

# User Manual for Loading publications on Rhodes University Website for the Research Report & Department of Higher Education (DHET) Subsidy Earning Publications

## Access to the website

The website is located at: <https://dmuapps.ru.ac.za/ws/research>

**Users must have Rhodes IT access in order to log on to the site.** You will be prompted for your Rhodes login credentials; these are the same credentials that you use to log on to your Rhodes email account.

**Off campus access to webpage:** You must connect to VPN before going to the publication website. Please contact IT Support for VPN assistance.



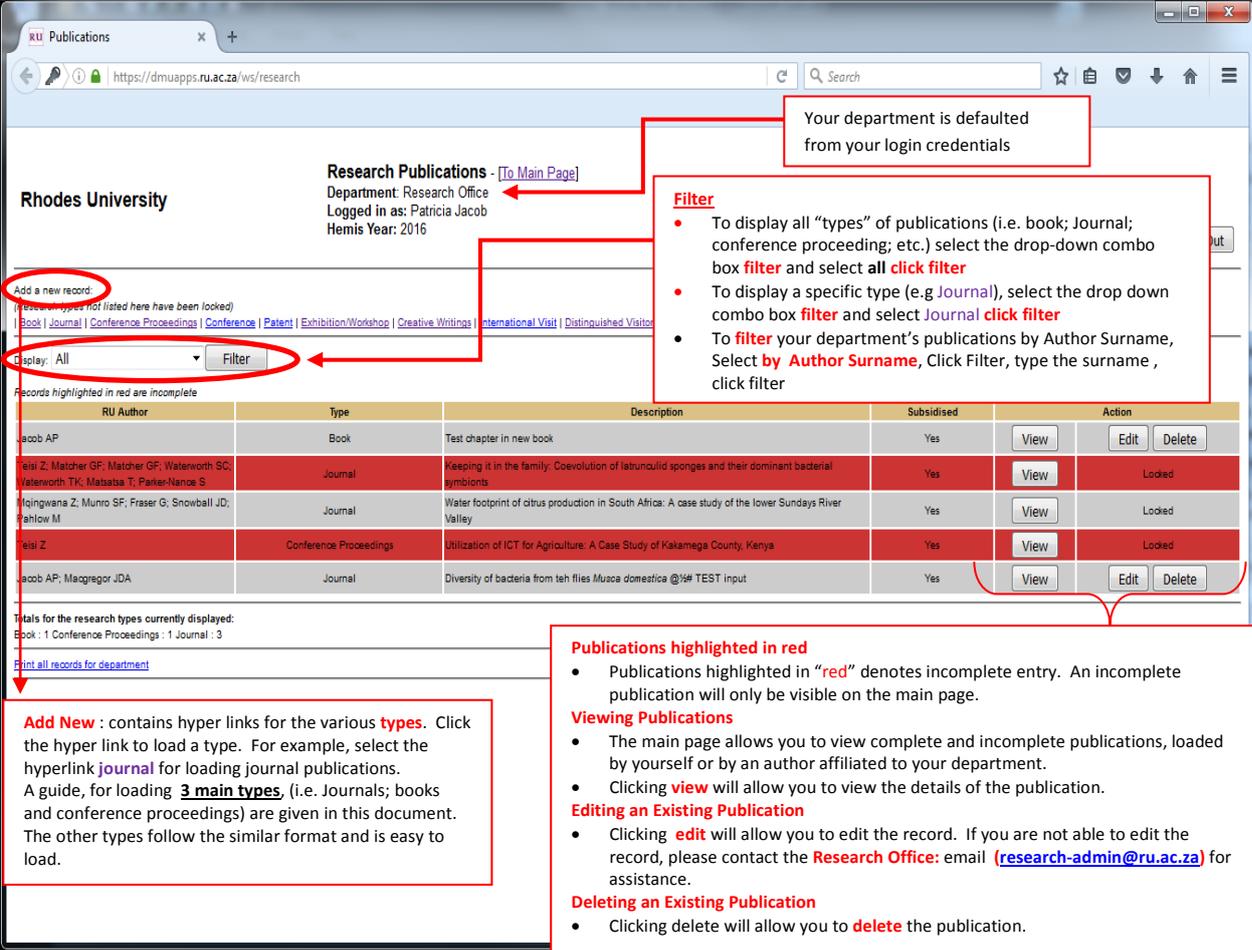
Please log in with your Rhodes Novell credentials to continue.

Username

Password

Once authenticated, the main page for your department will be reflected. Your department is defaulted from your login credentials. **If your department is incorrect or is blank, please contact the Research Office ([research-admin@ru.ac.za](mailto:research-admin@ru.ac.za)) before you proceed with loading.**

You are now ready to **Add a new record**



**Research Publications - [To Main Page]**  
Department: Research Office  
Logged in as: Patricia Jacob  
Hemis Year: 2016

**Filter**

- To display all "types" of publications (i.e. book; Journal; conference proceeding; etc.) select the drop-down combo box **filter** and select **all click filter**
- To display a specific type (e.g Journal), select the drop down combo box **filter** and select **Journal click filter**
- To **filter** your department's publications by Author Surname, Select **by Author Surname**, Click Filter, type the surname , click filter

**Publications highlighted in red**

- Publications highlighted in "red" denotes incomplete entry. An incomplete publication will only be visible on the main page.

**Viewing Publications**

- The main page allows you to view complete and incomplete publications, loaded by yourself or by an author affiliated to your department.
- Clicking **view** will allow you to view the details of the publication.

**Editing an Existing Publication**

- Clicking **edit** will allow you to edit the record. If you are not able to edit the record, please contact the **Research Office**: email ([research-admin@ru.ac.za](mailto:research-admin@ru.ac.za)) for assistance.

**Deleting an Existing Publication**

- Clicking delete will allow you to **delete** the publication.

**N.B.** The system will **not allow** you to edit or delete a publication, loaded by another person.

**Add New :** contains hyper links for the various **types**. Click the hyper link to load a type. For example, select the hyperlink **journal** for loading journal publications. A guide, for loading **3 main types**, (i.e. Journals; books and conference proceedings) are given in this document. The other types follow the similar format and is easy to load.

RU Author	Type	Description	Subsidised	Action
Jacob AP	Book	Test chapter in new book	Yes	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
Eisi Z, Matcher GF, Matcher GF, Waterworth SC, Waterworth TK, Matsata T, Parker-Nance S	Journal	Keeping it in the family. Coevolution of latrunaulid sponges and their dominant bacterial symbionts	Yes	<input type="button" value="View"/> <input type="button" value="Locked"/>
Moingwana Z, Munro SF, Fraser G, Snowball JD, Fallow M	Journal	Water footprint of citrus production in South Africa: A case study of the lower Sundays River Valley	Yes	<input type="button" value="View"/> <input type="button" value="Locked"/>
Eisi Z	Conference Proceedings	Utilization of ICT for Agriculture: A Case Study of Kakamega County, Kenya	Yes	<input type="button" value="View"/> <input type="button" value="Locked"/>
Jacob AP; Maogregor JDA	Journal	Diversity of bacteria from teh flies <i>Musca domestica</i> @16# TEST input	Yes	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

Totals for the research types currently displayed:  
Book : 1 Conference Proceedings : 1 Journal : 3

[Print all records for department](#)

## **Very Important : (all Types)**

### **1. Loading publications**

- It is very important to load all required details as it appears on the publication so that information on the research report and DHET audited report is reflected accurately.
- Please **do not** load news articles that appear in daily/weekly publications, such as the Daily Maverick; Mail and Guardian; online news sites; etc.

### **2. Submitting the hard copies to the research office:**

- The Research Office requires hard copies of only potential subsidy earning publications (i.e. Peer reviewed books/monographs/chapters; peer reviewed conference proceedings and peer reviewed journal articles appearing on the DHET subsidy earning list). The subsidy earning journals are easily identified on the loading page when loading journals. You may also check if a journal is subsidy earning by clicking (CTRL+Link) this link [DHET accredited journal lists for publication](#)
- It is advisable to send potential subsidy earning publications to the Research Office (Jill.Macgregor Rm 220a Main Admin Building) on an ongoing basis. This will avoid bottle neck during peak (February-March). Please engage with your HoD regarding the process the department will follow.
- **Evidence of the publisher's peer review process**, is a requirement of subsidy earning books and refereed conference proceedings. Please send this to the Research Office with your claiming books and conference proceedings.

### **3. Italics and Symbols for Publication Title (all Types)**

- Italics: Use @@before the **word** and ## after the **word**. Do not insert a space between the word(s) - example @@Mucosa domestica## (See example on the publication screen on page 4. See notes under "Title of Publication")
- Symbol: @½# On the view screen the this will reflect with the @and#. However on the DHET report this will reflect as a symbol.

### **4. Loading Authors (all types, with the exception of Distinguished Visitor and International Visit**

- Please refer to details on page 5-7

### **5. Loading Authors who Publish under a Different name not on the official HR database (i.e. name appearing on the publication)**

- See details under "Edit Author Screen" on page 5

### **6. Duplicate publications (all Types)**

- Only **users** who have loaded the publication may edit the record. The **user's** name will be reflected on the view (i.e. click view to see details of the listed publication) screen. You may contact the user or the Research Office ([research-admin@ru.ac.za](mailto:research-admin@ru.ac.za)) to edit the record.
- **Please do not load the publication again as this will reflect as a duplicate publication.**
- No key word search is required for the following:
  - ✓ International Visit and
  - ✓ Distinguished Visitor

When the loading page for these 2 types, populates, please click new and proceed to load required information.

## Duplicate Publications (all types)

Posting Messages: Research Submission: Journal

### Duplicate Publication Search (Hemis Year: 2016)

Please check whether the publication has been captured on the system before attempting to capture it.  
If no match is found, continue by clicking New.

Publication Title (or keyword)

- Enter title or matching keyword of the publication you wish to load
- The system will check if the publication has been loaded by another user. It is recommended that you type key words to avoid errors.
- Type key word and click **search**

**Note:** Note key word search is **not** required for **International Visit** and **Distinguished Visitor**. When this screen loads please click **new**. Proceed to load required information in the **new** screen that populates

- Matching titles will be listed. **Select a title and click view** to display details
- If publication is not on the list, **click on New.**
- If publication is on the list click **Back**
- The loading screen appears. Please remember to select the correct type when loading new publications

# Journal

## Selecting a Journal Pertaining to a Publication

**Research Publications** - [To Main Page]  
Department: Research Office  
Logged in as: Patricia Jacob  
Hemis Year: 2016

Posting Messages:

**Journal Pertaining to Publication (Hemis Year: 2016)**

Enter keyword to search for matching journal

**Search**

**Very Important**

1. Please contact the Research Office (RO) ([research-admin@ru.ac.za](mailto:research-admin@ru.ac.za)), if the journal you are searching for is **NOT** on the list.
2. If you know the journal is subsidy earning and it is reflected as **non-subsidy** please contact the RO to change the category to **subsidised** before selecting and proceeding.
3. At this stage you may click 'Back' and then click continue without saving.

## Loading Journal Publication

**Research Publications** - [To Main Page]  
Department: Research Office  
Logged in as: Patricia Jacob  
Hemis Year: 2016

Posting Messages:

**Publication Details (Hemis Year: 2016)**

\* Items in bold are required fields.  
\* To italicise scientific names use @@ before and ## at end of entry.  
\* It is now possible to use commas and quotes (single and double) in any text field.

Type: Research Article

**Title of Publication**: Test Diversity of bacteria isolated flies from the flies @@Mucosa domestica## @%#

Title of Journal: AFRICAN ENTOMOLOGY

DOI Reference Number: [Empty]

Volume: 24

Issue: 2

CESH: Life Sciences

Start Page Number: 365

End Page Number: 375

Year of Publication: 2016

**Note** the example under **title** of publication, applies for all types

- @@Mucosa domestica## will utilise the word when DHET reports are extracted.
- @%# will extract this as the correct symbol in the DHET report.
- Remember to use key word search for title of publication to avoid duplication. See notes under **duplication of publication**

Once you have completed entering the required fields click **save and continue**. Please do not forget to search for the journal name before you click save and continue. Reference is made to this in screen shot above.

- The system will **not** allow you to click save and continue if mandatory fields are missing. The page will reload with an alert, prompting you of the error. You will be allowed to click **save and continue after** the error has been corrected
- Mandatory fields are in **bold**
- You may click **Continue without saving** if you do not want to continue with loading the publication

## Authors Screen

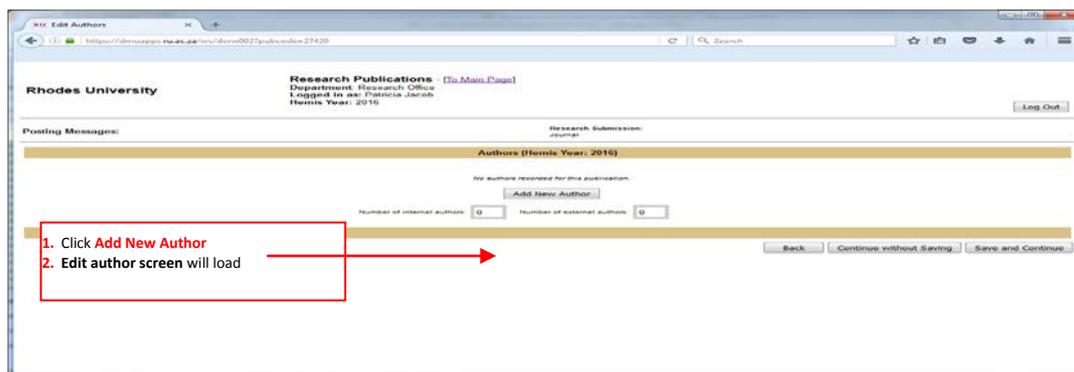
- The same process for all types i.e books, conference proceedings etc. **The exception to this rule is for Distinguished Visitor**

### Click Add New

- Type author surname (e.g. Jacob)
- Select the author from the pre-defined list (official HR database).
- Highlight the author in question and **select Show Details**
- Please remember to insert number of internal / external authors after you have loaded all authors.**

### Distinguished Visitor:

- You may search for the author because he/she may have previously visited.
- If not found, proceed to complete the blank field.
- Select your department (visitor is visiting)
- Load the institution of the distinguished visitor.
- Save and continue



## Edit Author Screen:

1. Type **surname** of author and click **Search**

2. A predefined list of authors will appear.

3. Select the author - selected author will highlight in blue

4. Click **show details**

5. After clicking **show details** a new screen will load populating details of the selected author.

6. All blank columns will automatically reflect details

7. When loading authors, please remember to select the **department** by selecting from the drop down list. **Please do not select department if loading an external author.**

8. For **internal authors not on the database**: please contact the Research Office ([research-admin@ru.ac.za](mailto:research-admin@ru.ac.za))

**Loading authors who publish under a different name not on the official HR database (i.e. name appearing on the publication)**

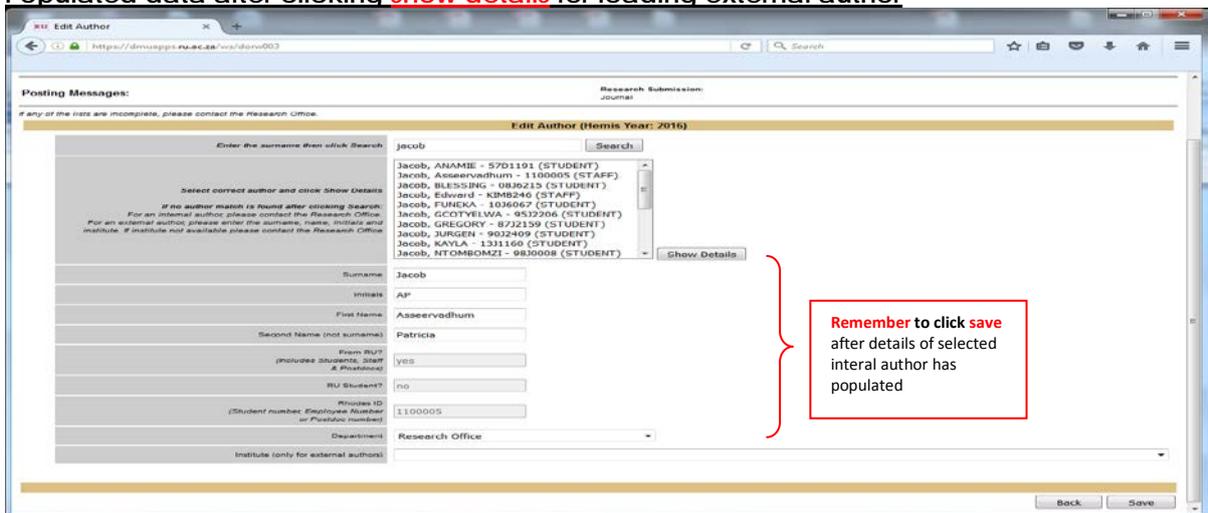
- Click add new autor
- Proceed as above, from 1-5
- After details have populated, go to surname and change the populated name, to name that is on the publication.

**Loading external authors:** details for loading are on the next screen

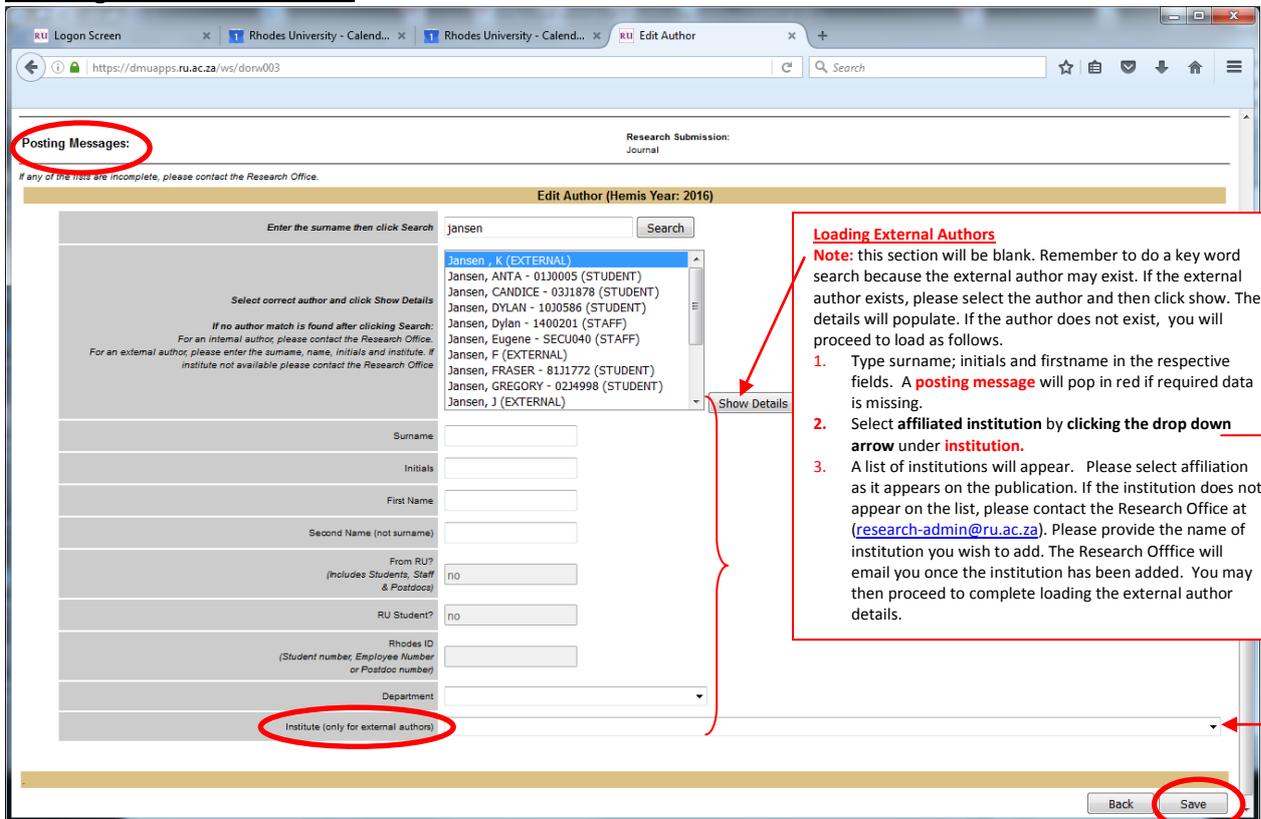
**Remember to click **save** after loading each author.**

Back Save

Populated data after clicking **show details** for loading external author



**Loading an External Author**



## Add new or Edit Author

**Rhodes University** Research Publications - [To Main Page]  
 Department: Research Office  
 Logged in as: Patricia Jacob  
 Hemis Year: 2016

Posting Messages: Research Submission: Journal

**Authors (Hemis Year: 2016)**

Surname	Initials	From RU? (Includes Students, Staff & Postdocs)	RU Student?	Rhodes ID (Student number, Employee Number or Postdoc number)	Department	
Jacob	AP	yes	no	1100005	Research Office	Edit Delete

Number of internal authors: 1 Number of external authors: 0

Back Continue without Saving Save and Continue

Please remember to insert the number of internal and external authors as it appears on the publication. This is for subsidy calculation

You may **add a new** the author or you may choose to **edit** author by clicking the add new or edit tab

**Remember**

- To insert the number of authors both internal and external as this defines the calculation for DHET subsidy for subsidy earning publications.
- To click **save and continue** after author details have populated

## All Authors Loaded

**Rhodes University** Research Publications - [To Main Page]  
 Department: Research Office  
 Logged in as: Patricia Jacob  
 Hemis Year: 2016

Posting Messages: Research Submission: Journal

**Authors (Hemis Year: 2016)**

Surname	Initials	From RU? (Includes Students, Staff & Postdocs)	RU Student?	Rhodes ID (Student number, Employee Number or Postdoc number)	Department	
Brooks	M	yes	no	0800125	Biochemistry & Microbiology	Edit Delete
Villet	MH	yes	no	ZOOL017	Zoology And Entomology	Edit Delete
Jacob	AP	yes	no	1100005	Research Office	Edit Delete
Macgregor	JDA	yes	no	1000009	Research Office	Edit Delete
Jansen	K	no	no			Edit Delete

Number of internal authors: 4 Number of external authors: 1

Back Continue without Saving Save and Continue

A total of 5 authors are loaded

- 4 are internal and 1 is external
- The number of internal and external authors are reflected accordingly.
- Click **save and continue** on completion

## Books

1. Select the hyperlink for book
2. Duplicate publication search screen will be the **same as for journals**. If the publication has not been loaded the “no match found” screen will appear.
3. At this point click **New**. The screen below will load.

## Publication Details

## Book Pertaining to Publication

## Publisher Details

Enter keyword to search for matching publisher:

To change the publisher, select the matching publisher, click Show Details, check the details, then click Continue.

If no match is found, please click **New Publisher**.

Name of Publisher:

Place of Publication (Town or City or Country):

- Enter Key work search for publisher
- Select publisher if listed will highlight in blue
- Click show details.
- If publisher not listed click new publisher

The grey shaded changes to allow you to load details

## Loading New Publisher

Enter keyword to search for matching publisher:

To change the publisher, select the matching publisher, click Show Details, check the details, then click Continue.

If no match is found, please click **New Publisher**.

Name of Publisher:

Place of Publication (Town or City or Country):

- Type in name of publisher and town or country
- After clicking continue the full screen will load. However the editors section remains grey shaded.

RU Edit Publication

https://dmuapps.ru.ac.za/ws/dorw011

If the required journal cannot be found, please contact the Research Office.

### Book Pertaining to Publication (Hemis Year: 2016)

Enter keyword to search for matching book

To change the book for this publication, select the matching book, click Show Details, check the details then click Continue

If no match is found, please click New Book and enter details below

Test new book name

Book Name: Test new book name

ISBN: 9781234567893

Edition: 1

Total Number of Pages in Book: 480

Editors (Please note: This field is read-only on this screen. Editors can be updated on the screen that follows after clicking Continue)

Name of Publisher: Jacob test 2 publisher

Place of Publication (Town or City or Country): Grahamstown

Back Continue

- the editors section remains grey shaded.
- Click **Continue** - the editors pertaining to publication screen will will load.

### Editors Pertaining to Publication

RU Edit Publication

https://dmuapps.ru.ac.za/ws/dorw016

Rhodes University

Research Publications - [To Main Page]

Department: Research Office

Logged in as: Patricia Jacob

Hemis Year: 2016

Posting Messages: Research Submission:

If the required journal cannot be found, please contact the Research Office.

### Editors Pertaining to Publication (Hemis Year: 2016)

Please enter the editors, if applicable:

Surname	Initials	
Jacob	AP	Delete
		Add Editor

Back Continue

1. Load Surname and Initial
2. Select **Add Editor**
3. After you have selected **Add Editor** a new screen will load
4. If you have more editors to load proceed as for 1 and 2 above
5. If you do not wish to add more editors click **continue**
6. The Completed data loaded screen will reflect
7. At this point click save and continue to load authors. Proceed to load authors same as for journals

# Conference Proceedings

1. Select the hyperlink for Conference Proceedings
2. Duplicate publication search screen will be the same as for journals and books. If the publication has not been loaded the “no match found” screen will appear.
3. At this point click **New**. The screen to load proceeding will load
4. Similarly to books, the name of proceedings; ISBN; Editors; Name of Publisher and Place of publication will be grey shaded.

The screenshot shows a web browser window titled "RU Edit Publication" with the URL "https://dmuapps.ru.ac.za/ws/donw005". The form contains the following fields:

- Title of Publication: Patricia Test
- Name of Proceedings: (Grey shaded, with instruction: "Please click on Proceedings to choose from proceedings list")
- ISBN: (Grey shaded)
- Editors: Dugmore H (Note: "Please note: This field is read-only on this screen. Editors can be updated on the screen that follows after clicking Continue")
- Name of Publisher: (Grey shaded)
- Place of Publication (Town or City or Country): (Grey shaded)
- CESM: Education
- Name of Conference: SARIMA 2016
- Venue: The Great Hall
- Town: Grahamstown
- Country: South Africa
- Month: May
- Year of Conference: 2016
- Year of Publication: 2016

Buttons at the bottom: Back, Continue without Saving, Save and Continue.

**Proceedings**

After loading the non-shaded fields

- Click Proceedings

The Publisher Details screen will load

## Publisher Details

The screenshot shows a web browser window titled "RU Edit Publication" with the URL "https://dmuapps.ru.ac.za/ws/donw012". The page header includes "Rhodes University", "Research Publications - [To Main Page]", "Department: Research Office", "Logged in as: Patricia Jacob", and "Hemis Year: 2016".

Posting Messages: Research Submission: If the required journal cannot be found, please contact the Research Office.

**Publisher Details (Hemis Year: 2016)**

Enter keyword to search for matching publisher [Search]

No match found

To change the publisher, select the matching publisher; click Show Details, check the details, then click Continue

If no match is found, please click New Publisher

New Publisher

Show Details

Name of Publisher: (Grey shaded)

Place of Publication (Town or City or Country): (Grey shaded)

Buttons at the bottom: Back, Continue

Type key word search for publisher for example you may have typed Jacob

- if Jacob is listed and this is the publisher for the proceeding select show details. The publisher's detail will populate automatically.
- if the word "No Match" pops up select **New Publisher**

The grey shaded areas change to allow you to load the Name of Publisher and the Place of Publication. Complete this and then select continue.

- A new full screen will appear showing everything you have loaded
- At this point click **continue**

**The Editors pertaining to Publication screen will load**

**Proceed as details in the next screen** (editors pertaining to publication)

## Editors Pertaining to Publication

**Rhodes University**

**Research Publications** - [\[To Main Page\]](#)  
Department: Research Office  
Logged in as: Patricia Jacob  
Hemis Year: 2016

Log Out

Posting Messages: Research Submission:

*If the required journal cannot be found, please contact the Research Office.*

**Editors Pertaining to Publication (Hemis Year: 2016)**

*Please enter the editors, if applicable:*

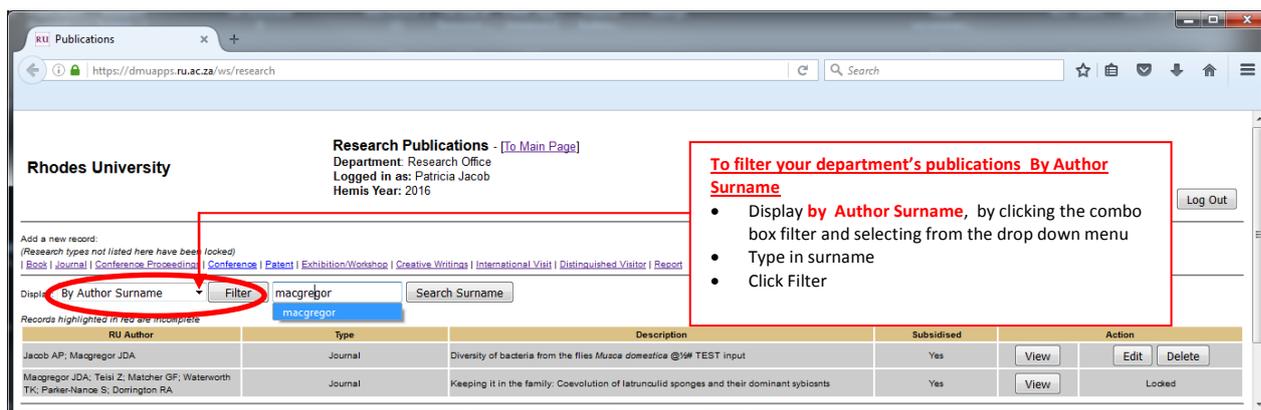
Surname Initials

Back

1. Load Surname and Initial
2. Select Add Editor
3. After you have selected Add Editor a new screen will load
4. If you have more editors to load proceed as for 1 and 2 above
5. If you do not wish to add more editors click **Continue**
6. The Completed data loaded screen will reflect
7. At this point click save and continue to load authors. Proceed same as for journals

## Filter By Author Surname

- To **filter** your department's publications by Author Surname, Select **by Author Surname**, Click Filter, type the surname , click filter



The screenshot shows the Rhodes University Research Publications page. The user is logged in as Patricia Jacob. The page displays a list of publications. A red box highlights the 'By Author Surname' filter option in the 'Display' dropdown menu, which is currently set to 'All'. The 'Filter' button is also highlighted. A search box contains the surname 'macgregor'. A red box on the right contains the following instructions:

**To filter your department's publications By Author Surname**

- Display **by Author Surname**, by clicking the combo box filter and selecting from the drop down menu
- Type in surname
- Click Filter

RU Author	Type	Description	Subsidised	Action
Jacob AP; Macgregor JDA	Journal	Diversity of bacteria from the flies <i>Musca domestica</i> @SM TEST input	Yes	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
Macgregor JDA; Teisl Z; Matcher GF; Waterworth TK; Parker-Nanoë S; Dorrington RA	Journal	Keeping it in the family: Coevolution of labrunculid sponges and their dominant symbionts	Yes	<a href="#">View</a> <a href="#">Locked</a>

## Logging out

There is a **Log Out** button on the top right of each screen. This allows you to log out and clear your credentials and departmental details from your browser.



The screenshot shows the Rhodes University Research Publications page. The user is logged in as Jill Macgregor. The 'Log Out' button is highlighted with a red circle in the top right corner of the page.

## Some important information on subsidy earning publications

1. You may access the list of subsidy earning journal by clicking this link [DHET accredited journal lists for publication](#)
2. You may access the abbreviated guide-lines for annual submission of Research Outputs to DHET, by clicking this link [Loading Publications: User Guide](#)
3. You may access the guidelines for inclusion of journals to the DHET accredited lists, by clicking this link

[Guidelines for inclusion of journals to the DHET accredited lists](#)

Queries may be directed to: [research-admin@ru.ac.za](mailto:research-admin@ru.ac.za)