The Research Database Artur  
– Reporting publications

If you produce scientific publications and are affiliated with the Åbo Akademi University (ÅAU) the Artur database will help you save time and energy when reporting your publications. You can also use Artur as a platform for building your own digital CV.

Registering publication data in Artur

In order to add new publications to Artur, please click Add new in the upper right corner. Proceed by clicking Publication Management -> Publication.

Now choose among:

- entering the publication data manually. Choose Manually, which is already pre-selected.
- importing publication data from the database Web of Science (WoS) or PubMed. Choose Import from – external sources.
- importing publication data from a file in RIS-format, e.g. from an online reference management tool such as RefWorks, EndNote etc. Choose Import from – file.
Registering publication data manually

Choose Publication type from the list to the left by clicking the relevant category. When moving the cursor over a publication type, you will see more information about the category to your right.

When you have chosen the type of publication, proceed to fill in the blanks in the form. Compulsory information, such as e.g. "Title" and "List of authors", is marked with an asterisk*. You only need to fill in the blanks under the heading "Key information", which is the page that opens when you add a new publication. The other headings, at the top of the page, Library Details and Citations, can be ignored.
Please note:

*List of authors:* Please put a comma in between each author’s name. Do not put a comma between the first name and the surname, since the programme then interprets the names as belonging to two different persons! The names must be written in the exact same manner as in the publication. Examples: Happy H, Grumpy G, Sneezy S

*Author validation:* Click the plus sign in order to add an author. Authors affiliated with ÅAU should be provided automatically. If you cannot find your name, or if you see the word Ended after your name, please contact artur@abo.fi. Find each ÅAU affiliated author and add them by clicking the plus sign in front of the name. If the publication has several ÅAU affiliated authors it is recommended that only one of the authors registers the publication. You can search Artur in order to find out whether a publication is already registered or not.

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**Importing publication data from other databases**

Instead of registering a publication manually, you can download the data from a database. At the moment it is possible to download publication data from Web of Science (WoS) and PubMed. In order to import publication data from this database click *Add new -> Publication Management -> Publication* in the upper right corner, and choose *Import from – external sources*. Enter e.g. your name in the empty search box (see example below) and click *Search*.

A list of publications will appear. Choose the ones you wish to import by ticking the box in front of the title. To the right you will see a heading called *Action*. If a publication is assigned *Import and relate to you* it means that you are free to add the publication to Artur. If the
A publication is assigned *Create author relation to you* it means that your publication has already been added to Artur and you may add your name to the list of authors. If you have already imported the publication yourself, it is assigned *Already your publication or Possible duplicate*. Import the publications you have selected to Artur by clicking first *Validate* and then *Confirm*.

Please check that the data has been correctly imported. Click *Validate your publications* at the bottom of the page, under the heading *Import overview*, in order to see your publications. Click the publication title in order to check and refine the data imported, i.e. you need to add at least all of the required information marked by an asterisk*. Then click *Save & Close, For validation by library* and *Done*.

Please check that the publication type A1, A2 etc. is correct after you have imported publication data from a database. If it is incorrect, you can change it by clicking *Change* under *Publication type*.

### Importing publication data from a file

If you use a reference management tool, such as e.g. RefWorks, and you already have collected your publications in that tool, you may export references from your RefWorks account into RIS format. The references can then be imported into Artur by choosing "Import from – file". For more information, see the library’s manual *How to import references from RefWorks*. 
Managing your own publication data

If you click on Dashboard on the upper left side of Converis' first page you can see under Things to do whether you have any publications not yet sent to the library for validation or whether you have any publications not yet validated by the library.

Under Publication Management -> Publications you can see all your publications added to Artur.

The online database Artur allows free access to lists of all researchers’ publications. If you wish, you can limit the visibility of your own publications online. You can e.g. choose to make only a selection of your most important publications visible. If you wish to “hide” a publication online, tick the relevant box on the list of your publications and choose, under Visibility at the top of the page, whether you want it to be shown publicly or not. On the list of publications you can also see whether a publication is Non-validated, For validation by library or Validated.
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