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# HANDOUT

## Gutenberg Research Elements

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General information

**How does the Gutenberg Research Elements project schedule look like?**

In the summer of 2018, the concept phase (including clarification of responsibilities, creation of a project structure plan and definition of the databases) began, followed by the preparation and the test phase (including information and communication with the institutions and projects involved in the project, installation of the software, preparation and implementation of short training courses and providing information to the deaneries and the senate). After this block was completed in November 2019, the pilot phase began in the 2019/2020 winter semester in faculties 08 and 01.

We are currently in the implementation phase. The data generation (information, data preparation, data coordination and content filling of the software) of all departments and the establishment of a "help desk" takes place. In the winter semester 2021/2022, a system of research reporting will be established, which includes the consolidation of the report-relevant data in the JGU data warehouse as well as the creation of basic reports and the development and provision of key figures.

**What is Research Information?**

Research information is metadata which provides information on the research activity of individual researchers as well as entire research institutions. According to the German Core Data Set, information on employees and doctoral students, as well as on publications, grants, doctoral programmes, and research prizes and awards is included.

The term research information must be differentiated from the term research data, which refers to the direct output created by research activity. For more information regarding research data and research data management at JGU, please click [here](#).

**What is the German Core Data Set (Kerndatensatz Forschung, KDSF)?**

The German Core Data Set (Kerndatensatz Forschung, KDSF) is a national standard developed in order to harmonize the collection and maintenance of research information in the German research system. The **Spezifikation des Kerndatensatz Forschung** (Specification of the German Core Data Set, version 1.0, link in German) was drawn up after a three-year project phase and was recommended for implementation in the German research system by the Wissenschaftsrat in January 2016.

### **What is a Current Research Information System?**

Current Research Information Systems are web-based software solutions which serve to record and collect research information, as well as support individual researchers' work processes and extend and construct university-wide research reporting.

You can find further information on the introduction and function of Current Research Information Systems in higher education institutions and research institutes in the **DINI AG FIS** position paper (link in German).

### **What is Gutenberg Research Elements?**

Gutenberg Research Elements is JGU's Current Research Information System. The software allows researchers to always have an overview of their own research activities, connect with colleagues within JGU, and use the collected information for various purposes (support when applying for grants or allowance, portrayal of own research achievements on personal websites, etc.).

You can find further information on the integration of publication lists on websites **here**.

### **What is the main benefit for individual researchers?**

In addition to general functions such as:

- Individually configurable and automated integration of metadata from external bibliographic data sources
- Import of publication lists
- Connecting publications with every involved author and other databases (grants, research awards, etc.)
- Personal management tools requiring minor manual acquisition effort
- JGU-internal research tool
- Independent data upkeep when using the delegation function
- Export of research information for different purposes: Support when applying for grants, allowance, searching for cooperation partners, applying for reassignment of professorships, documentation of one's own research achievements, informational basis for faculty reports, etc.

the main benefit is the **automated integration of publication lists from personal websites and faculty or institute homepages**.

You can find further information on the integration of publication lists on websites **here**.

#### **What were the reasons for acquiring a commercial product?**

The German Council of Science and Humanities (Wissenschaftsrat, WR) points out that systems established on the market have a number of advantages regarding their operation, maintenance, and expansion possibilities when compared to programs developed in-house. Furthermore, internal factors such as the lack of capacity for the development of such a program at JGU also played a role. After comparing the software solutions available, university management agreed to follow the recommendation from the University Library (UB) and the Data Center (ZDV) to purchase the software.

The software solution **Symplectic Elements** allows for extensive network creation and automation of data acquisition.

#### **What kind of research information can be collected?**

Currently, Gutenberg Research Elements can collect and connect information on publications and patents (Gublications Module), grants from MACH (Grants Module), doctoral programmes at JGU, as well as distinctions (Professional Activities Module).

Based on need, capacity and technical feasibility an expansion of the data areas is planned.

#### **What Information is visible for other users?**

Before you log in for the first time, your profile will only appear in the system with your name. Only when you have actively adjusted your search settings and / or independently added publications, third-party funded projects and other research information to your profile this information will appear on your profile page for other people to see. Via 'Edit your profile' on the welcome page you get to the edit mode of your profile page. Here you can introduce yourself with a short text, your previous experience and a photo. With a click on 'View profile' you can view your own profile as it is visible to other Elements users. So far, your profile is only visible internally, i.e. for other users of Gutenberg Research Elements at JGU. The discovery service also offers you the possibility to make your scientific activities and publications visible on a public profile page.

Of course, you will be able to decide whether you want to make your profile page publicly visible and which of your research activities should be transferred from Gutenberg Research Elements to the profile page.

### **How do I search for an entry?**

In order to search for an entry, please open the drop-down menu and select "Reporting" → "Search" and "System Search".

For example, if you know the title or reference number for a grant project, you can enter that information in the search window. For a broader search, choose the 'Advanced' search option. You can limit your search step by step and view entries to different research information. Don't forget to check the box for 'Johannes Gutenberg University Mainz' before beginning your search.

### **How do I search for colleagues?**

On the left panel of the window, select the "Profile" button. There you will be directed to your profile page. With the feature "Find a colleague" you can search for colleagues who are employed by the JGU. Another way to search for colleagues and find their profiles is the Discovery Service. You can find more information here: <https://researchprofiles.uni-mainz.de/>

### **I noticed some strangely formulated texts on the Gutenberg Research Elements website. What can I do?**

It can happen that on some browsers texts on Gutenberg Research Elements or on other websites are displayed in a rather clumsy sounding German. This may occur when using Microsoft Edge or Google Chrome.

For example, sections of the start message in Gutenberg Research Elements were translated by one browser as follows:

„Es wird dazu geführt, dass nur für Ihre Publikationssuche relevant sind. Auf diese Weise kann das Mehrfacherscheinen zusätzliche Veröffentlichung aussichtsbezogene Datenbanken führen und die Verlässlichkeit der Suchenden werden.“.

Such strange wordings are usually the result of the automatic translations of your browser. You can easily configure your language settings on your browser to avoid this. How to do this in Microsoft Edge is explained as follows.

1. Please open the settings via the three dots placed next to each other. Alternatively, you can use the key combination ALT + F.
2. Now select "Einstellungen".
3. In the new window, click on "Sprachen" on the left side of the screen.

4. Under the category "Bevorzugte Sprachen", set off the option "Anbieten, Seiten zu übersetzen, die in keiner von Ihnen gelesenen Sprachen verfügbar sind" to deactivate the automatic translation function.

## Access and Sign-Up

### **How do I get access to the portal?**

Signing up for Gutenberg Research Elements can be done in the university-wide network without log-in data. In other cases, you might need your JGU account, which is automatically created for university employees (without requiring an application).

### **Who has access to Gutenberg Research Elements?**

Direct access for the following people (or accounts):

- University employees
- PhD students
- retired professors

Access after activation on your own account page, so that e.g. publications can be managed on behalf of employees:

- Students
- Research Assistants

Currently no access to the system possible:

- Employees of the university medicine
- External institutions (e.g. Institute for Molecular Biology/Helmholtz Institute/IEG)

### **Link for signing up**

You can reach Gutenberg Research Elements' log-in page **here**.

### **What do I have to take note of when first signing up?**

The following steps are recommended for initial registration in Gutenberg Research Elements:

- **Step 1 (optional): Add ORCID**
- **Step 2: Set up search settings**

- **Step 3: Run my searches**

These functions are always accessible using the menu: 'My Account → Data Source Search'.

**How can I transfer user rights to another person?**

Elements possesses a delegation function you can use to transfer certain tasks to one or more individuals. You can transfer tasks to one or more individuals. To do this, select in the drop-down menu "My Profile" → "Settings" → "Manage delegates". Now you can enter the name of the person to whom you want to transfer user rights in the new window under "Manage delegates" "Add delegate".

The person you have selected automatically receives a copy of your Elements notifications and can manage and change your Elements account for you.

**Is it possible to delegate tasks to secretariats and research assistants?**

Secretariats – as well as all employees of JGU – have automatic access to the portal. For this group of people delegation of tasks is unproblematic.

Research assistants who only have a student account do not have automatic access to the portal.

To take over tasks in Gutenberg Research Elements, students need to add the feature «Account in Symplectic Elements aktivieren» on the website **www.account-uni-mainz.de**. Due to overnight activation, the functionality will be only available the following day.

You will find notes about the delegation of tasks under the question: „**How can I transfer user right to another person?**“.

**How can I edit publication data on behalf of someone else?**

Gutenberg Research Elements has a delegation function with which the data maintenance can be delegated to you by one or more other persons. You can access the input masks for people who have given you data maintenance via the “Impersonate” button. You will find the "Impersonate" button in the top bar (the left symbol with two people and a key) if you have been activated by someone as a delegate. In the new window you will find a text field under “Impersonate another user” in which you can enter the name of the desired person. If this person has transferred the user rights to you, you can now access their profile.

**What does the assignment to a primary group mean?**

As far as it is possible due to existing data, the user accounts in Gutenberg Research Elements are each assigned to a primary group. Currently, this is usually the

department level (or comparable). This assignment is done automatically via a data import from your JGU account and is displayed on your profile page under "Primary group". The primary group also serves as a filter option in the Discovery Service for publicly visible profile pages.

For publication entries, a more detailed assignment to organizational units on lower levels is possible, which you can also change afterwards (see FAQ Publication entry - Assignment to organisational units).

## Integrating Publications

### **What is the difference between the Pending List and the 'Claimed'- List?**

You can use the Pending List in order to claim or reject publications suggested to you with the name-based search. Then, the publications move to the 'Claimed' or 'Rejected' List. It is therefore possible to clear up your Pending List should many inaccurate publications be suggested to you based on your name. Publications already in the system because they were found on other publication lists will always appear in your search results, unless you move them to the 'Rejected' List.

### **Which search and filter options do I have in my publication list?**

Especially in the case of extensive publication lists, it is practical to use the search and filter options offered by the system.

To filter your publication list according to certain aspects, first select the full view of your publications in the drop-down menu under „My Profile“ → „My Work“ → „Publications“. On the right side next to the list, an input area with different filter options is displayed.

#### **Filter**

#### **Effect**

Publication type

Reduces the list to one or more selected publication types such as Artefact, Book, Book chapter etc.

Relationship type	Only publications for which you have entered the corresponding relationship(s), e.g. Author of, Editor of, under the links will be displayed.
Title	Only titles in which the entered title keywords occur are displayed. The search is performed in the displayed list with all filters set.
Reporting date	Only publications that appeared in the period you entered will be displayed.
Label	Only publications which you have marked with a "label" will be displayed.
Favourite Status	Only publications which you have declared as "Favourite" or "Not favourite" will be displayed.
Relationship privacy	Only publications for which the relationship privacy is set to Public, Internal or Private are displayed. This filter is currently not supported in Gutenberg Capture.
Publication Status	Only publications whose status is None, Accepted, In Preparation, Published, Published online, Submitted or Unpublished will be displayed. This filter is not currently supported in Gutenberg Capture.
Journal	Only publications containing the keywords entered for the name of the journal in which they were published are displayed. The search is performed in the displayed list with all filters set.
Repository Status	Filters the list of publications by repository status. Therefore, only publications that match the

	Deposited, Not Deposited, or Awaiting Deposit facet are displayed. This filter is currently not supported in Gutenberg Capture.
OA Policy	Only publications that comply with the "Institutional Policy" are displayed. This filter is currently not supported in Gutenberg Capture.
File available at external source	Only publications which are available in external databases in various gradations - Any, Available, Not Available - are displayed.
Acceptance date	Only publications that were accepted in the time period you entered under "choose date range" are displayed. This filter is currently not supported in Gutenberg Capture.
Publication date	Only publications that were published in the period you entered under "choose date range" are displayed.
Author count	Only publications with >5, >10, >20, >50 or more authors are displayed.

### **Can I edit the publication data on the 'Claimed' List?**

In order to adjust the bibliographical data of specific publications to fit your individual requirements, you can edit them.

To edit the publication data in the 'Claimed'-list, go to your list of publications and select the relevant title by clicking on it. In the field displayed under "Data sources" you can create a manual record, if you aren't content with the publication data from an external bibliographical database. Click on "Add manual record" to adjust the data in the following window according to your preferences.

### **How can I edit the Pending List?**

As soon as you have started the search for publications in the selected databases by clicking 'Run my Searches' or an automatic update was carried out, the publications found for you appear on your Pending List. You can claim individual publications as

your own with a checkmark or reject them using the “X”-symbol. Publications you confirm move to the ‘Claimed’ list. Rejected publications move to the ‘Rejected’-list and will not be suggested again in subsequent searches. Please note, however, that only previously manually created entries can be changed in this way.

### **Can I skip the Pending List and automatically claim publications from external bibliographic databases?**

If you enter your individual researcher-ID in your settings, the system can skip the Pending List and automatically match publications to your profile. For this, you must change the following settings:

Open the drop down menu by clicking on the three parallel lines in the square at the top left. In the following window, select "Automatic claiming" under "My Profile" → "Settings". There you find the author IDs (e.g. ORCID, ResearcherID, Scopus ID, e-mail addresses) which are suggested to you from your name-based search settings. After you have accepted your IDs Gutenberg Research Elements will automatically identify the publications matching your researcher ID in the external bibliographic databases and transfer them to your "Claimed-List". The precondition is that your researcher ID is linked to the publications in the databases.

### **What to do when my pending list is empty?**

If you do not find any publications on your pending list after completing your personal search settings, please contact support via the following functional mailbox and describe your request: [researchelements@uni-mainz.de](mailto:researchelements@uni-mainz.de)

### **Which data sources does the information on publications stem from?**

Information on publications can be integrated in Gutenberg Research Elements automatically through different interfaces with external bibliographic databases, such as Web of Science, Europe PubMed Central, MLA, ORCID, etc. Additionally, the data is adopted from the former university bibliography, as well as JGU’s repositories. Furthermore, researchers have the option to enter publication data themselves using entry forms or import data from reference management programs (Bibtex, Endnote).

### **How does the publication data from Gutenberg Open Science get into Gutenberg Research Elements?**

Gutenberg Open Science is the Open Access repository of Johannes Gutenberg-University and the digital publication record of theses, which are thus made visible to scientists worldwide. Gutenberg Open Science replaced the two predecessor systems Gutenberg Open and Gutenberg Qualify, whose stored publication data are synchronized in Gutenberg Research Elements.

Automatic synchronization of publication data is regularly performed on Gutenberg Research Elements. The transferred publication information is mapped to the metadata scheme on Gutenberg Research Elements when it is transferred from Gutenberg Open Science. This process may lead to slight differences in the displayed publication data, as a different metadata scheme is a basis here.

The data from the former university bibliography (**Metadata UB**) and those from Gutenberg Open Science (**Openscience UB**) are visible at "Data Sources". The full texts of the publications can be found under "Full text" in the "Open Science UB" tab (if marked with "1").

You should only activate the databases in which you expect publication reference. Users can also deactivate data sources in the automated searches for the pending list. In the following FAQ "What settings do I have to make to activate/deactivate certain data sources in my pending list?" is an instruction on how to do this.

**What settings do I have to make to activate/deactivate a specific data source in my pending list?**

Gutenberg Research Elements gives you the option of activating and deactivating certain data sources in your Pending List. This selection makes sense, because otherwise publications that you have not authored could be assigned to you on the basis of name similarities. Therefore, only those databases should be activated in which your publications or publications that correspond to your discipline are to be expected.

The following data sources are activated by pre-setting throughout the system: METADATA.UB and OPENSOURCE.UB. Information on these data sources can be found in the corresponding FAQ entries.

To enable or disable data sources, proceed as follows:

1. In the drop-down menu, select "My Profile" → "Settings" and click on "Name-based Search".
2. There you can add and remove the data sources in the lower input field, by putting in or removing the cross in the box under "Search by Name".
3. Additionally, you can select either the "Simple Mode" or the "Advanced Mode". While the simple mode works with the system's default settings, you can modify the search in the advanced mode. To do this, click on the downward pointing arrow next to the data source to change the search

conditions. In the free field that is now displayed, you can type in the desired keywords. The "Advanced mode" is not available for all data sources.

### **What is name-based search in Gutenberg Research Elements?**

Name-based search is a search feature in Gutenberg Research Elements that allows you to find publications by a specific name (preferably your own) from selected data sources in order to claim and thus capture these publications.

### **How can the search settings be configured by the user?**

To configure the search settings, please follow the steps below:

1. Enter the name to be searched for in the "Name variants" field. Multiple names or name variants can be entered to search for in the data sources. It is important that you start with the last name when entering and write the first name or the first letter of the first name after a comma.
2. Enter the institution associated with the name in the field under "Addresses".
3. Ehen add other supplementary search information. These are the start date, when the desired results were published, keywords and journals to search. Enter the start date in the format "14 Mar 2001 (dd MMM yyyy)", "Mar 2001 (MMM yyyy)" or "2001 (yyyy)".
4. You can still specify an Article ID and then the online database in which it should be searched.
5. Now you will see a list of data sources that are searched in Gutenberg Research Elements. There are different search modes here, some of which can be activated simultaneously, and some of which can be activated alternately.

### **What are the different search modes?**

There are four different search modes in the list of data sources. These are "Search by name", "Simple mode", "Advanced mode" and "Use default search terms". In the "Search by name" search mode, the external data sources are searched for the specified name or names. When a search by name is performed, the "Use default search terms" option can be enabled at the same time. If this option is enabled, the default search terms will be used. You can search either in "Simple mode" or in "Advanced mode". In the "Simple Mode" the search is done by name and the search terms name, address, start date and keywords, possibly also Article ID are used. In the database arXiv the "Subject Category" can be selected for the search. However, if "Advanced Mode" is searched, the user must actively enter search terms or a longer

search text into a search field. For this purpose, it is necessary, among other things, to create the prefixes provided for the queries in ArXiv (for more information, see: [arXiv API User's Manual | arXiv e-print repository](#)). On the databases PubMed ([Advanced Search Results - PubMed \(nih.gov\)](#)) and WebofScience ([Advanced Search Field Tags \(clarivate.com\)](#)) this approach also applies and those who want to use the Advanced Mode are advised to inform themselves thoroughly on the websites. However, if this is not done and the "Advanced Mode" is selected, the search remains resultless.

### **Which one-time settings do I have to make in order to receive a list of recommended publications for my own profile from external bibliographic databases?**

The system carries out a name-related search in the external bibliographic databases in order to create a personal list of recommendations: "Pending List". To achieve that, you have to change the following settings:

1. **Edit name settings:** Your name is automatically set in the search settings (usually by last name, first name). To expand the search settings, select in the drop-down menu "My Profile" → "Settings" and click on "Name based Search". Your name is automatically set in the search settings (usually by last name, first name). To expand the search settings, click in the drop-down menu under "My Account" → "Settings" click on "Name based Search. Under "Name based Search Terms" you can specify name variations (e.g. surname, initials) or address options (e.g. Mainz) via the "+" (add) and "x" (remove) symbols and then save your settings with "save". A restriction via the address option ("Addresses") is particularly helpful if your name has many entries in the bibliographic databases which do not belong to you.
2. **Select databases:** In the menu under "My Profile" → "Settings" → "Name-based Search" you will find the corresponding setting options under "Source-specific name-based search terms". There you can tick the box for the required external database and save your settings with "save".

### **What happens if I enter my ORCID in the settings?**

The ORCID is a unique digital identifier for researchers you can use to avoid mistakenly being assigned publications which carry your name but refer to someone else. You can receive an ORCID by registering here: <https://orcid.org/>. You can also publish a personal scientist profile as well as your list of publications on ORCID.

Once you have registered for it, ORCID can be used when searching in external bibliographic databases; see the question „Can I skip the Pending List and automatically claim publications from external bibliographic databases?“.

Additionally, the publication data collected in 'Works' will be used as a secondary data source. This means that entries you have acquired in ORCID with a digital object identifier (DOI) are automatically placed on your 'Claimed' List. However, this is only true for entries whose DOI is found in one of the external bibliographic databases. If the search for a DOI entry entered in ORCID does not turn up any results in external bibliographic databases, the publication will not automatically be placed on the 'Claimed' List.

### **How do data from the university bibliography get into Gutenberg Research Elements?**

Before the introduction of Gutenberg Research Elements, publication information was available in many different applications. It was distributed and structured separately. One of these applications is the former University Bibliography, which was in operation from 2006 to 2020. After the transfer of publication data to Gutenberg Research Elements, which began in August 2020, it was switched off, as Gutenberg Research Elements, in contrast to the former university bibliography, offers more comprehensive publication management.

Gutenberg Research Elements adds the publications from the university bibliography for which you are listed as author to your Pending List via automatic synchronization without the need to start manual searches. Afterwards you only have to add these publications to your publication list via the "Claim as mine" function on the Pending List.

For all publications for which you are listed as the editor, you must manually add the relevant publications to your list:

1. Search for the publications by selecting "Reporting" → "Search" → "System Search" in the drop-down menu. Now enter the title of the requested publication in the search field.
2. Go to the detail page of the publication by double-clicking on it. Scroll down to the "Links" field.

3. Enter your name (last name, first name) in the search field. Two drop-down fields with "Name" and "Relationship" will appear.
4. Make sure that your name is in the first field and then select the option "Editor of" in the "Relationship" drop-down field. Finally, click on the mint green "+" symbol to the right to complete the process. In case you are looking for a specific publication from the former university bibliography, please select "Reporting" → "Search" → "System Search" from the menu and enter the title of the required publication. A search via the publication ID under "My Profile" → "Settings" → "Name based Search" is not provided for records from the former university bibliography.

If you are looking for a specific publication from the university bibliography, please select the option "Menu → Explore → System Search" and enter the title of the publication. A search using a publication ID under "My Account → Name-based search" is not intended for entries from the university bibliography.

### **How can I transfer data from the University Library's Open Science Repository?**

Gutenberg Open Science is the open access repository of Johannes Gutenberg University and the digital publication of dissertations, which are made visible worldwide this way. The repository is available in Gutenberg Research Elements as a data source with the designation OPENSCIENCE.UB.

Gutenberg Research Elements has an automatic synchronization of this data source. This synchronization can lead to slight differences in the presentation of the publication data, since the publication data must be transformed into a different metadata scheme when it is transferred.

Publications for which you are listed as an author are added to your pending list without you having to start manual searches. Then all you have to do is add these publications to your list of publications using the "Claim as mine" function.

For all publications for which you are listed as editor, you must manually add the relevant publications to your list:

1. Find the desired publications with "Reporting" → "Search" → "System Search" from the drop-down menu. Now enter the title of the publication in the search field.

2. Call up the detail page of the publication by double-clicking on it. Scroll down to the "Links" field.
3. Enter your name (last name, first name) in the search field. Below that, two drop-down fields appear with "Name" and "Relationship".
4. Make sure that your name is in the first field and then select the "Editor of" option under "Relationship". Click the "+" symbol to complete the process.

In the case that you are looking for a specific publication from the former university bibliography, select "Reporting" → "Search" → "System Search" in the menu and enter the title of the publication you want. A search using the publication ID under "My Profile" → "Settings" → "Name based Search" is not intended for entries from the university bibliography.

#### **Is the publication data from external bibliographic databases automatically updated?**

Updates regularly take place to ensure that the information already integrated from external bibliographic databases is automatically updated. The exact time of update can vary depending on the database. If, after several weeks, you find that new entries have not been included or that an entry's details deviate from the information in the source database, you are welcome to contact us.

#### **How do I import publications from Index Theologicus or Index Religiosus in the correct format for Gutenberg Research Elements?**

##### Index Theologicus

Using the search function, especially the author search, or analogously corresponding settings in your user account, you can call up a list of your publications on the Index website. You can now select individual publication entries or the list as a whole for export by setting the corresponding checkmarks on the left side of the overview. Then click on "Export" in the upper display area and select the following option under Media type in the pop-up window that opens:

RIS (Citavi, Zotero, etc.).

Then confirm by clicking "Export" in the window and you will receive a file in .ris format after the export process is complete, which you can save and use for subsequent import into Gutenberg Research Elements. Details on the import process can be found in the FAQ below for the question "How can publications be imported?".

## Index Religiosus

Using the search function, especially the author search, or analogously corresponding settings in your user account, you can call up a list of your publications on the Index website. You can now select individual publication entries or the list as a whole for export by setting the corresponding checkmarks on the left side of the overview. Then click on "Export" in the upper right display area, which will redirect you to the corresponding export page. There, please select the following option among the available file formats for export:

.ris -Research Information Systems Format.

After that, confirm by clicking "Export" in the window and you will receive a file in .ris format after the export process is completed, which you can save and use for subsequent import into Gutenberg Research Elements. Details on the import process can be found in the FAQ below on the question "How to import publications?".

### **How can publications be imported?**

In the drop-down menu under "Tools" → "Import Publications" you can upload bibliographic data on a new publication in BibTeX format (\*.bib) or RIS format (\*.ris). These can be exported from an external database or the literature management programs Citavi or Endnote. After selecting and uploading the import file, you can preview the file using "Records to import" and decide for each title how you like to continue with this entry.

### **What are preprints?**

Preprints are preliminary versions or manuscript versions of scientific publications, especially journal articles, that are made available to the (professional) public. These are versions that have not yet been assessed, the main purpose of which is to publish them to accelerate the exchange of research results. Preprints are published freely accessible on preprint servers - e.g. ArXiv.

### **How can I import preprints from ArXiv?**

Preprints are preliminary versions or manuscript versions of scientific publications, especially journal articles, that are made available to the (professional) public. These are versions that have not yet been assessed, the main purpose of which is to publish them to accelerate the exchange of research results. Preprints are published freely accessible on preprint servers - e.g. ArXiv.

### **How can I include preprints manually?**

You can find a description of the procedure under the "FAQ - How can I include publications manually?".

Please note that a preprint should always be recorded as a preprint type, regardless of its later appearance (book chapter, book, article, etc.) - otherwise there may appear duplications later.

In addition, it is always necessary to specify the respective preprint server. If the preprint is not yet online, **Gutenberg Open Science** can be used for it.

### **How can I include publications manually?**

You can manually include different types of publications in following the steps below:

1. Use the drop-down menu "My Profile" → "My Work" → "Publications" to go to your publication list.
2. Using the black "+" symbol ("Add a new publication") in the upper area of the window on the right-hand side to manually enter a new publication.
3. There you can add different types of publications. Additionally, with help of the DOI, several fields are automatically filled in when adding journal articles. If this is not the case, you will be sent to a form to manually fill out the entry when clicking on 'skip'.

### **What can I do if the titles of some of my publications are not displayed correctly in Gutenberg Research Elements?**

For some publication entries, some special characters are not displayed correctly. XML tags are displayed in the title. These errors in the display of the publications come from the external data sources. This affects the display of the publication entry in Gutenberg Research Elements, as well as the display in the Discovery Service and the Unibibliography. By creating a manual publication entry with the correct title, this display can be corrected. To do this, follow these steps in Gutenberg Research Elements:

1. Go to the publication's details page, for this you need to click on the title (you will find the publication under "My Publications").
2. At the bottom right of the data sources section, click on the button with a big "+". This button is used to create a manual entry of the publication.
3. You can now edit the bibliographic information of the entry.
4. Change the title of the publication so that the incorrect XML code disappears. If you don't remember the complete correct title, you can either find it in another data source (listed in the data source area) or you can search for the publication at the respective publisher (click on the ID link in the respective data source).

### **How do I record a "corresponding author", "first author" and "last author" for a journal article?**

When entering journal articles in Gutenberg Research Elements, you can specify different types of authors. This allows you to record which author is the "corresponding author", which is the "first author", and which is the "last author" of the publication. When specifying the author field, there is another selection field below the name field in which one of the three author types can be specified. It is also possible to specify several author types, since an author can also be corresponding and first or last author of a journal article. Furthermore, it makes sense to add several author types to an author and not to create several author fields with different author types.

### **What does the button *unverified* mean for manually entered publications?**

If you have entered a publication manually, the "unverified" logo appears at "Data sources" in the top right corner. This means that the information entered for the publication is transferred to the system and displayed there exactly as you have specified it.

The "unverified" button appears because the system theoretically enables subsequent processing. In contrast to the former university bibliography, no subsequent processing or supplementation of the publication data by library staff is intended. It is therefore important that you enter the publication data as precisely as possible.

### **How do I create a .bib file in Citavi for upload to Gutenberg Research Elements?**

In Citavi, select the project you want to upload to Gutenberg Research Elements as an export in .bib format. To create an export file in the desired format, please perform the following steps:

1. In the bibliographic records management, select the command "Export → Export..." from the "File" menu.
2. Select all titles in this project that you want to export and then click on "Next". Select "BibTeX" as target format. Click on "Next".
3. Click "Browse" to select the storage location for the BibTeX file you want to export.
4. If necessary, select from the other options for the BibTeX export.

5. Click on "Finish". Citavi will create a BibTeX file in .bib format in the desired location. You can then upload the created file to Gutenberg Research Elements as described on this FAQ page.
6. In order to see the individual fields in .bib format, you can open the .bib file via editor if you want to have a look at the fields. Therefore, right-click on the file → "Open with..." and choose the editor program. Afterwards, save the file to your preferred storage location.

### **As an editor, how can I claim entries from Google Books?**

The drop-down menu "My Profile" → "My Work" → "Publications" takes you to your publication overview. There you can add a new publication via the black "+" symbol ("Add a new publication") in the upper area of the window on the right. In the interaction field that now appears, select "Select publication type" → "Book". You can then search for your entry from Google Books using the title or ISBN and add further information. To subsequently mark your status as editor of the work in Gutenberg Research Elements, you have to adjust the informations under "Links" and the metadatas under "Data Sources".

To do this, please follow the steps below:

1. Access the detail page of the record after you have added it to your publication list. To do this, select the required title of the entry by double-clicking on it to call up the detailed view.
2. Select "Add manual record" by "Data Sources" and enter your name under "Editors" on the following page to add it to the list. If necessary, you can also delete your name from the list of authors in this section. When you have finished entering your name, scroll down and click the "Save" button to save the process. You will see the changes on the previous page by "Data sources".

To indicate the status of the publisher in the "Links" section, proceed as follows:

1. Scroll to the "Links" section → "User" and click the "Edit" button.
2. On the following page, select next to "Link Type" the function "Edited by" from the drop-down-list, and then click "Update".
3. You will be returned to the detail page of the record, where the status should now be set as "Edited by" in the "Links" section.

### **What do I do if my username in the system and the name I publish under do not match?**

You can add name variations in your account in the following steps. Go to the drop-down menu under "My Profile" → "Settings" and select "Name based Search". By the "Name based search terms" you can add different name variations. This allows you to assign publications to your account even if your username doesn't match the published name in the publication.

Please note that the automatic assignment of publications may take some time after adding name variants.

### **How can I manually join duplicates in the workspace?**

1. Go to your publications in the drop-down menu "My Profile" → "My Work" → "Publications."
2. To add the publications to the workspace, click on the Three-point-menu ("More") above the publication data on the right and select "Add to workspace".
3. Once you have added the required publications to the workspace, go to the workspace. For this, open the drop-down menu "My Profile" → "Tools" and select "Workspace".
4. In the next input mask, select the requested publications by clicking on the transparent box next to the title of the publication.
5. To complete the process, click on "Join" to connect the duplicates.

Note: After joining the duplicates it sometimes happens that one of the two entries remains in the workspace and has to be removed manually. For this purpose, select the publications to leave your workspace by clicking on the transparent box above the title. Finally, select "Clear the workspace" in the top toolbar to remove them.

### **How can (co-) editorships in research paper series and magazines be recorded?**

(Co-) editorships for research paper series and magazines can be created at "Professional activities" under the heading "Editorship". The categories here follow the European standard for research information systems.

Please note that information on professional activities cannot currently be transferred to WordPress lists.

### **How are my publications assigned to existing organizational units in Gutenberg Research Elements?**

The publications of the scientists are initially automatically assigned to the respective organizational units in Gutenberg Research Elements according to the existing organizational structures from the IdM (identity management). The assignments can be changed by you.

This information on the organizational units of the IdM is not linked to persons in Gutenberg Research Elements, but to publications. They are used to enable the display of publication lists for organizational units on the homepages hosted by the ZDV.

In order for your publication to appear on your organizational unit's publication list, the following requirements must be met:

1. the publication must be assigned to your organizational unit in Gutenberg Research Elements.
2. the publication must be claimed by you.

Links from the IdM are automatically added on a regular basis for new publications.

### **How can I change the assignment of organizational units to my publications?**

If corrections regarding organizational units are desired, you can delete the links and create new ones. These will remain stable even after updates from the IdM. Organizational units can be removed as well as added.

To add new organizational units, proceed as follows:

1. Click on the corresponding publication. In the detail view, you will find the "Relationships" box on the right-hand side. Now click on "Create new" and select "Organisational Structure".
2. On the following page, select "Anyone" in the panel on the right under "Organisational structures" → "Linked to" in order to get results. Additionally, you can enter the name of the organisational unit you are looking for under "Name".
3. To delete organisational units, proceed as follows:
  - Click on the corresponding publication. In the detailed view under "Links" you will find the already linked organisational units.

- If you want to remove an organisational unit, click on the red "x" symbol and confirm this with "OK".

## Detail Page

### **How do I access the detail pages of my publications/grants/professional activities?**

Each object in Gutenberg Research Elements has an object detail page that can be opened with one click and contains important information about the respective publication, grant or professional activity.

The detail pages can be accessed via the respective object lists in (Publications, Grants and Professional activities) ("View all") or can be found via search.

### **How is a detail page structured?**

The object detail page in Gutenberg Research Elements is structured as follows:

#### Top Panel

In the upper part of the page there is an icon for the respective object type, the title and, in the case of a publication, the author of the object. Clicking on the "See Details" link next to the author name opens an author details window on the object details page, which you can browse.

Here, researchers can review information about authors associated with a work, including their names, affiliations, and researcher identifiers such as ORCID ID. Clicking on the author's name opens a new window with a search function that allows users to quickly find the author they are looking for with their full name.

In addition, the type of the object can be changed, another symbol for the object type can be added, and details about the author can be viewed: e.g. his full name, which is only displayed in this view. In the icon field of the object type it is possible for the researcher to upload a thumbnail. Furthermore, you can manage the labels to the object, the privacy settings, mark the object as a favorite or add it to the workspace.

#### Right Column

On the right side of the page you can see the report date and the relations of the object, for example to its author. New relations can also be created.

Furthermore, the history of the page is listed on the right margin and can be expanded or it is expanded automatically when the page is edited. Below the object title, in the case of a journal article, there is a citation here and furthermore the object can be

accessed, viewed and retrieved via the DOI on the publisher's page if the researcher has the rights to do so. In the case of a conference, the title of the object and the venue and date of the event can be seen.

#### **How can I edit bibliographic data for my publication?**

The panel titled "Data Sources" contains the bibliographic data for the object such as the title, an ID, the author(s), and other information such as the conference location or journal issue. Here you can edit manual entries, lock editing or mark the entry as a favorite. The data sources view and the relations section view are configurable and you can select a preferred view. When viewing the data sources, you can choose whether to display them reduced or full.

#### **What is the purpose of the relations section?**

The Relations section shows you a summary of all existing relations and you can click to view the full details of each group of relations and open a new window where you can claim or reject relations and edit relation details. New relations can also be created here. When viewing relations, you can choose between a map view or a list view.

#### **How can I separate information about my publication from the details page?**

Records that come from external sources can be split from the details page and thus separated from their objects, making it easier to remove records that may have been merged in error. However, to minimize the risk of incorrectly splitting records here, there is still a confirmation message. The record view can be opened or closed, which means that less information is visible. It is possible to add manual records of the object in addition to the existing records.

#### **What is the Repository panel used for?**

The Repository panel shows whether the object is in a repository and the object can also be added to the repository via a button.

#### **What is the OpenURL resolver and what is it for?**

Another feature is that a display name can be configured for the OpenURL resolver so that users can view a publication about their organization's library collections using an OpenURL resolver (e.g. SFX). Organizations can now specify a display name for their link resolver to align with local terminology, rather than uploading an icon. In this way, the system can support researchers to easily access copies of their work and improve accessibility.

#### **How can I edit publication data from the details page?**

The details page includes many features to allow researchers in Gutenberg Research Elements to manage their datasets quickly and easily. First, researchers can manage

privacy settings from the object detail page. It is thus possible for them to view and control the privacy levels of their objects via the object details page. Secondly, from an object detail page in Gutenberg Research Elements, it is possible to claim or decline a publication if this has not already been done. This option is at the top of the page if the publication is in the "pending" list. It is also possible to make a copy of Professional activities and teaching activities objects from the details page. The function is available on the object detail page from the "More actions" menu at the top right of the page.

### **What are labels in Gutenberg Research Elements?**

In Gutenberg Research Elements, it is possible to assign labels to objects such as publications, grants, or professional activities to identify them and indicate that they belong to certain subject classification or scientific fields. Labels can be used in Gutenberg Research Elements to create lists for the WordPress plugin. Labels can be assigned via the object details page. Likewise, labels can be assigned in a user profile in Gutenberg Research Elements to indicate which research areas the researcher is active in. If these labels are assigned, they also appear in the public profile in the Discovery service and can be used there as keywords or tags for searches.

### **How do I assign a label?**

The process of assigning labels when adding new publications is as follows:

1. Go to the "Add New" link on the home page under the "Publications" category.
2. The window for entering the title will open.
3. After entering the title, you will be asked to enter the other publication data
4. Under the field Keywords you can enter a term into the field for the desired subject classification. If the term is similar to a label of the subject classification (e.g. Subject Areas (2020 -2024)) it will already be suggested. Keywords that are not part of a subject classification can also be assigned; these will then be grouped under the label "Unclassified" and should be entered there.
5. When saving the publication data, the labels are also saved.
6. The assigned labels are now visible to all researchers in Gutenberg Research Elements as well as in the university bibliography.

However, labels can also be assigned subsequently. This is possible as follows:

1. Go to the desired object detail page of a publication via your publication list "My Publications".
2. In the lower part of the object detail page you will find the section "Labels", where all assigned labels are listed
3. You can go to the individual labels under "Edit" or click on the "Manage Labels" button (icon of a label). Some labels cannot be edited, these can only be viewed by clicking on them ("View").
4. In both ways you will get to the edit mode. In it you can see the assigned labels of each subject system (and those without subject system). You can switch between the individual label categories by clicking on them and get a description of the subject classification and the label in each category.
5. You can add new labels in an input field. However, with the exception of the "Unclassified" category, labels are only added if they correspond to a term in the subject classification. If the search for a term is successful, the term is suggested and can be added. For "Unclassified" labels, any term can be added.
6. Labels that you have added yourself can also be removed again, to do this, click on the small "x" at the top right edge of the field surrounding the term in each category for the assigned labels below. However, editing is possible only for labels assigned by you, automatically assigned labels coming from the data sources cannot be edited.
7. You still need to save the changes, which can be done by clicking the "Save changes" button below.
8. The assigned labels are now visible in Gutenberg Research Elements as well as in the university bibliography for all researchers.

### **Which labels are visible on an object detail page in Gutenberg Research Elements and can be assigned?**

Various labels can be seen on the object detail page. These labels can come from Gutenberg Research Elements as well as from external data sources, which means that these labels have already been assigned within the external data sources. The different labels that can be seen on an object detail page:

- **Availability:** Describes the types of opportunities you would like to be contacted about, such as industry projects, mentoring, or media inquiries. Once collected, this information can be reused (depending on configuration) in a number of ways, including in your public profile.

This label comes from an external data source and cannot be assigned within Gutenberg Research Elements. (see docs for details)

- **DNB Subject Groups:** Label indicating the subject group of the German National Library.
- **Fields of Research (2008):** Controlled structured research categorization scheme created, maintained, and provided by the Australian Bureau of Statistics. Categories include major fields and related subfields of research and emerging areas of study. This is the 2008 version of the scheme, which has been replaced by the 2020 version. This label can also be assigned in a researcher's profile for the researcher.
- **Medical Subject Headings (MeSH):** Controlled and organized vocabulary created by the National Library of Medicine (USA). MeSH contains the subject headings that appear in MEDLINE/PubMed, the NLM Catalog, and other NLM databases. This schema corresponds to the updated vocabulary for 2021.
- **Research, Condition and Disease Categorization:** Computerized process used by the NIH (National Institutes of Health) to categorize and report the amount it funds in each of 233 reported categories of diseases, conditions, or research areas. This label comes from an external data source and cannot be assigned within Gutenberg Research Elements.
- **Science-Metrix:** Controlled structured research categorization scheme created, maintained, and provided by Science-Metrix. Keywords are automatically derived from ISSNs using the Science-Metrix Journal Classification list.
- **Subject Areas (2020-2024):** These subject areas allow scientists to indicate their research fields according to the DFG Classification of Scientific Disciplines, Research Fields, Review Boards and Subject Areas (2020-2024). This label can also be assigned in a researcher's profile for the researcher.
- **UK Health Research Classification System (HRCS):** Customized system for classifying the full spectrum of biomedical and health research. Health categories are used to classify the type of health or disease being studied. This label comes from an external data source and cannot be assigned within Gutenberg Research Elements.

- **UK Health Research Classification System Research Activity Code:** Customized system for classifying the full range of biomedical and health research. Research activity codes classify the type of research activity being conducted. This label comes from an external data source and cannot be assigned within Gutenberg Research Elements.
- **UN Sustainable Development Goals:** Sustainable Development Goals (SDGs) are at the heart of the United Nations 2030 Agenda for Sustainable Development, adopted by all UN member states in September 2015 as a new action plan. This label system allows authorized users to indicate how researchers and their work contribute to the achievement of specific goals. This label comes from an external data source and cannot be assigned within Gutenberg Research Elements.
- **Unclassified:** Labels with no associated label scheme. These can be assigned independently.

Professional activities

#### **What are Professional activities?**

With the module “professional activities” scientists can specify various aspects of their professional profile. These academic activities, such as working on a committee, a research project or editing a publication, can be linked to other data elements in this way and made visible on your user profile.

#### **Which Professional activities can be recorded?**

You can add a Professional activity by selecting “My Profile” → “My Work” → “Professional Activities” in the drop-down menu. Then click on the large plus in the upper right corner of the screen to add a Professional activity. The options that can be selected are listed below:

Distinction, Broadcast Interview, Committee membership, Community service, Conference reviewing / refereeing, Conference hosting, Consulting / Advisory, Editorship, Editorial board Editorial, Employee supervision, Event administration, Event participation, Expert witness, Fellowship, Grant application assessment, Institutional review, Journal reviewing / refereeing, Membership, Non-research presentation, Office held, Promotion / Tenure assessment, Text interview.

If you click on the desired academic activity, you will be given the opportunity in the new window to manually enter the necessary data for your option in the text fields.

Search tools

**How can I search Gutenberg Research Elements by content (e.g. publications, grants and professional activities, etc.)?**

With the function "Reporting" → "Search" → "System Search" you can search Gutenberg Research Elements for specific content, save searches and search current publications within your institution.

Enter **keywords, phrases or a wildcard (\*)** to search elements, e.g:

- Keyword: Nuclear physics
- Phrase: The deconstruction of the person of Charlemagne
- Placeholder: Stem cell\* research

In the advanced mode of the "System Search" you can further restrict the search by specifying data and selecting which items to search for, e.g:

- Publications
- Projects
- Professional activities

You can then choose which results you want to see:

- Entries (as shown in the examples above), or
- Users in relation to the entries

Finally, you can also limit the search results in Gutenberg Research Elements to certain users or groups.

**How do I search for an entry in Gutenberg Research Elements?**

To search for an entry, please use the drop-down menu under "Reporting" → "Search" → "System Search". For example, if you know the title or file number of a third-party project, you can enter this information directly in the search window. For a broader search, select the 'Advanced' setting. Here you can narrow down your search step by step and, for example, display entries for different research information. Don't forget to check 'Johannes Gutenberg University Mainz' before you start your search.

### **What options do I have to find other users in the system?**

In Gutenberg Research Elements you have basically two possibilities to find other users in the system.

You can specifically search for other users in the drop-down menu under "Reporting" → "Search" → "System Search". Another possibility is to call up your profile in the left column with the "Profile" button. There you will find a search field on the right side under "Find a colleague". Enter the last name of the person you are looking for in the input field below in order to receive corresponding suggestions. Thus, you can quickly and easily find users in the system.

### **Can I search for titles that contain special characters?**

If you search for specific entries (e.g. publications or research projects) in Gutenberg Research Elements, please note the following for the title search in the "System Search":

Certain title elements like

- Special characters (e.g.: -, \_, /, :, ;, ?, !)
- Numbers in title
- Language-typical special characters (e.g.: ^, ', `)

can sometimes cause the desired entry not to be output as a result of the search. If you encounter this problem during your search, try to use only a section of the title, ideally with as few or none of the problematic title elements as possible in the search query. If you still cannot achieve the desired result, please contact the support team and describe your problem there.

Grant Assignment

### **How do I add a grant to my profile and create links between publications and grants?**

Grants relate to individual interfaces in MACH. To assign third-party funded projects from MACH, follow the steps below:

1. First call up your own profile using the "Profile" button in the left column and then click on "View all links" on the right side under "Links".
2. If you now click the drop-down menu "Create left" in the upper right area of the new window and select "Grant", another input mask appears. Under

“Choose link type” you will be asked to select the appropriate “Link type”. In the input field under “Search text” you can search for the desired third-party funded project by title or file number.

3. In the next step, select the project you want and confirm your selection with “save” so that it can be displayed in your profile under “Grants”.

You can create links between your publications and third-party funded projects (as well as all other objects) in the drop-down menu under “My Profile” → “Tools” → “Create Links”. To do this, proceed as follows:

1. In the new window, first select the object types to be linked under “Create links between...” → “Publications” and “... and...” → “Grants”.
2. You can then search for the desired publication using the DOI or title by clicking on “GO” as soon as you have entered the information.
3. You can search for the desired third-party funded project by title or file number. Once you have selected the required objects, confirm the link with “Create new link (s)”.

#### **Which project data is captured in MACH?**

Information on grants will be imported to Gutenberg Research Elements from our financial management system MACH. Please take into account that up until now MACH was only used for internal administrative purposes regarding the allocation of funds and postings.

For more information concerning the creation of an account for third party funded projects at JGU, click [here](#).

#### **How can projects that are not financed by third party funds be added in Gutenberg Research Elements?**

Non-third-party funded Projects and doctoral programmes, which are not listed in the output of MACH, will be added from Planning and Controlling into Gutenberg Research Elements.

If you wish to add such a project, please send an email with the subject line «**New project**». You will receive an email listing required information regarding your project which you need to provide.

After the successful termination of the CRIS-project phase, this process workflow should work more automated with an online questionnaire.

### **How do I link publications to coordinated programs of the DFG or the profile and potential areas of the Rhineland-Palatinate Research Initiative?**

In addition to the “grants”, which refer directly to individual third-party funding cost centers in MACH, Gutenberg Research Elements in the “Projects” module also contains the coordinated programs of the DFG in more complex cost structures as well as the profile and potential areas of the Rhineland-Palatinate Research Initiative.

How to assign a publication to a project:

1. First, make sure that the desired project has been created in Gutenberg Research Elements. For this, select "Reporting" → "Search" → "System Search" in the drop-down menu. Now click on "Advanced" below the search bar. Search for the project by checking "Projects" under "System Search" → "Search criteria". Please note that currently only projects of the DFG and the Research Initiative Rhineland-Palatinate are displayed.
2. In the second step, assign your publication to the project. Use the drop-down menu "My Profile" → "My Work" → "Publications" to access your publication list.
3. Select the requested publication by double-clicking on it to open the detailed view. Under "Relationships" click on "Create new" → "Project".
4. In the following window, select "Create links between Publications and Projects". Additionally, select "Linked to → Anyone" under "Projects". Now click on "Go." A list of all projects will be displayed. If required, you can narrow down the search under "Name".
5. To complete the process, select the requested project and click "Create a new link".

## **Data Export**

### **How and in what format can I export publication lists from Gutenberg Research Elements?**

It is also possible for users of Gutenberg Research Elements to export their own publication list as a BibTeX, RIS, PDF, Word or Excel file. Follow the steps below to do this:

From the drop-down menu, select My Profile > My Work > Publications. Here, there is the following to note:

You can set how many entries are displayed on page. Here 10, 25, 50 or 100 entries are possible. You can also select the publications and check a box next to the entry to export this publication. Then, above your publication list, click on the button localized on the left with the inscription "Export".

You can also select all publications by checking a box next to the "Export" button. However, only the publications that are displayed on the page will be selected here, depending on the number you have selected. If you want to export your complete publication list, however, do not set any check marks next to the entries and press "Export".

### **Will my publication lists in Gutenberg Research Elements be automatically transferred to my ORCID account?**

No, unfortunately this is not possible. However, you can import the publication lists in Gutenberg Research Elements into your ORCID account via BibTeX:

1. Click in the drop-down menu under "My Profile" → "My work" on "Publications". Your publications will be displayed in the following window. Click on Export and uncheck "Export selected items only". Then select the "BibTeX" option and save the file.
2. Log into your ORCID account. You will now see an overview on your homepage. Now select "+ Add Works" in the "Works" field. Select "Import BibTeX".
3. Click on "Choose File" to open the file menu and select the BibTeX file(.bib). Your publications will now appear in a list. Click on "save all" to save all publications.
4. In case you only want to transfer individual publications to ORCID, click on the disk symbol next to the desired publications to save them.

Log in to your ORCID account. On your start page you see an overview: Select in the field "Works" select " the option „Add Works". Then choose "Import BibTeX". Click onto "Choose File" to open the file menu and select the BibTeX file (.bib). At this point your publications will appear in a list. Click on "save all" on the top part to save all publications. If you wish to transfer only single publications to ORCID, click on the disk icon next to the required publications to save them.

### **Deposit-function**

#### **What does the deposit-button mean which is displayed at my publications?**

If you click the deposit button for your publications, the full-text status of the respective publication is displayed in an info box (the information as to whether a full text is currently stored in our **OPENSOURCE.UB** repository or in the former university bibliography METADATA.UB). At a later date it will be possible to upload certain publication types such as journal articles directly from Gutenberg Research Elements to the Gutenberg Open Science repository. Since this is currently not possible, the message “... *cannot be deposited to this repository*” is displayed in the info box. However, we are working on making this feature available to you soon.

### **Integrating Publications on Websites**

#### **What content can currently be displayed on JGU websites?**

At the moment, all publications from Gutenberg Research Elements can be displayed on the JGU website.

Unfortunately, projects, grants, equipment and professional activities cannot be displayed at the moment. We apologize at this point and will inform you as soon as the functionality is available

#### **How are publication lists from Gutenberg Research Elements automatically displayed on homepages hosted by the ZDV?**

With the help of the new WordPress plugin for the websites at the university, you can have your publication list created and maintained on Gutenberg Research Elements automatically displayed on your homepage. By activating the plugin, you combine the advantage of low entry and maintenance effort for publication data in Gutenberg Research Elements with the advantage of a standardized, public display of your publication list. Multiple entry of publication data in different systems becomes unnecessary.

In addition to personal publication lists, lists can also be generated for entire organizational units and for freely selectable indicators (tags). Furthermore, different sorting options for the lists can be selected.

A more detailed explanation can be found on the **following** page.

If you have any further questions, please contact our support team at [researchelements@uni-mainz.de](mailto:researchelements@uni-mainz.de).

### **How can I set preferred record for publications for my WordPress lists?**

For each publication there can be several records in the listing under “(Data) Sources”, which come from different data sources. In addition, there may be a manual record that you created by post-processing an record taken from an external data source.

You can set each of these records as a preferred record - to do this, mark the respective publication by clicking on the adjacent button "Set as preferred record". This preferred record will then be displayed in your publication list in Gutenberg Research Elements and transferred to your WordPress list.

## **University Bibliography**

### **What is the University Bibliography?**

The University Bibliography is a publically accessible search system for the publications of scientists and scholars at the Johannes Gutenberg University Mainz. In contrast to subject-specific databases, it records the volume of publications at JGU from an institutional perspective.

### **Where does the data come from?**

Bibliographic records contained in the database are imported from the research information system (CRIS) Gutenberg Research Elements. Gutenberg Research Elements also incorporates all data from the former University Bibliography and from Gutenberg Open Science, JGU's open access repository.

Due to this interlinking, the amount and completeness of the listed data in the university bibliography relies on the use of Gutenberg Research Elements. Authors who would like to see their publications represented in the university bibliography can do so by entering their data in Gutenberg Research Elements. Please note that only publications that are included in Research Elements can be found in the university bibliography.

### **What can I do if my publication does not appear in the University Bibliography?**

Your publication will not appear in the University Bibliography until you have *claimed* it in Gutenberg Research Elements. You can check this in the following steps:

1. Please log in at <https://researchelements.uni-mainz.de/>.

2. Select "Publications" in the menu area "My Profile" "My Work". You can now view the publications that have not yet been "claimed" under "Pending".
3. In the right area you can search for the desired publication by title or other filter options.

When you have found your publication, click on "Claim". Now you have accepted the publication for your publication list and it will also be visible in the university bibliography the following day. For detailed information on publication acquisition in Gutenberg Research Elements, see the Gutenberg Research Elements FAQ's and the handout.

### **How do I use the search slot and facets?**

You can start a free text search in the search slot at the top of the website. The system is searching in all fields of a data record.

On the left-hand side you also have the option of restricting this free-text search using facets. The number of publications in each facet is displayed in ( ).

In the "Category" facet, you can first preselect in which of the objects listed in the university bibliography the search should take place. You can choose between publications and organizational units. The facets listed below are then adapted to this preselection and can be used to limit the search result.

Multiple facets can also be combined step by step by selection. If you have selected one or more desired search restrictions, the result will be displayed on the right side of the window. You can now continue searching in this set of results by entering search terms in the input bar. You can also remove individual restrictions, choose additional facets or start over. Under "Search history" in the upper right area you can view past searches in this session as well as delete your search history.

### **How do I search in the category *Publication*?**

By pre-selecting the category "Publications" you can use the search bar to search through all the publication entries in the university bibliography. To further restrict the search result, you have the following facets available:

- Publication type: Here you can choose between different publication types such as "Book" or "Journal article".
- Author: Here you can restrict your search result using a list of all author names contained in the bibliographic data.

- Year of publication: Here you can use the slide switch to set the year of publication or the period of publication you are looking for.
- Organizational unit: Here the search result is limited to the publications of the organizational units listed.

Publications from subordinate organizational units are included in the search results for the higher-level organizational units. For example, the list of FB 08 Physics, Mathematics, Computer Science contains all publications of the Institute for Nuclear Physics.

- Data source: Here the search results can be restricted to individual data sources from Gutenberg Research Elements.

#### **How do I search in the category *Organizational unit*?**

With the preselection "Organizational Unit" in the "Category" facet, you search through all publication lists for organizational units in the search slot. To restrict the search result, you can further restrict the overall list of organizational units matching the search term with a selection list in the "Organizational unit" facet.

On the overview page of the respective organizational unit, the publication lists of the subordinate organizational units are linked under "Includes" and the publication lists of the higher-level organizational units are linked under "is part of".

#### **Whom can I contact with questions?**

If you have any questions about registration, publication search, or how publications are displayed, please contact the Gutenberg Research Elements support team ([researchelements@uni-mainz.de](mailto:researchelements@uni-mainz.de)). Further information about the project as well as FAQ's can also be found on the Gutenberg Research Elements homepage ([uni-mainz.de](http://uni-mainz.de)).

## **General**

### **What is the Discovery Service?**

The Discovery Service is a publicly accessible view for profile pages of Gutenberg Research Elements. This allows you to present your research profile with publications, grants, professional activities and projects to a larger network of scientists outside the university and to make this information more easily accessible. Interested parties can also contact you via your profile.

### **How do I find researchers in the Discovery Service?**

JGU researchers in Gutenberg Research Elements who have set their profile to "public" can be found via a search function. This setting is possible in Gutenberg Research Elements and has been set by the users there. The search field is located in the middle of the start page or after a successful search above the hit list to start a new search. Here you have the possibility to search for subject areas or for names. Within the search, a free text search or a search by tags are available, which can be set via a field next to the search field. The time period specified for Subject Areas does not refer to publications that have been or will be published in that time period, but to the time period in which the research programs are running.

### **Who has access to the Discovery Service?**

The Discovery Service is a public view of information from Gutenberg Research Elements.

### **How do I access the Discovery Service?**

There are several ways to access the Discovery Service. One way is to access the Discovery Service through Gutenberg Research Elements, which is useful for viewing your own profile, but also for viewing other profiles. This can be achieved as follows:

1. Click on the menu in the upper left corner of Gutenberg Research Elements, which then opens.
2. Click on the "Reporting" tab in the menu.
3. Look in the category "Search".
4. Click on the "Discovery Modules" link. It is the first link from the top in the "Search" category.
5. Clicking on the "Discovery-Module" menu item will open the Discovery service home page in a new tab.

However, the Discovery service can also be accessed via a path outside of Gutenberg Research Elements. For this, there is a link on the UB website that can be clicked on.

**Where does the data for the discovery service come from?**

The Discovery service takes into account the Publications, Grants, Projects, and Professional Activities data areas from Gutenberg Research Elements. However, only profiles of researchers who have set their profile to "public" in Gutenberg Research Elements can be found.

**How do I set my profile to "public" so I can use the discovery service?**

Profile pages in Gutenberg Research Elements default to "internal" mode. This means that the profile page of a JGU researcher is not visible in the discovery service, but only in Gutenberg Research Elements. A change option exists in the direction of "private" and "public". The setting "private" means that only the user himself can view his data. The setting "public" releases the profile page for the discovery service, so that it can be viewed there and found by other researchers. Setting the profile page to "public" can be done as follows:

1. Go to your profile page in Gutenberg Research Elements. You can do this by clicking on the people icon in the left margin.
2. On the profile page, above the profile photo, there is a list indicating the visibility status of your profile page. It is possible to learn more about each visibility level or change the status here.
3. To change the visibility status, click on "Switch to edit mode".
4. In edit mode you will see which of the information you have provided is publicly visible in your profile, these are marked with "public" (e.g. phone number or email address, but also career information).
5. To change the visibility, click on the "edit" button next to the respective information. Here you can change the information and set the visibility. Afterwards you have to save this ("save").
6. Alternatively, you can set your entire profile page to "private" so that it is no longer visible. This can be set above the profile picture in edit mode on the right side (at the position of the link into edit mode). In this case, none of the profile page information will be displayed in the Discovery service.

## **Access & Registration**

### **Link to registration**

The Discovery Service can be accessed at the following link:  
<https://researchprofiles.uni-mainz.de/>

### **What information is displayed for visitors to the Discovery Service?**

The profile page of a JGU researcher in the Discovery Service consists of five tabs: "About", "Publications", "Research" and "Professional" and "Teaching". The "About" tab is a view of the JGU researcher's personal information in Gutenberg Research Elements whose profile page is being viewed. This information represents biography, position at JGU, degrees, language skills, and subject areas. Videos can also be embedded in the profile page.

On the left side is the name of the JGU researcher, their ORCID ID, phone number(s), mail address, work location, and link to social networks or a website. Publications are listed under "Publications", grants are listed under "Research", professional activities are listed under "Professional".

### **What information can be seen in an entry of a publication in the Discovery service?**

An entry of a publication in the discovery service shows publication type, title, publication date as well as co-authors. In addition, it is possible to read the full text there - if it is accessible via Open Access as a PDF.

If the full text of the publication is available in the Johannes Gutenberg University Open Access repository "Gutenberg Open Science", it can be viewed there. In Gutenberg Open Science you can also find information about publishing publications at the following link: <https://openscience.ub.uni-mainz.de/help-faq>.

If the publication is not available in "Gutenberg Open Science", it can still be viewed. Clicking on the DOI will take you to the full text entry of the publisher of the publication. If the JGU researcher has a license to access the full text, he or she can also view and download it.

### **Can the publications displayed in a user profile be sorted?**

Researchers using the discovery service are able to choose in a selection field how they want to sort the displayed publications on their profile page. The publications can be sorted alphabetically in ascending or descending order, by year of publication in ascending or descending order, or by publication type. The selection field according to which criterion the results should be sorted can be found above the publication list.

**What information can be seen for Grants, Professional activities and Teaching activities?**

The entries of the Grants show the respective title, the associated organization and the duration of the grant. The Professional activities entries show the title, the duration and the role of the JGU researcher. Teaching activities entries show the title of the activity or a summary of the activity.

**How long does it take for changes made in Gutenberg Research Elements to be visible in the Discovery service?**

This varies by category. If changes are made by researchers to their own profile page in Gutenberg Research Elements, it only takes a few minutes for these to be visible in the Discovery service. If details are made to entries of objects such as publications, it may take longer for these to be seen in the Discovery service. This can be up to a week.

**Search****What can I search the Discovery Service for?**

In the Discovery Service, the profile pages of JGU researchers and their scientific work (Subject Areas) can currently be found.

**What search options are available in the Discovery Service?**

In the Discovery-Service it is possible to search by the name of the JGU researcher, which can be found via the search slot. The search function can be set using a radio button located to the right of the search. There are two options. Either a free text search can be performed or a search can be performed using tags assigned by JGU researchers in Gutenberg Research Elements for their profile page. The tag-based search is particularly suitable for searching for the tags of the subject areas, in order to see which researchers are active in the searched areas and have published something. When searching for tags, similar tags are suggested and can be promoted by a click in the search field.

**Is it possible to sort the hit list?**

The hit list of a search for researchers at JGU can be sorted by relevance or by last name in ascending or descending alphabetical order.

**Which fields are searched for researchers in the discovery service?**

If this information is provided in Gutenberg Research Elements, the Discovery Service will search the fields Name, Overview, Research Interests, Teaching Summary, by Subject Area tags, Mailing Address, Department, Publication Titles, and Grant Titles. However, it is only useful to search for names of researchers at JGU and subject area tags.

**What information can be seen in a search result?**

The search result of a person search shows an excerpt of the profile page. In this excerpt, if specified, a profile picture, the name of the researcher at JGU, an excerpt of the overview and the tags of the DFG systematics can be seen. If media are included in the profile page, they also appear in this excerpt and can be played, for example in the case of a video.

**Can I filter the hit list for researchers?**

It is possible for the user of the discovery service to filter the hit list of a search in the discovery service according to the subject areas. On the left side, you can select which results are available for the subject areas and display or hide them with a click. In addition, results that lack this information can also be displayed.

**What information is displayed for publications in the discovery service?**

For publications, the publication date, the co-authors of the publication, the publication location and the DOI are displayed.

**Can the publications be accessed via the discovery service?**

It is possible via the entry of a publication to access it via the discovery service, provided that it is accessible via Open Access. This is possible in several ways:

1. You can click directly on the PDF or on "View more info" to view the publication entry in the repository or.
2. On the DOI, which also leads to the repository when clicked.

**What options do I have when I click on a hit in the search hit list?**

Clicking on a hit in the hit list will take you to the profile page of a researcher at JGU. In this view it is possible to see the publications, grants and professional activities (via the respective tabs), as well as the information about the JGU researcher (in the "About" tab).