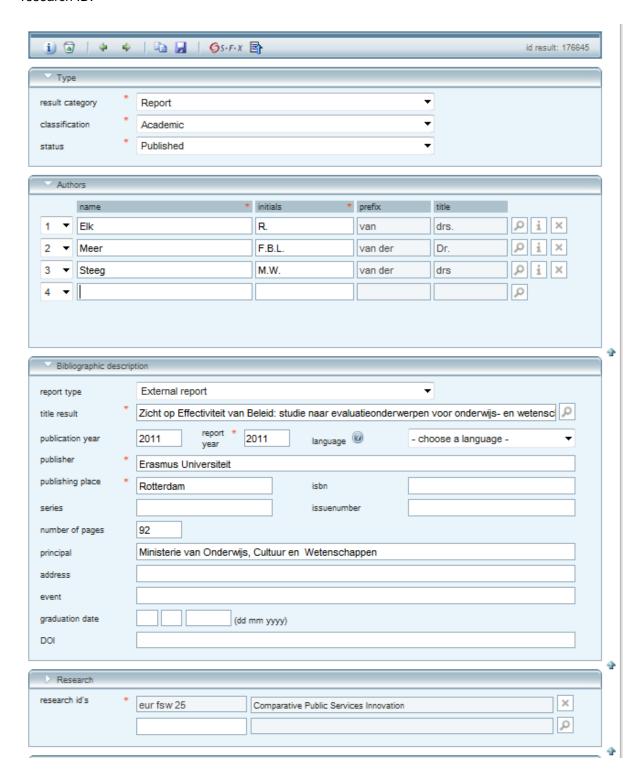
# 12. Lecture/presentation



#### 13. Poster



# 14. Report (academic/professional)



# 15. Television/radio appearance

