

# SIGARRA PUBLICATIONS MODULE

## User Guide

01.2023 | FEP Documentation and Information Service - Library

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## INTRODUCTION

The publications module on the SIGARRA platform reflects the scientific output of the institution's educators. FEP uses this tool to assist in the production of scientific activity reports for various purposes. This is a University-wide module, thus encompassing authors from various areas of study and Constituent Entities (CE) and feeding the UP's open-access repository, which in turn feeds the RCAAP. The module becomes particularly relevant in the context of its interaction with other important SIGARRA modules, as demonstrated in the following diagram:

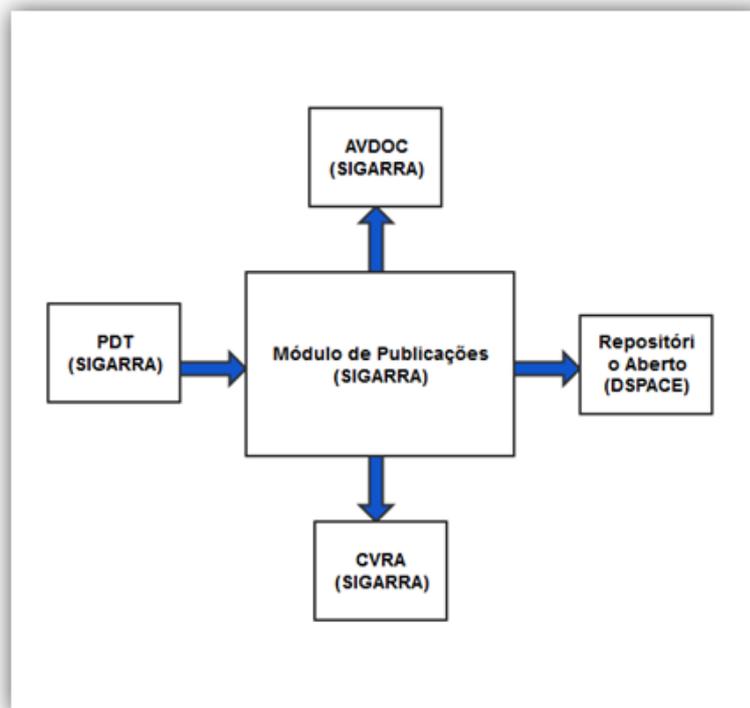


Figure 1 - Interaction with other modules and systems  
Source: UP Digital Publications Manual

The publications module has evolved over time, with its integration with the Authenticus system representing an important advancement that facilitated information input and allowed for greater data consistency.

The Authenticus system is a project developed by the University of Porto and CRACS/INESC

TEC and co-financed by the FCT with the goal of building a national repository for metadata on publications written by researchers affiliated with Portuguese institutions. The system imports publications from multiple indexing databases, provides a specialised interface for researchers and institutions to validate or reject the proposed associations and allows for interoperability with other systems. Currently, Authenticus aggregates publication information from the following sources: SCOPUS, ISI Web of Science/ISI Web Knowledge, Cross Reference, Google Scholar, DBLP and ORCID.

The SIGARRA publications module and Authenticus both provide online manuals, FAQs and other tutorials that should be consulted in any event of doubt.

The following sections succinctly explain how to work with the publications module in a manner that is intuitive and that helps increase productivity, avoiding redundancy when entering information, information duplication and possible inconsistencies resulting therefrom.

**IMPORTANT:** A publication may be uploaded directly to the SIGARRA system, but this should only be done when the publication does not exist on any of the sources that feed Authenticus, which are SCOPUS, ISI Web of Science/ISI Web Knowledge, Cross Reference, Google Scholar, DBLP and ORCID.

It is highly recommended to use the following flow:



## VERIFYING A PUBLICATION ON AUTHENTICUS

To verify a publication on Authenticus:

- a. **Access Authenticus** at <https://www.authenticus.pt/>.
- b. Click on **Sign in** -> **Local Sign In** and proceed to the **Federated Authentication (Autenticação Federada)** using your institutional email and SIGARRA password (see Figure 2).

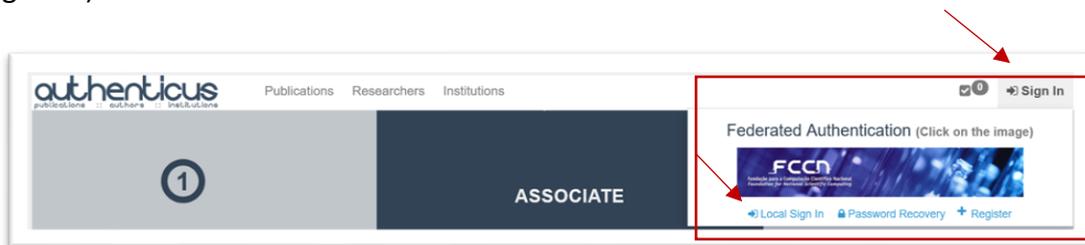


Figure 2 - Federated Authentication on Authenticus

- c. After logging in, the **My Data** section provides access to all of the author's data (see Figure 3).

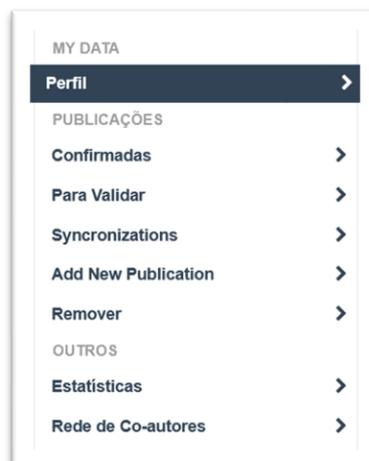


Figure 3 - Navigation bar on Authenticus

- d. In **Profile (Perfil)**, all the author's data can be viewed and/or edited, such as names

used, emails, scientific areas, etc. (see Figure 4).

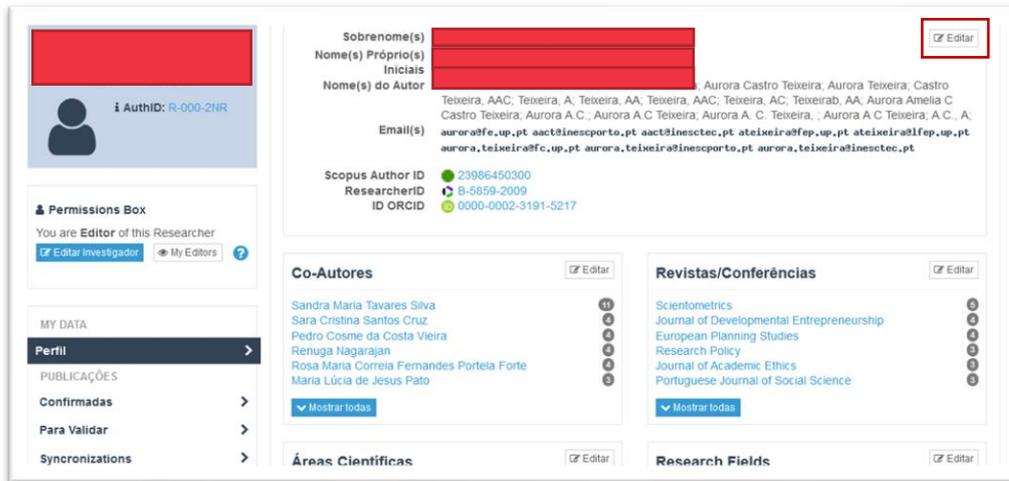


Figure 4 - Author's profile picture on Authentiscus

- e. The **Confirmed (Confirmadas)** section contains all confirmed publications, organised by database type (sources) and conveniently updated with their respective citation(s). They may also be ordered by document type and year (see Figure 5).

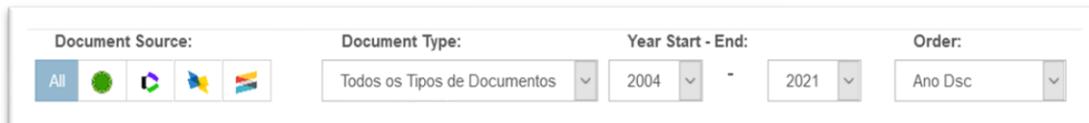


Figure 5 - Header of the list of confirmed publications on Authentiscus

- f. The **“To Validate” (“Para Validar”)** section contains the **Publications awaiting confirmation (Publicações a aguardar confirmação)**, which are those pending verification by the author, presented in three distinct publication lists: **Identified (Identificadas)**, **Duplicates (Duplicadas)** and **Selected (Selecionadas)** (see Figure 6):



Figure 6 - Publication awaiting confirmation by the author in Authenticus

- **Identified** - Publications that Authenticus has identified as having a high likelihood of belonging to the associated author. If the publication does not belong to you, you should select “no” (“**não**”); those marked with “yes” (“**sim**”) and that are correctly associated are moved to the **confirmed publications (publicações confirmadas)** list. At the end of the list, you should confirm the selected publications (see Figure 6).
  - **Duplicates** - List of repeated publications where you should select only the correct one, or join them in the case of different indexing.
  - **Selected** - This is where you can find added publications awaiting confirmation by Authenticus, and where you can make changes to name formats if incorrect.
- g. Synchronisations** - This is where you can run a synchronisation with the databases associated with Authenticus.
- h. Add New Publication** – This is where you can add publications missing from Authenticus using a search of the WOS/SCOPUS databases, or using the publication’s DOI. Various publications can be added simultaneously, separated by a comma, semicolon or on separate lines, and then clicking on **Next** (see Figure 7).

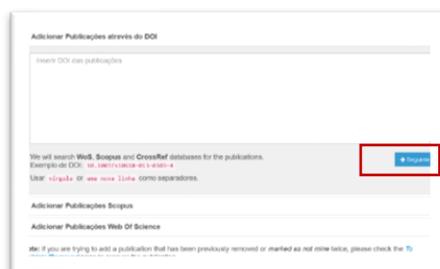


Figure 7 - Add publication to Authenticus using its DOI

- i. All found publications will stay on the list of publications **to validate**, where they should be verified and confirmed by their authors.
- j. **Statistics** – Besides allowing for the consultation of all statistics by index and citations, this option also allows you to update validated publications by clicking on **Update Statistics** (see Figure 8).

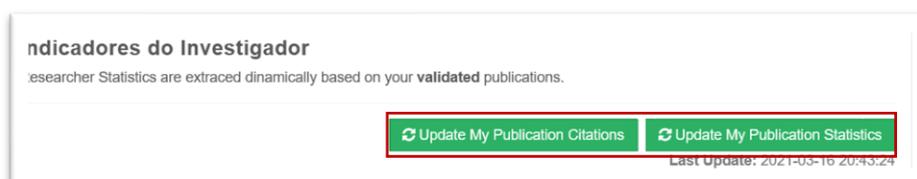


Figure 8 - Update added publications and citations on Authenticus

## SYNCHRONISATION WITH AUTHENTICUS

Synchronisation with Authenticus allows new publications and/or updates to be imported to SIGARRA, which are always recorded on the publication's base version. An author's publications will be updated whenever there is a synchronisation request.

Once Authenticus has automatically synchronised the ISI and/or SCOPUS indices, the citations will be automatically updated, even if they have already been validated; after this point, however, it will no longer be possible to edit, delete or upload via SIGARRA.

After verifying the publications on Authenticus, you should run the synchronisation with SIGARRA from the Dashboard of your personal page by following these steps:

- a. Log in to SIGARRA.
- b. Dashboard -> synchronise with Authenticus.

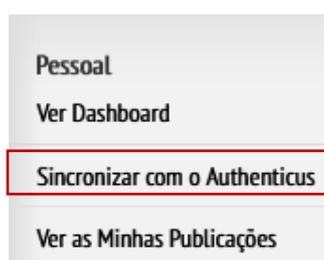


Figure 9 - Synchronise Authenticus with SIGARRA

## ADDING A PUBLICATION TO SIGARRA

- a. In the SIGARRA publications module, select the **New Publication (Nova Publicação)** option from the right sidebar menu (see Figure 10).

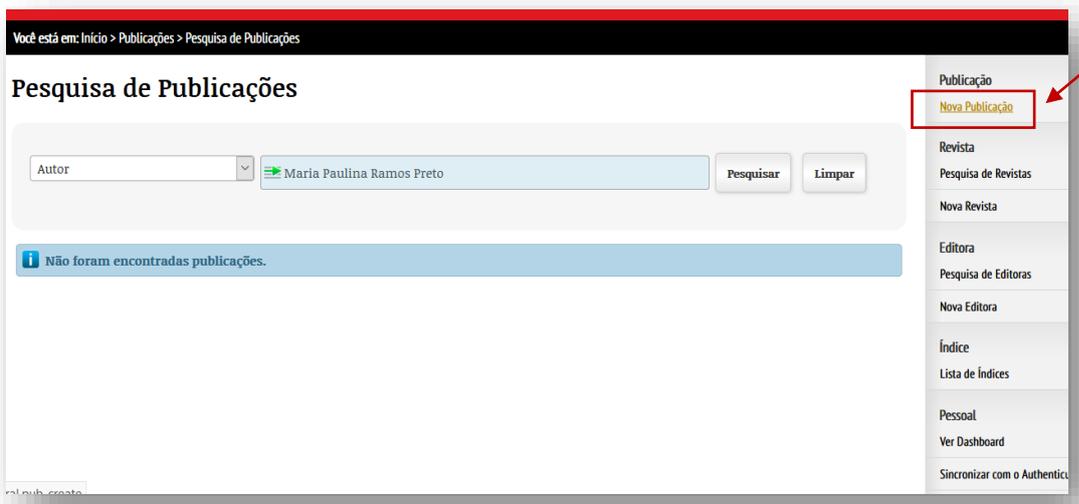


Figure 10 - Upload a new publication to SIGARRA

- b. Fill in the required fields, such as **Publication Title, Type of Publication, Date of Publication** and **DOI**, when applicable, and click on **Create Publication (Criar Publicação)** (see Figure 11).

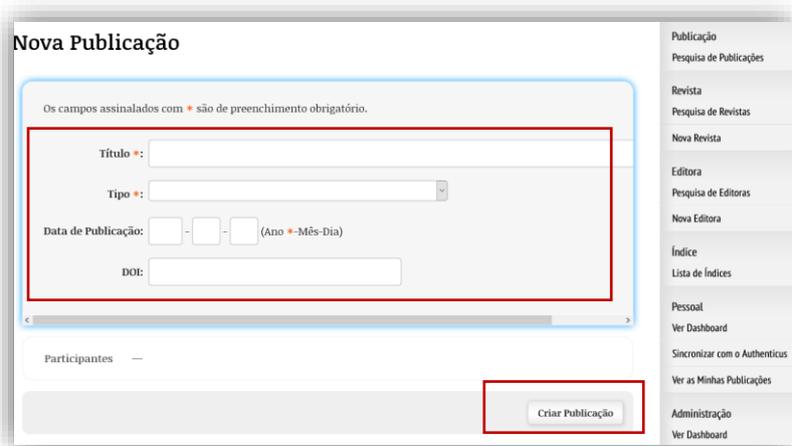


Figure 11 – Filling in the publication title, type, date and DOI fields

- c. Identifying the type of publication is very important, given that this will determine the fields to fill in to correctly identify the publication, and should be selected from the list of **Types (Tipos)** (see Figure 12).

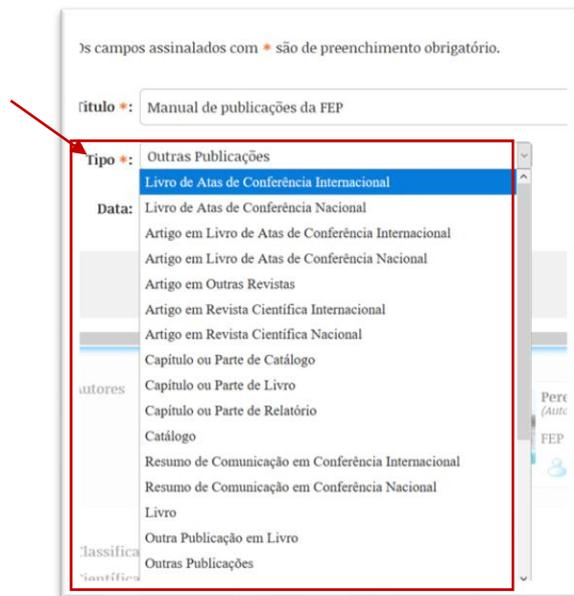


Figure 12 - List of Publication Types

- d. Add the **Participating (Participante)** [author(s)] in the same order as they appear in the publication; choose if they are **internal (interno) (UP)** or **external (externo)** so that the affiliations may be appropriately associated. You must ensure that the **Name Format (Forma de Nome)** has been correctly configured in the Dashboard; for UP users, simply perform a search by clicking on the field with a green arrow (see Figure 13).

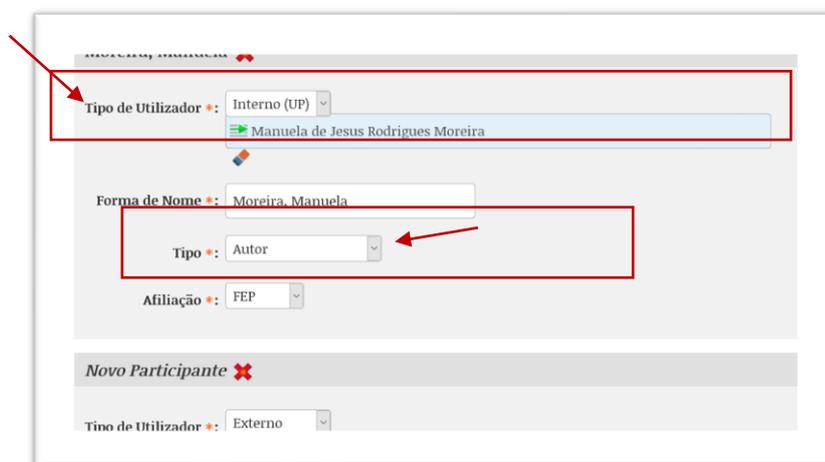


Figure 13 - Add internal UP author(s)

- e. **Type** of authorship (select from the available list - Author, Editor, Coordinator, etc. (see Figure 14)).

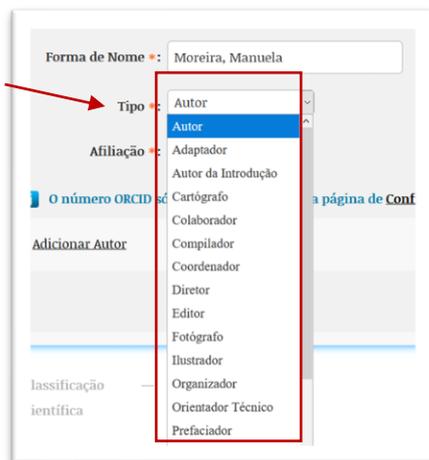


Figure 14 - List of responsibility types

- f. Add the maximum number of elements to correctly identify the publication in the source (e.g., for Conference Papers and Book Chapters, the fields for Book Name and ISBN should be completed).

**IMPORTANT:** The team with verification/validation privileges in the publication module can edit, change and delete information from the base version. These actions are made available when requested by the authors or when a correction is required to maintain the consistency of FEP's academic output database.

## CONFIGURING THE NAME FORMAT IN THE DASHBOARD

- a. Configuration of the **Name Format (Forma de Nome)** is done through the Dashboard [Personal area -» Dashboard] and can be edited at any time by clicking on the pencil in the upper right corner (see Figure 15).

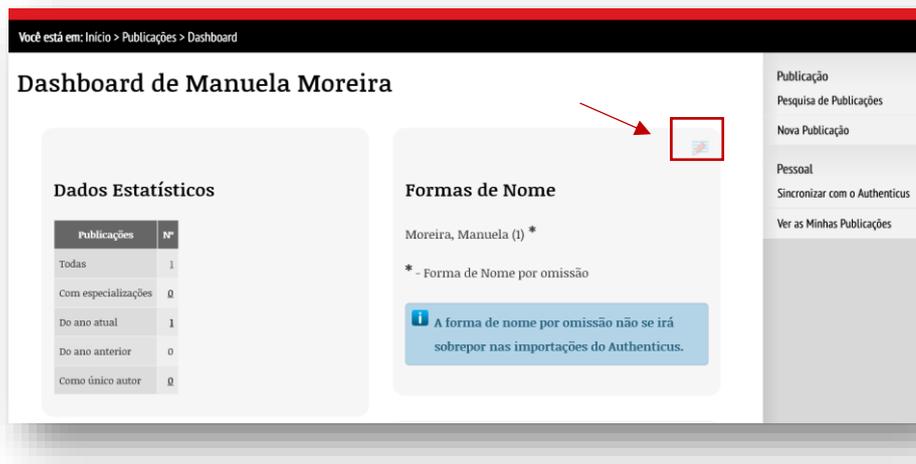


Figure 15 - Editing the name format in the Dashboard

- b. If various name formats exist, the default format should be selected; if you wish for that name format to overwrite the format imported from Authenticus, simply select that option on the form (see Figure 16 and 17).



Figure 16 - Default name formats

**Formas de Nome**

Nome

Moreira, Manuela

Moreira, MJR

+ Adicionar Forma de Nome

Sobrepôr nomes importados do Authenticus com a fo  
por omissão.

Figure 17 - Overwriting the name format of publications imported from Authenticus

At the end of the process, a base version of the publication with a unique ID will be created, and the page of the publication will have two buttons, **Verify Publication (Verificar Publicação)** and **Delete Publication (Eliminar Publicação)** (see Figure 18).

Versão: Base ▾

Verificar Publicação

Eliminar Publicação

Figure 18 - Verify or delete publication

If the author of the publication clicks on **Verify Publication** on the base version, the system creates an author's version that will only be used in the Educator Evaluation Module (Módulo de Avaliação do Docente) (AVDOC) and CV. It should be noted that, as soon as an author's version is created, the verification/validation team (the Library) will no longer be able to edit the publication.

The author can **Delete the Publication** only if they are the sole author and if it has not yet been validated by the services. Otherwise, you must request its deletion from the Library.

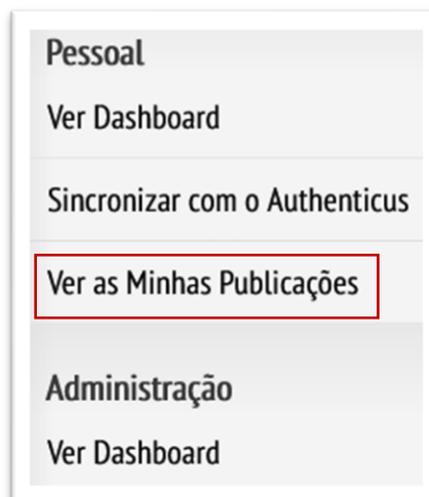
## HOW TO CHANGE/CORRECT PUBLICATION INFORMATION

When the author who created the publication is the sole author affiliated with it, they may edit/change/correct the base version of the publication **before it has been validated by the services.**

Changes can be made in the base version and in the **authorship, scientific areas, indices and documents** fields.

To edit/change/correct a publication, follow these steps:

- a. Personal Area of SIGARRA -> See **My Publications (Ver as Minhas Publicações)** -> select the publication (see Figure 19).



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Figure 19 - How to access the publication

- b. After opening the publication, select the section you wish to change/correct (authorship, scientific areas, indices and documents). Click on the red pencil in the upper right corner to access the editable field.



Figure 20 - Editing fields

- c. After correcting/editing/changing the desired field(s), click **Save Changes (Guardar as Alterações)** (see Figure 21).

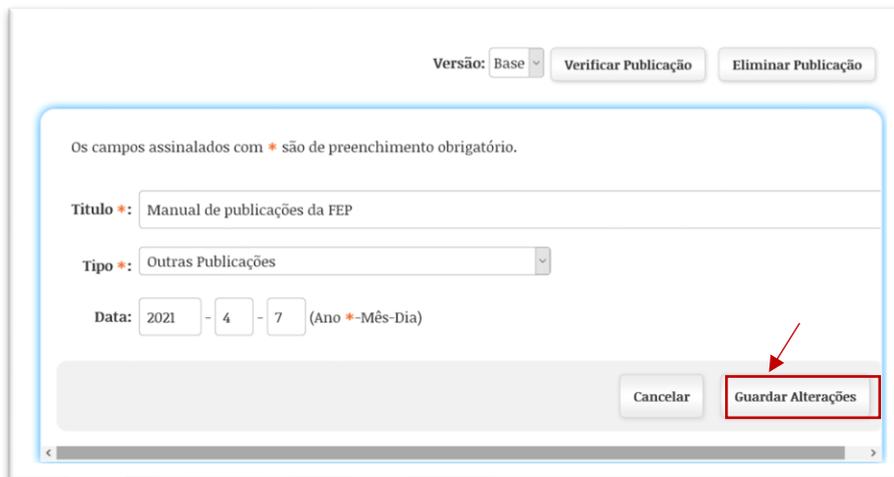


Figure 21 - Save changes to the publication

## HOW TO ATTACH A DOCUMENT TO A PUBLICATION

Some publications require adding/attaching document(s), whether to prove their validation by the validation teams, as in the case of **Didactic Publications** – teaching support materials – or to simply make certain documents available.

Defining the method of accessing the documents is particularly important. As mentioned at the beginning of the manual, the SIGARRA publications module

feeds the UP Open-Access Repository, which in turn feeds the RCAAP.

To add a document to a publication, follow these steps:

- a. Personal Area of SIGARRA -> see my Publications -> select the publication -> open the publication -> **Documents** -> click on the red pencil in the upper right corner to edit (see Figure 22).

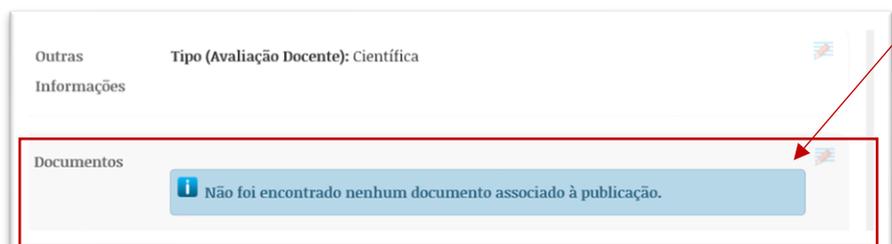


Figure 22 - Attach documents to the publication

- b. Click on **Add Document (Adicionar Documento)** to upload the documents (see Figure 23).



Figure 23 - Uploading documents

- c. Attach the documents from the personal area to the publication. One or more documents may be added; activate the markers **Upload Documents (Carregar Documentos)**, select and transfer them to the **Associated Documents (Documentos Associados ao Processo)** area by clicking on the arrows (see Figure 24).

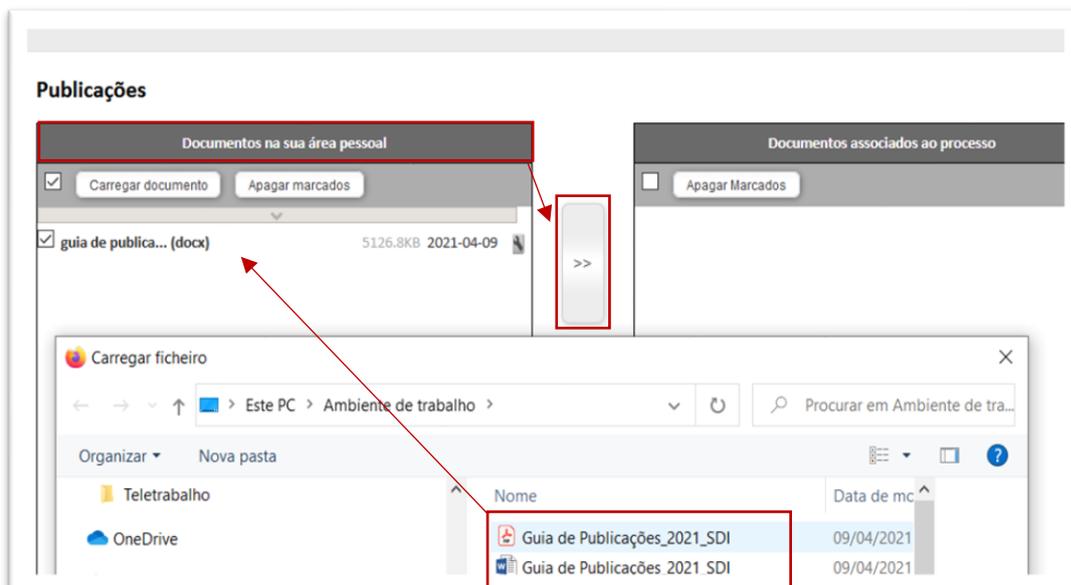


Figure 24 - Diagram of how to add documents

- d. After transferring the document(s) to the **Associated Documents** area, click on the **X** to close the window (see Figure 25).



Figure 25 - Transferring the documents from the local area to the publication

- e. Select the type of access to the publication from the available list (**Embargo; Faculty Only; Open; Authors Only**) and then **Save Changes** (see Figure 26).



Figure 26 - Select type of access

**IMPORTANT:** The document(s) added to the publication will become available/visible on the U.PORTO Open-Access Repository and, consequently, the RCAAP, so take care when selecting the type of access.

- f. In the example shown below, the chosen access type is **Authors Only**, so that only the authors of the publication may access the documents (see Figure 27).



| Nome do Ficheiro             | Descrição | Tamanho    | Tipo de Acesso           |
|------------------------------|-----------|------------|--------------------------|
| Guia de Publicações 2021_SDI |           | 5126.80 KB | Restrito para os Autores |
| Guia de Publicações 2021_SDI |           | 747.01 KB  | Restrito para os Autores |

Figure 27 - Presentation of the documents attached to the publication

## PROBLEMS WITH THE SIGARRA PUBLICATIONS MODULE OR AUTHENTICUS – WHERE CAN I GET HELP?

### Tutorials/Manuals:

#### SIGARRA:

- SIGARRA Publications Module Manual, available at: [https://sigarra.up.pt/reitoria/pt/web\\_base.gera\\_pagina?p\\_pagina=1022087](https://sigarra.up.pt/reitoria/pt/web_base.gera_pagina?p_pagina=1022087)

#### AUTHENTICUS:

- The following link contains tutorials and other information about Authenticus: [https://www.authenticus.pt/pt/home/view\\_article/10](https://www.authenticus.pt/pt/home/view_article/10).
- You can also watch short videos available on the Authenticus YouTube channel at <https://www.youtube.com/playlist?list=PL5j27FM02NQL1VdJ3OL6lrDgRsUErJDT5>, where the available options are explained step by step.

## Help contacts:

- Email: [biblioteca@fep.up.pt](mailto:biblioteca@fep.up.pt)
- Telephone: 220426164; 220426161

**NOTE:** This Guide was created based on the SIGARRA Publications Module Manual and the Authenticus Tutorials.