



University of Sussex

IT Services

Sussex Direct: Publication Pages

Sussex Direct enables you to enter and update details of your publications e.g. books, journal articles, artefacts etc., using the **Publications List**.

The University is moving towards an Institutional Repository so you are encouraged to move your publications to the **Publication List** from the **Publication (Free form Text)**. You can no longer edit your Publication (Free form Text) page, although it will still be displayed on your web profile if you have set this preference in Sussex Direct.

The following pages offer an overview of this facility.

Publications List

The purpose of the Publications Database is to support the Research Excellence Framework. It is also used to populate your web profile.

To access **Publications**, Click **Personal>Web Profile**

US
University of Sussex
Sussex Internal

A-Z | Contact us | Email | External website
Site People

Training System Students Staff Schools & services Sussex Direct Study Direct SPLASH

Sys Admin Searches Research Teaching Library Personal Help Logout

Home > Your Web Profile Jane Monaghan, last login 15/02/11 09:54

Publications List (entered by a Sussex co-author) Using the Publication Lists

Show me: Role Biography Community & Business Research Interests Publications List Publications (free form text)
Publications List (entered by a Sussex co-author)

Publications List (entered by a Sussex co-author) Help

Title	Entered By	In	Year	Month	Type	Status	REF 2014 Shortlist
No records found							

- From Page Options, you will be required to select either **Publications List** or **Publications (Free Form Text)**.

In the following example we are using the **Publication List** selected from the page options. All publication information is listed; displaying whether it has been shortlisted for the REF, and if published in your web profile.

Publications List Related Links

Show me: Role Biography Community & Business Research Interests Publications List Publications (free form text)
Publications List (entered by a Sussex co-author)

Web Profile: Publications List New Delete Help

Title	In	Year	Month	Type	Status	Publish in Profiles?	REF 2014 Shortlist?
Book of Knowledge		2010	Jun	Edited Book	Published	✓	✗
Book of Life		2009	Jan	Authored Book	Published	✓	✗
The Journal Article about Society	The Journal of Life p1-34	2010	Nov	Journal Article	Published	✓	✗

The system for web updates is currently being re-developed and you may experience a delay in your profile page being updated. If you have urgent need for an update contact the [Web Team](#).

- All publications from the **Publication List** can be amended by clicking on the Title of your publication (see above), then by selecting **Edit** on the table header (below).

Publication Details
Edit Help

Title: Book of Knowledge

Publication Type: Edited Book

Series Title:

Author Type: Editor No. of Additional Authors: 0

Author Type Comments:

Status: Published Status Comments:

External/Book Editors:

ISBN: 987654321

Publisher: Penguin

Publication URL:

City:

Issue No: No. of Volumes: No. Pages:

Published Year: 2010 Month: JUN Day: 1

End Date:

Publish in Profiles? **Research Output?** **REF 2014 Shortlist?**

Abstract:

Click to edit any publication details

Co-Authors
Add Edit Help

Co-Author	Internal or External?
Karen Tiernan	Internal

Click to add/edit internal/external co-authors

Creating A New Publication Entry

Publications List
Related Links

Show me: Role Biography Community & Business Research Interests Publications List Publications (free form text)

Publications List (entered by a Sussex co-author)

Web Profile: Publications List
New Delete Help

Title	In	Year	Month	Type	Status	Publish in Profiles?	REF 2014 Shortlist?
Book of Knowledge		2010	Jun	Edited Book	Published	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Book of Life		2009	Jan	Authored Book	Published	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
The Journal Article about Society	The Journal of Life p1-34	2010	Nov	Journal Article	Published	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

⚠ The system for web updates is currently being re-developed and you may experience a delay in your profile page being updated. If you have urgent need for an update contact the [Web Team](#).

Add New Publication (step 1/2)
Cancel Next Help

Title:

Publication Type:

Journal:

Author Type:

Status:

Click on the 'New' icon at the top of the form

1. You will be required to complete:
 - a. The title of your publication

- b. What type of publication it is (e.g. Journal Article, Chapter in Book, Authored Book etc)
 - c. If it is a journal article, enter the name of the journal
 - d. The author type (e.g. whether you are the sole author or whether the publication has been co-authored)
 - e. The status of the publication (whether it has been published, or is waiting publication)
2. Click '**Next**' to move to the next section

The screenshot shows a web form titled 'Add New Publication (step 2/2) [Created]'. The form is divided into several sections:

- Title:** Text input field containing 'The Science of Air'.
- Publication Type:** Dropdown menu set to 'Journal Article'.
- Journal:** Text input field containing 'The Journal of Science'.
- Author Type:** Dropdown menu set to 'Sole Author'.
- Author Type Comments:** Large text area for comments.
- Status:** Dropdown menu set to 'Awaiting Publication - In Press'.
- Status Comments:** Text input field.
- External/Book Editors:** Text input field containing 'Riley'.
- ISSN:** Text input field containing '1234-5678'.
- Publication URL:** Text input field.
- Volume:** Text input field containing '234'.
- Issue No:** Text input field containing '2'.
- Published Year:** Year dropdown menu set to '2011'.
- Page Range:** Text input field containing '12-45'.
- Month:** Month dropdown menu set to 'MAY'.
- Day:** Day dropdown menu set to '1'.
- End Date:** Date picker field.
- Publish in Profiles?:** Yes/No dropdown menu set to 'Yes'.
- Research Output?:** Yes/No dropdown menu set to 'No'.
- REF 2014 Shortlist?:** Checkmark field checked.
- Abstract:** Large text area for abstract.

At the bottom right, there is a green button labeled 'Now click here to save this data: [Save]'.

3. You will need to complete information about your publication.
4. You can specify whether you want your publication to be published your profile page on the university website.
5. You can specify whether you want your publication to be shortlisted for the REF.
6. Click '**Save**' button to commit your changes

Adding Co-authors to your Publications

Publications should only be added to the Publications List (and hence the database) once. If the publication is co-authored by two University of Sussex members, only one member should add the publication to their list and the second author should be added as a co-author

Click on the '**Add**' icon at the top of the Co-Authors form

1. For Internal Co-authors, you will be required to select the first letter of the surname, and then select the person from the list.

2. For External Co-authors, you will be required to type their full name in the 'External Co-authors' box.
3. Click the 'Save' or the 'Save + Add' icon

Co-Authors		Add	Edit	Help	☰
Co-Author	Internal or External?				
Michele Saliman	Internal				
Mr John Smith	External				

Deleting or Editing Co-authors

Click on the 'Edit' icon at the top of the Co-Authors form

1. Edit the Internal or External Co-authors and Click the 'Save' icon; AND/OR
2. Click the **Delete** button

Deleting Your Publications

Web Profile: Publications List									New	Delete	Help	☰
Title	In	Year	Month	Type	Status		Publish in Profiles?	REF 2014 Shortlist?				
Book of Knowledge		2010	Jun	Edited Book	Published		✓	✗				
Book of Life		2009	Jan	Authored Book	Published		✓	✗				
The Journal Article about Society	The J		Nov	Journal Article	Published		✓	✗				
The Science of Air	The J 45		May				✓	✓				

Click on Delete to delete a publication from your list

Indicates whether the publication will appear on your web profile

Indicates whether the publication has been added to your REF shortlist

1. From the **Publication List**
2. Click the 'Delete' button at the top of the form
3. Click the 'Delete' button
4. Click the 'Save'

Web Profile: Publications List									Cancel	Save	Help
Title	In	Year	Month	Type	Status		Publish in Profiles?	REF 2014 Shortlist?			
Book of Knowledge		2010	Jun	Edited Book	Published		✓	✗	Delete		
Book of Life		2009	Jan	Authored Book	Published		✓	✗	Delete		

Click the delete button

Editing your Publications

Web Profile: Publications List							New	Delete	Help	
Title	In	Year	Month	Type	Status	Publish in Profiles?	REF 2014 Shortlist?			
Book of Knowledge		2010	Jun	Edited Book	Published	✓	✗			
Book of Life		2009	Jan	Authored Book	Published	✓	✗			
The Journal Article about Society	The Journal of Life p1-34	2010	Nov	Journal Article	Published	✓	✗			
The Science of Air	The Journal of Science V 45			Journal Article	Awaiting Publication - In Press	✓	✓			

Click the Publication title

1. From your **Publication List**, click the 'Title' of the publication you wish to edit
2. Click the **Edit** button
3. Make your changes
4. Click the **'Save'** button to commit your changes

Publication Details

Title: Book of Life
 Publication Type: Authored Book
 Series Title:
 Author Type: Main Author
 No. of Additional Authors: 0
 Author Type Comments:
 Status: Published
 Status Comments:
 External/Book Editors:
 ISBN: 12345678
 Publisher: Riley
 Publication URL: http://1
 City:
 Issue No:
 No. of Volumes:
 Month: JAN
 No. Pages: 400
 Day: 1
 Published Year: 2009
 End Date:
 Publish in Profiles?
 Research Output?
 REF 2014 Shortlist?
 Abstract:

[← Publications List](#)
 Click here to go back to the publication list

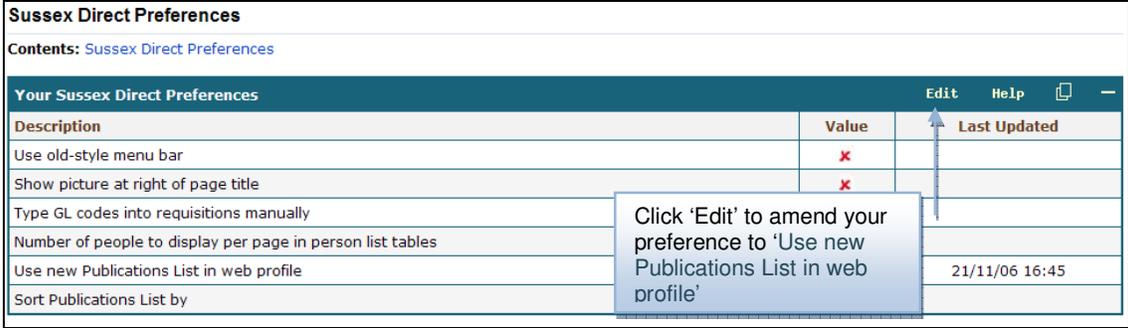
Edit Publication Details

Title:
 Publication Type: If you change this, please allow a moment for the screen to refresh
 Series Title:
 Author Type: If you change this, please allow a moment for the screen to refresh No. of Additional Authors:
 Author Type Comments:
 Status: Status Comments:
 External/Book Editors:
 ISBN:
 Publisher:
 Publication URL:
 City:
 Issue No: No. of Volumes: No. Pages:
 Published Year: Month: Day:
 End Date:
 Publish in Profiles? Research Output? REF 2014 Shortlist?
 Abstract:
 Now click here to save this data:

Publishing Preferences – Web Profile

You have a choice as to which publication option is shown in your official university web profile i.e. **Publication List** or **Publication (Free form Text)**. As the **Publication (Free form Text)** page is no longer editable you are encouraged to move your publications to the **Publication List**, and then amend your preference.

To do this select **Help>Preferences**



Your Sussex Direct Preferences			Edit	Help	☰
Description	Value			Last Updated	
Use old-style menu bar	x				
Show picture at right of page title	x				
Type GL codes into requisitions manually					
Number of people to display per page in person list tables					
Use new Publications List in web profile				21/11/06 16:45	
Sort Publications List by					

Entering information in the **Publication List** option will also let you decide whether you would like your publications ordered by publication year or publication type when displayed on your web profile. This can be set from your Sussex Direct **Preferences**.

- Select **Help>Preferences** then click on the **Edit** function to adjust the **Sort Publications List by ...**

Viewing your Web Profile Publications

Your publication details are viewable in your profile along with your **Role, Biography, Research Interests** and **Teaching**. Using the **Publications List** will automatically add data to the central database and also offers a more structured layout.