# 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.

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Please log in with	your Rhodes Novell credentials to continue.
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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) before you proceed with loading. You are now ready to Add a new record

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## 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 <u>do not</u> 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 <u>DHET accredited journal lists for publication</u>
- It is advisable to send potential subsidiy 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 conferece proceedings. Please send this to the Research Office with your claiming books and conference proceedings.

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

- Itialics: 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: @1/2# 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 <u>not</u> 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 (<u>research-admin@ru.ac.za</u>) to edit the record.
  - Please <u>do not load</u> 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

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## **Duplicate Publications (all types)**

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# Journal

**Selecting a Journal Pertaining to a Publication** 



**Loading Journal Publication** 



#### Authors Screen

• The same process for <u>all types</u> i.e books, conference proceedings etc. The exception to this rule is for <u>Distinguished Visitor</u>

#### Click Add New

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- 2. Select the author from the pre-defined list (official HR database).
- 3. Highlight the author in question and select Show Details
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- 3. At this point click **New**. The screen below will load.

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