SUA-RD 2011-2013

SUA-RD - Section «Publications»

GUIDELINES

for temporary research fellows

- 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)
  ☑ in Loginmiur (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 reaserch 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 xxxxxxxxx"). 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 pubblications 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.

8

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

9

3) (only for "scientific" publications, and only for three types of publications), **further specify the type of the publication**. In particular:

ARTICOLO IN RIVISTA	MONOGRAFIA O TRATTATO SCIENTIFICO	BIBLIOGRAFIA
articolo scientifico	monografia di ricerca - prima edizione	critica o ragionata
review essay	monografia di ricerca - riedizione/traduzione	altra bibliografia
contributo a forum, dibattito, introduzione	Raccolta di saggi propri - In maggioranza inediti	
	Raccolta di saggi propri - In maggioranza già editi	
	Manuale universitario specialistico - prima edizione	
	Manuale universitario specialistico - riedizione/traduzione	
	Altro (specificazione)	

ARTICLE IN JOURNAL	BOOK OR SCIENTIFIC TREATISE	BIBLIOGRAPHY
scientific article	research work - first edition	Annotated/Critical bibliography
review essay	research work - reprints, other editions, translations	Other type of bibliography
contribution to forum, debate, introduction	essay collection (all written by the author) - mostly unpublished	
	essay collection (all written by the author) - mostly already published	
	specialized academic textbook - first edition	
	specialized academic textbook - reprints, other editions, translations	
	Other (please specify)	

* Presenza di un coautore afferente ad Istituzioni straniere
Selezionare...

* Indicare se la pubblicazione è prevalentemente:
Selezionare...

* Indicare il tipo di "Articolo su rivista"
Selezionare...

Salva

Annulla

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.

Further information to be added in U-GOV (or LoginMIUR)

- 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.