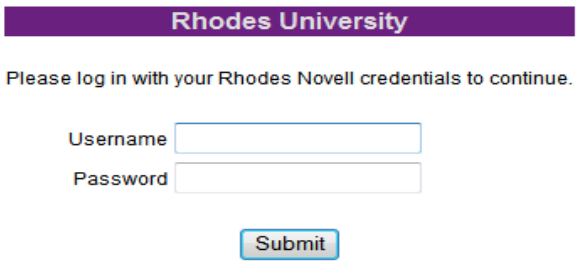
User Manual for
Loading publications on Rhodes University Website for the Research Report & Department of Higher Education (DHET) Subsidy Earning Publications

Access to the website

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

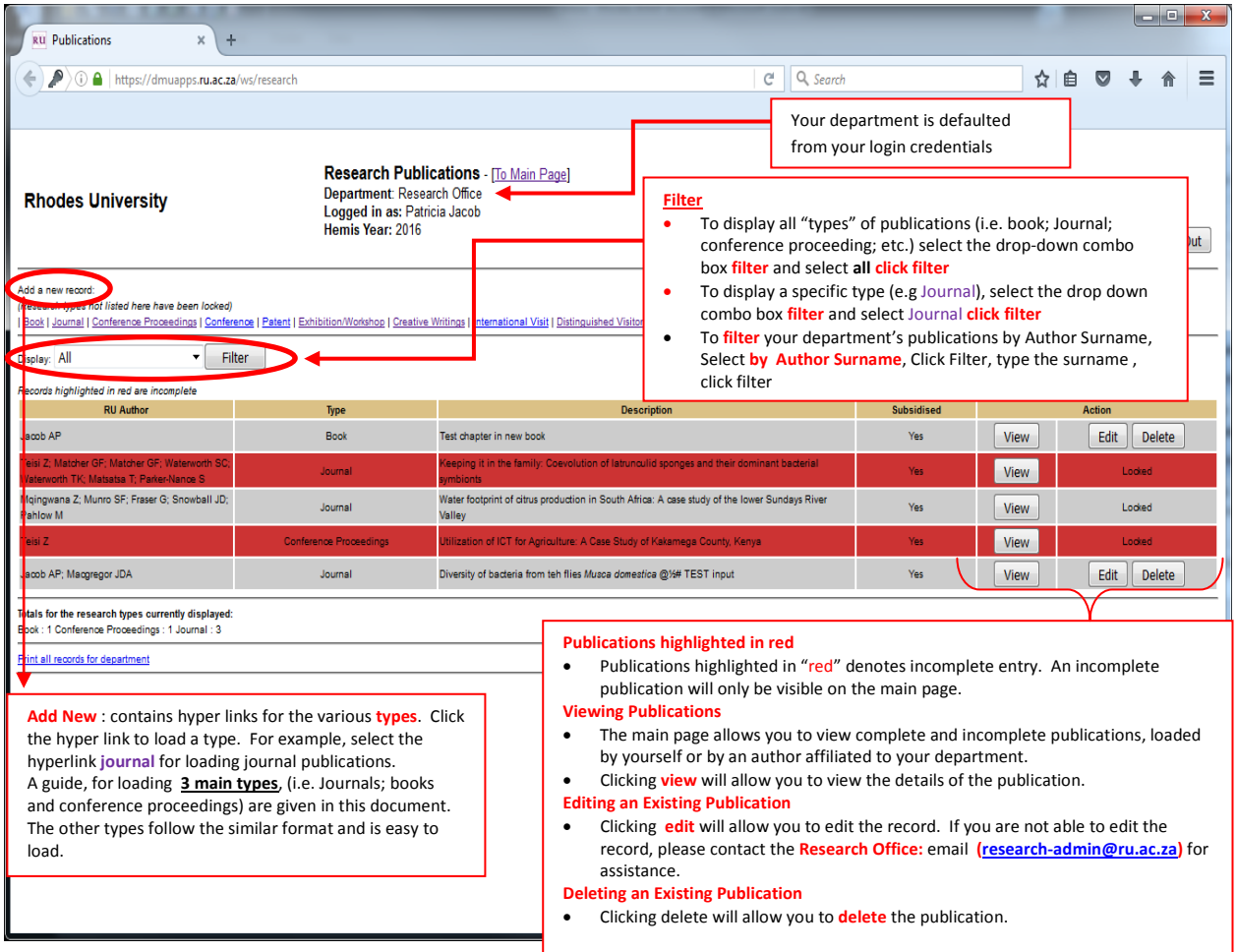
Users must have Rhodes IT access in order to log on to the site. You will be prompted for your Rhodes login credentials; these are the same credentials that you use to log on to your Rhodes email account.

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



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**



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 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: @½# On the view screen the this will reflect with the @and#. However on the DHET report this will reflect as a symbol.

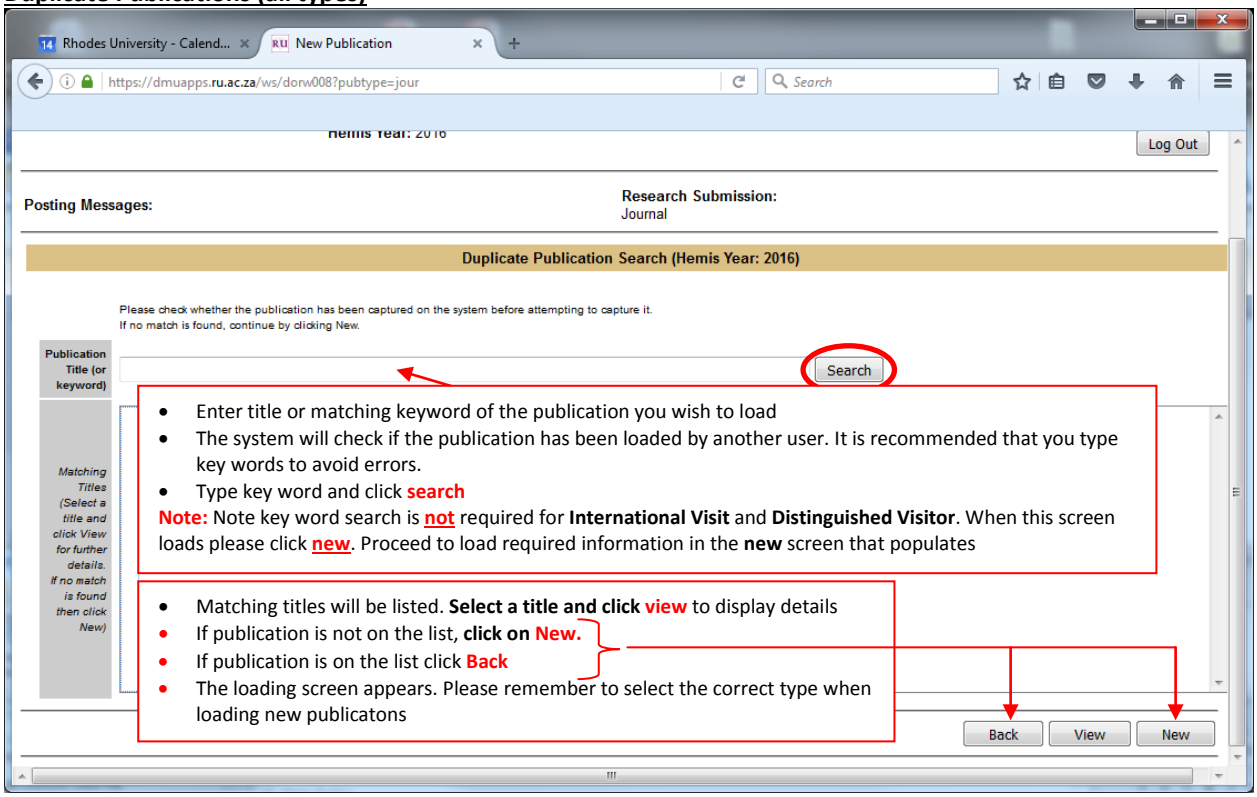
4. **Loading Authors (all types, with the exception of Distinguished Visitor and International Visit**
   - Please refer to details on page 5-7

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) 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)



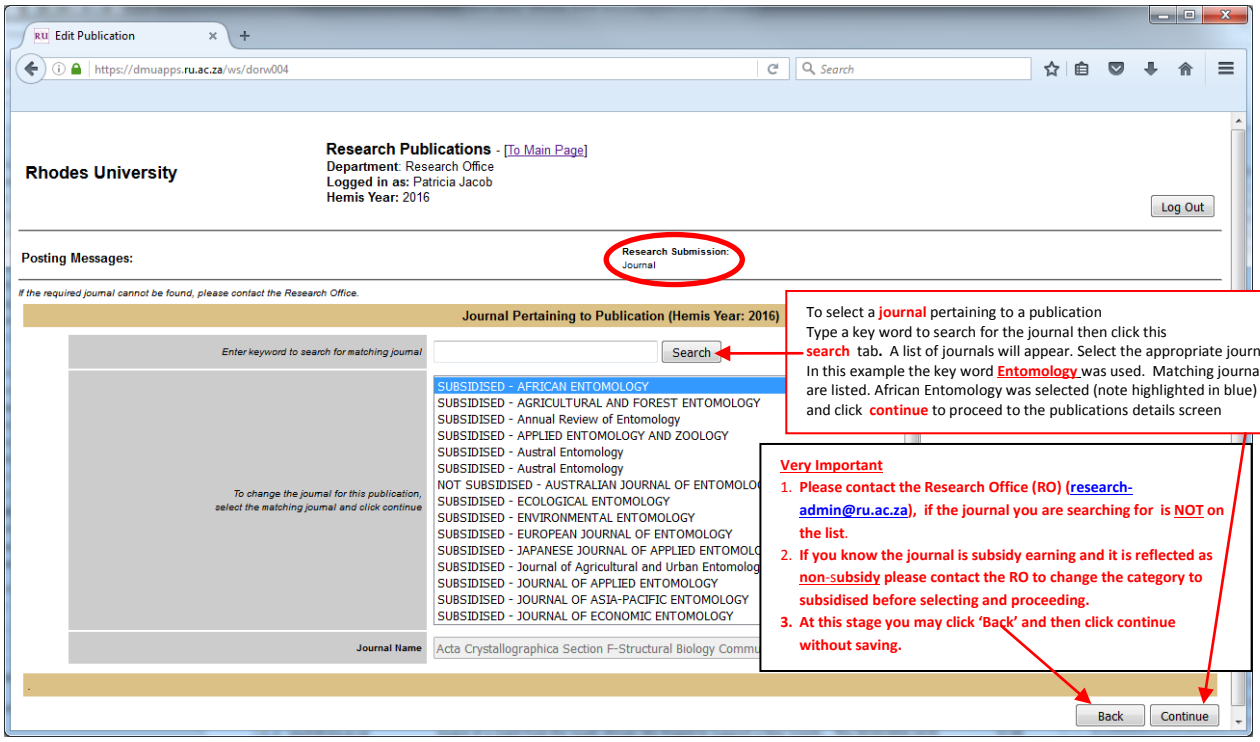
- Enter title or matching keyword of the publication you wish to load
- The system will check if the publication has been loaded by another user. It is recommended that you type key words to avoid errors.
- Type key word and click **search**

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 publicatons

Journal

Selecting a Journal Pertaining to a Publication

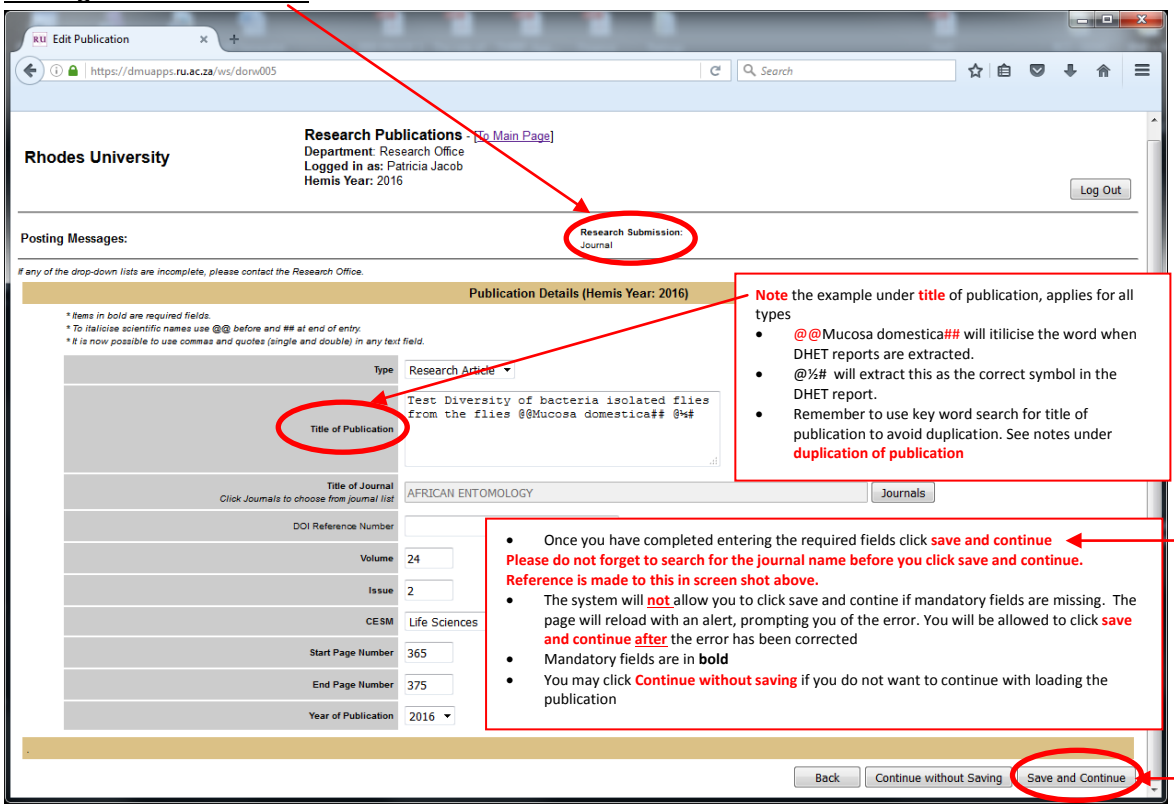


To select a **journal** pertaining to a publication
Type a key word to search for the journal then click this **search** tab. A list of journals will appear. Select the appropriate journal In this example the key word **Entomology** was used. Matching journals are listed. African Entomology was selected (note highlighted in blue) and click **continue** to proceed to the publications details screen

Very Important

1. **Please contact the Research Office (RO) (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



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

- @@Mucosa domestica## will itilicise the word when DHET reports are extracted.
- @½# 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 contine 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

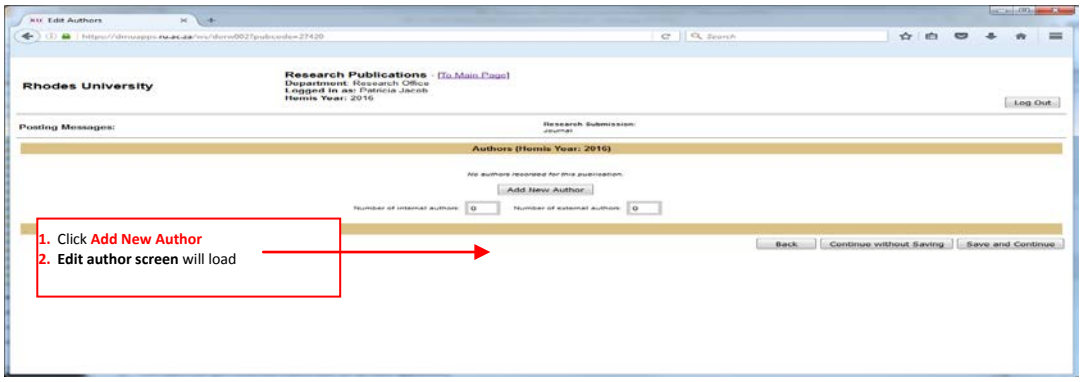
- The same process for all types i.e books, conference proceedings etc. **The exception to this rule is for Distinguished Visitor**

Click **Add New**

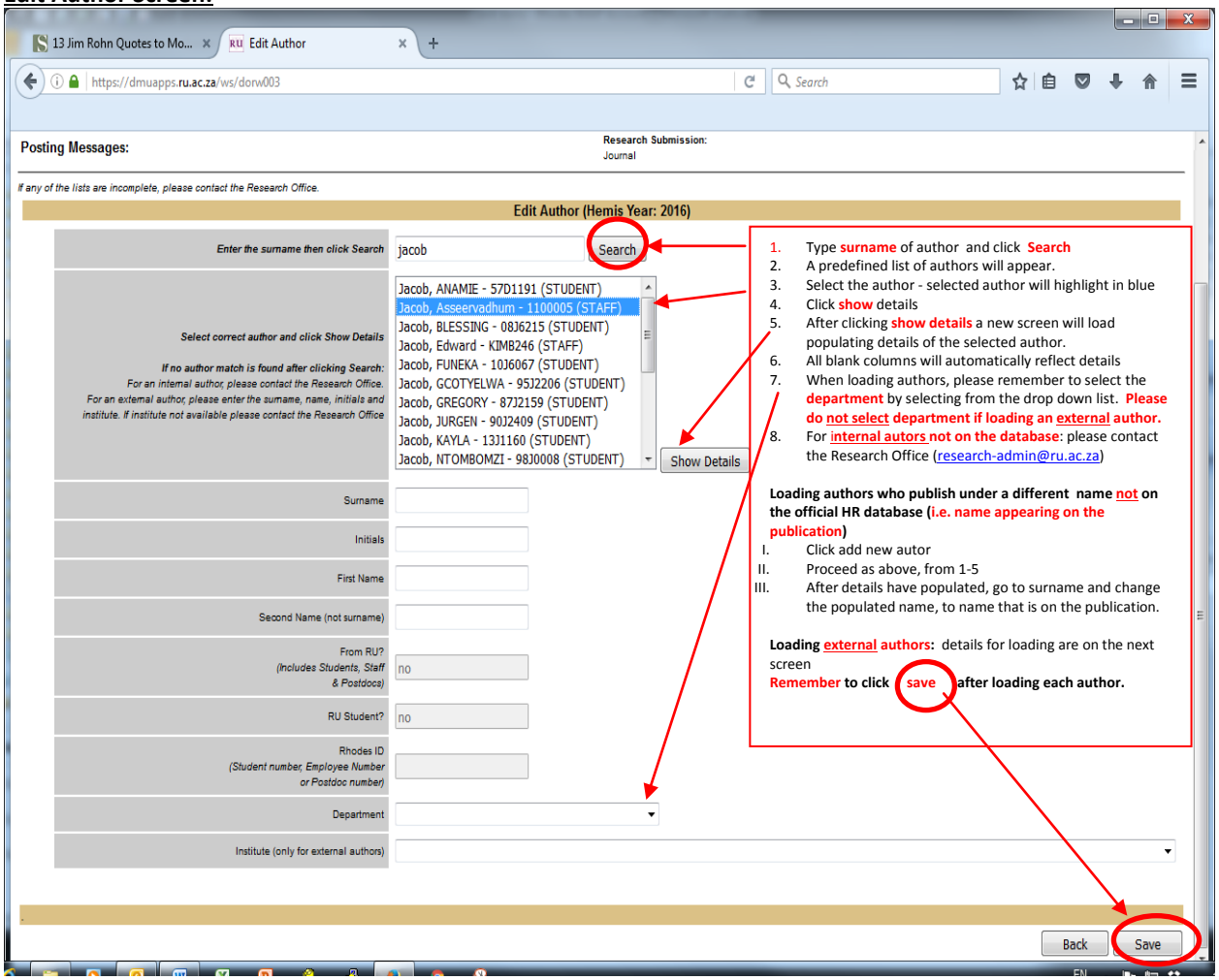
1. Type author surname (e.g. Jacob)
2. Select the author from the pre-defined list (official HR database).
3. Highlight the author in question and **select Show Details**
4. Please remember to insert number of internal / external authors **after** you have loaded **all** authors.

Distinguished Visitor:

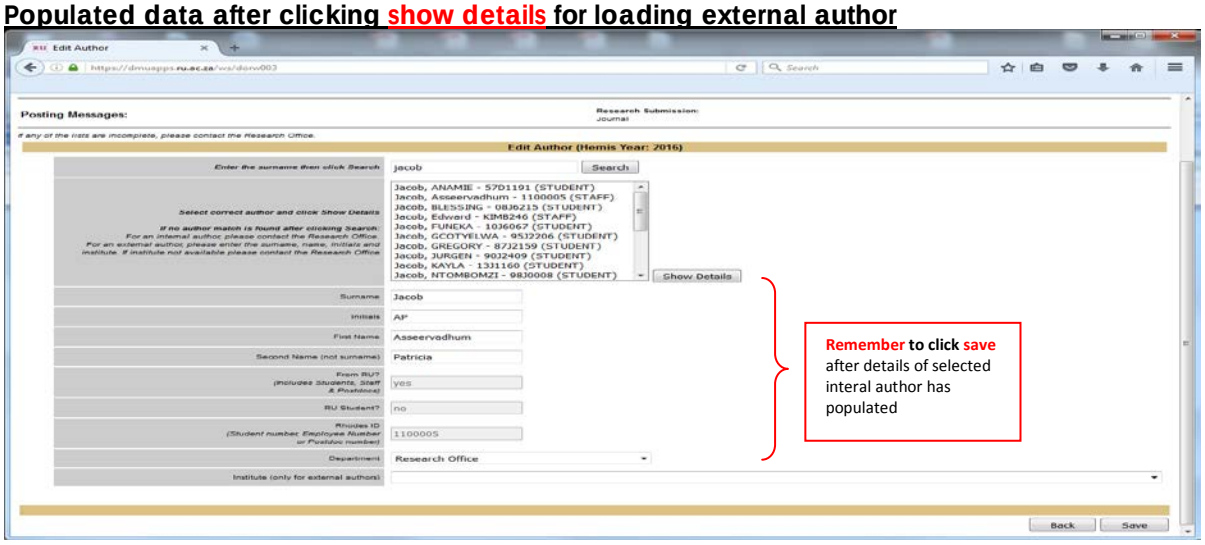
a. You may search for the author because he/she may have previously visited.
b. If not found, proceed to complete the blank field.
c. Select your department (visitor is visiting)
d. Load the institution of the distinguished visitor.
e. Save and continue



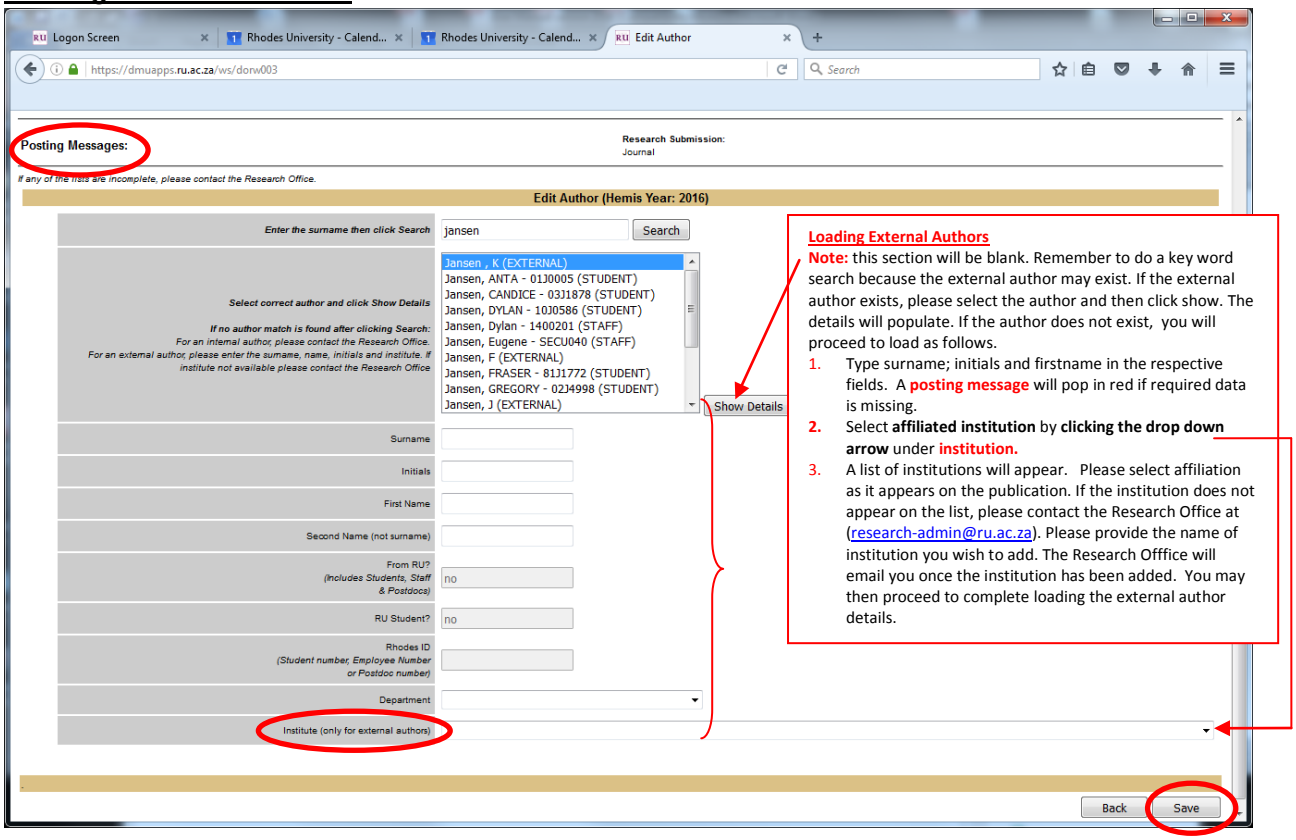
Edit Author Screen:



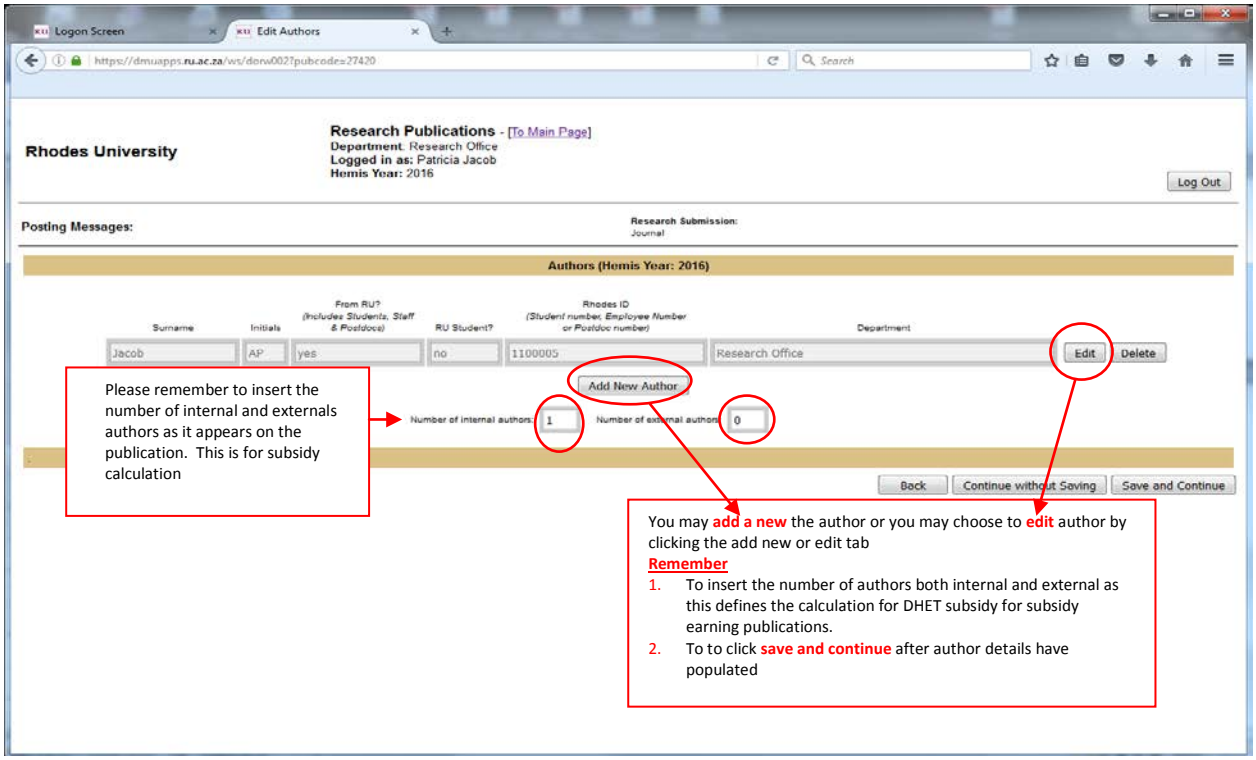
Populated data after clicking show details for loading external author



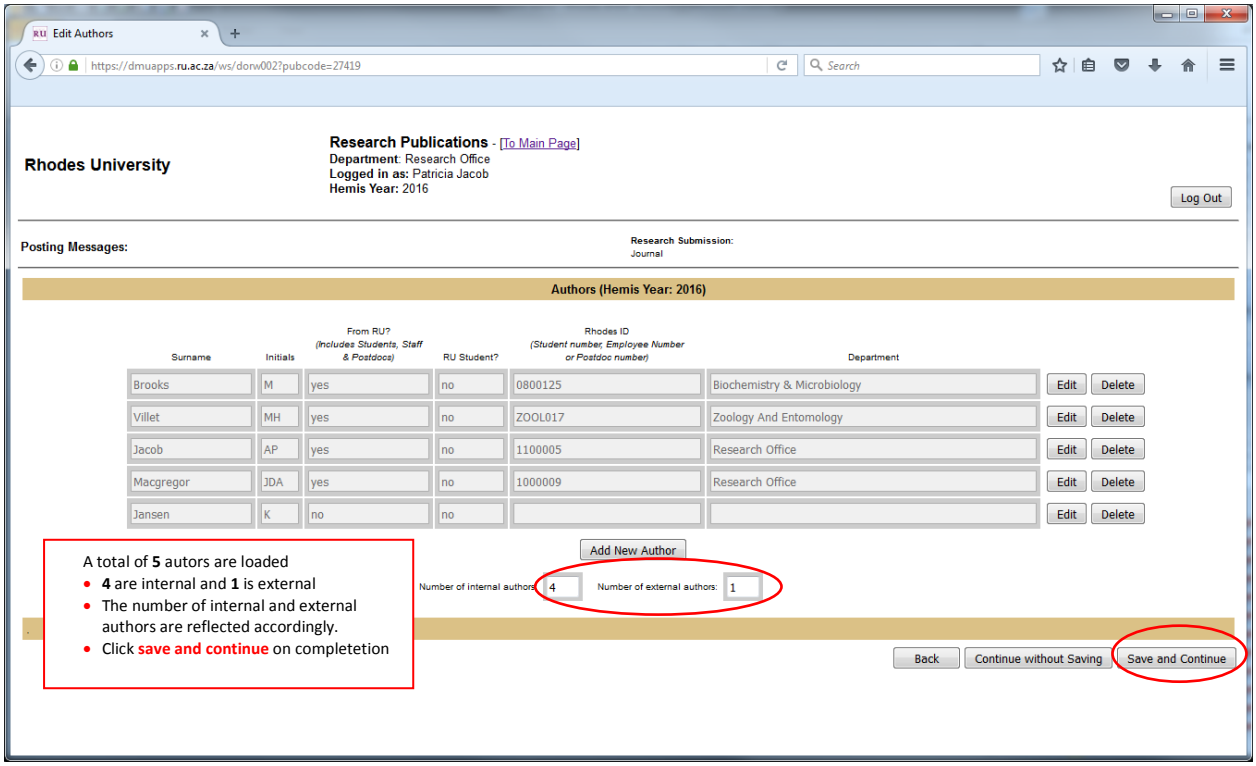
Loading an External Author



Add new or Edit Author



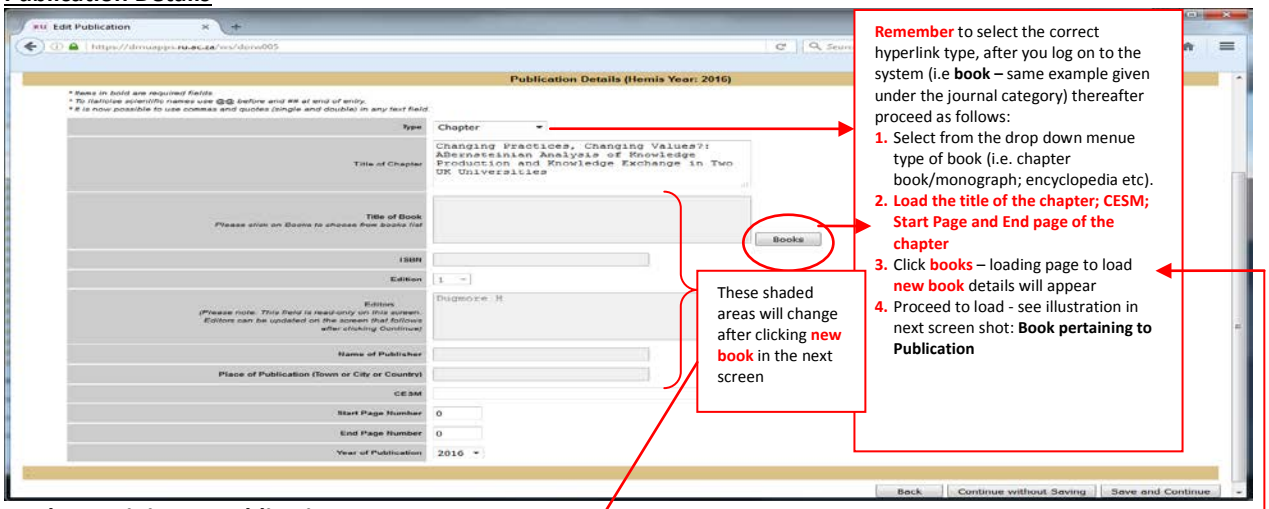
All Authors Loaded



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

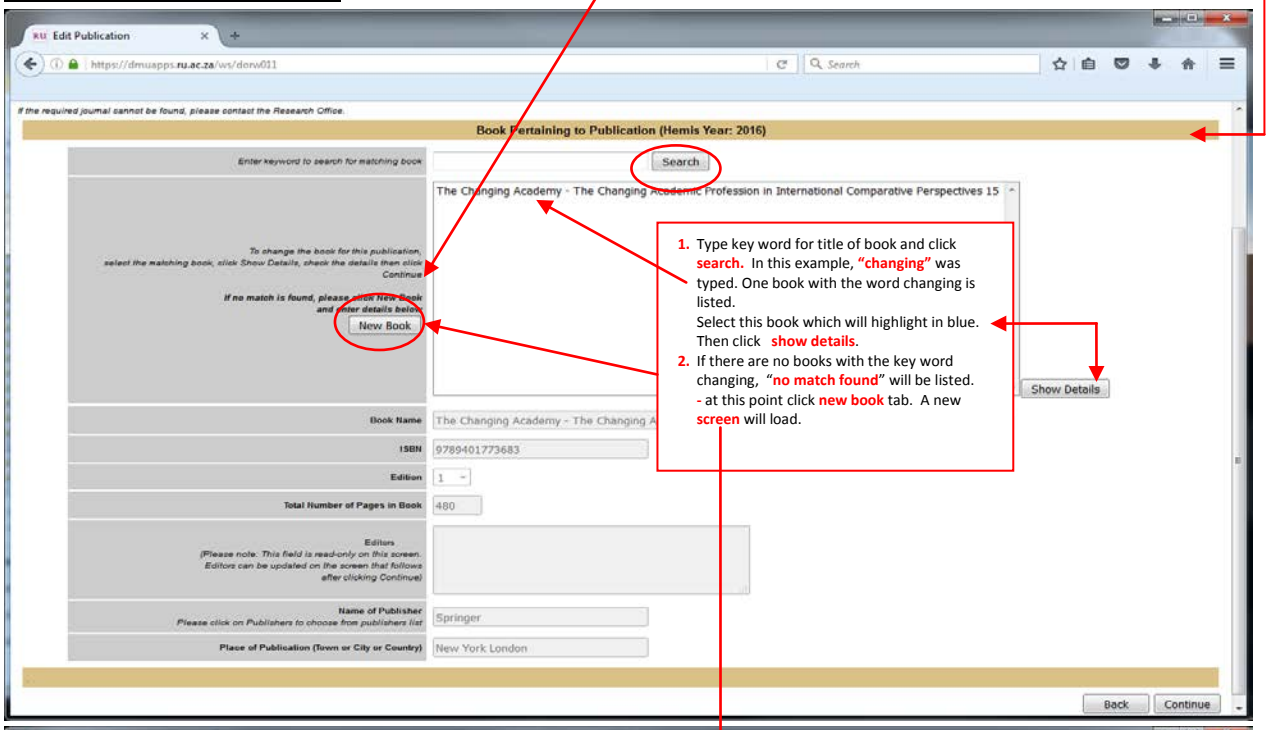


Remember to select the correct hyperlink type, after you log on to the system (i.e **book –** same example given under the journal category) thereafter proceed as follows:

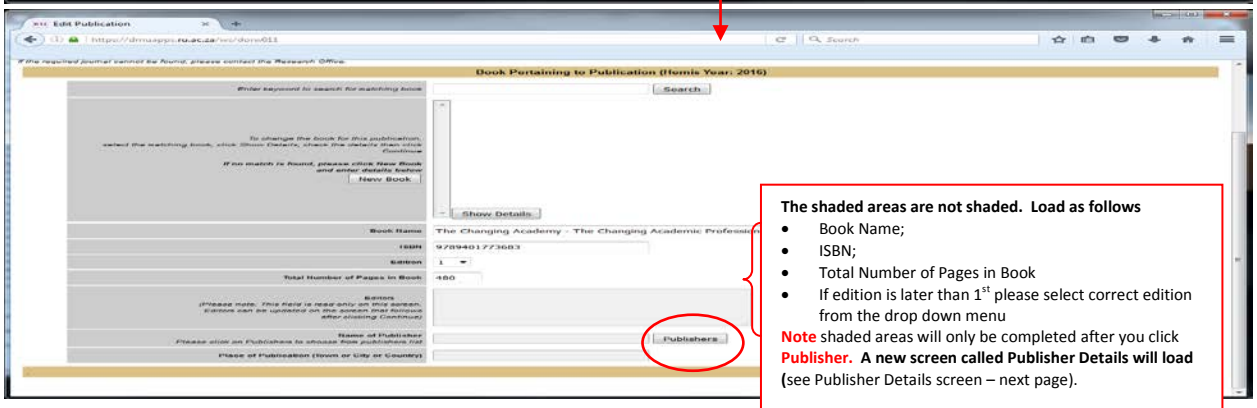
1. Select from the drop down menue type of book (i.e. chapter book/monograph; encyclopedia etc).
2. **Load the title of the chapter; CESM; Start Page and End page of the chapter**
3. Click **books** – loading page to load **new book** details will appear
4. Proceed to load - see illustration in next screen shot: **Book pertaining to Publication**

These shaded areas will change after clicking **new book** in the next screen

Book Pertaining to Publication



1. Type key word for title of book and click **search.** In this example, **"changing"** was typed. One book with the word changing is listed.
   Select this book which will highlight in blue.
   Then click **show details**.
2. If there are no books with the key word changing, "**no match found**" will be listed.
   - at this point click **new book** tab. A new **screen** will load.

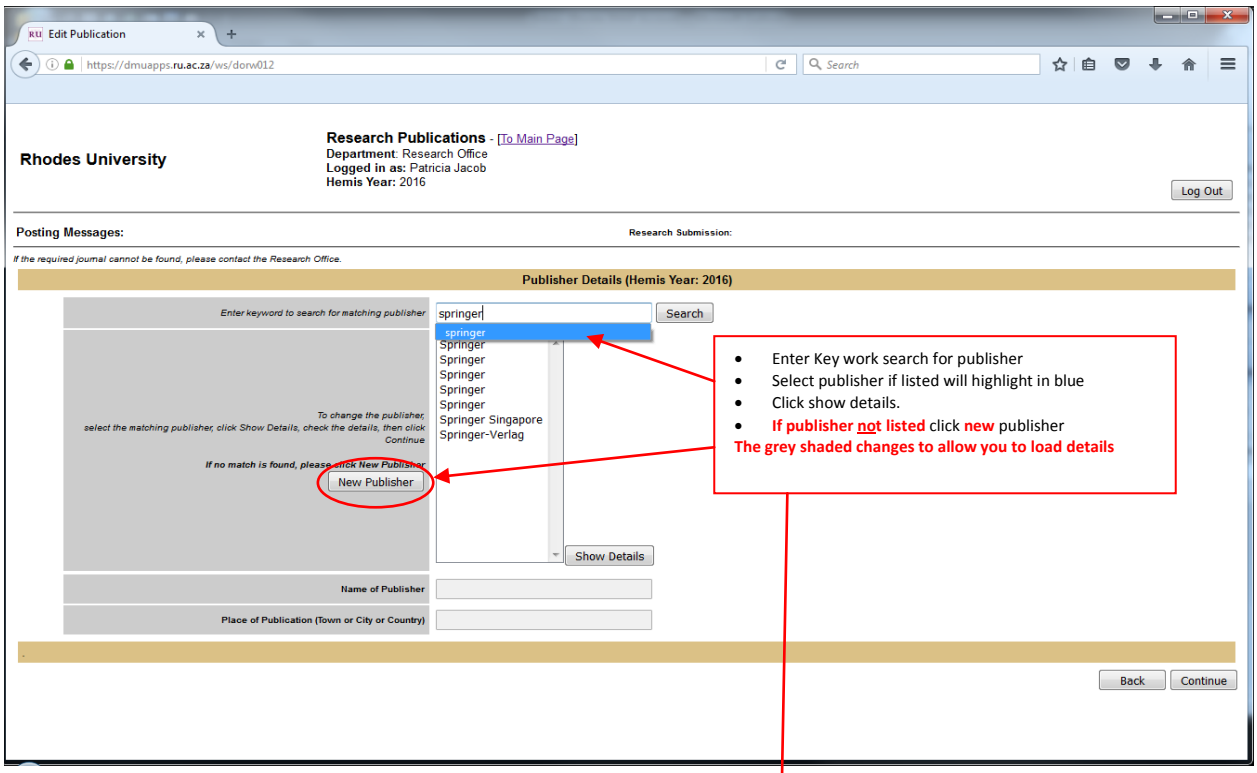


The shaded areas are not shaded. Load as follows

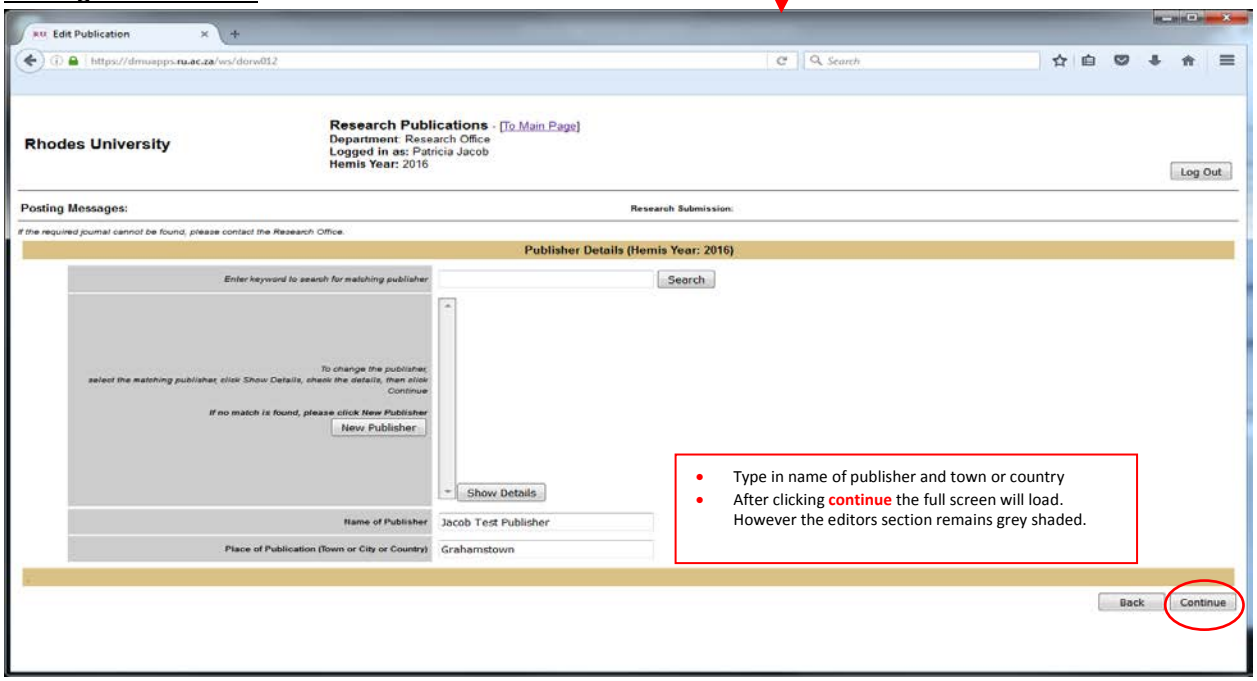
- Book Name;
- ISBN;
- Total Number of Pages in Book
- If edition is later than 1st please select correct edition from the drop down menu

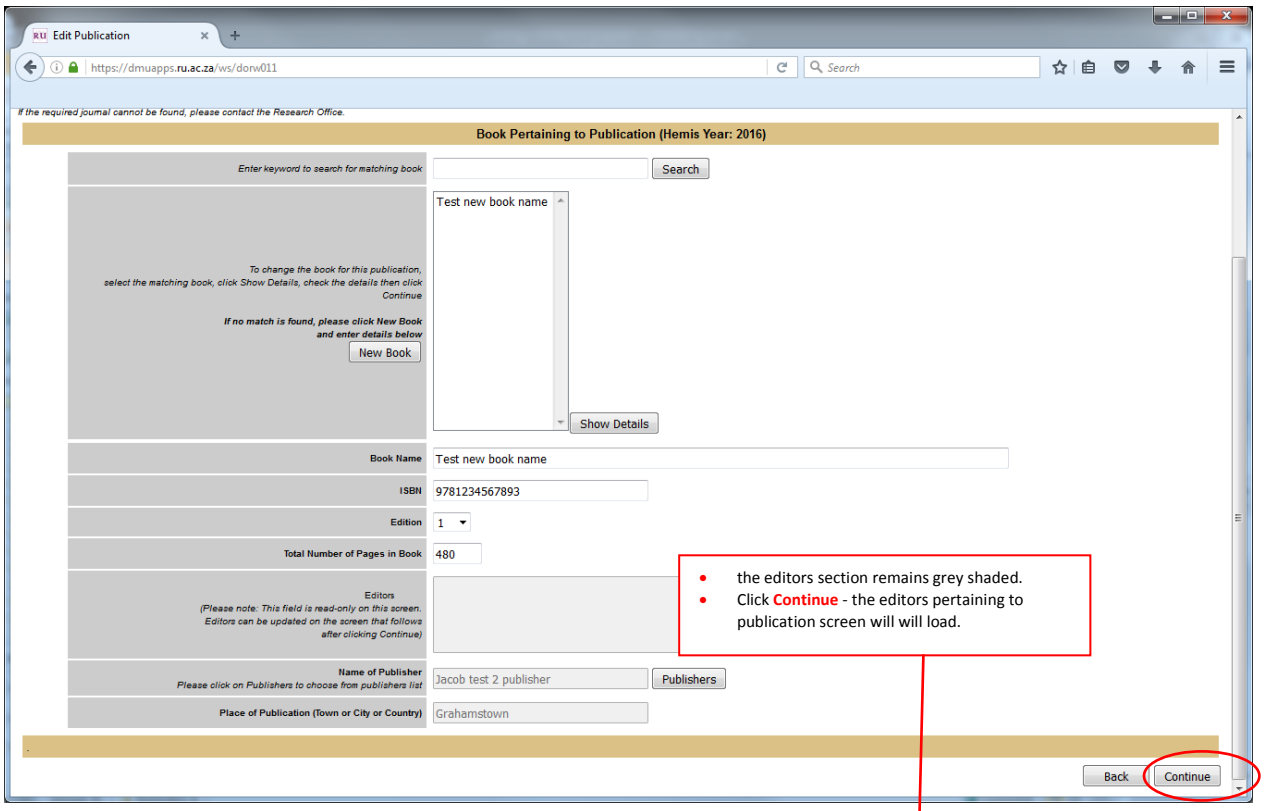
Note shaded areas will only be completed after you click **Publisher. A new screen called Publisher Details will load** (see Publisher Details screen – next page).

Publisher Details

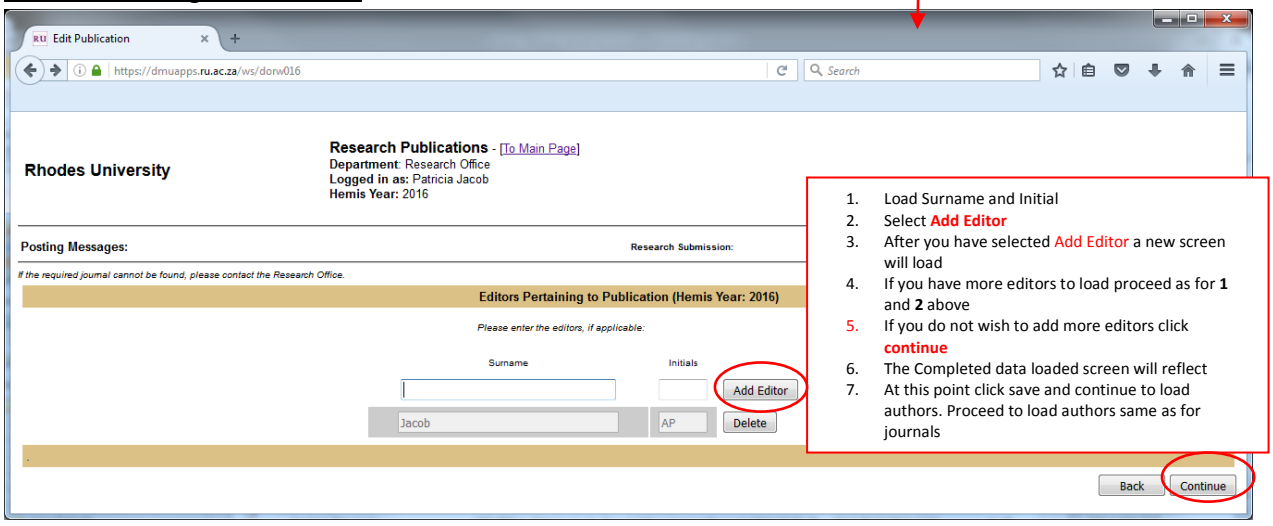


Loading New Publisher



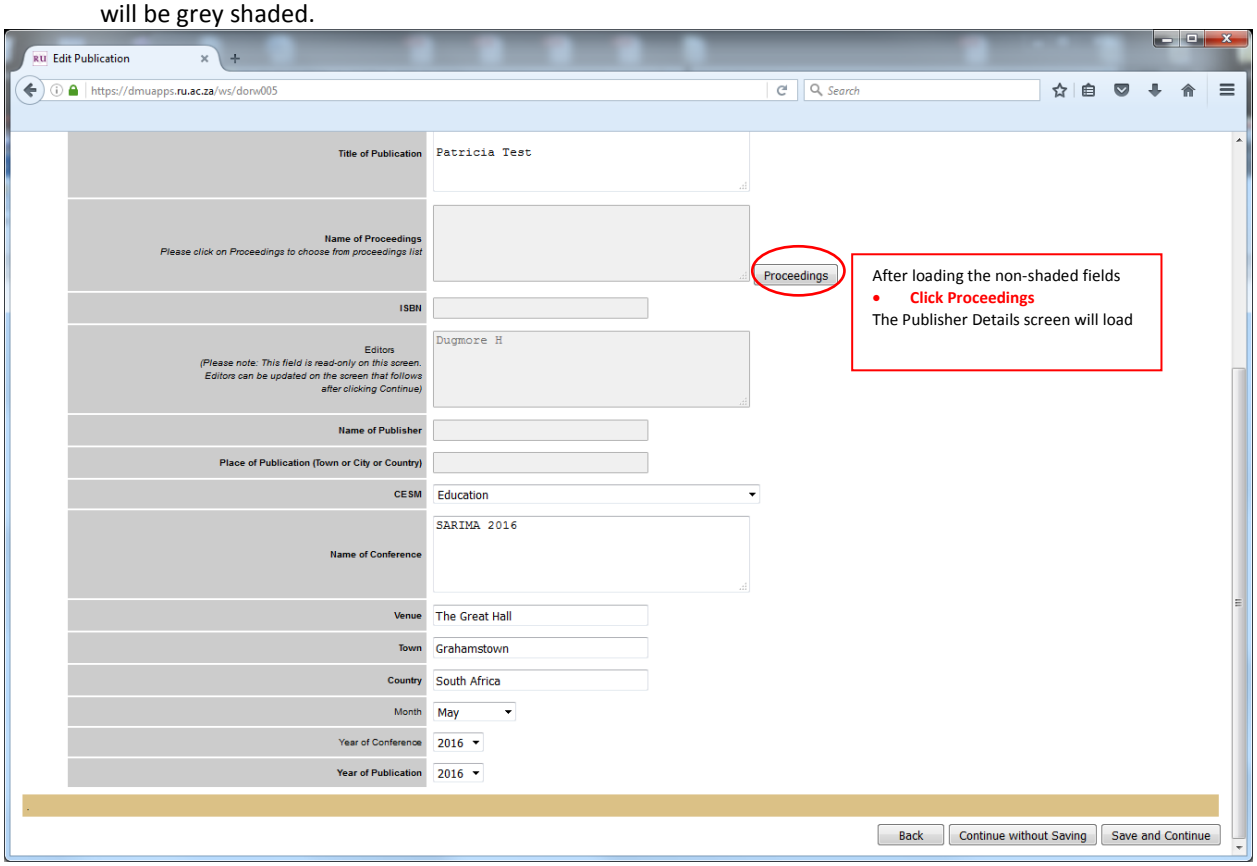


Editors Pertaining to Publication

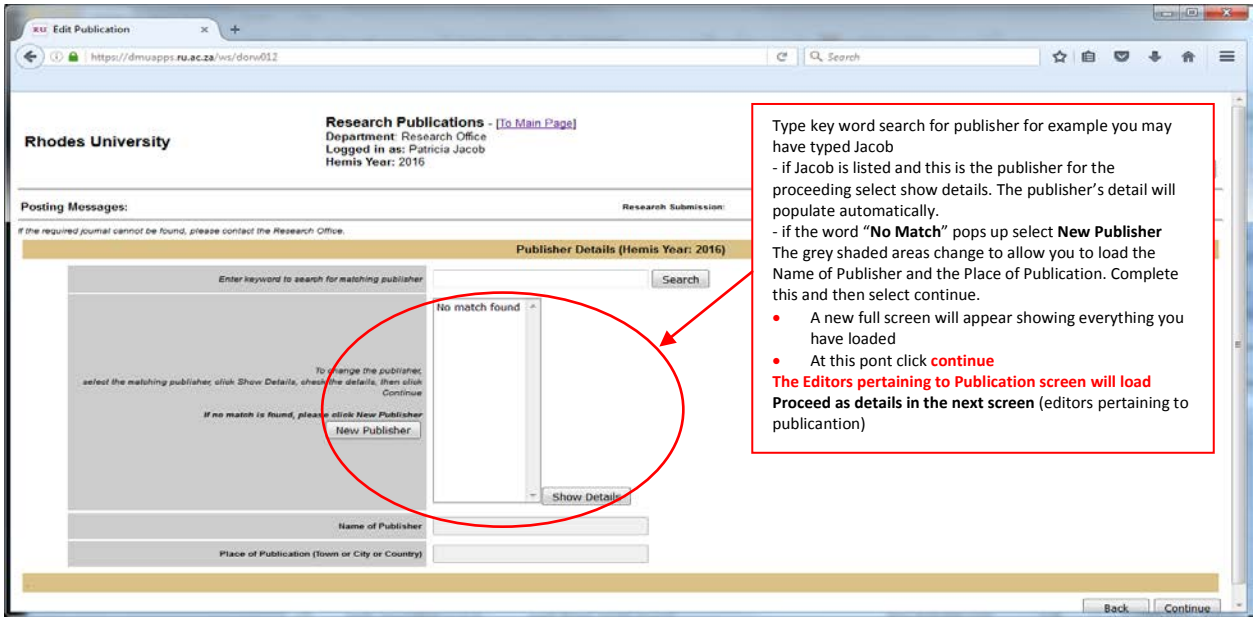


Conference Proceedings

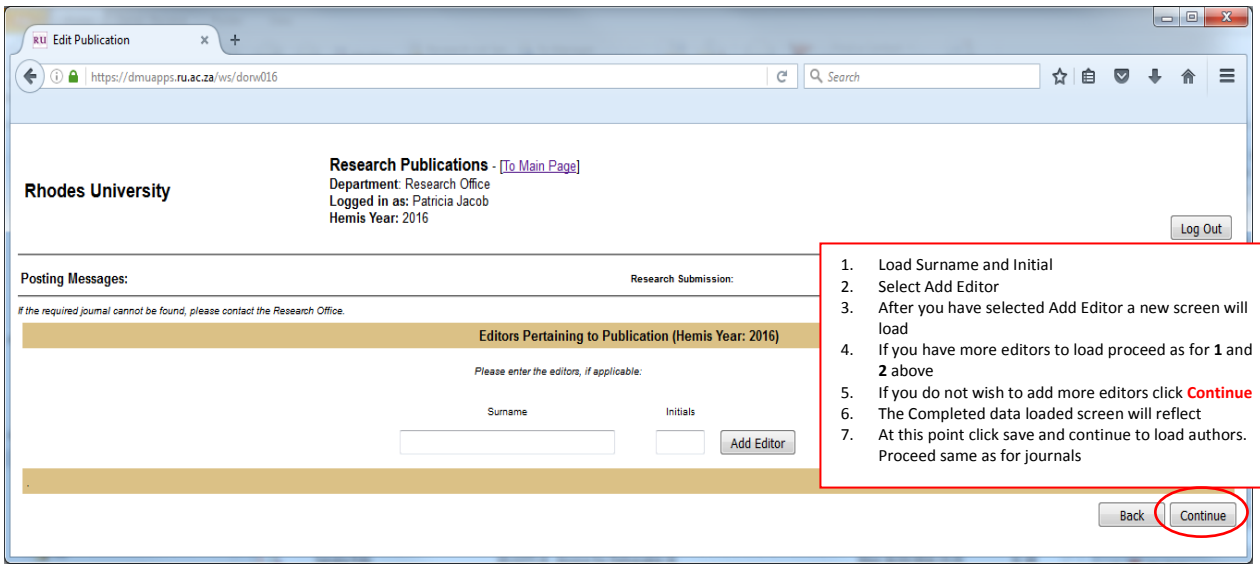
1. Select the hyperlink for Conference Proceedings
2. Duplicate publication search screen will be the same as for journals and books. If the publication has not been loaded the "no match found" screen will appear.
3. At this point click **New**. The screen to load proceeding will load
4. Similarly to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



Publisher Details



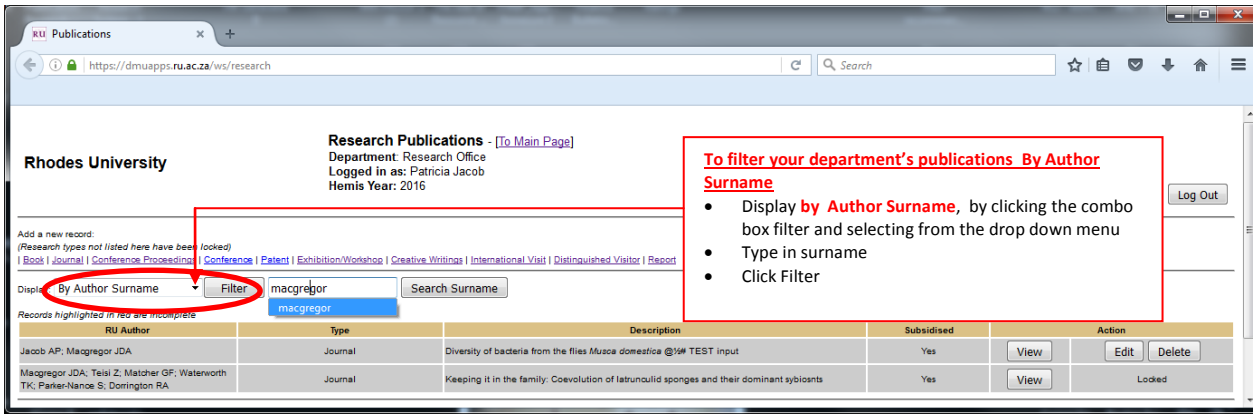
Editors Pertaining to Publication



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



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.

Some important information on subsidy earning publications

1. You may acesss 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