Adding your research publications data to UQ eSpace: information for new academic staff

Options for adding your publications:

1. If your publications have good coverage in Web of Science then setting up a Researcher ID (RID) account or linking your existing account may be a good option. Details on how to set up an account/update an existing account are included in the eSpace FAQs at http://espace.library.uq.edu.au/faq#q2

2. Some of your publications may already be in eSpace- for example if you have co-authored with another UQ author. You can see a listing of any records that are potentially yours by checking your 'Possibly My Research?' listing in My UQ eSpace. 'Claiming' a record as yours will automatically link it to your author id and move it to your 'My Research' listing.

3. For publications not covered by the above options, then you or a Unit Publication Officer acting on your behalf may enter brief citation details for these using the 'Add missing publication' option in My UQ eSpace. A list of UPOs is on the UQ Research and Innovation Division website at http://www.uq.edu.au/research/rid/biblio-contacts

Checking your publications in UQ eSpace

UQ eSpace can be accessed direct (espace.library.uq.edu.au) or via the Library home page:

To access information about your publications you will first need to login using your usual UQ username and password then click on the 'My UQ eSpace' tab.
‘My UQ eSpace’ has been set up to allow academic staff to:

1. View the publications that have been authored by them and that are linked to their UQ author id. These publications are listed in ‘My Research’. Clicking the ‘fix ’ button displays a range of options for reporting any problems with the records.

2. View publications that contain an author matching either their given name or surname. These are listed in ‘Possibly my research?’ and are likely to be records downloaded from Web of Science via the weekly download. This listing gives two options:
   a. To claim the item as ‘Mine’ the record will be linked to your author id
   b. To claim the item as ‘Not mine’ – this hides the record from the list

3. Add publications that are not in either or the above listings – can be added via the ‘Add Missing Publication’ tab

*It is recommended that staff check their listings regularly and in the above order.*

Publications that are added using the 'Add missing publication' feature will be lodged in an 'unpublished' area of eSpace that is not publicly viewable. Details of the records can however be viewed in 'My research' or ‘Possibly my Research?’ The records will be highlighted to indicate that they are yet to be processed by an eSpace staff member.

*For further information on managing your publications data in eSpace please see the Researcher Guide*

**How your publications data is used at UQ**

**Annual Higher Education Research Data Collection**

The University of Queensland is required to report annually on the research activities of UQ staff for the previous year. The deadline for each submission is the end of June for the year following publication date. Data for the publication outputs component of the submission is submitted via UQ eSpace and the processing of HERDC data is one of the top priorities for eSpace staff. To allow for preparation and auditing of the submission we ask you to submit, by March at the latest, details of any books, book chapters, conference papers and journal articles that you authored during the previous year. Records are edited on an ongoing basis and you are encouraged to add your data year-round. For further details on the HERDC requirements go to:


**Q-Index**

Q-index provides each UQ academic with individualised reports showing the key research and teaching performance data that is available from the university’s information systems. It also provides relevant benchmarks that support comparisons with average performance levels across the University and within Faculties or Institutes, Schools and Academic level.
The publications listings are provided via a daily feed from eSpace. Although all publications are imported from eSpace and displayed in the Q-Index detail tab, only those that fall within the reporting window (currently 2007 to 2013) earn Research Output Points. Publications earn points based upon the associated HERDC Category Code, the 2010 ERA Ranked Journal/Conference List ranking (for journal articles and conference papers) and pro-rated by the number of authors. An academic must be linked to the publication in eSpace (i.e., claimed as “Mine” through My UQ eSpace) in order to earn the appropriate points for that publication.

**Mandated reporting for publications arising from NHMRC or ARC grants**

- For NHMRC grants applies only to refereed journal articles and to funded work published after July 1 2012
- For ARC grants applies to all publication outputs and applies to work funded by grants received in the 2013 rounds of funding
- In both cases an open access copy of the work must be made available


**ERA submissions**

Publication data for both the 2010 and 2012 ERA submissions was provided via UQ eSpace and eligible staff were asked to submit details of any research published between 2003 - 2008 (for ERA 2010) and 2005 - 2010 (for ERA 2012). It is likely that any future submissions will follow a similar pattern, e.g. research publications between 2008 - 2013 for ERA 2014.

**Publications outside internal or external reporting windows**

While there is no official requirement to add your earlier publications to eSpace, you may wish to consider the benefits that this can bring:

- Ability to generate a full CV using the 'My Publications' tab
- Increased dissemination of work as eSpace is harvested by Google and Google Scholar
- Generation of citation counts for records indexed by Scopus and Web of Science

*Adding a permitted full-text version to each citation greatly assists in making your work available to a wider audience*

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