Research Output Management with AIMS

The CUHK Research Portal

Research Support & Digital Initiatives

研究支援及數碼創新

Outline

▶ Introducing AIMS and its public interface Research Portal

▶ How to update researcher profiles

▶ How to input your publication records

▶ How to deposit the full texts and related the copyright issues

Library Guide on AIMS is available at
https://libguides.lib.cuhk.edu.hk/aims

Introducing AIMS and its public interface Research Portal

香港中文大學圖書館
The Chinese University of Hong Kong Library

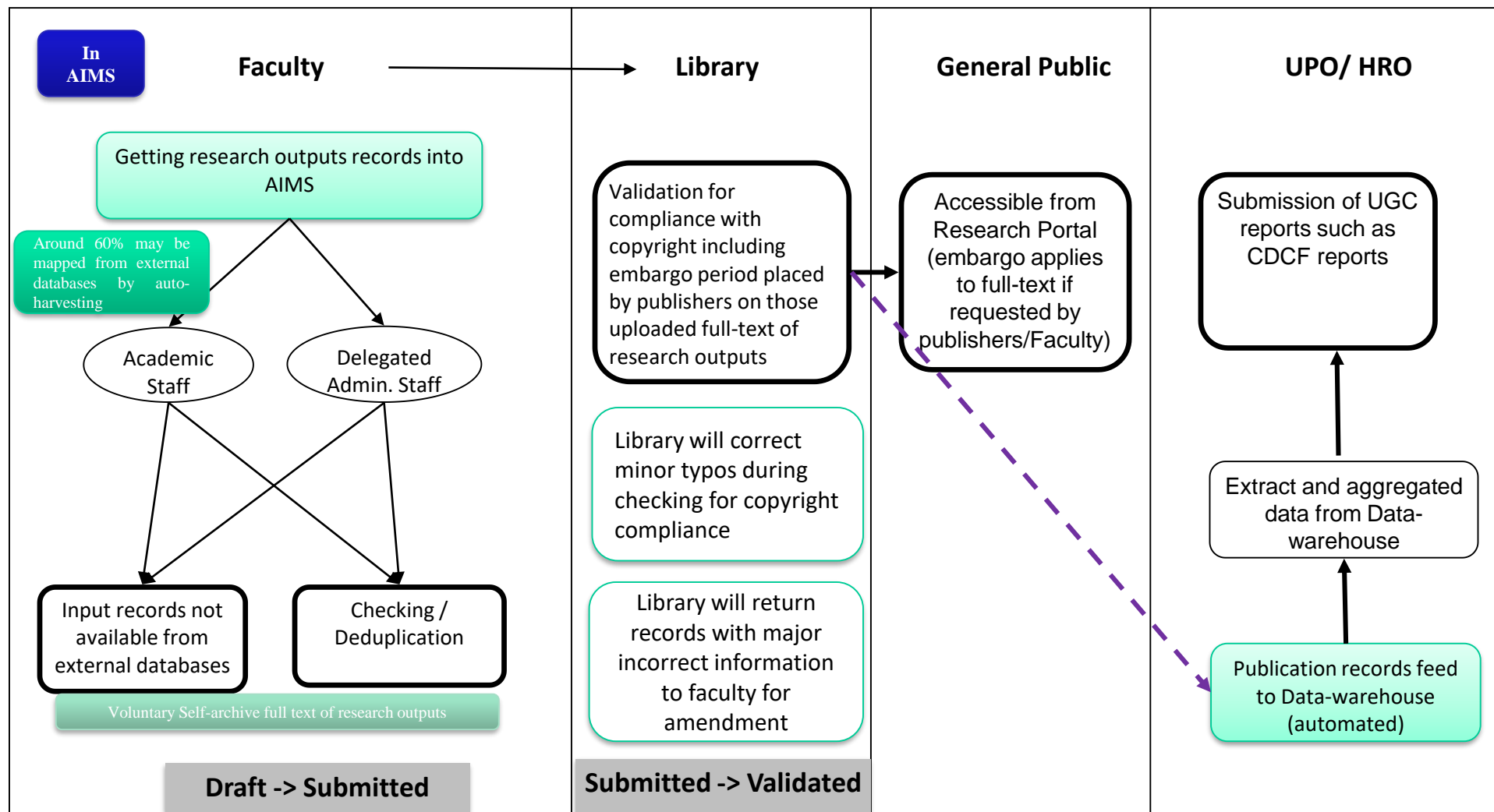# Academic Information Management System (AIMS)

- A one-stop platform for managing CUHK research information

- Launched on 1 Dec 2016
- Majority of the records in AIMS are migrated from Online Publication Input System (OPIS)

Workflow

In AIMS	Faculty	Library	General Public	UPO/ HRO

Faculty:

Getting research outputs records into AIMS

Around 60% may be mapped from external databases by auto-harvesting

Academic Staff

Delegated Admin. Staff

Input records not available from external databases

Checking / Deduplication

Voluntary Self-archive full text of research outputs

Draft -> Submitted

Library:

Validation for compliance with copyright including embargo period placed by publishers on those uploaded full-text of research outputs

Library will correct minor typos during checking for copyright compliance

Library will return records with major incorrect information to faculty for amendment

Submitted -> Validated

General Public:

Accessible from Research Portal (embargo applies to full-text if requested by publishers/Faculty)

UPO/ HRO:

Submission of UGC reports such as CDCF reports

Extract and aggregated data from Data-warehouse

Publication records feed to Data-warehouse (automated)

Access Research Portal

- At Library web site ->
  Research Support

- At the University web site
  ->Research & Impact

Research Portal Interface

Key Features

- Provides both English and Traditional Chinese Interfaces
- Supports general search to locate your desired research outputs / researchers / departments
- Refines search results by subject areas
- Browsing by Research Outputs
- Browsing by Researcher Profiles
- Browsing by Department Profiles
- Lists the latest research outputs added

Research Portal Interface (Research Outputs)

Key Features

- Includes all essential bibliographic information of the research output

- Provides either full-text or links to the full-text of the research output

- Display impact metrics relating to the research output such as citation counts to showcase its impact

- Highlights who are CUHK Authors and links to their Researcher Profiles

Research Output Data either migrated from OPIS or provided by Researchers/Dept Administrators

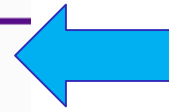# Research Portal Interface (Research Outputs, Times Cited)

Times Cited

Web of Science	6 (as at 23/09/2019) Click here for the latest count
Scopus	6 (as at 23/09/2019) Click here for the latest count

Altmetrics Information

Tweeted by **2**

16 readers on Mendeley

2

See more details

Click and access the WoS or Scopus database to view this record

Times cited in WoS/ Scopus represent the traditional metrics

Click and access the Altmetric database to view this record. Times cited in Altmetric represent the alternative metrics, such as how this output has been used in social media

Altmetric
Providing alternative metrics

User Account

- Researcher Profile will be automatically created for the following type of CUHK members:
  - Full-time and fractional time teaching staff
  - Full-time research staff
  - Full-time and part-time Research Postgraduate (RPg) students
    - Their profiles are hidden in the Research Portal. Profiles can be shown upon request
  - Emeritus professors

*These groups of staff can apply for a Researcher Account by submitting an application form at AIMS Project Website (http://info.aims.cuhk.edu.hk/)
  - Part-time research staff *
  - Administrative staff with publications*
  - Taught Postgraduate (TPg) students*
  - Others as deemed appropriate by the University*

Delegation of authority: ORKTS has sent a memo to Faculties/Departments for nominating administrators for helping researchers to manage research output. Methods are similar to administering researcher's own records

Access AIMS Account

- **Login from [CUHK Research Portal](https://aims.cuhk.edu.hk/converis/portal/overview?lang=en_GB) at https://aims.cuhk.edu.hk/converis/portal/overview?lang=en_GB**

- **Login from [AIMS Project Webpage](http://info.aims.cuhk.edu.hk/) at http://info.aims.cuhk.edu.hk/**

How to update researcher profiles

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The Chinese University of Hong Kong Library
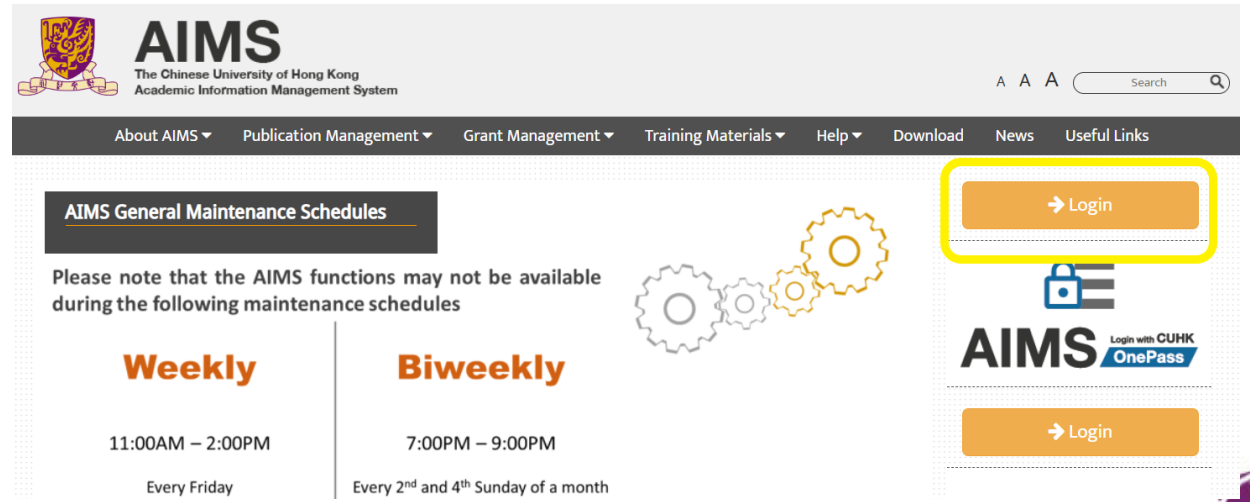
How does a researcher profile look in the Research Portal ?

Update a Researcher Profile

Click "People" from the Dashboard

Click "Edit"

Update a Researcher Profile

Key Information Tab

- Data loaded from CUPIS cannot be changed via AIMS
- For any changes, please approach Personnel Office. The updated data would be synchronized from CUPIS to AIMS

•Changes can be made for the following fields:
  - ORCID (http://orcid.org/, Library Guide HERE)
  - ResearcherID (http://www.researcherid.com/#rid-for-researchers, Library Guide HERE)
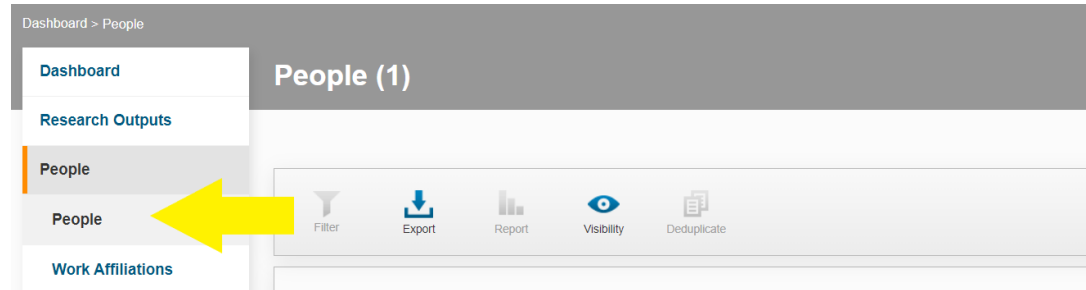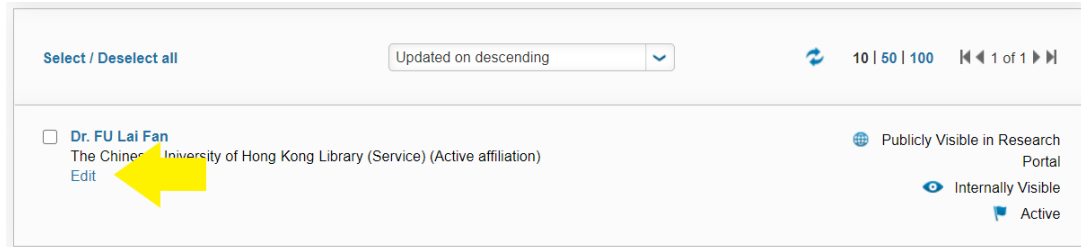 - ISNI (http://www.isni.org/)
  - Phone
  - Email
  - URL (Your personal page in your department/faculty, etc)
  - Picture (A nice profile picture)

Work Affiliations Tab

- Data loaded from CUPIS cannot be changed via AIMS
- For any changes, please approach Personnel Office. The updated data would be synchronized from CUPIS to AIMS

Changes can be made to the following fields:
Other Positions
  - This field allows you to enter any other non-appointment based academic role in addition to your researcher role in the university and community, such as:
    - Director of Research Centers,
    - Editor of peer-reviewed journals

Research Profile Tab

Supervising Students
- Edit your list of supervising students

Research Interest
- List your research interest and your research area

How to input your publication records

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The Chinese University of Hong Kong Library

Do not enter the following research output types to AIMS

These types will be entered by ORKTS:

1. Patents granted
2. Licensing agreements
3. Assignments of intellectual property rights
4. Companies
5. Postgraduate research theses

Do not enter the following research output types to AIMS

- Publications are not affiliated with the CUHK
- For teaching activities such as presentations, lectures, and talks in occasions other than academic or professional conferences, records can be entered under in Staff Profile Update System (SPUS)

Add a new record

- Login to AIMS
- Click "**Add New Content**" -> Research Output

Create a new record
1. Manually Create
2. Import from
- External database
- File

Add a new record

1. Manually Create

-Select the appropriate research outputs type

2. Import from

Select:

-External data sources

-File

Add a new record, Manually Create

- **Research Output Types** are classified according to the classification of UGC's CDCF (Common Data Collection Format) report
- Select the appropriate Research output type

Select the appropriate research outputs type

Research Outputs	Information about the selected research outputs
▶ Scholarly books, monographs and chapters	Scholarly books, monographs and chapters
▶ Journal publications	
▶ Conference papers	
▶ Creative and literary works, consulting reports and case studies	
▶ All other outputs	

Add a new record, Manually Create

- Different forms contain different fields
- Some are mandatory as required by the UGC

- Journal Article Title *
- Abstract
- Publisher/Place of Publication
- Volume Number/Issue Number
- Year*/Month/Day
- Start Page/End Page/Article Number/Number of Pages

* Mandatory Fields

- Research Output Category *
- UGC Research Type *
- Journal Name Selection List
- Language(s)*
- All Author(s) List*
- Input CUHK Associated Authors *
- Fulltext of the Publication (Task 3)
- DOI
- URL
- Acceptance Date
- Publishing Status*
- Census Period*

Add a new record, Manually Create

After selecting a output type, you will see a blank form

1) You can still change a output type

- The form will change accordingly

Key Information *

*Mandatory fields

Research Output Category *

| Publication in refereed journal   1 | ⌄ |

UGC Research Type *

| Select Research Output | ⌄ |

Journal Article Title *

Abstract

Create a new record
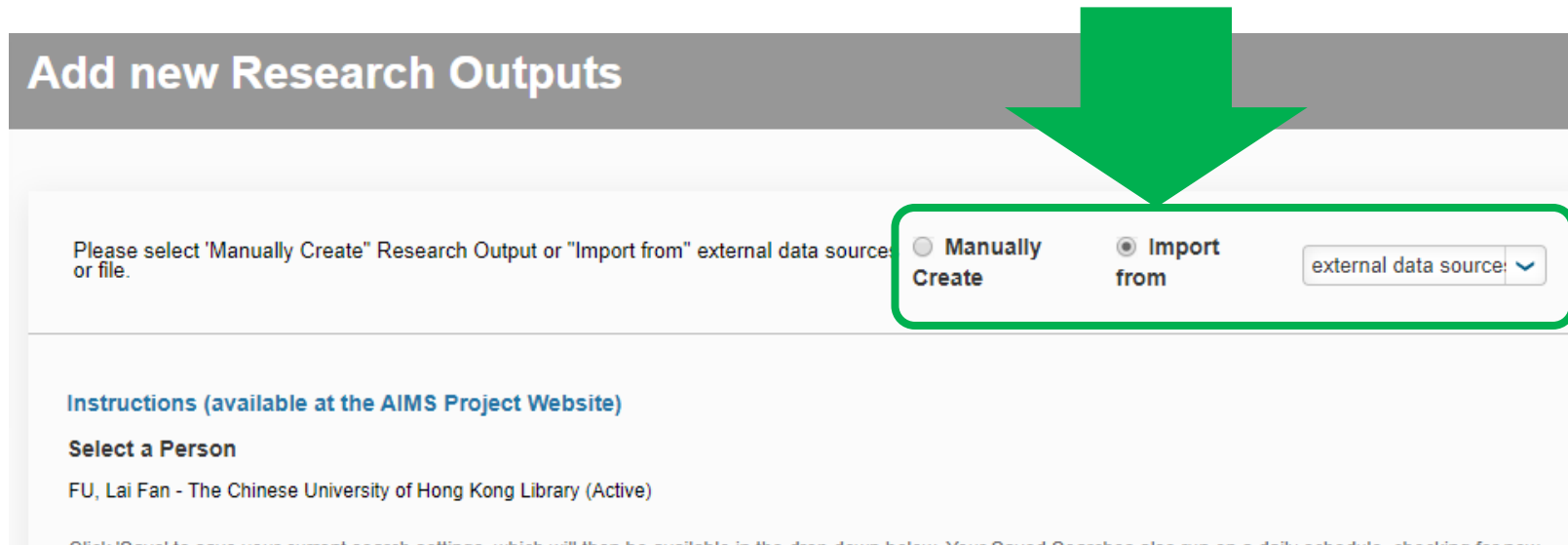1. Manually Create
2. Import from
- External database
- File

Add a new record, Import from

-External data sources
1. Web of Science
2. Scopus
3. PubMed (for Medicine)
4. ORCID

-File (e.g. Bibtex & Endnote)

Add new Research Outputs

Please select 'Manually Create' Research Output or "Import from" external data sources or file.

○ Manually Create   ⊙ Import from   external data source ⌄

Instructions (available at the AIMS Project Website)

Select a Person

FU, Lai Fan - The Chinese University of Hong Kong Library (Active)

Add a new record, Import from External Databases

General Search | ORCID Search

Search publications for

Please search using your alias(es), and/or affiliation.
Example:
For Web of Science searches:
Authors: Chan TM
Affiliation: Chinese Univ Hong Kong
Affiliation (if appropriate): Prince Wales Hosp

For Scopus searches:
Authors: Chan T.M.
Affiliation: Chinese University of Hong Kong
Affiliation (if appropriate): Prince of Wales Hospital Hong Kong

For PubMed searches:
Authors: Chan TM
Affiliation: Chinese University of Hong Kong
Affiliation (if appropriate): Prince of Wales Hospital

Suggested name formats for diff. databases

☑ Web of Science™ ☐ PubMed ☐ Scopus (For Scopus records, please check if the author sequence is correct after importing.)

in field [all ▾]   **Search**

in field [all ▾]   **Clear**

* From year [1900] * to [2099]

1. Check databases to be included
2. Input the name format used in the selected database in the **authors** field or the article title in the **Title** field
3. Input the CUHK in **affiliation** field (please refer to the suggested name format under each database)
4. Or perform the search on each database one by one
5. You may specify the **publication year** if needed
6. Click Search to perform the search

Add a new record, Import from External Databases

You can save the search criteria

1. Enter the search criteria in the search box

2. Click 'Save'

3. Enter a name

Add a new record, Import from External Databases

Import From ORCID

1. Select ORCID Search
2. Check the Web of Science or ORCID box
3. Enter your 16 digit ORCiD ID
4. Press Search Button

Add a new record, Import from External Databases

- Select the items you want to import
- Click "Validate" and then "Confirm"

- Click "Validate your publications"

- Click "Edit" to further edit other fields that has no information from external databases

Add a new record, Import from File

-External data sources

    1. Web of Science

    2. Scopus

    3. PubMed (for Medicine)

    4. ORCID

-File (e.g. Bibtex & Endnote)

Add a new record, Import from File

- Different Major Database gateways offer citation export function that may ease your research output import to the AIMS

- AIMS can accept file format including BibTex, and Endnote format

- Download the files of your desired research output into a folder on your own PC.

Add a new record, Import from File

1

Please select 'Manually Create' Research Output or "Import from" external data sources or file.

○ Manually Create ● Import from   [File ▼]

Instructions (available at the AIMS Project Website)

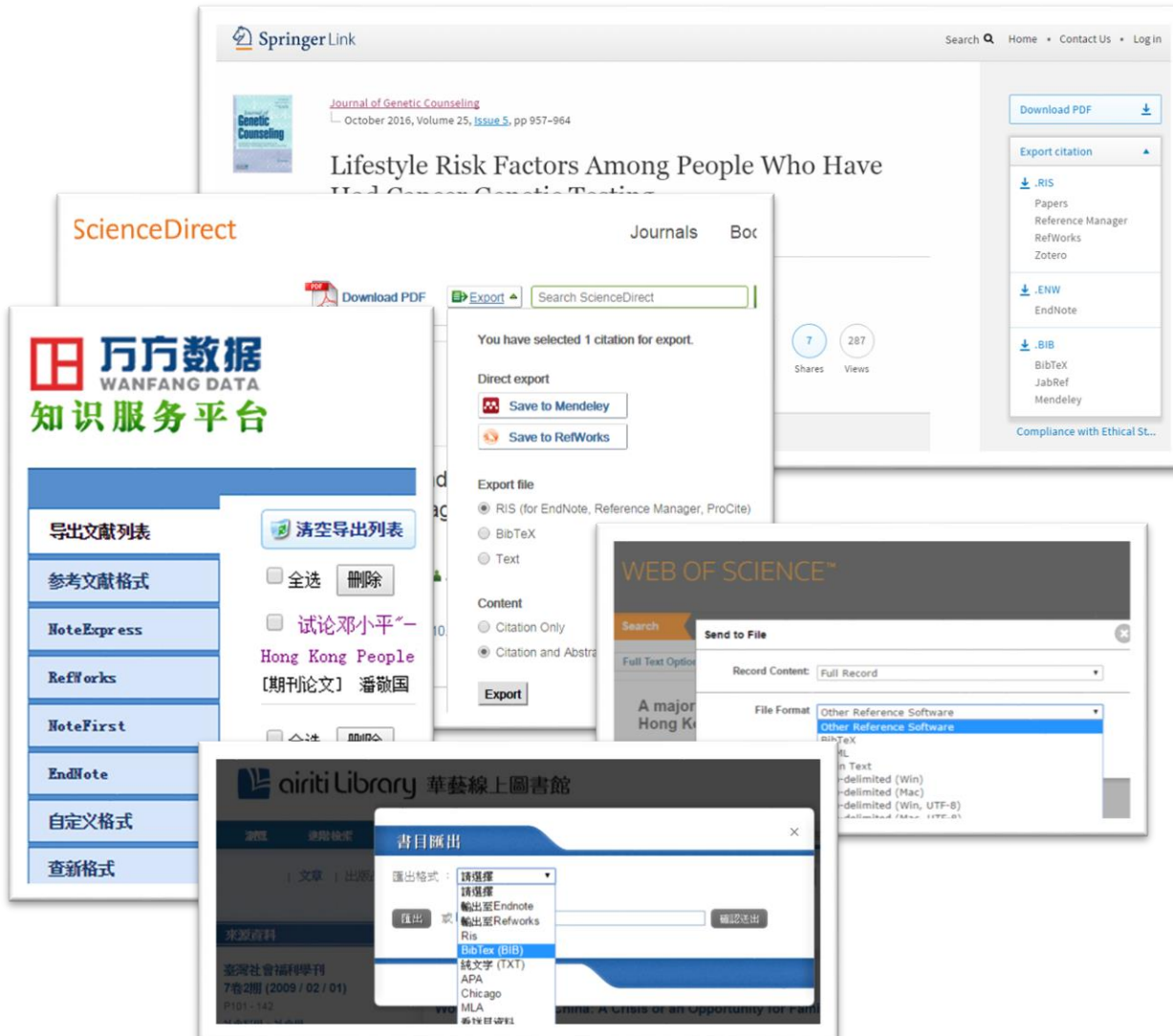**Select a Person**

FU, Lai Fan - The Chinese University of Hong Kong Library (Active)

Select file **2**

📁 Please select your file of publications. Following formats are supported: BibTex and Endnote (XML).

Select file

File name:	Book_Bibtex_Eng_Ebsco.txt 📁 **3**
File format:	BibTeX
Number of entries:	1

Research Output(s)

☐	Title	Date	Action
☐	The Legal and Economic Analysis of the WTO/FTA System.	2016	Import and relate to you

Cancel   **4**   **Import publications**

1. Select "Import from File" from the pull down menu.
2. Click the folder icon and select file from your local computer to upload
3. Select the file of the research output you would like to import
4. Click "Import Publications" to proceed

35

Edit records

香港中文大學圖書館
The Chinese University of Hong Kong Library

Edit Records

- Check if the imported info is correct
- Amend if needed
- Add all mandatory info
  - Especially, info that cannot be imported form external databases
  - Such as "Input CUHK Associated Author(s)" and "Publishing Details"

Edit Records, Input CUHK Associated Author(s)

- Select your role for the research output such as Author, corresponding author
- Input the number of affiliation other than CUHK
- Add other CUHK authors' information by searching their names in the system
  - Using name format in CUPIS
  - Follow the hint text, e.g. "chan, tai man" education

Input CUHK Associated Author(s) *

1. Please click the "+" icon to select other CUHK author(s) of this research output. To facilitate the search, you may put the author name within double quotation marks, use a comma to separate the last name and first name, and end with the department name (e.g. "chan, tai man" education).
2. To search for a former staff, you may enter the author name, the department name, and ended (e.g. "chan, tai man" computer science ended).
3. Please also select capacity of the author.
4. Other than CUHK institutional affiliations (input number only): This refers to the no. of other institutional affiliations of an author as shown in the Title page. The weight of a publication will be divided by the number of such affiliation (For CUHK Staff only)

		Name	Department/Faculty	Other than CUHK institutional affiliations (input number only)	Capacity		
1	⌄	FU, Lai Fan	The Chinese University of Hong Kong Library (Service)	0	Select Capacity ⌄	✉ ✎ 🗑

➕

Edit Records, Input CUHK Associated Author(s)

Edit Records, Publishing Details

Publishing Details *

For Accepted/ Advance Online Publication, please provide the Accepta
Period. The publication will be shown in the Activities Report of the cor

Acceptance Date
(dd/mm/yyyy)

[   ] 🗓

Publishing Status *

[Published   ⌄]

Census Period *

This census period is to facilitate compilation of the annual CDCF and
census period selected. Please note that if your research item has bee
census period.

[Select Census period   ⌄]

Select Publishing Status

1. Accepted

- Add Acceptance Date
- Note: Advance online publication/ Epub ahead of print is considered as "Accepted" not "Published"

2. Published

- Selecting the Census Period according to the date In-Print/ formal publication date

Submit records

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The Chinese University of Hong Kong Library

Submit Records after Editing

- After filling in the form, please choose "Submit" to proceed.

| Cancel | Save | **Submit** |

- A message box will be prompted, please select "Submit" to send the records to the Library.

- After Library change the status of the record to "Validated", your research output will be shown in the Research Portal

Set status

Please change the status first to enable the comment field.

Draft
Choose this status if you have started but not yet finished the record. It will be saved in Draft mode for further editing.

Submit
Choose this status if you want to submit the record to the Library for validation.

| Cancel | Done |
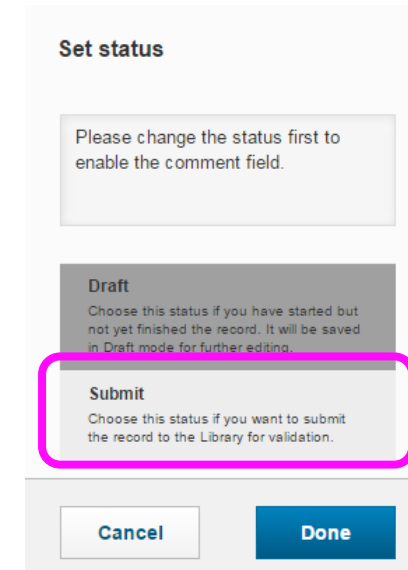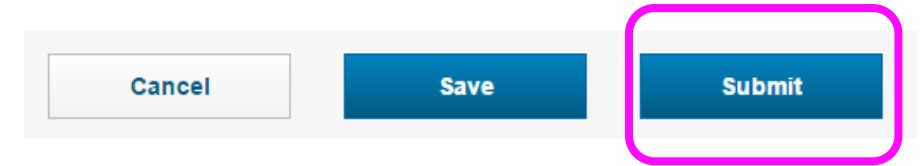
Records in Submitted status will also be drawn to different reports

Duplication:
Check if a publication record exists in AIMS before create a new one

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The Chinese University of Hong Kong Library

How to Check Duplication?
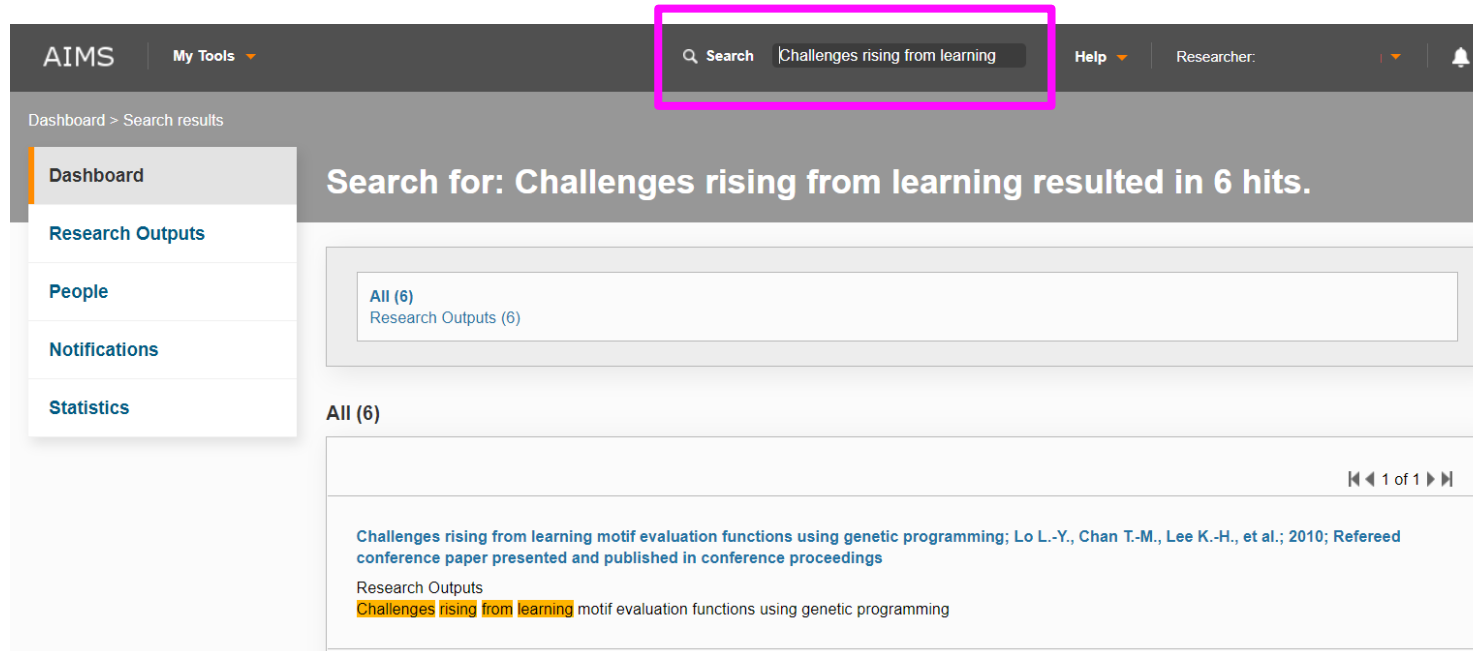
- Before creating a new record, you may use the filter function to check duplication

- Filter function allows you to search records you have right to view

How to Check Duplication?

- You may also use the search function to view all records in AIMS (expect records with draft status)
- If the research output has been submitted/validated in AIMS, please contact us to add additional CUHK authors
  - Email to researchportal@lib.cuhk.edu.hk

How to deposit the full texts and related the copyright issues

Self-Archiving

- Depositing an electronic version of a research paper online in order to make it publicly accessible.

- Purpose: make the full text of the research output of scholars/scientists and their institutions visible, accessible, harvestable, searchable and useable by any potential user with access to the Internet.

- Who should do: authors of these articles

- Different copies of a research output can be self-archived:
  - Pre-refereeing preprint
  - Peer-reviewed, published postprint
  - Publisher's record

Publication Record with Full Text
in the CUHK Research Portal

香港中文大學學術研究文庫
The Chinese University of Hong Kong Research Portal

Research Resources	CUHK UPDates	Theses	Experts List	User Guides	About Us

Research Outputs > Two novel species of tetrodotoxin-producing bacteria isolated from toxic marine puffer fishes

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Department Profiles

Research Areas

Two novel species of tetrodotoxin-producing bacteria isolated from toxic marine puffer fishes
Publication in refereed journal

CUHK Authors

Professor WONG Po Keung (School of Life Sciences)

Full Text

View Full-text in CUHK

Digital Object Identifier (DOI)   http://dx.doi.org/10.1016/j.toxicon.2004.07.021

DOI for CUHK Users   http://easyaccess.lib.cuhk.edu.hk/login?url=http://dx.doi.org/10.1016/j.toxicon.2004.07.021
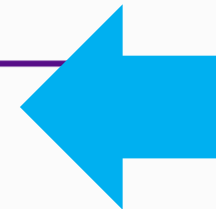
Times Cited

Web of Science   66 (as at 07/09/2020) Click here for the latest count
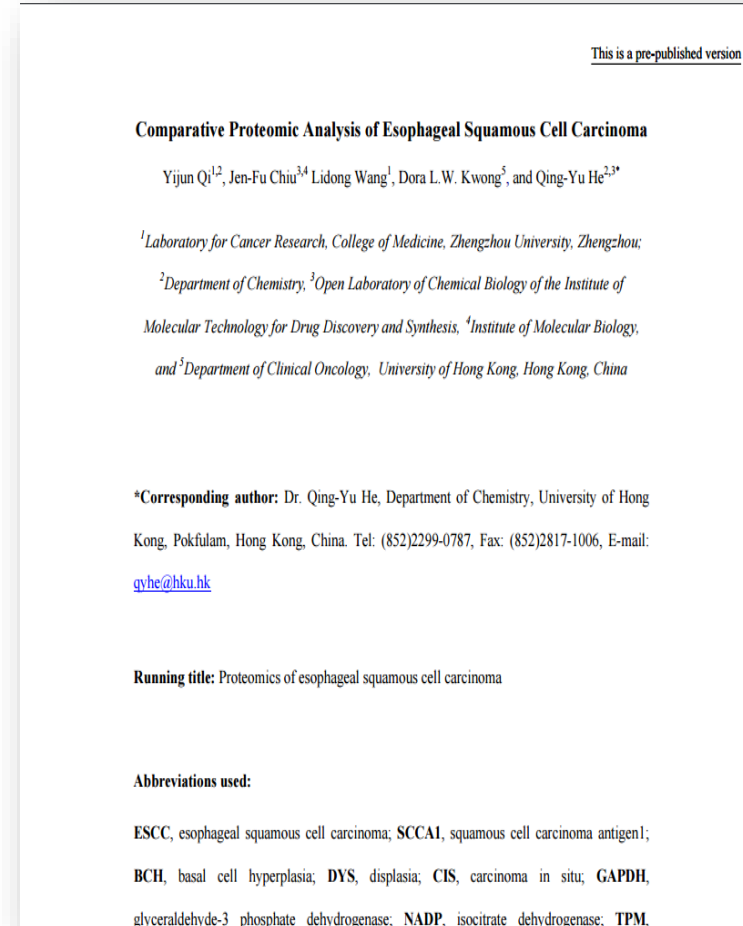
Other information

Abstract   Out of eight dominant discrete bacterial colonies isolated and purified from the toxic marine puffer fishes collected in Hong Kong waters, two novel species of non-sporing, non-acid-fast and chemoorganotrophic

Full-text Versions for Self-Archiving – Pre-refereeing preprint

- the original version of the manuscript as it is submitted to a journal

- has **NOT** gone through a process of peer review

- typically looks like a term paper - a double spaced .doc file with minimal formatting.

This is a pre-published version

Comparative Proteomic Analysis of Esophageal Squamous Cell Carcinoma

Yijun Qi[1,2], Jen-Fu Chiu[3,4] Lidong Wang[1], Dora L.W. Kwong[5], and Qing-Yu He[2,3*]

[1]*Laboratory for Cancer Research, College of Medicine, Zhengzhou University, Zhengzhou;* [2]*Department of Chemistry,* [3]*Open Laboratory of Chemical Biology of the Institute of Molecular Technology for Drug Discovery and Synthesis,* [4]*Institute of Molecular Biology, and* [5]*Department of Clinical Oncology, University of Hong Kong, Hong Kong, China*

Corresponding author: Dr. Qing-Yu He, Department of Chemistry, University of Hong Kong, Pokfulam, Hong Kong, China. Tel: (852)2299-0787, Fax: (852)2817-1006, E-mail: qyhe@hku.hk

Running title: Proteomics of esophageal squamous cell carcinoma

Abbreviations used:

ESCC, esophageal squamous cell carcinoma; SCCA1, squamous cell carcinoma antigen1; BCH, basal cell hyperplasia; DYS, displasia; CIS, carcinoma in situ; GAPDH, glyceraldehyde-3 phosphate dehydrogenase; NADP, isocitrate dehydrogenase; TPM,

(Source: https://blogs.scientificamerican.com/information-culture/understanding-your-rights-pre-prints-post-prints-and-publisher-versions/)

Full-text Versions for Self-Archiving – Peer-reviewed, Post-Print

- has gone through the peer review process

- the final version of the paper before it is sent off to the journal for publication

- it may be missing a final copyedit (if the journal still does that) and won't be formatted to look like the journal.

- still looks like the double spaced .doc file.

- the term "pre-print" is sometimes used interchangeably with "post-print," but when it comes to permissions issues, it is important to clarify which version of a manuscript is being discussed

Appears in: ZIZEK, BORIS and HANNA PIEPENBRING (eds.) (forthcoming): *Formen der Aneigunng des Fremden*. Heidelberg: Universitätsverlag Winter.

Appropriate meaning:

Discursive struggle and polyphonic semiosis in Indian hip hop

Jaspal Naveel Singh, Cardiff University

Introduction: The double sense of 'appropriate' in poststructuralist semiotics

This volume suggests that appropriation (*Aneignung*) is neither a process of direct mapping of the other onto the self, nor does appropriation merely construct social and physical reality for appropriators. Rather appropriation is always already imbued with subjectivity, which reconstructs and builds on existent material circulating in and across life-worlds. This chapter will further our understanding of such processes by drawing attention to the semiotic foundations of appropriations, which structure the possibilities for taking subject positions. In particular, I will address processes of appropriation by focusing on the case of polyphonic semiosis, or meaning making through a layering of multiple voices, which has been put forward in poststructuralist strands of linguistics and the social sciences.
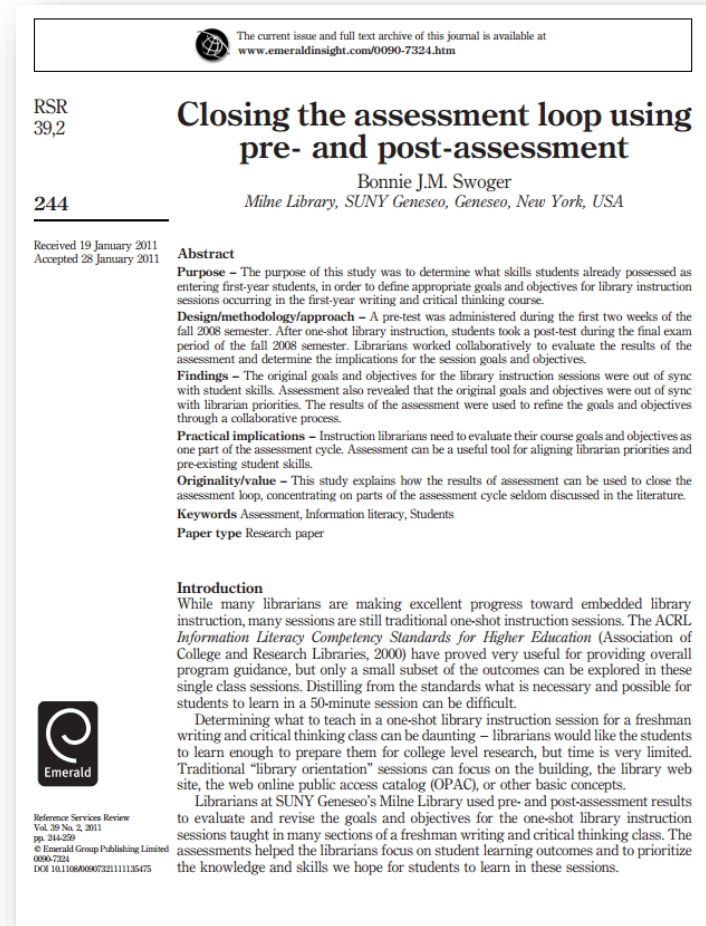
In this chapter, I discuss how actors appropriate meaning. In order to understand appropriation of meaning, I suggest that appropriateness of meaning plays a crucial role. I argue that appropriation occurs when appropriateness is changed or rescaled. The term 'appropriate' thus has to be read in a double sense: as a verb (*aneignen*) and as an adjective (*geeignet*).[1] I discuss appropriations in Indian hip hop, a subcultural practice that emerged in urban centres of South Asia in the last decade. Hip hop culture in general developed in the 1970s in New York City and it has been codified by one of its founding fathers Afrika Bambaataa as consisting of five elements: graffiti writin (or spraying), breakin (or breakdancing), deejayin (or DJing), emceein (or rapping) and knowledge (CHANG 2005). Over the last 40 years hip hop has become a global phenomenon (MITCHELL 2001; ANDROUTSOPOULOS 2003; ALIM, IBRAHIM and PENNYCOOK 2009; TERKOURAFI 2010), forming what ALIM (2009) calls a Global Hip Hop Nation, in which ideas, aesthetics, forms and practices circulate across national borders and offer youth to imagine themselves as part of a cosmopolitan subculture. Based on material

Full-text Versions for Self-Archiving – Publishers version / PDF

- the version of record that is published on the publishers website

- look quite spiffy, having been professionally typeset by the publisher

- Library databases will link to this version of the paper

(Source: https://blogs.scientificamerican.com/information-culture/understanding-your-rights-pre-prints-post-prints-and-publisher-versions/)

Deposit the full texts

- Select the record to be edited
- Click "Edit"

Check the right version of full texts

- Scroll down to "Journal Details" to view the publisher's policy
- If can't be shown, go to https://v2.sherpa.ac.uk/romeo/
- Prepare the right copy (Post-Print or Publisher version) of full-text as required and save it in your own PC

Deposit the full texts

- Scroll down the input form until you see "Fulltext of the Publication"
- Click this button to upload the right version of full text
- Select embargo date if required

Tips on Managing Your Research Output

- Please input information as accurate as possible to save time for Library to validate your input
- Encourage you to update your publication list from time to time and not before the deadline of report submission (May-Oct)
  - Advantages:
    - Showcase your latest publications
    - Library has more time to validate