

Guide to entering and labeling Publications for Academics

1) ORCID

[ORCID](#) - Open Research and Contributor ID

You will need to apply for an ORCID number and preferably a Scopus ID (which feeds from ORCID). Once you have linked these into your Minerva Elements account publications will start to feed into the database.

2) Login to Minerva

<https://minerva-elements.unimelb.edu.au/login.html>

3) My Publications


You will see 'My publications' and 'Publications requiring attention' tabs – this will update weekly to your Find an Expert profile. Click on the 'Publications requiring attention' tab to claim your publications. These will go to the 'Mine' folder. Those rejected go to the 'Not Mine' folder. If you make a mistake and accidentally press reject you can also retrieve the publication at the 'Not Mine' folder. Click on the 'My publications' tab to access articles.

4) Labeling Research Outputs



The screenshot shows a publication record for the 'INTERNATIONAL JOURNAL OF DRUG POLICY'. The authors listed are Kaewpramkusol R, Senior K, Chenhall R, Nanthamongkolchai S, and Chaiyasong S. The journal title is 'INTERNATIONAL JOURNAL OF DRUG POLICY 58:1-8 01 Aug 2018'. There is a 'View record in Web of Science DOI' link and a 'doi>' icon. On the right, a 'Labels' section is highlighted in yellow, showing classification codes: 'C1 Journal Articles Refereed', '111799 Public Health and Health Services Not Elsewhere Classified', and '11 Medical And Health Sciences and 27 more'.

4.1 Research Outputs Classification Guidelines – HERDC Labels

Under "Publication Title" click on the [Journal title](#) to open that entry. Click on [Labels](#). Click on the **orange box**  next to **Classification Labels**.

C1 Journal Articles Refereed, C5 – Other Refereed Contribution to Refereed Journals (such as editorials etc). For more information please go to https://staff.unimelb.edu.au/research/research-outputs/quick-links/UM_Research_Outputs_Classification_Guidelines.pdf

4.2 Field of Research (FoR) and Socio-Economic Objectives (SEO)



The research (FoR) codes used ultimately influence university rankings and the university's standing in Public Health, therefore using the 1117 (Public Health & Health Services) category and sub-categories is highly desirable. (Links above). If you are unsure about which codes to use please see your Unit Head or Centre Director.

[FoR Codes](#) (6 digit number)

Browse the list of Field of Research (FOR) classification codes for research activity.

Eg. 111706 Epidemiology (needs to be a six digit number)

111799 Public Health and Health Services not elsewhere classified.

Click the **green circle**  to add label. When you have added all labels required. Click the **blue box**  (percentage sign) and enter percentages to total 100%.

SEO codes (6 digit number)

Enter SEO (post 2008) (needs to be a six digit number). **Again important to add 9204 Public health group** eg, 920401 – Behaviour and Health, 920499 – Public health (excl. Specific Pop Health) not classified elsewhere.

As for FoR codes - Click the green circle to add label. When you have added all labels required. Click the blue box (percentage sign) and enter percentages to total 100%.

To complete this section click the **red cross** (top right to close the label box).

5) Link Grants to Publications

To comply with [ARC and NHMRC guidelines](#) please link your grants to your publications.

6) Manual Entry

You can send your Publications coordinator any articles that need to be manually entered. Eg. Book chapters, reports, or anything else that hasn't been sourced by any of the data sources in Minerva. But please ensure that HERDC Label, FoR and SEO codes are provided this saves a lot of guessing work.

7) To finish

Contact your Publications Coordinator that there are publications that need to be processed. Publications cannot be nominated until they are "in Press". If they are nominated in "pre-press" they will not be counted.