Registering publications in LUCRIS  v. C5v06
- a short manual for the registration of results of scholarly activity

This manual is a short introduction on how to register publications in LUCRIS. Besides manual registration you will learn how to import publications from external sources, how to set your preferred author name, how to add your Digital Author Indentifier, how to mark publications as key-publications for your profile page on the Leiden University web page and about how to delegate your rights to others registering for you.

For further explanation or clarification on the “how and whys’ of registering, you can always contact your faculty administrator whose contact information can be found at the end of this manual.

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1. To begin with

Use your ulcn-account to log in at LUCRIS through: [http://lucris.leidenuniv.nl](http://lucris.leidenuniv.nl)

In the opening screen click on the “Add new” button in the upper right corner.

![Add new button](fig. 1)

Select “Publications” in the drop-down menu that appears and next click on the small triangle in front of “Publications”. A menu pops up with three options. Select the first option “Publication”.

![Menu with options](fig. 2)

In the upper right corner of the screen please make a choice between adding publications manually (continue with section 2) or import from external or data sources (continue with section 3)

![Manual or import choice](fig. 3)

2. Add publications manually

2.1 Selecting the right type of publication

Make a choice from the list of publications types on the left of the screen. When you are not sure which one to pick, then hover your mouse over the publication type. An explanation of the publication type will appear on the right of the list. For further questions concerning types of publications please contact your faculty administrator.
After having selected the right type of publication, a template will appear asking you to fill in the descriptive data for the publication, the so called “Key Information” of the publication.

2.2 Audience Type

To indicate that your publication is a refereed, non-refereed, professional or popularising publication, one makes a selection from the list that appears by clicking once on the “+”-icon below “Audience Type”.

Fig. 4

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Fig. 5
2.3 Author(s) selection

An important part of this screen is the linking of one or more authors to your publication.

![Fig. 6](image)

Below “All authors” you fill in all the authors involved, including those not affiliated with Leiden University. The data in this field will be used to compile the reference for your publication-tab on your website, but also for the authors field in the repository when you offer your publication for open access. An important condition is that all authors in this field are to be separated by a comma (, ) followed by a space. The author’s name should be constructed like the example below:

Surname\textasteriskcentered initials separated by points\textasteriskcentered middle name

So the authors A. B. de Vries, Christien Dirma Jansen and P. Q van Ommeren should be entered like:

\texttt{Vries A. B. de, Jansen C. D., Ommeren P. Q. van}

\textbf{Please note} that when you are filling in your own name please do not use your preferred name, but the name you have been registered under by your HR department at Leiden University. It should be the same name you will find when you select the internal authors (see below). When one saves the registered data LUCRIS checks whether you have registered a preferred name for yourself. When a preferred name is available all references of that specific publication will use that preferred name. So when for example \texttt{Vries A. B. de} has properly registered her preferred name \texttt{Bergsma A. B. de} (see page 15: “Setting the preferred author name”) all references of her publication like on the publication-tab of her university profile page or in the Leiden University Repository when a full text has been attached, will render \texttt{Bergsma A. B. de, Jansen C. D., Ommeren P. Q. van } as the author-list of her publication.

Next you click on the big “+”-icon below “Internal authors”. Based on the information entered below “All authors” LUCRIS will suggest possibly involved internal authors. You can add these authors to the publication by clicking once on the “+”-icon preceding the name. In case the author
you are looking for is not among the suggested authors you can always look up the author with the search functionality.

![Internal authors](image)

*fig. 7*

To ensure that the DAI of an author is also being sent over to the repository, it is necessary that the notation of the author name under “All authors” is exactly the same as the name entered under “Internal authors”. If you have not set your preferred author name please do so as described in the section “Preferred information” (see p. 15).

Further it is important to know that registering only the names of external authors in this field will not suffice. If names of internal authors are not included they will not appear in the reference in the repository nor in the reference for the publication-tab.

### 2.4 Adding Journal/Series-information
Another important point when registering publications is the linking of journals, magazines, newspapers and other series. The principle applies everywhere in the system, but needs some clarification. When registering for example a Journal one clicks on the “+”-icon below “Publishing Information”. A search field will appear where you may enter a search term to query the existing list of series. One can also look up the Journal in the alphabetically ordered A-Z list. If the Journal is not in the list one can click on the last icon in that same row to add the Journal. A screen will appear in which one can put in all the journal related information. Once it has been registered, library staff will validate the information before it will be live in the system and will make it available to others using the system.
2.5 Adding full texts for OpenAccess

If you would like to make your publication available for Open Access you may add a full text in pdf-format.

One can add a full text publication by clicking the folder icon in the section “Full text and repository upload”. A row like below with an index number in front will appear, where you can fill in a name for the file set an embargo if you would like and also add a DOI if available for that full text.
The full text files just entered will be added in batch to the repository overnight. While being uploaded to the repository a publication receives a so-called handle, a unique persistent ID (a code like 1887/4549). So one can always find that publication on the internet at for example http://hdl.handle.net/1887/4549 no matter what system Leiden University is using for the repository. The handle-information is sent back automatically to LUCRIS and added to the publication information in LUCRIS.

2.6 Linking a research program and profile

Under the second tab of the publication template one will find the tab called “Thematic Classification”. Fill in your Research Area and your Research profile and click on “Save & Close”.

2.7 How to validate a publication

When you save and close a template a screen will pop up asking you to set the workflow-status. If you want to add or change some things later than select “Non-validated” and click “Done”. When you are satisfied with the data, select “For Validation by faculty” and click “Done”. Please note changes can now only be made by making a change request (see 2.7).
2.8 How to make a change request

When the status of your publication is higher than “Non-validated”, changes can only be made by making a change requests and having support set the status back to “Non-validated”. To make a request please open the publication and scroll to the right bottom and click on the “Request Change” button.

A box will appear in which you state the reason of your request and next you click on “Send”. The LUCRIS administrator will now receive a notification and will take action.

3. Importing data from external resources

If you have chosen to import data, see point 1 above, then you can select in the upper right corner whether this should be done from external sources, a data file or based on a search profile. To import data from external sources select “external sources”.

Fig. 13

Fig. 14
3.1 Selection internal author

After having selected a type of data import a screen will appear in which you may select an author to whom you would like to link the publications to be imported. Next click on the blue icon and white plus-sign on it to link person to a publication.

Search by surname followed by a space and the author’s initials without the dots in between. Do not use any punctuation. Publication by Frits G. Naerebout for example can be found by searching for “Naerebout FG”. Do not forget to tick the right source, PubMed, Web or Science Lite or ORCID.
3.2 Selection and confirmation of search results

A query results in a list of publications which are likely yours.

![Web of Science Lite (0)](image)

**fig. 18**
Tick the box in front of your publications and click “Import”. A screen like the one below will appear asking you to confirm your selection. When everything is set click on “Confirm”.

![Web of Science Import Screen](image)

*fig. 19*

A confirmation of the import follows with an option to validate the imported publications. If you choose to validate your publications you will be presented a list of your publications with a status “Non Validated”. You can carry out the validation one by one or in batch, but you can also put it off for a later session by clicking “Done”.

![Import Validation Screen](image)

*fig. 20*
3.3 Linking a research program and profile

Before one validates a publication and thus change the status of it, it is important to link a research program and preferably also a research profile. To do so please check whether all the boxes in front of the publications you wish to link have been ticked and select “Research programme” from the menu item “Relate” in the main menu.

A search box will appear in which you can look up your research program. Click on the blue icon with the white plus-sign in front of the preferred research program to link the program to your publication.
3.4 Validation

When everything is set and done click on “Status” in the top menu and select “For Validation by Faculty”.

![fig. 23](image)

4. Setting the preferred author name

When you publish under a different name than the one you have been registered with at Leiden University, you can set your preferred author name in your profile. To do so click “View Profile” in the upper right corner.

![fig. 24](image)
In the next screen you will see a small white pencil below your name and the text “Edit” next to it. When you click on “Edit” and you will be shown your profile. Select the second sub-tab “Preferred information” of the main tab “Edit”. Fill in your preferred authors name and click on “Save” in the lower right corner of the screen.

![Preferred information](image)

The preferred author name you just entered will now be used across the entire system and on the publication-tab on your profile page on the website of Leiden University.

5. Adding the Digital Author Identifier (DAI)

Universities in the Netherlands have agreed to assign a Digital Author Identifier (DAI) to all active researchers in their organisation and to register the DAI in the Nederlandse Thesaurus Auteursnamen (NTA). When the DAI is properly registered it becomes for example easier to search for all publication of an author in systems using the DAI. The Leiden Repository which receives its data from LUCRIS also accommodates DAI-information. No DAI in your LUCRIS profile means no DAI in the repository. No DAI in the repository means that your publication will not be automatically connected to a researcher record in NARCIS ([http://www.narcis.nl](http://www.narcis.nl)), the Dutch national portal on researchers and their work, which harvests all open access data in the Leiden Repository. So having a DAI makes your research more visible to the world.
You can find the DAI in your profile. To access your profile go to the dashboard and click on “Edit” right from your name and the small pencil. Your LUCRIS profile page will open. Click on the most right tab labeled “Research profile”. Scroll down to the bottom of the page and check under “Research Identifiers” whether your DAI has already been registered and if so in a format like “info:eu-repo/dai/nl/123456789. The digits at the end represent your personal DAI.

If your DAI is not present and you do not know your DAI, you should contact your faculty administrator whose address can be found at the end of this manual. Faculty administrators have access to the NTA to look up your DAI and if not present can ask the university library to create one for you.

6. Marking publications as key publications for publication-tab

In LUCRIS you can mark publications as key-publications to be shown on top of your publication-tab of your personal profile page of the Leiden University website. To mark these key-publications return to the dashboard and click on “Edit” next to your name and the small pencil. Your profile page will open.

Within the “Edit”-tab click on the third sub-tab labelled “Key Publications”. To mark a publication as a key-publication click the blue icon with the big white plus-sign to select a publication from your list of publications. You can also set the order of appearance with the pull down menus labelled with numbers in front of the selected publications.

Save your settings by clicking on the “Save & Close” – button in the lower right corner. Next please check your profile page to see whether your key-publications are visible and in the preferred sequence.
7. Preventing publications from getting listed on publication-tab

It sometimes happens that you have been working with other authors on a publication, but that you, do not want the publication to appear on the publication-tab of your personal profile page. In that case you return to the dashboard and click on “Edit” next to your name and the small pencil. Your profile page will open.

Within the “Edit”-tab click on the fourth sub-tab labelled “Publication to be hidden”. To mark a publication to be hidden from the publication-tab click the blue icon with the big white plus-sign to select a publication from your list of publications.

Save your settings by clicking on the “Save & Close” – button in the lower right corner. Next please check your profile page to see whether your publications have been hidden.
8. Delegate rights to register

In LUCRIS it is possible to delegate your rights to other users of the system to have them register publications for you. To delegate your rights select the small orange arrow behind your name in the upper right corner of the screen. Next select “My Settings” for the scroll down menu that appears to go to the “Settings”-page.
On the “My Settings-page” click the “New delegation” – button and lookup the person you would like to delegate your rights to. To select a delegate, click on the blue button with plus-sign in front of the names found in the system. You can only delegate your rights to only person at a time.

In the upper right corner of the main screen of the delegated person your name will appear in a menu item in the scroll down menu behind his or her name (see fig. 32) as one of the roles he or she can perform for registering publications. The delegated person takes a different role by clicking one of the menu items.
9. Faculty administrators

Afrika Studies Centre: Edith de Roos, roosemde@ascleiden.nl

Archaeology: Maayke de Vries, mdevries@arch.leidenuniv.nl

Governance and Global Affairs: Quino Broer van Dijk, q.jbroer.vandijk@cdh.leidenuniv.nl

Humanities: local helpdesk, lucris@hum.leidenuniv.nl

Law: Terence Merkelbach, t.merkelbach@law.leidenuniv.nl

Social Sciences: helpdesklucris@fsw.leidenuniv.nl

Science: converis@science.leidenuniv.nl