GUIDELINES for temporary research fellows

Unofficial translation by Ufficio Anagrafe della ricerca, Archivi istituzionali e Supporto attività editoriali
SUA-RD Part II (Research outputs) Section D (Scientific outputs)

- SUA-RD analyses all scientific outputs published in 2011, 2012 and 2013; all publications «in press» will not be taken into consideration.

- Unlike VQR, which analysed only a few document types, SUA-RD considers **ALL the document types** indexed in Loginmiur website and database.

- People involved are: **professors, researchers, PhD students and temporary research fellows («assegnisti»)** working in Unitn Departments at the date 31st December 2013 and whose name is present in SUA-RD Departmental website, Section C.2.a. (please ask your Departmental Staff).
Where to input a new bibliographic record (publication)

- **New publications** (if not already present) can be added:
  - in U-GOV ([https://www.u-gov.unitn.it/unitn/?path=RINEWCAT01](https://www.u-gov.unitn.it/unitn/?path=RINEWCAT01))
  - in Loginmiur ([https://loginmiur.cineca.it/](https://loginmiur.cineca.it/); remember to register if you do not have an account)

*Using U-GOV enables you to take part in Unitn/Departmental research evaluation and assessment exercises.*

Please ask your Department in order to know which of the two options you have to take.

It is important to know that:

a. if you do not already have a Loginmiur ID, or if you have not entered any publications in Loginmiur yet, adding publications in U-GOV can be the best choice; later they will be automatically transferred to your Loginmiur website;

b. if you have a Loginmiur ID and have already added your publications there, if your Department chooses U-GOV as the official input database, please follow the instructions in the next slide.
Adding records in U-GOV if you have already used Loginmiur

It is necessary that you:

1. manually enter in U-GOV the publications you already entered in Loginmiur, or write an email to ProdottiRicerca@agora.unitn.it in order to request a massive import if you have a huge bibliography;

2. after saving in “permanent status” all publications in U-GOV and after recognizing as “internal” authors all Unitn coauthors, you have to enter Loginmiur. You will find out that all your publications now have a duplicate copy: one record was originally entered in Loginmiur, the other was automatically transmitted by U-GOV (you can distinguish it by the words “Proveniente dal sistema gestione pubblicazioni: UGOV TRENTO con codice xxxxxxxxxxx”). You have to manually eliminate the original record, and keep the record transmitted by U-GOV.

Please note:

If you enter your bibliography in U-GOV, you must also register in Loginmiur (if you do not have an ID yet) because:

- in Loginmiur you have to enter additional information requested for SUA-RD
- from Loginmiur all records and information will be automatically transferred to the Departmental SUA-RD Website to be evaluated.
If **U-GOV** is chosen as input database:

- Should the author modify **old publications** or add new information to them, s/he must use **U-GOV**. If a U-GOV record is already in «permanent status», the author has to write to ProdottiRicerca@agora.unitn.it or contact the **Departmental Support staff** asking for the record to be re-opened in «temporary status».

- **From U-GOV** all publications in «permanent status» are automatically sent to the author’s **Loginmiur site, in the «SUA-RD» area** (access is permitted only to the author).

If **Loginmiur** is chosen as input database:

- Should the author modify **old publications** or add new information to them, s/he must use **Loginmiur**.
- From Loginmiur Publication Section the publications will be **automatically transferred** to the author’s Loginmiur SUA-RD Area.
In Loginmiur SUA-RD Area the author has to enter some additional information for each publication by clicking on “Info aggiuntive” on the right side of each bibliographic citation.
Loginmiur – SUA-RD area for temporary research fellows
Publications and additional informations are automatically transmitted from Loginmiur «SUA-RD» area to SUA-RD Departmental Website, Part II, Section D (in order for the Head and staff of the Department to revise them and send them to ANVUR)

**ONLY IF**

- the publications are classified as «scientific» by the author (see slide 9)
- all further information requested are given by the author
- the publications are made visible by the author

**Attention!** Publications added by means of U-GOV are visible by default; publications added by means of Logimiur by «assegnisti» or PhD students can also be made NOT visible for SUA-RD.
Here is a list of the **additional information** that must be added by the author for each publication in **Loginmiur «SUA-RD» area**:

1) (if the publication has more than one author) specify if **at least one of the coauthors works in institutions abroad**

2) specify the **nature of the publication**:
   - «scientifico» = mainly scientific/research works *[only these publications are considered for the SUA-RD and will be automatically transferred to the Departmental SUA-RD Website]*
   - «didattico» = work used mainly for instructional purposes
   - «divulgativo» = mainly popular works
3) (only for “scientific” publications, and only for three types of publications), **further specify the type of the publication.** In particular:

<table>
<thead>
<tr>
<th>ARTICOLO IN RIVISTA</th>
<th>MONOGRAFIA O TRATTATO SCIENTIFICO</th>
<th>BIBLIOGRAFIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>articolo scientifico</td>
<td>monografia di ricerca - prima edizione</td>
<td>critica o ragionata</td>
</tr>
<tr>
<td>review essay</td>
<td>monografia di ricerca - riedizione/traduzione</td>
<td>altra bibliografia</td>
</tr>
<tr>
<td>contributo a forum, dibattito, introduzione</td>
<td>Raccolta di saggi propri - In maggioranza inediti</td>
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<td></td>
<td>Raccolta di saggi propri - In maggioranza già editi</td>
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<td></td>
<td>Manuale universitario specialistico - prima edizione</td>
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<td>Manuale universitario specialistico - riedizione/traduzione</td>
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<td></td>
<td>Altro (specificazione)</td>
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</tbody>
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<tr>
<th>ARTICLE IN JOURNAL</th>
<th>BOOK OR SCIENTIFIC TREATISE</th>
<th>BIBLIOGRAPHY</th>
</tr>
</thead>
<tbody>
<tr>
<td>scientific article</td>
<td>research work - first edition</td>
<td>Annotated/Critical bibliography</td>
</tr>
<tr>
<td>review essay</td>
<td>research work - reprints, other editions, translations</td>
<td>Other type of bibliography</td>
</tr>
<tr>
<td>contribution to forum, debate, introduction</td>
<td>essay collection (all written by the author) - mostly unpublished</td>
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<td></td>
<td>essay collection (all written by the author) - mostly already published</td>
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<td></td>
<td>specialized academic textbook - first edition</td>
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<td></td>
<td>specialized academic textbook - reprints, other editions, translations</td>
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<tr>
<td></td>
<td>Other (please specify)</td>
<td></td>
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</tbody>
</table>
Please note:

in non-bibliometric sectors, and only for monographic research works and critical editions, in the appropriate box the author can list all the reviews s/he received “during the reference year” in ”A” category journals and/or in journals indexed by Web of Science and Scopus.
Coauthors working in the same Department – additional information

Since bibliographic records are imported from the relational database U-GOV, there is **no need for all coauthors to type the additional information** requested in Loginmiur. **One of the coauthors** can add the information, making it available for the other coauthors as well.

In case of publications written by **coauthors working in the same Department**:  

- **if only one coauthor types the additional information**, the publication will be **automatically transferred in the SUA-RD Departmental Website** (if the publication is classified as “scientific”).

- **if two or more coauthors type the additional information**:
  - **if more than one coauthor classifies the publication as “scientific” and all coauthors type the same additional information**, the publication will be **automatically transferred** in the SUA-RD Departmental Website with a **single set of information**;
  - **if more than one coauthor classifies the publication as “scientific” but the information typed by each coauthor is different**, the publication will be **automatically transferred** in the SUA-RD Departmental Website with **different sets of information**. The publication will be specifically marked in the SUA-RD Website and the **Head of the Department will choose its final set of information**.
• It is important to add **SCOPUS and ISI codes** in each U-GOV bibliographic record of the publications indexed by the two citational databases (see file «[ISI and SCOPUS codes](#)»). If U-GOV records are in “permanent status”, the author has to contact ProdottiRicerca@agora.unitn.it or U-GOV Departmental Support staff for the record to be re-opened in «temporary status».

• In all records, it is worthwhile (though not mandatory for SUA-RD 2014) to specify **the language** the publication is written in.