Guide for UQ Researchers

How to report your research to UQ eSpace

February 2011
Introduction

UQ eSpace is the single authoritative source for the research outputs of the staff and students of the University of Queensland. UQ eSpace serves to raise the visibility and accessibility of these publications to the wider world and to provide data for reporting requirements such as Higher Education Research Data Collection (HERDC) and Excellence in Research for Australia (ERA) and for the internal UQ systems such as the Q-Index. It also operates as an institutional repository for open access publications and other digitised materials created by the University such as print materials, photographs, audio materials, videos, manuscripts and other original work. eSpace also houses UQ Research Higher Degree Theses.

As eSpace supplies data for Q-Index, HERDC and ERA, it is critical we have an up to date publication record for each individual researcher and for their School or Centre. This contributes to the accuracy of our submissions and ensures that the University is properly credited to for its research output. We also encourage staff to deposit open access versions of their work. Depositing open access versions to eSpace can serve to enhance its visibility, accessibility, usage and impact.
Accessing eSpace

When accessing eSpace via the Internet, please use Mozilla Firefox browser. Internet Explorer is not compatible.

Logging into eSpace

1. From the UQ eSpace website, click on the Login tab:
   http://espace.uq.edu.au/

2. Select ‘The University of Queensland’ and click on the Select button.

3. Log in to eSpace with your UQ login (username & password you use to log in to the UQ network):
My Research

This section contains publication records that have been linked to the staff member’s Staff ID. It will display the full bibliographic reference; citation counts from Thomson Reuters and Scopus; the ranking from the ERA Ranked Journal List or Ranked Conference List; and the HERDC Category.

In some cases, a provisional HERC code will be assigned to allow points to be allocated in Q-Index. These provisional codes will be revised if necessary.

If you consider that any corrections are required for any of these records, click on the Fix button to the right of the record. This will open a “Fix Record” page.

Notes:
- Authors that have been identified as UQ authors are highlighted green in the record citation. Authors that are not UQ authors are highlighted blue. If you notice any of the authors on this listing are UQ authors but they aren’t green, please use the Fix button to notify us of the error.
On the Fix Record page, you may either:

- Report that the publication is incorrectly assigned to the staff member (i.e., the staff member is not actually the author); or
- Indicate which details about the publication record that are incorrect. Choosing this option will open a comment box. Please use that box to report what is wrong about the record. Please supply as much detail as possible.

Notes:

- A record with a ‘pending comment’ attached to it can have additional feedback attached to it by using the Fix button a second time.
- Please provide full details of the correction on each message. If you have similar feedback to apply to multiple records, please provide the full details each time. Using comments such as ‘as above’ will not allow the eSpace Team to identify what the correction is required.
Possibly My Research?

This section lists publications that might be authored by the staff member but is not identified as belonging to the staff member. This means that the staff member’s Staff ID has not been assigned to it.

The records in this list have been authored by someone sharing the author’s surname, but have not yet been ‘claimed’ by anyone.

Each record will display the bibliographic citation; citation counts from Thomson Reuters and Scopus, the ranking of the ERA Ranked Journal List or Ranked Conference List and the HERDC category.
With each record you may:

- Advise that the record does not belong to the staff member using the Not Mine button. If this is the case, it will be removed from this list and will not have to be dealt with again.
- Use the Mine button to claim the record on behalf of the staff member. This will open the "Claim Research" window.

**Claim Research**

Currently acting as: **emphasize** (Lawson, Alan J., Office of Deputy Vice-Chancellor (Research))

You are claiming to be the author of this item:

**Journal Rank**

A* (Proceedings of the National Academy of Sciences of USA)

**Conference Rank**

This is outside the ERA window (pre-2003) and not identified as being in a 2010 ERA Ranked Conference

**HERDC Code**

This record is not marked as having a HERDC code

**PLEASE NOTE**

This record was recently imported from an external source, and has not yet been processed by the UQ eSpace data team. You therefore do not have to notify us about missing data for this record; it shall be added later by the data team.

If this record was authored by you, please proceed with the claim.

**PLEASE NOTE**

As the HERDC code for this record will soon be processed inline with the current HERDC guidelines it is not necessary to provide feedback on this element of this record.

- This record is mine, and the citation is correct.
- This record is mine, but the record requires a correction.

Please tell us what is wrong with the record.

Claim publication  
Cancel
The “Claim Research” window will supply the currently known details about the publication and may also include some notes about the publication’s current processing status. For instance, if the publication is missing a HERDC code because it is still undergoing assessment, you will be advised that you do not have to supply feedback on the code at this point.

Other feedback, such as preferred UQ Unit affiliation for UQ authors can still be supplied at this point.

On this page, you may either:

- Select the “This record is mine, and the citation is correct” if the staff member is the author of the publication; or
- Select the “This record is mine, but the record requires a correction” if the staff member is the author of the publication and you need to inform us of a problem with the record details. Choosing this option will open a comment box. Please use that box to report what is wrong about the record. Please supply as much detail as possible.

Once a publication record is claimed as belonging to that staff member, the eSpace team will verify and complete the record. A provisional HERDC code will also be assigned so that Q-Index points can be allocated. The provisional codes will be reviewed as necessary by the HERDC Team. Priority will be given to publications eligible for the current HERD Collection.

**Notes:**

- Authors that have been identified as UQ authors are highlighted green in the record citation. Authors that are not UQ authors are highlighted blue. If you notice any of the authors on this listing are UQ authors but they aren’t green, please use the **Fix** button to notify us of the error.
Add Missing Publication

This section allows you to add any missing publications that cannot be located in the “My Research” or “Possibly My Research?” sections.

Select the type of record from the menu and use the Next button to open up a form that will allow you to provide the basic bibliographic details.

When adding authors, please type the name in the field as it appears on the publication. Ensure that the author order matches the order as they appear on the publication. Use the arrow buttons (eg. ↑ ↓) to change the author order as needed.
Fields marked with an * are the minimum mandatory fields that require data before the record can be submitted. The publication will then be processed as by the eSpace Team.

If any of the other authors are also UQ authors, you can mark them as UQ authors by using the Author ID field located just beneath the Author name field. The Author ID field can be used to assign the author’s Staff ID to the record. This will assist in accurate assignment of publication records to UQ staff. Use the search box to the far right of the Author ID label and type in the staff member’s surname or given name. The menu box to the left of this search box will then list potential matches to the staff member’s name. Please select the correct name from this menu box and this will associate the staff member’s ID with this publication.

You may supply more than the minimum data by filling in the remaining fields on the form with the appropriate information. The more information that is supplied, the easier it will be for the eSpace Team to process and will help reduce the amount of time between submitting a missing publication and its publication in eSpace.

Notes:

- When adding a Journal Article, eSpace can run an automatic search to see if the item is already in eSpace. Enter the title in the Title* field and then either Tab onto the next field or click on another field in the form. When you do this, eSpace will do a title match and generate a list of
publication records that match the entered title. If you locate the publication record you intend to enter, then it is already in eSpace and you do not need to continue to add the record.

Click on the Abandon Workflow button to cancel the record.

It is advisable to check the details of this existing record are accurate and, if not, submit a correction using either My Research if the author is marked as UQ staff on the record (ie. their name will be green text) or Possibly My Research? if the author is not identified as UQ staff (ie. their name is in blue text).

- When adding a Journal Article, the Journal name field includes a list of Journal titles already in eSpace. Please select the correct journal title from this list (as this will assist in matching the correct ISSN and matching to the Ranked Journal List). If the journal title is not in this list, you can still type it in and complete the Missing Publication record.

- Should there be additional information that you wish to make known to the eSpace Team please make a comment in the Additional Notes field towards the bottom of the record. For instance, you might want to let the eSpace Team know that you have an Author Affiliation form for a UQ author that hasn’t got a UQ by-line on the publication. They can then contact you to collect the evidence when ready.

- If you have a URL or a DOI address for an publication that can be located online, you can add it to the Missing Publication record. In the Manage Links section, add a description of the link in the Description for Link 1, and then the actual link itself in the URL 1 field.
If supplying a URL you must ensure the URL includes http:// for it to function correctly. If you have a DOI only, enter http://dx.doi.org/ before the DOI to create a working link.

For example: The DOI listed above would be entered into this field as http://dx.doi.org/1002/ca.20252 (by adding the DOI 10.1002/ca.20252 to the http://dx.doi.org as instructed above).

If you would like to provide an open access, author version of your publication then please attach using the Upload Files option. Note: this is not a requirement for submission of your publication.

Please note that in most cases publishers versions are not able to be made freely available through UQ eSpace. For more information on copyright and open access please consult the Open Access section of the eSpace FAQ (http://espace.library.uq.edu.au/faq#q14)
Click the **Submit for Approval** button once you have completed the record. You will then be supplied with a URL for the new pending record.

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**Submission Completed**

Thank you for submitting this record to UQ eSpace.

Your item will be referred to a UQ eSpace editor for approval and should appear in UQ eSpace shortly.


You will receive a confirmation email soon.

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**All changes submitted**

Once you have completed the “My Research”, “Possibly My Research?” and the “Add Missing Publications” sections, any feedback that you have submitted will be confirmed via email that your request has been received by the eSpace Team. An additional email will be sent at a later date to advise when the record or feedback has been processed.
Contacts

If you have any questions relating to the operation of eSpace, please contact:

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If you have any questions about the HERD Collection and classification, please contact:

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