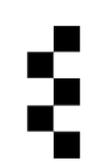




# RIS

## Publications Guide

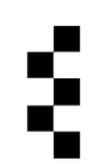
September 2022



# ABOUT THE RIS

The Research Information System delivers important benefits which include:

- The automatic searching of publications from a range of external sources and a simple process to deposit them into the Research Repository.
- A single place where researchers can manage grants, professional activities, teaching responsibilities and supervision, publications and impact.
- A way to manage and edit external web profiles.
- A platform in which REF submission and internal research monitoring can be managed with minimal re-keying of data or completing of forms.

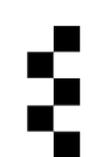


# ABOUT THIS GUIDE

This guide describes how to manage publications in the RIS.

**By the end of the guide you should be able to:**

- **Login** to the System
- **Review** your Home page summary
- **View** your Publications
- **Claim** publications that belong to you
- **Create** new items manually
- **Revise** the search settings
- **Add** Scopus IDs and ORCID to your Data Source Searches



### Essex Research Information System Development Server Login

Enter your University of Essex credentials and click Login:

LOGIN

Please login using your normal university login.  
Do not add @essex.ac.uk to the username.

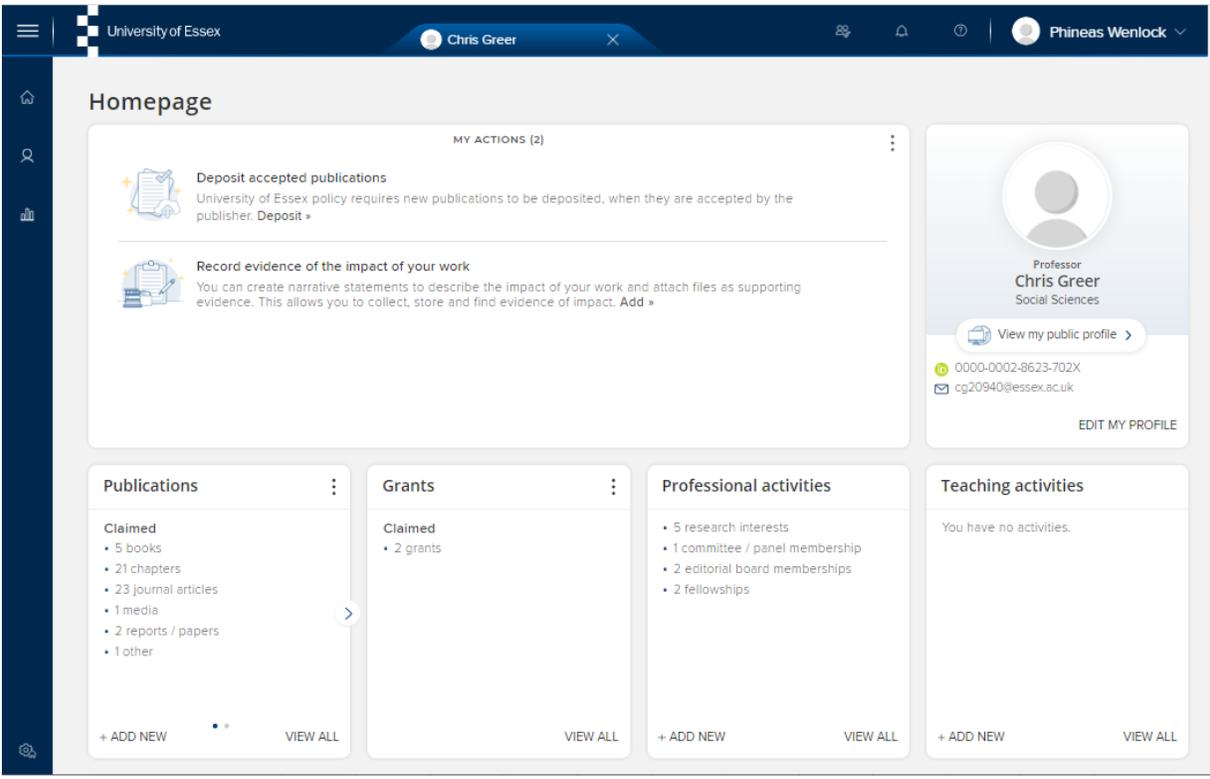
For support please email [reors@essex.ac.uk](mailto:reors@essex.ac.uk)

## Log In

Login at: <https://ris.essex.ac.uk>

Your normal university login is all you need.

You don't need the VPN to access the RIS. It works from anywhere with an internet connection and in most browsers (Microsoft Edge, Chrome, Firefox, Safari).



University of Essex

Chris Greer

Phineas Wenlock

### Homepage

MY ACTIONS (2)

- Deposit accepted publications**  
University of Essex policy requires new publications to be deposited, when they are accepted by the publisher. [Deposit »](#)
- Record evidence of the impact of your work**  
You can create narrative statements to describe the impact of your work and attach files as supporting evidence. This allows you to collect, store and find evidence of impact. [Add »](#)

**Professor Chris Greer**  
Social Sciences

[View my public profile >](#)

0000-0002-8623-702X  
cg20940@essex.ac.uk

[EDIT MY PROFILE](#)

#### Publications

**Claimed**

- 5 books
- 21 chapters
- 23 journal articles
- 1 media
- 2 reports / papers
- 1 other

[+ ADD NEW](#) [VIEW ALL](#)

#### Grants

**Claimed**

- 2 grants

[VIEW ALL](#)

#### Professional activities

- 5 research interests
- 1 committee / panel membership
- 2 editorial board memberships
- 2 fellowships

[+ ADD NEW](#) [VIEW ALL](#)

#### Teaching activities

You have no activities.

[+ ADD NEW](#) [VIEW ALL](#)

# Home Page

When you first log in the Home Page will be displayed, looking something like this.



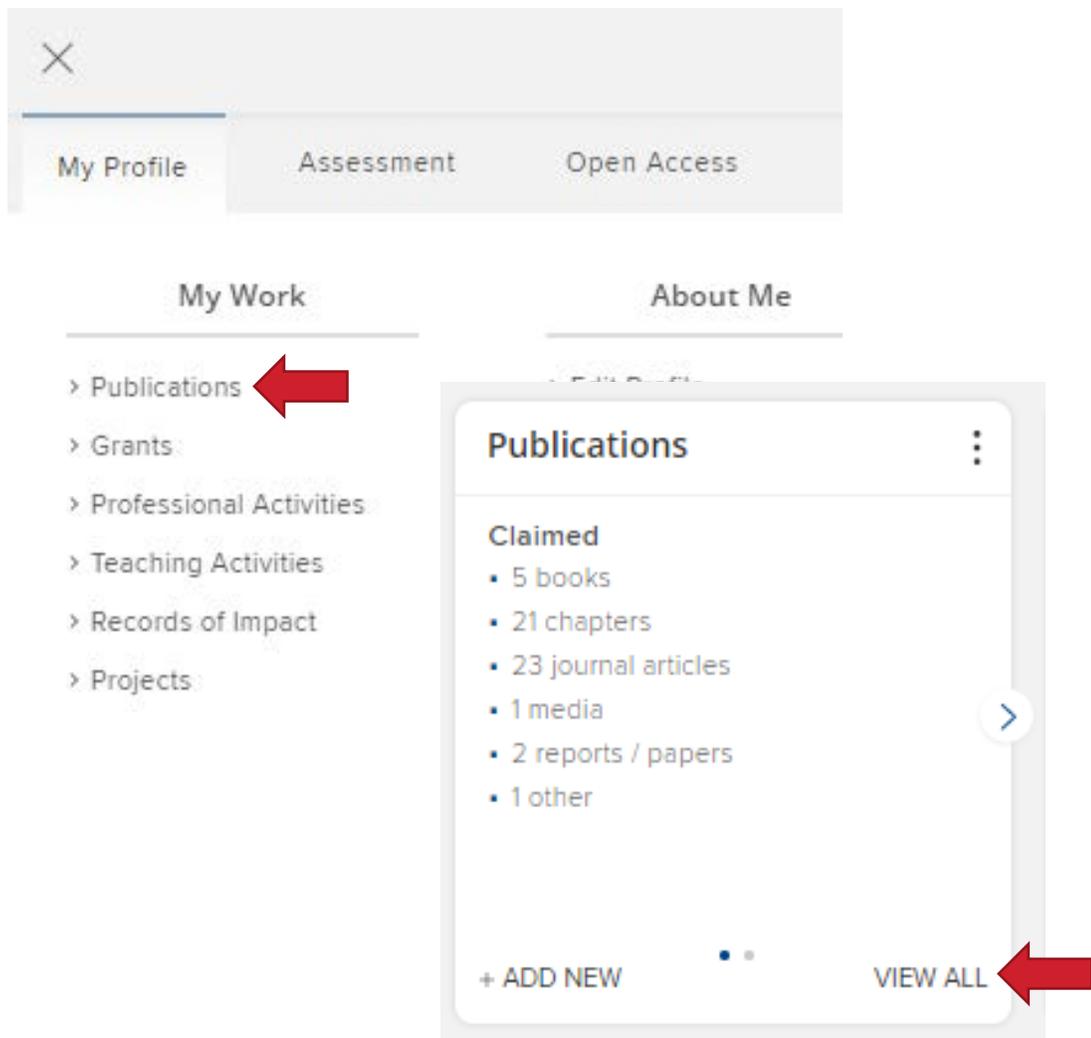
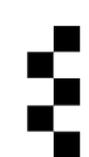
# My Summary

A summary of Publications is shown on the Publications tile.

The graph shows (claimed) publications by year.

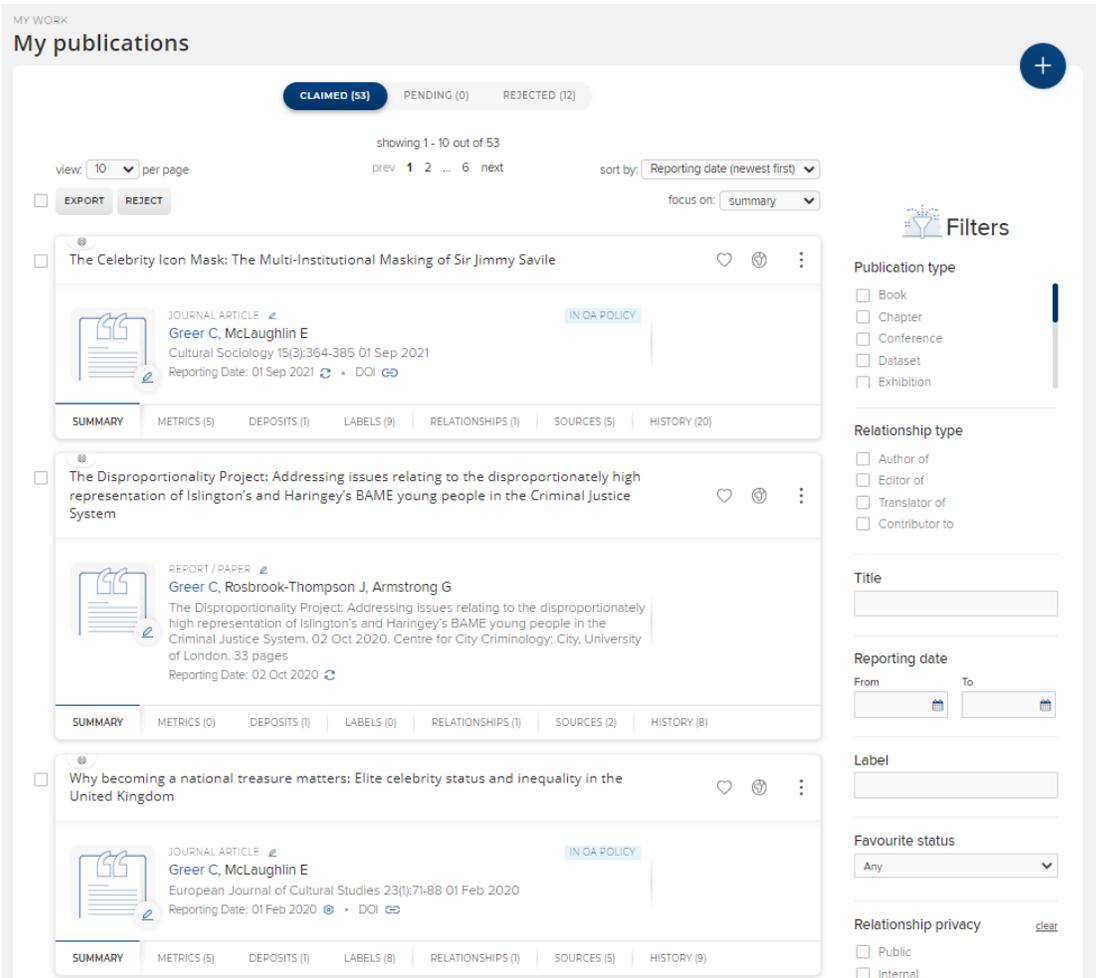
Note: the graph and data in the summary update every 24hrs.

Claimed and any unclaimed (Pending) publications are indicated



# My Publications

You can access your Publications either from the menu (**Menu > My Work > Publications**) or by clicking on the **View All** button area on the home screen tile.



The screenshot shows the 'My publications' page with the following elements:

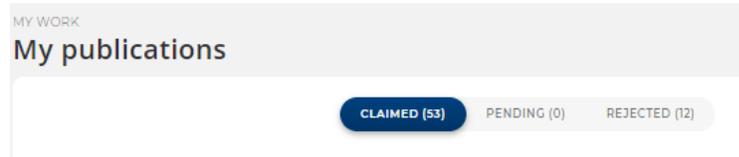
- MY WORK My publications** header with a '+' icon.
- Filter tabs: **CLAIMED (53)**, PENDING (0), REJECTED (12).
- Controls: view: 10 per page, showing 1 - 10 out of 53, sort by: Reporting date (newest first), focus on: summary.
- Buttons: EXPORT, REJECT.
- Publication list items:
  - The Celebrity Icon Mask: The Multi-Institutional Masking of Sir Jimmy Savile** (Journal Article, Greer C, McLaughlin E, 01 Sep 2021).
  - The Disproportionality Project: Addressing issues relating to the disproportionately high representation of Islington's and Haringey's BAME young people in the Criminal Justice System** (Report/Paper, Greer C, Rosbrook-Thompson J, Armstrong G, 02 Oct 2020).
  - Why becoming a national treasure matters: Elite celebrity status and inequality in the United Kingdom** (Journal Article, Greer C, McLaughlin E, 01 Feb 2020).
- Filters sidebar:**
  - Publication type: Book, Chapter, Conference, Dataset, Exhibition.
  - Relationship type: Author of, Editor of, Translator of, Contributor to.
  - Title: [input field]
  - Reporting date: From [calendar] To [calendar]
  - Label: [input field]
  - Favourite status: Any (dropdown)
  - Relationship privacy: Public, Internal (checkboxes).

# My Publications

Your publications appear in a list. The list can be paged, sorted and exported using the controls at the top of the page.

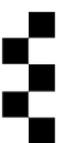
You can filter the publications using the **Filters** on the right hand side of the screen.

You can switch between Claimed, Pending (Unclaimed) and Rejected publications.



MY WORK  
My publications

CLAIMED (53) PENDING (0) REJECTED (12)



Why becoming a national treasure matters: Elite celebrity status and inequality in the United Kingdom

JOURNAL ARTICLE  
Greer C, McLaughlin E  
European Journal of Cultural Studies 23(1):71-88 01 Feb 2020  
Reporting Date: 01 Feb 2020 • DOI

IN OA POLICY

SUMMARY METRICS (5) DEPOSITS (1) LABELS (8) RELATIONSHIPS (1) SOURCES (5) HISTORY (9)

Why becoming a national treasure matters: Elite celebrity status and inequality in the United Kingdom

ARTICLE METRICS (3) JOURNAL METRICS (2)

Altmetric 47 Scopus 2 WoS 2

SUMMARY METRICS (5) DEPOSITS (1) LABELS (8) RELATIONSHIPS (1) SOURCES (5) HISTORY (9)

Why becoming a national treasure matters: Elite celebrity status and inequality in the United Kingdom

FIRST DEPOSIT: 05 MAY 2020

2019 - Becoming a National Treas...  
Accepted version  
Last refreshed: 04 Aug 2022 10:44:42  
IN OA POLICY  
LIVE

VIEW

SUMMARY METRICS (5) DEPOSITS (1) LABELS (8) RELATIONSHIPS (1) SOURCES (5) HISTORY (9)

# Manage Publications

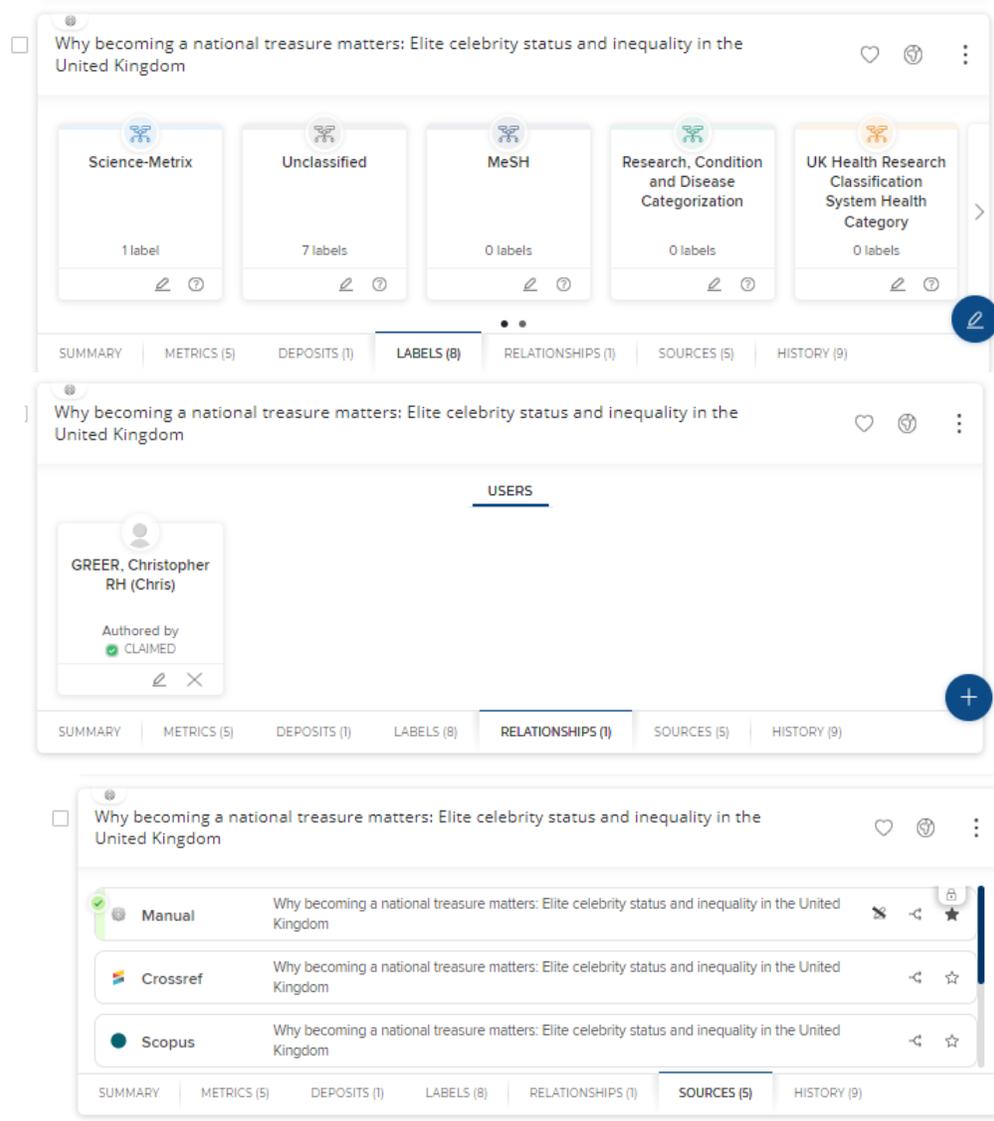
You can see more detail about the Publication and edit it by clicking the title.

The tabs for each record display a wealth of information about the publication including:

**Metrics** – citations from several external data sources including Scopus and Altmetric

**Deposits** - Status of deposit in the Essex Research Repository

cont....



The first screenshot shows the 'LABELS' tab for a publication record titled 'Why becoming a national treasure matters: Elite celebrity status and inequality in the United Kingdom'. It displays five label categories: Science-Metric (1 label), Unclassified (7 labels), MeSH (0 labels), Research, Condition and Disease Categorization (0 labels), and UK Health Research Classification System Health Category (0 labels). The second screenshot shows the 'RELATIONSHIPS' tab, specifically the 'USERS' section, listing 'GREER, Christopher RH (Chris)' as the author, with a 'CLAIMED' status. The third screenshot shows the 'SOURCES' tab, listing three sources: 'Manual', 'Crossref', and 'Scopus', each with a star icon for favoriting.

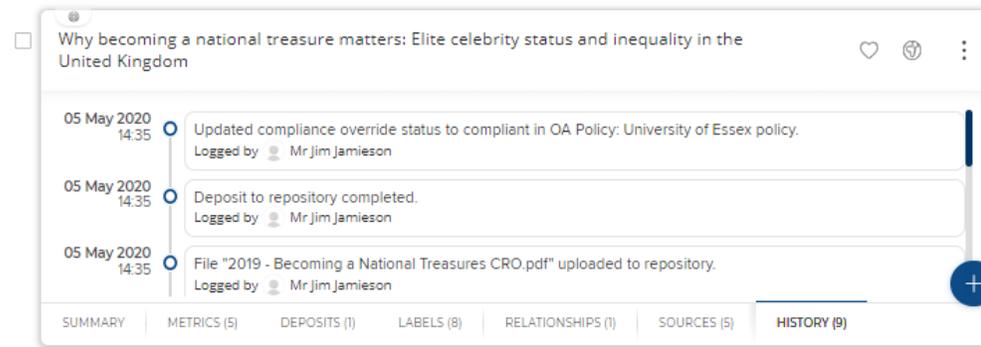
# Manage Publications

**Labels** from both assigned source such as MeSH and Science-Metric and manually assigned ones at Essex.

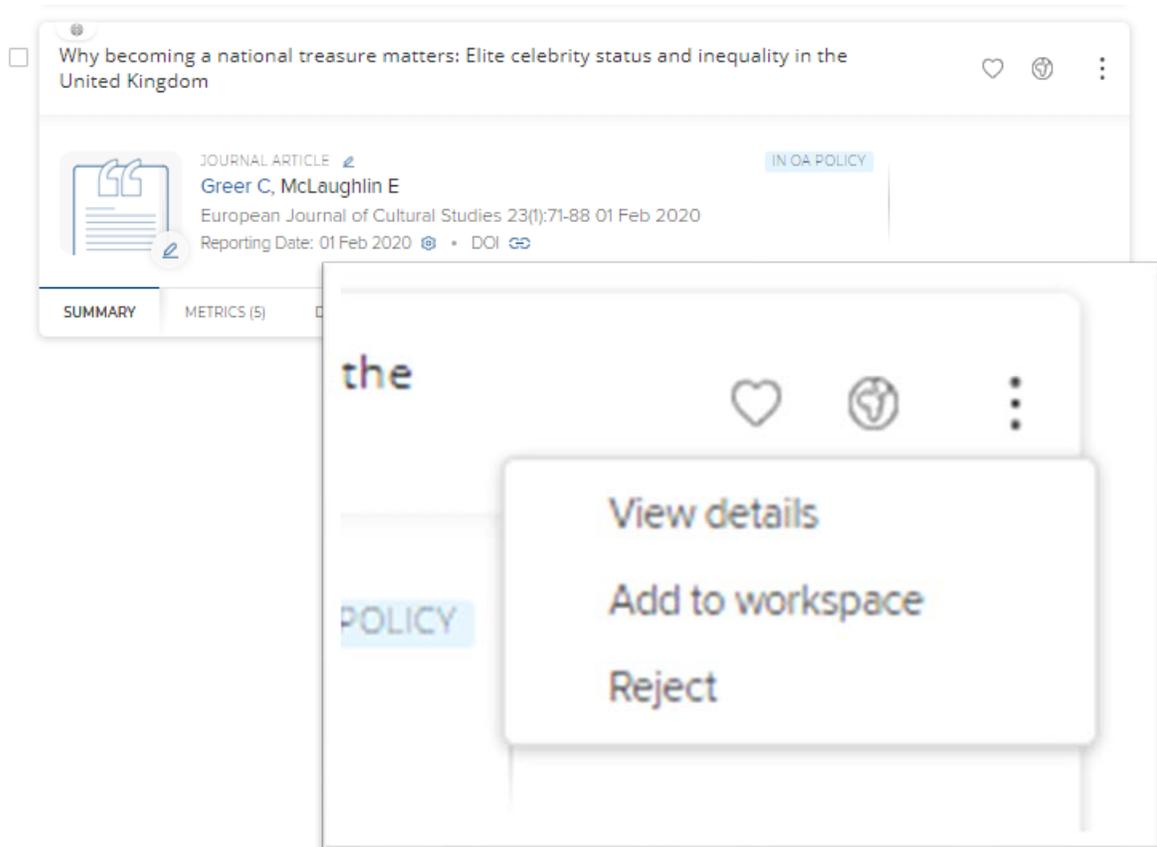
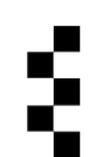
**Relationship** – To Essex Co-authors, Grants and Impact etc.

**Sources** – Metadata may be sources from a number of bibliographic sources including those created at Essex and form external databases like Scopus and Web of Science

**History** – any updates made to the record both automatic and by Essex staff.



The screenshot shows the 'HISTORY' tab for the same publication record. It displays a list of three events from May 5, 2020, at 14:35, all logged by 'Mr Jim Jamieson': 'Updated compliance override status to compliant in OA Policy: University of Essex policy.', 'Deposit to repository completed.', and 'File "2019 - Becoming a National Treasures CRO.pdf" uploaded to repository.'



# Manage Publications

Controls at the top allow you 'Favourite' a publication, control the **privacy** settings and the ellipses gives access to the detailed view, the ability to **reject** the publication from your list or add it to your **workspace**.

[RETURN TO THE PUBLICATIONS PAGE](#)

Why becoming a national treasure matters: Elite celebrity status and inequality in the United Kingdom + Add a new journal article ▾

---

**Journal article** ✎

Greer C , McLaughlin E

European Journal of Cultural Studies 23(1):71-88 01 Feb 2020

[Publisher URL](#) [DOI](#)

[EPrints Test](#)

**Altmetrics**



**Citation Metrics**

EPMC -

Scopus 2

WoS 2

**Journal Rankings**

European Journal of Cultural Stud...

SNIP 1.54

SJR 0.82

**Actions**

[Mark as Favourite](#)

[Add to Workspace](#)

---

**Reporting Date**

01 Feb 2020 [Edit](#)

---

**History**

Showing 1 - 4 of 9 (newest first) [View all](#)

1. Updated compliance override status to compliant in OA Policy: University of Essex policy.  
by Mr Jim Jamieson  
05/05/2020
2. Deposit to repository completed.  
by Mr Jim Jamieson  
05/05/2020
3. File "2019 - Becoming a National Treasures CRO.pdf" uploaded to repository.  
by Mr Jim Jamieson  
05/05/2020
4. Added OA location  
<https://openaccess.city.ac.uk/id/eprint/2236/5/>  
by Mr Jim Jamieson  
05/05/2020

Showing 1 - 4 of 9 (newest first) [View all](#)

Add a note:

[+ Add note](#)

**Full text**

EPrints Test

First deposited 05 May 2020

There is 1 file in the repository:

[2019 - Becoming a National Treasures CRO.pdf](#) (Accepted version)

[Live](#) [View](#)

---

**Data sources**

Crossref

EPrints Test

Manual (Preferred record)

ID: 6982AC3F-892E-4482-806C-5078DD26BB2F ★ Preferred record

**Sub types** Article

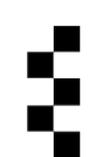
**Title** Why becoming a national treasure matters: Elite celebrity status and inequality in the United Kingdom

**Authors** [Greer, Chris](#); McLaughlin, Eugene

**Abstract** This article presents the first analysis of ?national treasure?as a status designation for an elitecategory of British celebritieswho hold a unique position in the Great British hall of fame.The emergence of this status designationis situated in the context of two intersecting processes of cultural changein the post-War period ?the rise of celebrity culture and the popularisationof the state honoursystem. It is proposedthat national treasure status results from the accumulation of three interlocking forms of validation: peer, state and media. After reviewing these

# Manage Publications

Accessing the detailed view provides an alternative layout to the tabbed list view with all the information on a single page.

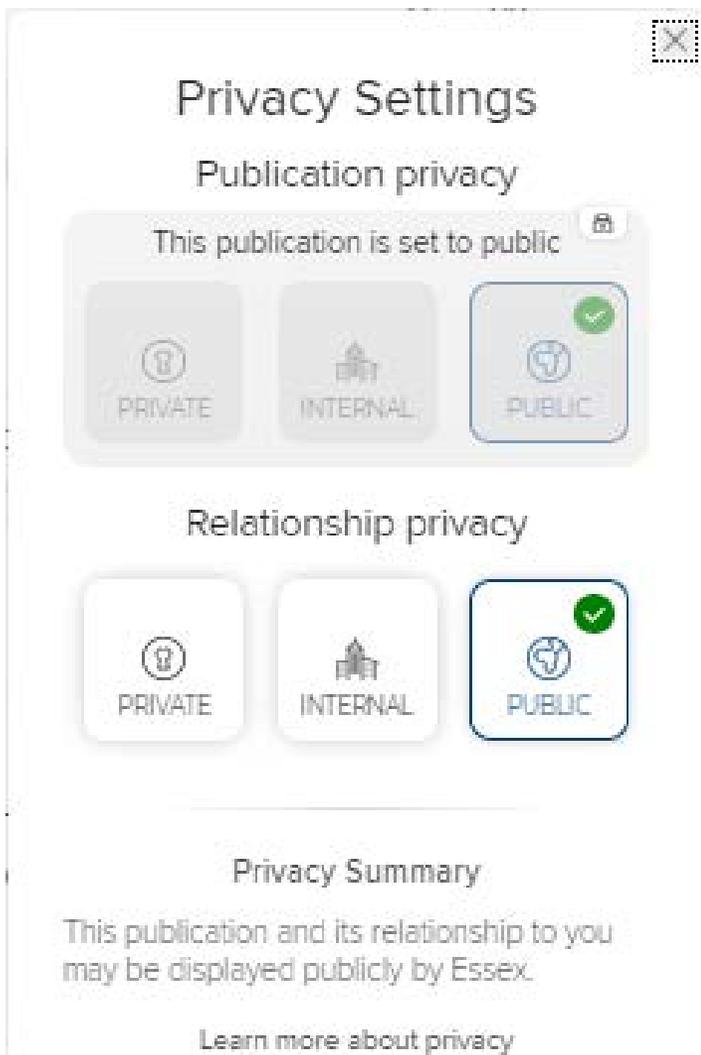


# About Publication Privacy

By default all Publications in the RIS are Public as the data is predominantly public domain and this cannot be changed. This applies to the publication record but not your relationship to it.

The **Relationship privacy** can be set by you.

- Setting it to **Public** (the default) means that your publication **will be displayed on the external web profile** and on the internal RIS profile
- Setting it to **Internal** means that your relationship to the publication will only be displayed on the internal RIS profile
- Setting it to **Private** means that your relationship to the publication will only be visible to you.



MY WORK

## My publications

CLAIMED (29) **PENDING (1)** REJECTED (3)

**i** How do I use the pending list?

We search external databases to find publications that may belong to you and put them in your pending list. Accepting a publication will add it to your claimed list. Rejecting a publication will record that it does not belong to you.

Seeing lots of pending items that do not belong to you? Or are some of your publications missing?

- Add name variants and affiliations by modifying your [name-based search settings](#) >
- Help us automatically find and claim or reject publications for you by adding your [research identifiers](#) >

showing 1 - 1 out of 1

view: 10 per page sort by: Reporting date (newest first)

EXPORT CLAIM REJECT focus on: summary

Standardised data on initiatives—STARDIT: Beta version

 JOURNAL ARTICLE [IN OA POLICY](#)

Nunn JS, Shafee T, Chang S, Stephens R, Elliott J, Oliver S, John D, Smith ...

Research Involvement and Engagement 8(1) Article number 31 Dec 2022

Reporting Date: 19 Jul 2022 • DOI

SUMMARY METRICS (2) RELATIONSHIPS (1) SOURCES (3) HISTORY (0)

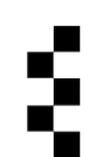
# Claim Publications

Your publications list is built from a variety of external sources including Web of Science, Scopus and PubMed as well as discipline specific sources like REPEC, MLA and SSRN.

On the Pending tab you can claim or reject publications that have been identified as yours from external data sources.

Simply click **Claim** or **Reject**

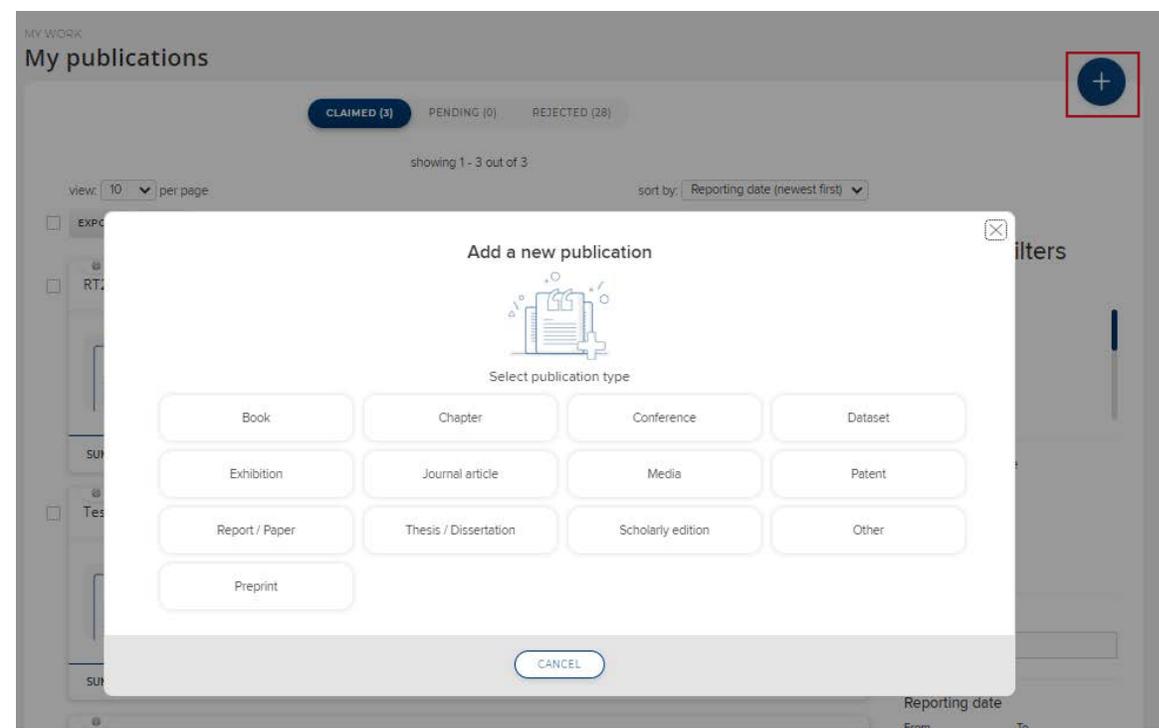
Publications that are rejected go on to the Rejected list but can still be claimed in the future.



# Create new items

If the publication is new and has not been indexed from an external data source you'll need to add it to the RIS first.

Click Add a New Publication (+ top right) and choose a publication type



## Add journal article

Let's get started | Tell us more | Link to funding | Deposit

**i** Enter your journal article title or DOI  
Your journal article may already exist in RIS DEV, so to save time you can search for it here and claim it. Titles returned may contain any of your search words.

Title or DOI  
  
[Skip](#) [Search](#)

In RIS DEV - Showing 2 results [Explain these results](#)

- [New insights into the structure and function of sedoheptulose-1,7-bisphosphatase: an important but neglected Calvin cycle enzyme \(Review article\)](#) • 01 Jun 1999  
Raines CA, Lloyd JC, Dyer TA [Claim](#)
- [Equality and Non-Discrimination in Europe: The Shortcomings of Article 14 of the European Convention on Human Rights and the new Protocol 12](#) • 2014  
Nikolaïdis C [Claim](#)

In External Database - Showing 20 results [Explain these results](#)

- [New Test Article 01 edit](#) • [New Test Pub 01](#) • 2014 [Claim](#)
- [New article - updated2](#) • [Testing Journal](#) • 2015 [Claim](#)
- [Different journal, new issue, new article](#) • [Journal of Metadata Perfection](#) • 01 Feb 2020 [Claim](#)

# Create new items

You'll be asked first for the publication title, DOI or ISBN.

The RIS will check it's not a duplicate and that it is not already deposited. You can **Claim** it if an existing record matches (it may have been added by a co-author or already exist in an external database), otherwise **Skip** to the next screen.

## Add journal article

Let's get started | Tell us more | Link to funding | Deposit

Information entered on this form is discoverable by other users of the publication module.

\* What is your relationship with this journal article?

Author of       Editor of  
 Translator of       Contributor to

Essential Information

\* Sub types

Article  
 Letter  
 Review  
 Corrigendum  
 Addendum  
 Rapid Communication  
 Editorial Comment  
 Book Review

\* Title

A new article

\* Authors

No Authors - please add...  
[Add a person](#)

Author URL

Abstract

Journal

Volume

# Create new items

You can then give more detail about the publication

There are different forms depending on the publication type you are adding (Article, Conference Paper, Book etc.) As a minimum complete the red starred mandatory fields but please add as much detail as possible to create a complete reference.

When complete, click **Save** at the bottom of the page.

Link funding 16:19 Links have been updated

Let's get started | Tell us more | **Link to funding** | Deposit

**i** Make sure your work is linked to the relevant grants to stay eligible for future funding

A new article  
Wenlock P

Sort by: Title (A to Z)

10 results per page 1-10 of 2115 1 2 ... 212

Select all on page Link Selected Unlink Selected **Done**

- "Bright Futures": A Comparative Study of Internal and International Mobility of Chinese Higher Ed  
Economic & Social Research Council Grant to Prof Yasemin Soysal, 25 Nov 2014 Funds
- "Disasters, Development, and Financing: Can Randomised Controlled Trials Help Save Lives?"  
The British Academy Grant to Professor Gina Reinhardt, 29 Feb 2016
- "Moon Unit"  
Mid Essex Primary Care Trust Grant to Dr Murray Griffin, 22 Jul 2010
- "War and Politics: The Effect of War and Casualties on Political Attitudes and Voting Behavior"  
The British Academy Grant to Dr Anna Getmansky, 29 Feb 2016
- (DRA4500 - Finished) MI Projects via University College Cork  
Marine Institute/University Of Cork Grant to Professor Edward Codling, 07 Apr 2008
- (IMPROVE) Poverty Reduction in Europe: Social Policy and Innovation  
European Commission (FP7) Grant to Mr Alari Paulus, Professor Holly Sutherland, 01 Mar 2012
- (In)Consistency of responses to self-assessed health measures and implications for biosocial research  
Economic and Social Research Council Grant to Professor Paul Clarke, 15 Apr 2021
- (TangO) Towards delay, energy And spectrum-efficient Next Generation wireless netwOrks  
Engineering & Physical Sciences Res.Council Grant to Professor Leila Musavian, 18 Nov 2016
- Technology Strategy Board Grant to Dr John Woods, 14 Oct 2013

**More actions**

0 filters have been set.

**Filters**

Title

Reporting date from

Reporting date to

Related to

Link status

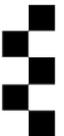
Grant number

# Create new items

The option to link to funding is available.

Award data is automatically loaded in to the RIS, so your supporting grant should be available.

Tick the correct grant(s) and click **Link Selected** then click **Done**. You may also choose **Not Externally Funded** or **Grant not listed** if this applies.



### Automatic claiming

**i** Please tell us about the identifiers that are used to identify you in external data sources.  
The more you can tell us, the less often you will be asked to verify which items are yours.

Do these identify you?  
We'd like to use these to help clear your pending list, and possibly find more of your items online.

- cg20940  
Seen in 0 pending, 53 claimed, 0 rejected, and 0 other publications > YES NO IGNORE
- ResearcherID : AAV-5740-2020  
Seen in 0 pending, 13 claimed, 0 rejected, and 0 other publications > YES NO IGNORE

Mine (4) Not Mine (0) Ignored (0)

#### Add external profiles

- arXiv Author Identifier
- ResearcherID
- Scopus ID
- SSRN Author ID

#### External profiles

Items associated with the following profiles will be automatically claimed for you:

- ORCID : 0000-0002-8623-702X  
Seen in 0 pending, 1 claimed, 0 rejected, and 0 other publications > Manage
- Scopus ID : 26036126300  
Seen in 0 pending, 27 claimed, 0 rejected, and 0 other publications > Manage

#### Add email addresses

- [Email address](#)

#### Email addresses

Items associated with the following email addresses will be automatically claimed for you:

- cg20940@essex.ac.uk Manage
- chris.greer@essex.ac.uk Manage

# Automatic Claiming

Automatic claiming speeds up the process of clearing your Pending list and of picking up future publication data

You can access your Automatic claiming Settings from **Menu > My Profile > Settings > Automatic Claiming**

You can also access it from the Pending page

### Automatic claiming

**i** Please tell us about the identifiers that are used to identify you in external data sources.  
The more you can tell us, the less often you will be asked to verify which items are yours.

**Do these identify you?**  
We'd like to use these to help clear your pending list, and possibly find more of your items online.

 cg20940 Seen in 0 pending, 53 claimed, 0 rejected, and 0 other publications >	YES NO IGNORE
 ResearcherID : AAV-5740-2020 Seen in 0 pending, 13 claimed, 0 rejected, and 0 other publications >	YES NO IGNORE

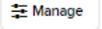
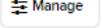
Mine (4) Not Mine (0) Ignored (0)

#### Add external profiles

  arXiv Author Identifier  ResearcherID  Scopus ID  SSRN Author ID

#### External profiles

Items associated with the following profiles will be automatically claimed for you:

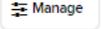
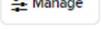
 ORCID : 0000-0002-8623-702X Seen in 0 pending, 1 claimed, 0 rejected, and 0 other publications >	
 Scopus ID : 26036126300 Seen in 0 pending, 27 claimed, 0 rejected, and 0 other publications >	

#### Add email addresses

  Email address

#### Email addresses

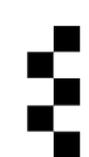
Items associated with the following email addresses will be automatically claimed for you:

 cg20940@essex.ac.uk	
 chris.greer@essex.ac.uk	

# Automatic Claiming

When you go to the Automatic claiming page, you may see a list of data sources under the section **Do these identify you?** The RIS has found these identifiers from external data sources.

Click on the **Yes**, **No** or **Ignore** beside each identifier to update your search profile. Ignored identifiers will not be offered again, (but the identifier will not be used to exclude publications). Clicking **No** will exclude all publications using that identifier.



Identifier Preferences ✕

 **ResearcherID**  
AAV-5740-2020  
Seen in 0 pending, 13 claimed, 0 rejected, and 0 other publications >

What should we do with this ResearcherID?

Auto claim associated items  
 Auto suggest associated items

---

The selected action will:

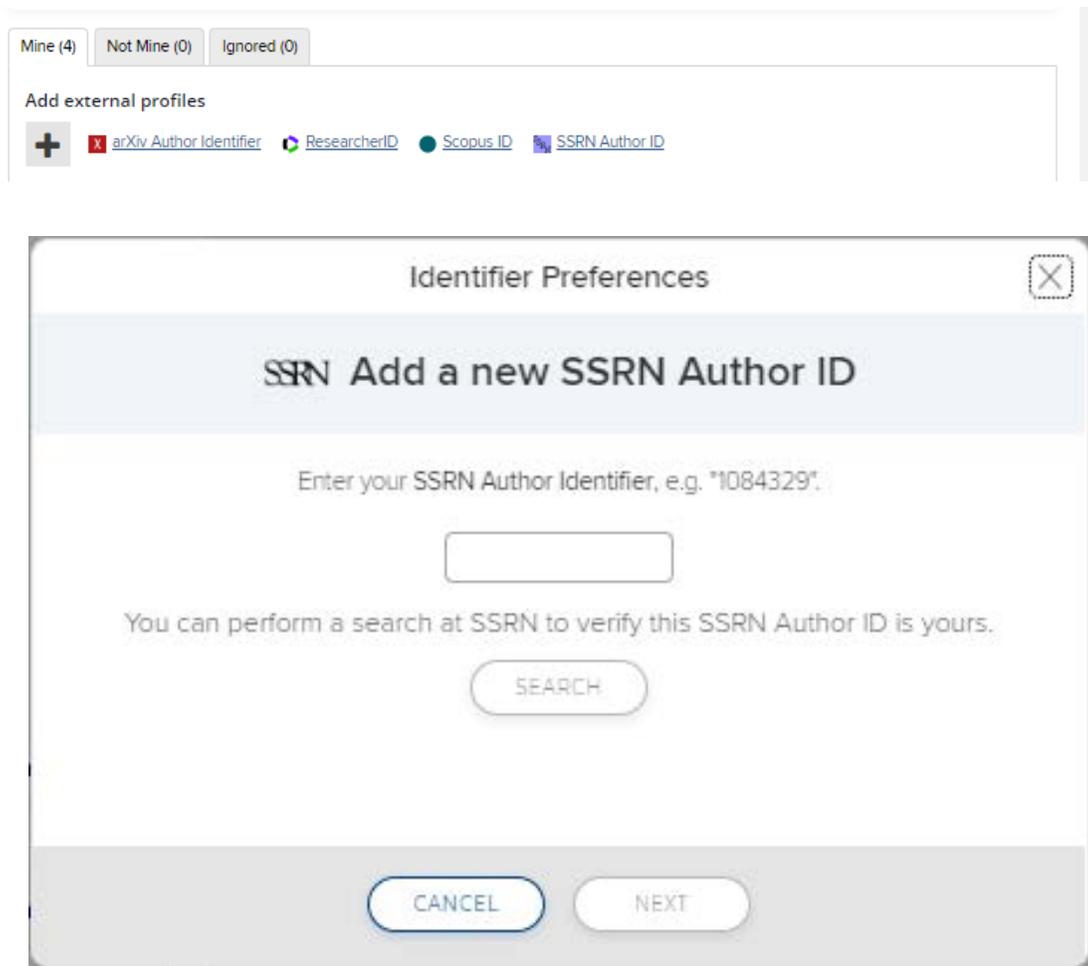
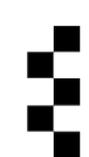
- Cause new items associated with this ResearcherID to be automatically claimed for you.
- Allow the system to show this ResearcherID on your profile

# Automatic Claiming

Clicking the **Yes** button for the identifier will present a confirmation screen that explains exactly what will be done with the identifier if accepted.

The default option is to **Auto claim publications** which means publications with the author identifier will be automatically added to the claimed list. The other option is to ask the RIS to **Auto suggest publications**, which places the publications into the **Pending** list.

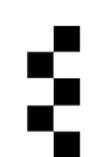
The newly verified identifier will be added to the list of External profiles further down the page.



# Automatic Claiming

If a known identifier is not listed in the suggestions, click on the database name which will open a dialogue box where the identifier can be entered.

If the identifier is recognized, the RIS will retrieve a sample set of articles from the database. Click the **Verify** button and RIS will retrieve all of the items associated with the identifier.



## Name-based search settings

### Status



For some types of online database, you are added to a queue. Searches can finish at different times for various reasons, including other queued searches and the relative speeds of searching each data source.

Source	Last searched	Status
arXiv	17:12 10 Aug 2022	Last search succeeded.
Europe PubMed Central	21:20 10 Aug 2022	Last search succeeded.
PubMed	16:26 22 Aug 2022	Last search succeeded.
RePEc	05:47 11 Aug 2022	Last search succeeded.
SSRN	03:20 11 Aug 2022	Last search succeeded.

Run my searches

[Download](#) Chris Greer's online search history.

# Name Based Search

You can access additional Publications Search Settings from **Menu > My Profile > Settings > Name-based Search**

The status area shows the last time your data sources were automatically searched. The search runs automatically every 2 weeks. By default all users have PubMed, Scopus and Web of Science turned on. Some departments have additional sources.

You can force the search to run immediately by clicking “Run My Searches”. Note: It takes a few minutes to update depending on how busy the system is.

Name-based searches ?

Chris Greer's settings were last modified on 05 May 2020 at 14:04 by Mr Jim Jamieson.

**Name-based search terms**

Name variants: \*  +  
(last name first)

Greer, C. x  
Greer, Chris x

Addresses:  +  
Essex x  
London x

[Switch to advanced view](#)

**Additional search terms**

Start date:

Keywords:  +  
Chris Greer has not supplied any keywords.  
[Switch to advanced view](#)

Journals:  +  
Chris Greer has not supplied any journals.  
[Switch to advanced view](#)

**Specific article IDs**

Article ID:

Online database:  +  
Chris Greer has not supplied any article IDs.

# Name Based Search

Settings allows you to customise the publications searches that don't use Identifiers . In particular make sure that you add the version (or versions) of your name that you publish under. It may be different to the Initials + Surname format that is the default

**Careful!** Additional search terms are restrictive. If you add Keywords or Journals, then the RIS will only retrieve articles that include those keywords or are published in those journals.



# Need help?

## Contact REO Research Systems

[reors@essex.ac.uk](mailto:reors@essex.ac.uk)

[www.essex.ac.uk/staff/research-systems](http://www.essex.ac.uk/staff/research-systems)