

Publications Officer

Role and Responsibilities

A Publications Officer is mainly responsible for the collection and verification of publications within a faculty or group.

The Research Information System (RIS) is used to collect information about publications, and to allow reporting on those publications at all levels within the University. This system is also used to collect publication details required for the HERDC (Higher Education Research Data Collection) collection process, which is a process for the University to gain funding from the Department of Education, Employment and Workplace Relations (DEEWR, previously known as DEST) based on those publications. As a publications officer, you will need access to RIS, and to be setup as a publications officer for the relevant group. You can contact either the group's RIS Co-ordinator, or the RIS Help team (ris_help@uow.edu.au), to arrange the correct access.

The major responsibilities for a Publications Officer include:

1. Data entry of publications

Some faculties require/prefer the publications officer to enter details of publications into the Research Information System, whilst others prefer the authors to enter the details, or use administrative staff for this purpose. You will need to contact your faculty to determine their preference, and if necessary, arrange some training in the data entry of publications. RIS researcher training is held every 2 months, and can be arranged via PODS. If required more urgently, individual training can also be arranged via ris_help@uow.edu.au. This training covers basic requirements for entering publications and profiles for researchers, and requires a basic understanding of the format and citation of publications.

2. Verification of publications at a faculty level

All faculties have determined that some level of verification for publications is required, prior to displaying publication details on public websites. The level of verification for each faculty varies, and is dependent on the type of publication, and the year of publication. For all publications, the faculty performs an initial verification, and for certain types of publications, the Library completes the verification process.

When starting in this role, we would advise some training be arranged with the Library, to determine the verification required, and the paperwork needed for this process. Once this training has been completed, we would advise gaining publications officer training in RIS, which can be arranged by contacting ris_help@uow.edu.au.

When entering a publication into RIS, the owner assigns a reporting group for that publication. Based on that reporting group, the publication will be sent to the ToDo list for the relevant publications officer. The publications officer is responsible for regularly reviewing their ToDo list, and verifying publications.

In addition to finding a publication in your RIS ToDo list, you will also receive the relevant paperwork from the owner of the publication. This documentation is to be used to assist your verification process, and in many cases, will be forwarded to the Library for further verification.

Please note that often the step to change a publication in RIS from "New" status to "Seeking Faculty Verification", is missed by the owner of the publication. If you have received the documentation, but the publication is not in your ToDo list, you need to check the status in RIS and ensure the status is updated. See the RIS instructions below for detailed step-by-step instructions.

3. Collection of appropriate publications for verification by the Library

If a publication requires further verification by the Library, the publications officer is required to update the status of the publication in RIS to "Seeking Library Verification", and forward the

relevant documentation to the Library. Once the status has been updated in RIS, the publication will disappear from your ToDo list, and appear in the ToDo list for the librarian.

4. Follow-up verification of publications

If the Library has any queries regarding a publication, they will update the status of the publication to “Asking Faculty for More Info”, and it will reappear in your ToDo list, with a comment from the Library in the publication detail. Once a publication has been successfully verified, you will receive an email indicating that it has been finalised (see further information on status below). Only then will the publication appear on the public website for that author and/or group.

As a publications officer, it is your responsibility to follow-up publications and ensure that the verification is completed in a timely fashion. To assist you in this process, you can use RIS reports to identify any publications which have been entered into RIS, but have not yet been verified. See the RIS Instructions section for step-by-step instructions for these reports.

5. Liaise with the Library and RIS Help where required

As publications officer, you will often be required to liaise with the Library and the RIS Help team, to follow-up any issues or problems in the publication entry/collection processes.

Notes:

Please note that the authority for groups in RIS flows downwards – if a user is setup as RIS Publications Officer at a higher level (eg faculty), then they will have the authority for all lower-level groups (such as schools) in this hierarchy. There is no need to setup RIS Publications Officers at every level.

There is often some confusion between the Research Information System (RIS) and Research Online (RO). RIS stores basic information about publications, and is used for reporting and funding purposes. RO is a digital repository for the storage of publications. If you have a new publication which is to be stored in RO, you will need to enter the details into RIS, and also contact the Library to include this publication in RO. It is planned to integrate these two systems in future stages of RIS, however, at this stage, there is no automatic link between these systems.

The University also has a Performance Indicator System which can be used to generate quantitative reports on publications data. For more information on access and use of this system, contact the Performance Indicators Project team – details available from the UOW staff intranet.

RIS Instructions

Finding and Updating Status for Publications

To locate a publication which is missing from your RIS ToDo list:

1. Go to Publication Search
2. In Display Options, under Person, select “Search”.
3. Enter the last name of an author, and select search.
4. Select the correct author.
5. Enter the year of the publication in the Display Options.
6. Select Update Results for Current Options.
7. View the publications returned, and select Details for the relevant publication.
8. Go to Group Information, and check that the reporting group selected belongs to your area. If not, then you will not have the authority to verify, and you will need to forward the paperwork to the relevant group.
9. Go to Status, and check that the publication has been set to “Seeking Faculty Verification”. If not, you will need to contact the owner, and request them to update it. You can do this by going to General Information in the publication detail, and selecting “Send Message” next to the owner. If you can’t contact the owner (ie they are away), then you can contact ris_help to update this for you.

Generating Reports of Publications in RIS

To generate reports of publications in RIS, use the Publication Search Display Options to filter the required information, then export to either Word (publication citations displayed) or Excel (publication detail listed in rows). For example, to generate a report of all publications in your group which are awaiting Library verification:

1. Go to Publication Search
2. In Display Options, under Person, select "Anyone".
3. Select the relevant group from the drop-down list (eg Engineering).
4. Under Publication Status, select "Seeking Library Verification".
5. Select Update Results for Current Options.
6. A list of all relevant publications will be displayed.
7. To export to Word, go to bottom of the page, and select "Export Current List to Word".
8. Select the quotation style preferred, and select "Create". If desired, you can use the "Use Modified" buttons to add group headings and sort criteria.
9. A Microsoft Word document is opened, and the publication details are displayed.
10. Save your document.