

## Basic submission in Metis

Once your paper has been published in a journal or in conference proceedings, you must enter the following information in Metis.

### Step 1: getting started

Log in to Metis with your ICT-account and password with the link at the Metis website (<http://www.utwente.nl/metis>) or via Mycampus and choose Add (Toevoegen) to begin a new item.

### Step 2: Publication type (soort resultaat)

By choosing a type, you specify which option best describes your paper. Your choice determines what bibliographical information is required.

### Step 3: Bibliographic information (Bibliografische beschrijving)

Next you will be asked to enter bibliographic information about your paper. Follow the instructions on the screen and provide as much information as you can. For more information on filling the record see the back of this quick guide.

Please fill in the form as complete as possible and check your spelling, so there are no unnecessary comments needed by the editor.

Don't fill in title with only capitals and try to avoid only abbreviations in the proceeding-titles.

### Step 4: Deposit verification

Carefully check that all information is entered correctly. After you save the item as 'Published', your publication will be checked by the editor and he will give you feedback, if necessary. See the workflow for more information.

### Step 5: Document storage formats

Please upload your paper in pdf format. For a book or PhD thesis please upload the cover graphics as well. That's all there is to it!

## Submission checklist

When you want to enter your publication in Metis, there are a few details that are important to consider:

- Make sure that you fill out the complete form on the web site
- Don't forget the ISBN/ISSN
- Always mention the official URL of the publication and if a DOI is available you can put it in the comment-field
- Use only pdf documents when uploading a full-text version of your publication

If a publication is bibliographically traceable, which means that the research output has an ISBN, ISSN or patent (application) number, please fill in this information. When you select a journal from the list, the issn is filled in automatically.

If your publication is bounced by the editor, please follow the instructions given in the 'remark editor' in the comment block.

### Advanced use

#### *in Eprints*

The repository can link different versions of the same paper, as well as commentaries and responses to commentaries. This information enables a reader to move easily around those versions, commentaries and responses.

The Eprints database provides lists of publications selected by various criteria, which can be shown on the websites of groups, projects, programs (SROs) and researchers. The output is available in HTML, XML and BibTex format.

#### *in Metis*

It is also possible to make a publication list with Metis as well. Ask the administrator of the faculty for more information.

## Advantages of EPrints



>> The main reason to use the EPrints service besides Metis is that you can make your publications **easy to access** by your peers, sponsors, students and the research community at large.

>> Making publications available online and as soon as possible increases the **impact** of your scientific work, and increases the probability that others will cite your work.

>> You only have to enter the bibliographic information of your publications **once** for personal use and the university administration. EPrints makes a nice **list of your publications** with full-text for your web site.

>> If you enter your publication in EPrints, it can be found easily through search engines like **Google**.

**And if you're still not convinced, take a look at these advantages as well:**

>> The EPrints database is **always up to date** because this is in the interest of the authors.

>> An editorial board consisting of researchers and information specialists looks after the **quality** of the meta data entered into Metis/EPrints.

**So please start entering your publications in Metis/EPrints now!**

## Whom can I ask for help?

### Editors

There are various editors in the different research groups you can approach with questions about Metis. For the most up-to-date information, go to the Metis website at <http://www.utwente.nl/metis> and click on Contact.

## Problems with logging in

If you have problems with accessing Metis, you can contact COMPAS by mail (compas@icts.utwente.nl). Mention the name of the application (PersonalMetis) and your m-number.

## Result overview

After logging in you see the result list of your registered publications. Below you find an explanation of the used icons.

-  This record is not yet completed in Metis
-  You can still edit the record
-  The editorial staff of Metis has rejected your record (status: to correct)
-  The rejected record has been corrected (status: corrected)
-  Link to the upload page for full-text in the UT-repository (Eprints)
-  Link to view full-text in the UT-repository
-  This publication is a PhD-thesis

Click on a publication to display the details in the edit-screen.

## Add / change records

### Publication type - combined list / separate lists

When adding records the first thing you need to select is the result category. The combined list gives a small selection of the most used results. When none matches your result, you can fill in the separate fields by choosing separate lists.

### Authors

The author field works with auto complete. Type the first letters of the name and Metis gives all names that match the letters. If you can't find the name in the list, you can add the new name in Metis. Fill in the initials, prefix and title (if known) as well.

## Bibliographic description

The displayed fields in this block refer to the chosen publication type and change when the type changes.

### Research

You can fill in the research id for the project or program where the result belongs to. See the metis website for more information on programmes per institute.

### Extra characteristics

The internal classification will be filled in automatically when you select from the combined list. Otherwise you can select here if the publication is for a National or International public. Besides you can choose some extra characteristic from a list.

With the confidential checkbox you can mark a publication so it won't show up in any lists.

### Summary

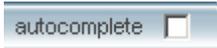
Here you can fill in a summary or abstract of the publication, which will be used in the Repository, and a comment for your own use only. The URL is for the direct link to an open access publication and the URL IR is the link to the repository of the University of Twente. The link to the repository will be filled automatically after uploading a full-text.

## Screen

### Buttons / icons

On the screen you can find some buttons which can help you filling in the form.

-  This button shows a list of values for the field or a search field. Use % as a wildcard
-  Author information, including UT-organisation and function
-  Delete a row from the list (authors, research)

 With the autocomplete you see directly a list of results you can select from. You can turn this help off by un-checking the autocomplete-box.

\* Fields marked with an asterix are required.

## Workflow

When a paper is accepted for publication you can fill in the meta-data in Metis. A new record has the status *not yet completed*. After you filled in all the data you need to change the status in *Published*.

The Metis-Editor will check the metadata and classification of the publication in Metis. When he makes a comment, you will receive an E-mail.

 After logging in to Metis the records in the list are marked with a red exclamation mark.

 When you have corrected the record you can save the record using the status *corrected*.

The editor will check again and will save the record as validated. Validated records can only be changed by the administrator of the faculty.

### upload fulltext

 With the button for uploading you can add the full-text to your publication. When clicking this button you will come in the Eprints repository, where the link to Metis will be used to copy the meta-data you just filed in. Follow the instructions on the screen.

*There are a few more ways to upload the full-text in Eprints, but this is the only way to avoid duplicates in Eprints!*