

Abridged Manual Personal Metis

From version 4.4 (with modified layout)

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Metis Version: 4.4.9

Manual Version: 1.2

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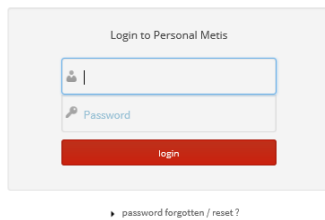
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1. Introduction

This manual contains the most important information that is necessary to add and modify a publication for upload to RePub. For the researcher, the Personal Metis version that started being used on 19 April 2017 mainly impacts the layout of Personal Metis. This manual covers the most important functionalities. Minor modifications that EUR will start to use immediately are also addressed. These include the extensions of the publication type *dataset* and the option to relate publications to each other.

For any questions, please send an email to publicaitons@iss.nl

2. Logging in



Log in via <http://metis.eur.nl/memis/personal>

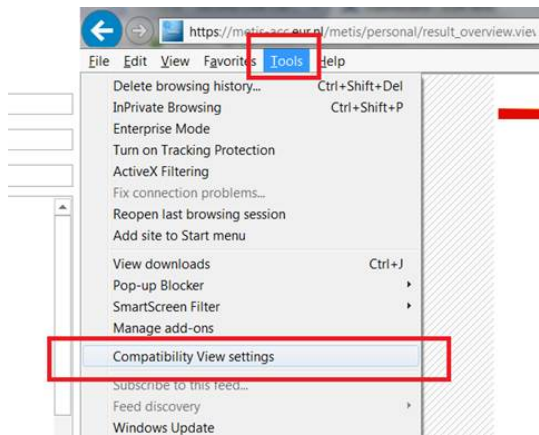
Username is: ERNA-ID (numbers+letters)

Password: known by the user



Please note: ensure that the following settings are set correctly when using Internet Explorer (IE 11) as internet browser. Follow the instructions below to check/modify the settings.

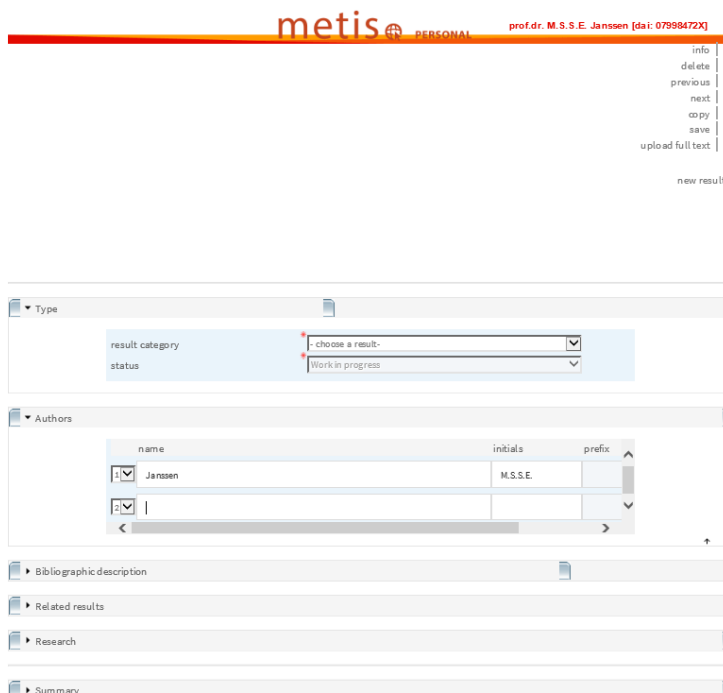
- Go to Tools > *Compatibility View Settings*



The *Display intranet sites in Compatibility View* checkmark is **on** as standard when using @wEURk.



As a consequence of the above setting, you will see an incomplete screen after logging in to personal Metis.



- *Deselect the checkmark at *Display intranet sites in Compatibility View*.*

The start screen will now look as follows:

The screenshot shows the Metis interface for a user named 'prof.dr. M.S.S.E. Janssen [dai: 07998472X]'. The navigation bar includes 'add result', 'export', 'profiles', 'filter & sort', 'userguide', and 'exit'. Below the bar, there is a 'Result overview' section with a page indicator (1, 2, 3, 4) and '178 results'. The list of publications includes:

- Mols, A.E. & Janssen, M.S.S.E. (2017). Not interesting enough to be followed by the NSA: An analysis of Dutch privacy attitudes.
- Mols, A.E. & Janssen, M.S.S.E. (2017). Not interesting enough to be followed by the NSA: An analysis of English Privacy issues.
- Hoeven, A.J.C. van der, Janssen, M.S.S.E. & Driessen, S.M.R. (2016). Articulations of identity and distinction: The meanings of language in Dutch popular music. *Popular Music and Society*, 39 (1), 43-58. doi: http://dx.doi.org/10.1080/03007766.2015.1061344
- Bennet, A. & Janssen, M.S.S.E. (2016). Popular Music, Memory and Heritage. *Popular Music and Society*, 39 (1), 1-7. doi: 10.1080/03007766.2015.1061332
- Koopman, E.M. (2016, September 30). *Reading Suffering : an empirical inquiry into empathic and reflective responses to literary narratives*. EUR (ERMeC). Supervisor(s): .
- Kersten, A. & Janssen, M.S.S.E. (2016). Trends in Cultural Journalism: The development of film coverage in cross-national perspective, 1955-2005. *Journalism Practice*. doi: http://dx.doi.org/10.1080/17512786.2016.1205955
- Verboord, M.N.M. & Janssen, M.S.S.E. (2015). Arts Journalism and its Packaging in France, Germany, The Netherlands and The United States, 1955-2005. *Journalism Practice*, 9 (6), 829-852. doi: 10.1080/17512786.2015.1051369
- Janssen, M.S.S.E. & Verboord, M.N.M. (2015). Cultural Mediators and Gatekeepers. In J.D. Wright (Ed.), *International Encyclopedia of the Social Sciences*

3. Start screen

The Personal Metis start screen contains the publication list of the researcher who is logged in.

This screenshot is identical to the one above, but with four blue arrows pointing upwards to the 'add result', 'export', 'profiles', and 'filter & sort' buttons in the navigation bar.

The menu bar contains the following menu items:

1. Add result: enter new publications
2. Export: export overview of publication list (you will then see lists in various formats, such as APA, RIS format, Vancouver).
3. Profiles: make any modifications in Promas so that these are visible via the People Pages
4. Filter & Sort: Filter and sort your publication list.

4. Consult publications

Double click on a publication from the list to view and/or modify it.

Hover the mouse over the symbols to see balloon tooltips containing more information.

The screenshot shows a list of publications. Two red boxes highlight specific icons: one for a pencil (labeled 'raadplegen of wijzigen van publicatie') and one for a document with a plus sign (labeled 'raadplegen of uploaden van fulltext'). Another red box highlights a circular icon with a plus sign. The publication text includes: 'Neuer, J., Klijn, E., Bosch, F.A.J. van den & Volberda, H.W. (2017). Board Oversight Monitoring in International Joint Ventures. *Organization Science*.', 'Heyden, M.L.M., Sidhu, J.S. & Volberda, H.W. (2017). The Conjoint Influence of Top and Middle Management Characteristics on Management Innovation. *Journal of Management*, Accepted. doi: http://dx.doi.org/10.1177/0149206315614373'

Double click to open the publication. The researcher can modify publications that have the status *Work in Progress* or *Published*. Publications with a *Validated* status have already been checked and validated by the faculty administrator. These publications can only be consulted.

The screenshot shows the Metis search results page. The header includes the Metis logo, a search bar, and user information: 'prof.dr. M.S.S.E. Janssen [dai: 07998472X]'. Below the header, there are navigation options: '+ add result', 'export', 'profiles', 'filter & sort', 'userguide', and 'exit'. The main content area shows 'Result overview' with 'page:' and a pagination control showing '1 2 3 4' and '178 results'. The list of publications includes:

- Mols, A.E. & Janssen, M.S.S.E. (2017). Not interesting enough to be followed by the NSA: An analysis of Dutch privacy attitudes.
- Mols, A.E. & Janssen, M.S.S.E. (2017). Not interesting enough to be followed by the NSA: An analysis of English Privacy issues.
- Hoeven, A.J.C. van der, Janssen, M.S.S.E. & Driessen, S.M.R. (2016). Articulations of identity and distinction: The meanings of language in Dutch popular music. *Popular Music and Society*, 39 (1), 43-58. doi: http://dx.doi.org/10.1080/03007766.2015.1061344
- Bennet, A. & Janssen, M.S.S.E. (2016). Popular Music, Memory and Heritage. *Popular Music and Society*, 39 (1), 1-7. doi: 10.1080/03007766.2015.1061332
- Koopman, E.M. (2016, September 30). *Reading Suffering: an empirical inquiry into empathic and reflective responses to literary narratives*. EUR (ERMecC). Supervisor(s): .
- Kersten, A. & Janssen, M.S.S.E. (2016). Trends in Cultural Journalism: The development of film coverage in cross-national perspective, 1955-2005. *Journalism Practice*. doi: http://dx.doi.org/10.1080/17512786.2016.1205955
- Verboord, M.N.M. & Janssen, M.S.S.E. (2015). Arts Journalism and its Packaging in France, Germany, The Netherlands and The United States, 1955-2005. *Journalism Practice*, 9 (6), 829-852. doi: 10.1080/17512786.2015.1051369
- Janssen, M.S.S.E. & Verboord, M.N.M. (2015). Cultural Mediators and Gatekeepers. In J.D. Wright (Ed.), *International Encyclopedia of the Social Sciences and Behavioral Sciences. Second Edition* (pp. 440-446). Oxford: Elsevier.
- Janssen, M.S.S.E. (2015). Grenzen aan de wetenschap? *Hypothese*, 22 (1), 21.
- Verboord, M.N.M., Kuipers, G.M.M. & Janssen, M.S.S.E. (2015). Institutional recognition in the transnational literary field, 1955-2005. *Cultural Sociology (print)*, 9 (3), 447-465. doi: http://dx.doi.org/10.1177/1749975515576939
- Verboord, M.N.M. & Janssen, M.S.S.E. (2015). Internet and Culture. In J.D. Wright (Ed.), *International Encyclopedia of the Social Sciences and Behavioral Sciences. Second Edition, Vol. 5* (pp. 587-592). Oxford: Elsevier.
- Brandellero, A.M.C., Hoeven, A.J.C. van der & Janssen, M.S.S.E. (2015). Valuing Popular Music Heritage: Exploring Amateur and Fan-Based Preservation Practices in Museums and Archives in the Netherlands. In *Preserving Popular Music Heritage: Do-it-Yourself, Do-it-Together* (Routledge Research in Music) (pp. 31-45). London: Routledge.
- Berkers, P.P.L., Janssen, M.S.S.E. & Verboord, M.N.M. (2014). Assimilation into the literary mainstream? The classification of ethnic minority authors in newspaper reviews in the United States, the Netherlands and Germany. *Cultural Sociology (online)*, 8 (1), 25-44. doi: 10.1177/1749975513480960
- Janssen, M.S.S.E. (2014). *Best Practice: Interview Kennisbenutting in de Geesteswetenschappen: Popmuzikaal erfgoed: de culturele betekenis van popmuziek, onderzoek door Susanne Janssen*. (newsletter). Den Haag: Nederlandse Organisatie voor Wetenschappelijk Onderzoek (NWO). (available: 04 aug 2014).
- Janssen, M.S.S.E. (2014). *Interview Knowledge Utilization in the Humanities: Pop music heritage: research into the cultural significance of pop music, by Susanne Janssen*. (newsletter). The Hague: Netherlands Organization for Scientific Research (NWO). (available: 04 aug 2014).
- Brandellero, A.M.C. & Janssen, M.S.S.E. (2014). Popular music as cultural heritage: scoping out the field of practice. *International Journal of Heritage Studies*, 20 (3), 223-240. doi: http://dx.doi.org/10.1080/13527258.2013.779294
- Brandellero, A.M.C., Janssen, M.S.S.E., Cohen, S. & Roberts, L. (2014). Popular music heritage, cultural memory and cultural identity. *International Journal of Heritage Studies*, 20 (3), 219-223. doi: http://dx.doi.org/10.1080/13527258.2013.821624
- Janssen, M.S.S.E. (2014). Popular Music Heritage, Cultural Memory and Cultural Identity. Exploring the changing cultural values of music. In P. Hunter (Ed.) *HFRF Joint Research Programme: Outcomes and Achievements: Cultural Dynamics: Inheritance and Identity* (pp. 75-79). Strassbourg: HFRF Humani

5. Register new publication


5.1 Register new publication

- Click on *Add Result*
- *Result Category*: Select a result type from the selection list of various result types. The *External Classification* is stated between brackets i.e. the audience for which the publication is intended is displayed.

The screenshot shows the Metis PERSONAL registration interface. At the top, there is a navigation bar with buttons for '+ add result', 'overview', 'info', 'delete', 'previous', 'next', 'copy', 'save', 'upload full text', and 'tweet'. Below this, the 'Type' dropdown menu is open, displaying a list of result categories. The categories include: Article (Academic), Article (Professional), Article (Popular), Award, Book (Academic), Book (Professional), Book (Popular), Book editorship, Book review (Academic), Book review (Professional), Chapter in a book (Academic), Chapter in a book (Professional), Chapter in a book (Popular), Contribution in proceedings (Academic), Contribution in proceedings (Professional), Contribution weekly/daily journal (Popular), Dataset, Dissertation 1 (Defended and prepared at EUR), Dissertation 2 (Defended at EUR, externally prepared), Inaugural lecture, Internet article (Academic), Internet article (Professional), Internet article (Popular), Other results of research, Journal editorship, Lecture / Presentation (Professional), Lecture / Presentation (Academic), and Lecture / Presentation (Popular). The form also includes fields for 'result category', 'status', 'name' (with a dropdown menu showing 'Janssen'), and 'initials' (with 'M.S.S.F.' entered).

- *Status*: Select the status of the publication (Work in Progress or Published)
- *Authors*: Check *Complete the list with authors* if applicable. Type a surname and click enter. Usually a selection list will appear with possible author names.
- *Title result*: Enter a title and check whether the relevant publication is already registered (e.g. by a co-author).

5.2 Select author(s) work relationship

- Check whether the work relationship is correct by clicking on the symbol with the letter . Authors that are linked to multiple faculties or CAP groups
- Use the information button to select the correct Faculties/departments

Found Authors X

Several fellow employees found with this name. The search was for a researcher who's surname is equal to "Pott".

Search in co-authors fellow researchers complete list ?

→

	▼▲	▼▲	▼▲		
1	<input type="checkbox"/>	Pott	H.J.	prof.dr.	1007318
2	<input type="checkbox"/>	Pott	C.		1047673
3	<input type="checkbox"/>	Pott	JWR		1118644

▼ Authors

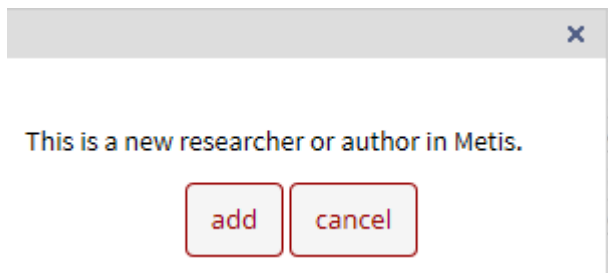
	name	initials	prefix	title	
1	Janssen	M.S.S.E.		prof.dr.	
2					


+

Found Employments X

- organisation (A) Department of Media and Communication
 organisation (B)
 organisation (C)
 function Full Professor
 employment Tenured 01-01-2014
- organisation (A) Department of Media and Communication
 organisation (B)
 organisation (C)
 function Full Professor
 employment Tenured 01-09-2009 31-12-2013
- organisation (A) Department of Arts & Culture Studies
 organisation (B)
 organisation (C)
 function Full Professor
 employment Tenured 01-09-2007 31-12-2013
- organisation (A) KUNST- EN CULTUURWETENSCHAPPEN
 organisation (B)
 organisation (C)
 function Full Professor
 employment Tenured 01-08-2007 31-08-2007
- organisation (A) KUNST- EN CULTUURWETENSCHAPPEN

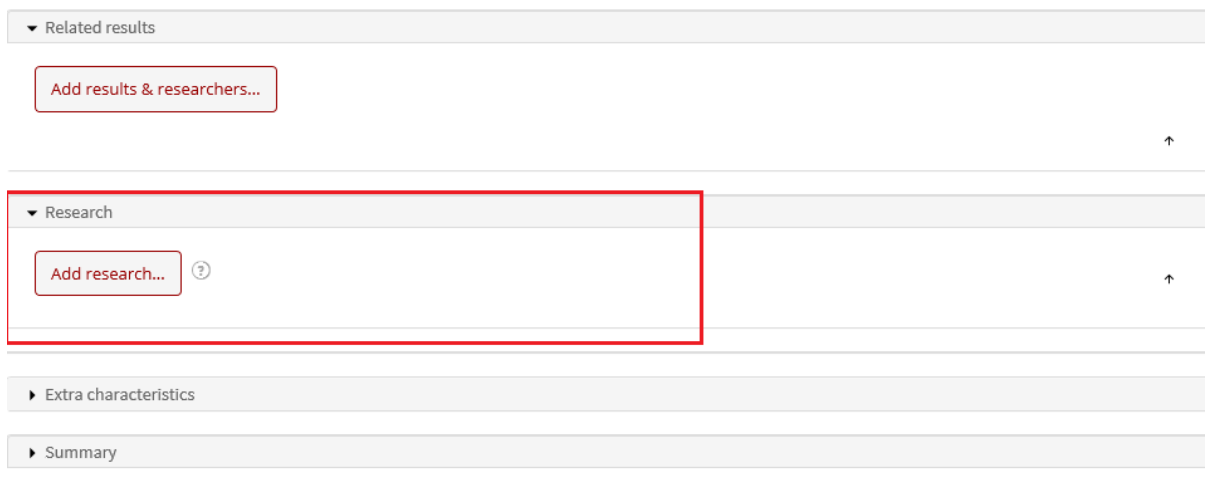
If an author is not available in Metis, the following notification will be displayed:



Select *cancel* and search using the  button by entering any variants on names (maiden name, part of a surname etc.). If the author still does not appear, add the name via the *add* button in the figure above.

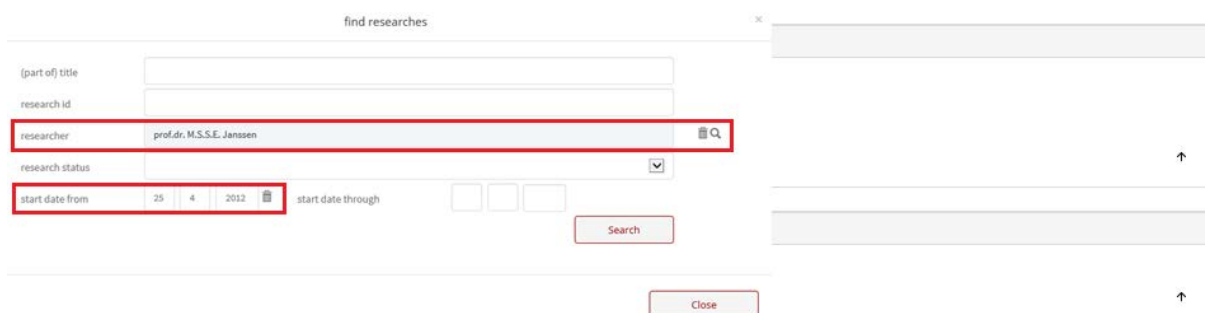
5.3 Add research programme

- Click on *Add Research*



The following screen will appear.

- Remove the *Start date from* from the research programme and if you are not the first author, also remove the *Researcher*.
- Click on *Search*



- Select the correct research programme.

find researches ×

(part of) title

research id

researcher 🗑️ 🔍

research status ▼

start date from start date through

Found researches: 4 1 items per page 25 ▼

Select	title	researchid
<input type="checkbox"/>	Arts and Culture Studies	EUR ESHCC 09
<input type="checkbox"/>	Media and Communication	EUR ESHCC 11
<input type="checkbox"/>	Kunst- en cultuurwetenschappen	EUR FHK 05
<input type="checkbox"/>	The study of Art and Culture	EUR FHK 07

6. New functionalities

6.1 Dataset

The registration of the meta data associated with the dataset has been extended. It is also possible to relate a dataset to any other publication.

Variables of dataset:

▼ Metadata

title information

title 🔍

subtitle

repository information

archive

year of archiving

date available (dd mm yyyy)

rightsholder

DOI

handle

URL at archive

handle at local repository

content information

description

keywords

audiences

language(s)

temporal coverage

collection period from to (dd mm yyyy)

subject period

spatial coverage

area

coordinates latitude longitude (SW)

latitude longitude (NE)

↑

6.2 Relate results to other results

It is possible to relate existing results to a dataset. All result types can be selected. It is also possible to relate a dissertation to a publication.

Therefore:

Dataset ~ all publication types



Dissertation ~ all publication types



Article x ~ Article (...). y



metis PERSONAL E.M. Koopman [dai: 370164466]

+ add result overview userguide exit

info delete previous next copy save upload full text Tweet

▼ Bibliographic description

title result Reading Suffering: an empirical inquiry into empathic and reflective responses to literary narratives

publication year 2018 language English

institute Ph.d. EUR

research institute EUR

publisher ERMeCC

publishing place

isbn 978-90-76865-28-3 number of pages

series issue

date readcom. (dd mm yyyy) graduation date 30 9 2018 (dd mm yyyy)

DOI

▼ Tutor(s)

name	initials	prefix	title	role
1 Janssen	M.S.S.E.		prof.dr.	P
2 Andringa	E			C
3 Hakemulder	F.			C

▼ Related results

Add results...

- Click on *add results*
- Select the period over which the related publications were published or remove the start and end date.
- Tick to select the publications that are related to the dissertation.
- Click on *connect selected results*

metis PERSONAL E.M. Koopman [dai: 370]

+ add result overview userguide

info delete previous next copy save upload full text Tweet

▼ Bibliographic data

title result
publication year
institute Ph.d.
research institut
publisher
publishing place
isbn
series
date readcom.
DOI

▼ Tutor(s)

name
1 Janssen
2 Andringa
3 Hakemuldt

▼ Related results

Add results...

► Research

► Extra character

Related results

It is possible to link the result you are registering to another publication or dataset. Use the default settings and click search to select a publication or dataset from the current or preceding year. You may also search by entering a title, a result type and/or the DOI, or by changing the publication year. If you can't find the result you are looking for then click *add result* in the top menu bar to register it first.

(part of) title
result type choose a result
DOI
author Koopman
publication year from 2012 through 2017

search cancel

Results found (23)

connect selected results

connectresult (apa)

- Engelhardt, J. von & Koopman, E.M. (2015 december 24). De psychologie van het geven - De Correspondent.
- Koopman, E.M. (2015). Why do we read sad books? Eudaimonic motives and meta-emotions. *Poetics. Journal of Empirical Research on Culture, the Media and the Arts*, 52 (October), 18-31. doi: 10.1016/j.poetic.2015.06.004
- Koopman, E.M. (2014). Reading in times of loss: An exploration of the functions of literature during grief. *Scientific Study of Literature*, 4 (1), 68-88. doi: http://dx.doi.org/10.1075/ssol.4.1.04koo
- Koopman, E.M. (2013). Incestuous rape, abjection, and the colonization of psychic space in Toni Morrison's *The Bluest Eye* and Shani Mootoo's *Cereus Blooms at Night*. *Journal of postcolonial writing*, 49 (3), 303-315. doi: http://dx.doi.org/10.1080/17449855.2012.691647
- Koopman, E.M. (2015). How texts about suffering trigger reflection: Genre, personal factors, and affective responses. *Psychology of Aesthetics Creativity and the Arts (print)*, 9 (4), 430-441. doi: 10.1037/aca0000006
- Koopman, E.M. (2012). Reading as a coping strategy: who reads during hardship, and why? Conference of the International Society for the Empirical Study of Literature and Media (IGEL): Montréal, Canada (2012, juli 09).
- Koopman, E.M. (2013). The attraction of tragic narrative: Catharsis and other motives. *Scientific Study of Literature*, 3 (2), 178-208. doi: http://dx.doi.org/10.1075/ssol.3.2.03koo
- Koopman, E.M. (2012). De waarde van andermans leed. *De groene Amsterdammer*, 136 (37), 1-5.
- Koopman, E.M. (2015). Empathic reactions after reading: The role of genre, personal factors and affective responses. *Poetics. Journal of Empirical Research on Culture, the Media and the Arts*, 50 (June), 62-79. doi: 10.1016/j.poetic.2015.02.008
- Koopman, E.M. (2014, juni 28). *The attraction of sad stories: Reader motivations and the relation to personality traits*. Budapest, Hungary, StoryNet Workshop 2014.

The dissertation will now be stated in the related publications. See highlighted example above entitled “Why do we read sad books? ...” In the example below, this publication is related to dissertation as related publication.

metis PERSONAL E.M. Koopman [dai: 370164466]

+ add result overview userguide exit

info delete previous next copy save upload full text Tweet

▼ Type

result category Article (Academic)

status Validated

▼ Authors

name	initials	prefix	title
1 Koopman	E.M.		

▼ Bibliographic description journal autocomplete

title result Why do we read sad books? Eudaimonic motives and meta-emotions

publication year 2015 language English

journal Poetics. Journal of Empirical Research

issn 0304-422X

volume 52 issue October

(starting) page 18 (till) 31 number of pages article number

DOI 10.1016/j.poetic.2015.08.004

online first (dd mm yyyy)

▼ Related results

Add results...

Koopman, E.M. (2016, September 30). *Reading Suffering : an empirical inquiry into empathic and reflective responses to literary narratives*. EUR (ERMeCC). Prom./coprom.: .

7. Uploading to RePub

In the framework of the [open access policy](#), after registering your publication in Personal Metis it is compulsory that you upload the final author's version of your scientific article to Erasmus Repository RePub from Personal Metis. The full text will be assessed by the university library and supplemented with bibliographic details. It is also necessary to include the DOI of an article in the publication details in Personal Metis.

▼ Bibliographic description journal autocomplete

title result

publication year language

journal

issn


volume issue

(starting) page (till) number of pages article number

DOI

online first (dd mm yyyy)

Upload your full text in PDF format. If you have questions please contact the [university library](#).

By clicking on the upload button  in the start screen with the publication list, a menu will appear enabling data export to RePub. Follow the instructions if you wish to enter your publication on the RePub site that follows.

If the university library has included the publication in the repository, the URL (URL, IR) will be shown in the Metis edit screen at the bottom of the publication. In the consultation screen you can use this icon



to view the uploaded version.



Important: Ensure that the DOI is entered in Personal Metis, before uploading a publication to RePub. Only then, after the assessment and incorporation of the full text in the Repository, will a handle be sent to Personal Metis. This handle will also be clickable in the list of publications on the researcher's people pages.

8. Link to Promas (people pages)

You can connect directly to Promas via Personal Metis, without having to log in again.

- Click on 'Profiles'.



Please note: After entry, publications are not immediately visible on the people pages. This generally takes 1 - 3 days.