UTAS Electronic Publications Collection

Instructions for Author Upload via WARP

Research Performance and Analysis (RPA)

UTAS authors can deposit their research publications into the UTAS system via the Web Access Research Portal (WARP). This is possible for both new publications and past publications.

Minimal information is requested from the author to facilitate a streamlined upload, so authors are not required to enter bibliographic information such as title, journal, volume etc. The necessary information to complete the record will be available for the school Publications Entry System (PES) officer on the uploaded document. This process also ensures that the roles of the PES officer (data entry and quality) and the Academic Coordinator (category verification) are upheld. These are vital quality assurance roles that provide a necessary buffer between author entry and the availability of the item on the web. A buffer is standard practice for repository systems.

Author-upload of new publications (those that are not already in the UTAS system):

1. Check with your PES officer that the author-upload of publications via WARP aligns with your school collection process for publications. A list of current PES officers is [available here]. Then;

2. Go to the [WARP home page]. Click on the large red 'UTAS Staff Access' button on the right of the page. 'Staff access' provides access for current UTAS staff to their individual page (Level 2) and to Management level reporting (Levels 3 and 4). Access to the reporting level is by request and must be approved by the Head of School or Dean of the Faculty. Note that public access (previously Level 1) is now 'Find an Expert' on the left.

3. Once on the UTAS Staff access page click on the 'Individual Access' panel to access your personal WARP page. The link to 'My profile page' on the left side menu will also provide access. Note that 'Individual Access' effectively replaces the 'Level 2' access in the previous version of WARP. It contains the same functionality as Level 2, plus much more.
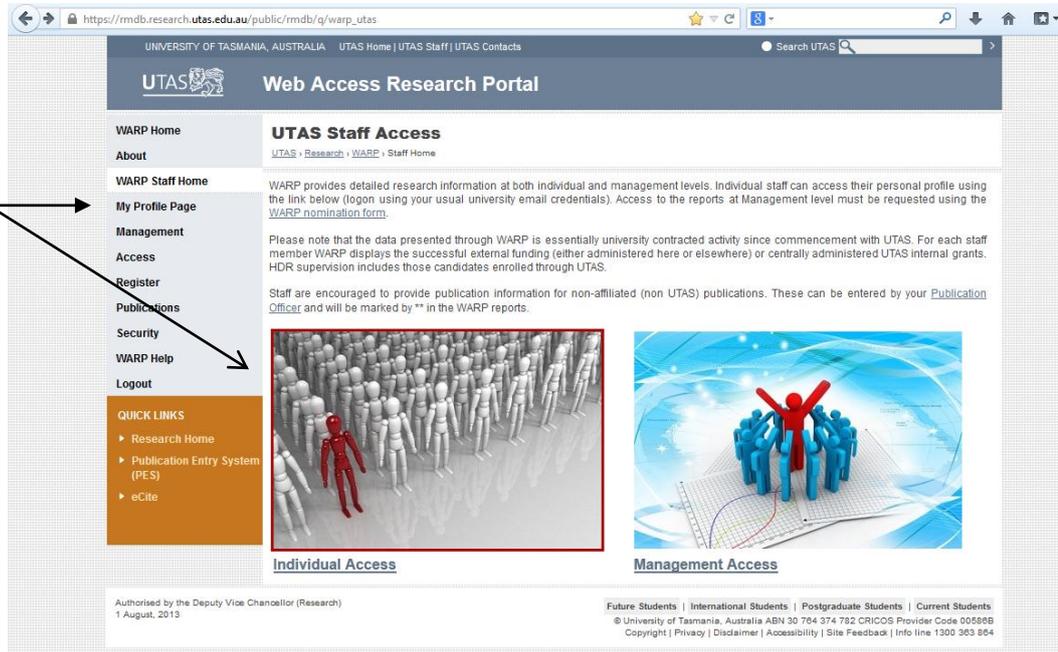

4. If you have not previously done so in this session you will be asked to log on. WARP access is consistent with other university systems, so your usual university email logon will work. Your eight digit employee number and WARP password will also provide access.

5. Once logged on to the individual access, 'My Research Profile', you will note that there is a range of options available. The previous functionality of Level 2 remains, but the links have been presented as images in the new version. To manage your publications click on the 'Publications' panel.

6. To upload new publications to your page click on the 'Upload Publications (RODA)' link.
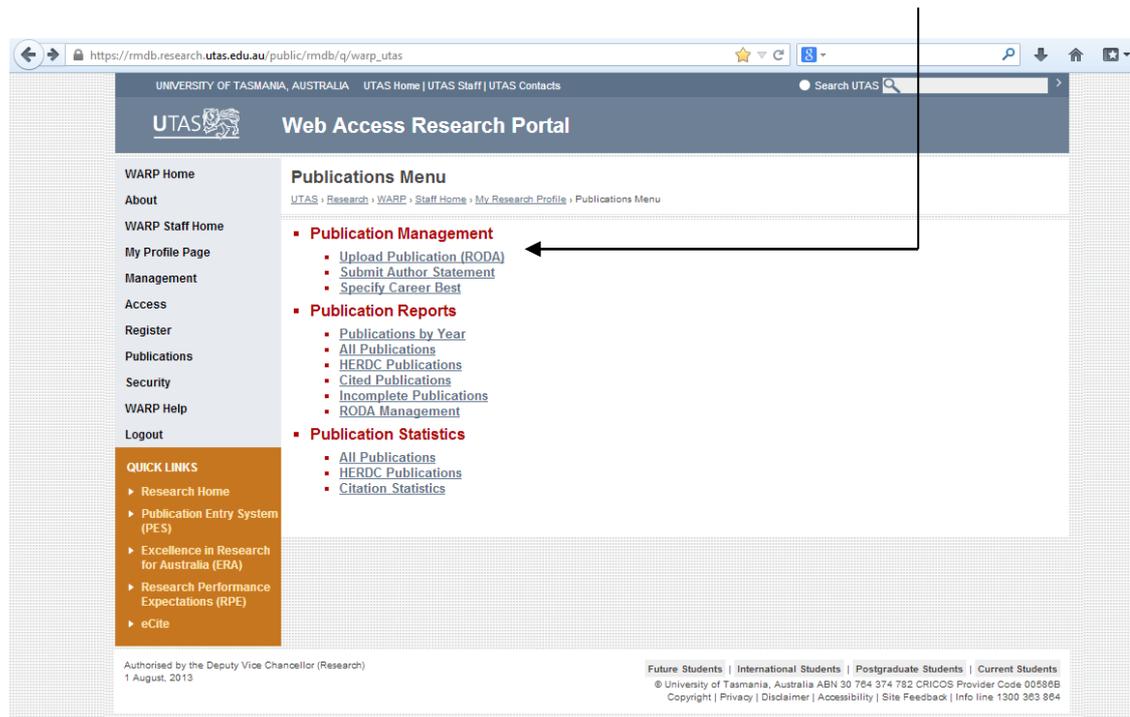
7. You will be navigated to the collection page for research outputs (example below). The boxes for research fields (including FOR, SEO and TOR), funding source and the electronic copy of the item are mandatory.

8. The Central Science Laboratory utilisation fields are not mandatory; only complete this box if relevant.

9. In most cases the electronic copy of the item (**RODA; Research Output Digital Asset**) will enable your PES officer to complete the bibliographic information required for the publication record. If not, ensure that you supply your PES officer with the additional information required for completing your record, for example, the citation or a link to the conference site. Use the 'additional information' field on the collection form for this.

10. In most cases the 'Short Description' field in the 'Upload RODA' section may be left empty. This field need only be filled if there is a distinct characteristic about the electronic copy itself - for example 'Author version', 'Chapter 2', 'opus 92'.

Special note for books:

For copyright reasons (and practicality), please do not upload a full copy of a book. Scan and PDF enough information for your PES officer to complete the record; from the front cover to the beginning of the first chapter will suffice.

WARP publication collection form:

Web Access Research Portal

WARP Home
About
WARP Staff Home
My Profile Page
Management
Access
Register
Publications
Security
WARP Help
Logout

QUICK LINKS
▸ Research Home
▸ Publication Entry System (PES)
▸ Excellence in Research for Australia (ERA)
▸ Research Performance Expectations (RPE)
▸ eCite

Research Output Collection
UTAS › Research › WARP › Staff Home › My Research Profile › Publications Menu › Upload Publication

Responsible Organisational Unit

Organisational Unit   Deputy Vice Chancellor (Research), Office of the

Research Fields

Category: Select Research Output Category

Publication Year: Select Year

Theme Area: Select Theme Area

Field of Research: 060702   ...   Plant Cell and Molecular Biology

Socio Economic Objective: 820299   ...   Horticultural Crops not elsewhere classified

Type of Research: Select Type of Research

Keywords:

Central Science Laboratory (CSL) Utilisation

1. Use of facilities:

2. Advice and assistance:

3. Fabrication of equipment used in the research:

4. Repair and/or maintenance of equipment used in the research:

5. Provision of specialty consumables (eg LN_2, N_2):

Funding Sources

Funding Source: Select Funding Source

Grant Reference: ...

Additional Information

Upload RODA

Filename: Browse...

File Type: Select MIME Type

Short Description: e.g. Chapter 8; Author version; op 28; 192Kbps; etc.

[Menu] [Reset] [Submit]

Authorised by the Deputy Vice Chancellor (Research)
1 August, 2013

FOR and SEO will pre-populate from your most frequently used codes in the system. If the pre-populated codes are not appropriate for the new publication, then select alternative codes using the link button.

Select the funding source using the pull-down. You can link publications to a particular grant by using the grant reference link button. [...]

Click on the button to view your successful grants from the last five years and then select the relevant reference number.

Please enter additional information to assist your PES officer in completing the record, e.g. the citation; conference names, dates, and locations; or changes to your surname.

Please upload an electronic copy of the published version. PES officers will use it to complete the publication record. The publication will be automatically deposited into eCite, and for HERDC items, a copy is required for reporting.

Author-upload of new publications continued:

After completing the WARP form click 'Submit'. Because this is a web-based system, **'submit' is effectively a save, creating a basic (but incomplete) record in the system**. A new page will open advising you that the publication has been received and you will be provided with a five digit identifier in the text at the top of the page.

The PES officer and Academic Coordinator for your school will receive an email advising them that a publication has been uploaded and that the record requires completion. Once completed by the PES officer, it will appear on WARP. You will receive an automatic email advising you that the record has been completed.

Note that after submitting the initial page described above, further information can be supplied for the HERDC publication reference types (only).

Once you have finished entering your publications simply close the tab or log out of your session, especially if you are leaving your computer or your office unattended. **Note: once you are logged out you will not be able to log in again without first completely closing your browser session.**

A note on additional verification material:

Only a select few publication types require verification material; these are the types reported for the annual HERDC (Higher Education Research Data Collection). This is an annual reporting requirement for universities.   There are four reportable types:

- refereed article (A1)
- book of research (B1)
- chapter in an edited book of research (C1)
- refereed full conference paper (F1)

If you have entered a publication in one of these categories which has a current publication year, further information may be necessary to support inclusion of the publication in the annual HERDC. You will be prompted for further information after the initial deposit page above, but this step is not mandatory. Nothing will be lost if you navigate away from this page or close the tab, but providing further information (if available) will greatly assist your PES officer and Academic Coordinator.

For further information on HERDC:

http://www.utas.edu.au/research/performance/higher-education-research-data-collection

For a summary of publication requirements, access the 'HERDC publications requirements summary' on the PES website under 'Information for authors':

http://www.utas.edu.au/research/performance/Research-Publications

For a full description of publication reporting requirements, access the HERDC specification on the departmental website:

http://www.innovation.gov.au/Research/ResearchBlockGrants/Pages/HigherEducationResearchDataCollection.aspx

Copyright provisions:

UTAS library copyright staff checks the copyright status of deposited publications and where permission is granted they are made openly accessible from eCite. Requests from persons seeking a copy of copyright restricted items hosted in eCite are sent to the UTAS author of the item. This is because the right to deal with the item is most likely expressed in the publisher agreement between the Author and Publisher. This means authors will need to be aware of the copyright and contractual limitations that apply to their publications when making a decision to provide a copy. For more information contact the Library's Copyright and Digital Assets (CADA) Team at:

utas.copyright@utas.edu.au.

Glossary of acronyms:

A1: a refereed journal article containing authored research, as per the HERDC specification.

ANZSRC: Australian and New Zealand Standard Research Classification; the collective name for a set of three related classifications developed for use in the measurement and analysis of research and experimental development undertaken in Australia and New Zealand.

B1: books of original research that are sole-authored, or where multiple authors share responsibility for the whole book; refer to the HERDC specification.

C1: an authored chapter in a book of original research; both chapter and book must comply with the HERDC specification.

eCite: the University's research output repository. Publications on WARP appear here with the RODA that can either be downloaded directly (open access) or requested (if there are copyright restrictions).

F1: full conference paper (not abstract) that was peer reviewed on the whole paper. Refer to the HERDC specification for rules.

FOR: Field of Research code, as specified by the Australian and New Zealand Standard Research Classification (ANZSRC).

HERDC: the federal government Higher Education Research Data Collection. Occurs annually and collects information on university publication output and research income. Returns block funding to universities. UTAS receives approximately $39M per annum through the block funding allocation.

ORS: Office of Research Services in the Division of the DVCR. The office provides services in support of UTAS research – grants, consultancies, ethics and publications.

PES: Publication Entry System. UTAS staff research outputs are entered into PES for the purposes of government reporting and for developing academic research profiles (WARP – promotions and discoverability).

RODA: Research Output Digital Asset; the electronic copy of the publication.

RPA: Research Performance and Analysis unit within the Division of the DVCR. RPA are responsible for university research reporting (internally and externally) and for the development and maintenance of the university research management system (including the PES, WARP and eCite interfaces).

SEO: Socioeconomic Objective code, as specified by the Australian and New Zealand Standard Research Classification (ANZSRC).

TOR: Type of Research.

WARP: Web Access Research Portal. Pages are automatically generated from the UTAS research system. It provides a public interface for staff research profiles and a private interface for monitoring the progress of grant applications and ethical clearances, and for uploading publications (individual access). Public WARP records are used for promotions and grant applications. There is a reporting level for management.