

# Steps to registering publications in LUCRIS v. 1.0

- a short manual for the registration of results of scholarly activity

## Registering publications

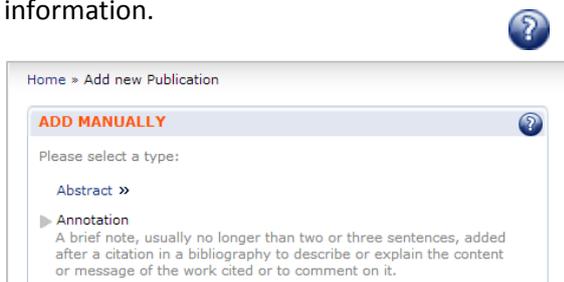
1. Use your ULCN-account to log in at LUCRIS through <http://lucris.leidenuniv.nl>.
2. Go to the "Overview" screen, "click "Publications", then choose "Add new".



3. To add publications manually, proceed with step 4. To add a batch of publications automatically, proceed to 10.

### Add publications manually

4. Choose the type of publication from the drop down list at the left of your screen. Click the grey triangle (▶) to select a publication type, then choose from there. Click the question mark icon for more information.

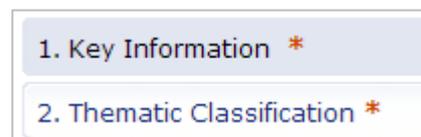


Please contact your faculty's administrator for assistance if you are unclear about which publication type to choose. For a list of administrators, view all the way below.

5. After filling in the requested information on the screen (**Key information**), add the fulltext of your publication in PDF if you'd like your

publication to be available through Open Access. Fulltext files will be added to the Leiden Repository overnight, after which they will get their *handle*, meaning their persistent identifier on the internet (e.g. <http://openaccess.leidenuniv.nl/handle/1887/4549>). This handle information will be added to your registered publication in LUCRIS automatically.

6. Add your research area and research profile to the tab on the left saying "2. Thematic Classification"



7. Click the button saying "Save & Close" to finish the registration of your publication.



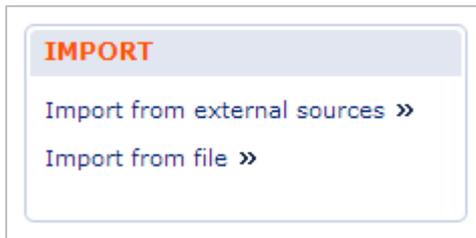
8. Now a screen will ask you to select a so called 'workflow-status'. If you are not yet done editing and would like to make some changes later on, select "Non-validated", then "Done". If your publication's data is to your liking, click "For Validation by Faculty Library" to finish. Then click "Done".

9. If you would still like to make some changes after sending your publication "For Validation by Faculty Library", please make a so called 'request for change'. Check the publication you would like to edit in the list of your publications, then click "Request change". One of the administrators will return your publication to your "To do box" for editing.



### Add publications automatically

10. At the IMPORT section, click on “Import from external sources »” .



Please search for a person's publications using the search format **surname<space>initials** . Don't add dots after initials. A query for Frits G. Naerebout's publications should read “Naerebout FG”.

11. After searching, a list of possible publications by you will be shown on the screen. Choose publications by ticking the box and clicking “Import »”, then “Confirm »”. Imported publications will keep their “Non-validated” status until you review the data and update their status to “For validation by Faculty”. Tick the box preceding the publication, click on “Set status” and choose to validate or to keep for further editing.



## Delegate user rights

1. To have someone else manage your publications, click “Delegate user rights »” on the main screen.



2. Click “2. New delegation” on the left side of the screen.



**Add** Look up the person whom you would like to delegate your user rights to, then click the “Add” button in front of his or her name.

3. Confirm by clicking on the button “Delegate” at the bottom right of the screen.



A link saying “Change »” will appear on the main screen of the user to whom rights have been delegated.



This way, one can add and edit publications for someone else with their own login.

## Administrators

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