02e_Important notes for inputting different content type records

5.1 Research output

The overall workflow for importing research output is:

Import/input → Match authors and their affiliations → Refine in edit step if needed → Set visibility → Submit of approval

✓ **If it's a conference item, DO specify its nature. This is required by UGC.**

Click on "Add nature of conference paper…" under Keywords and choose from any one of the following that applies:
- Invited for presentation and publication (has publication outlet name, ISBN, or ISSN)
- Presented and published (has publication outlet name, ISBN, or ISSN)
- Other presented paper (without publication outlet name, ISBN, or ISSN)

Keywords ⓘ

NATURE OF CONFERENCE PAPER PRESENTATION ⓘ

There are no associations

Add nature of conference paper presentation...

✓ **DO ensure the correct mapping of internal co-authors**

Internal co-authors should be affiliated with PolyU as well as with his/her corresponding department. Refer to the guide "Research output import and matching" for details.

Chan Tai Man   Author
External person
🏠 **Beijing University of Posts and Telecommunications**
External organisation: Academic

👤 **Chan Tai**   , Author
Internal person
🏠 **Department of Electronic and Information Engineering**
Organisational unit: Department
🏠 **The Hong Kong Polytechnic University**
Organisational unit: University

Electronic version(s), and related files and links ⓘ

According to the archiving policy described in RoMEO an electronic version of the be uploaded

▶ RoMEO colour: Yellow
Can archive preprint (i.e pre-refereeing)
Read more »

Electronic version(s) of this work
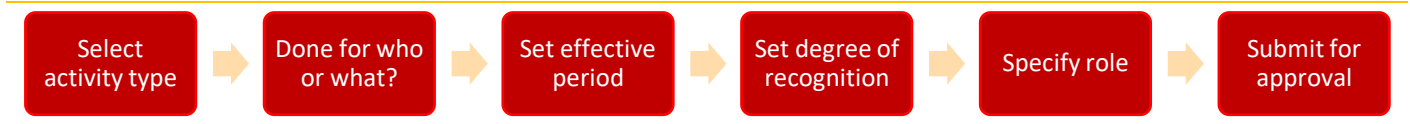Add electronic version (file, DOI, or link)...

Other links
Add other link...

Other files
Add other file...

✗: **DON'T upload any electronic files of your work.**

5.2 Activities

The overall workflow for inputting new activity content:

Select activity type	→	Done for who or what?	→	Set effective period	→	Set degree of recognition	→	Specify role	→	Submit for approval

You may also upload supporting documents, such as proof of appointment as a reviewer if required to do so. All uploaded files are reserved for internal reference only.

You can provide a variety of information for each activity record. Although many fields are optional, we strongly suggest you specify the following because they can reflect the level of engagement:

☑ Provide the end date (year and month at least) if an activity has already ended:

Period *
○ Specific date
● Period of time

Year *	Month	Day		Year	Month	Day
2018			—	2020		

☑ Degree of recognition:

Degree of recognition

No value ▼
No value
International
National
Regional
Local

☑ Your role, e.g. a journal editor, a conference chair, or president of a professional body etc:

Role *

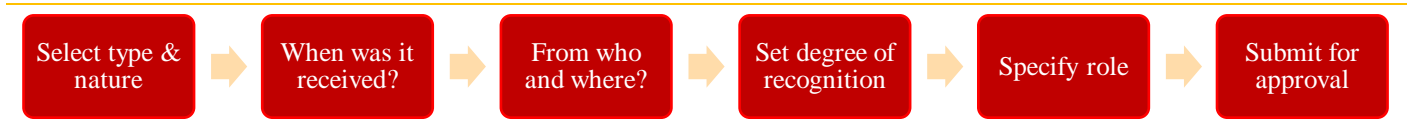| Editor ▼ |
|---|
| Reviewer |
| Editor in chief |
| Associate editor |
| **Editor** |
| Consultant editor |
| Assistant editor |
| Guest editor |
| Editorial board member |
| Advisory board member |

5.3 Prizes

The overall workflow for inputting new prize content:

Select type & nature	→	When was it received?	→	From who and where?	→	Set degree of recognition	→	Specify role	→	Submit for approval

You can provide a variety of information for each prize record. Although many fields are optional, we strongly suggest you specify the following as they can reflect the level of prestige:
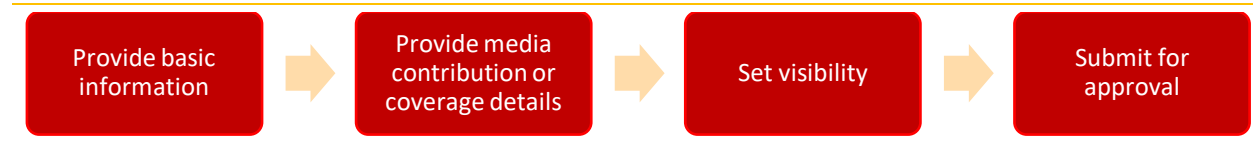
☑ Degree of recognition:

☑ Let everybody know if the prize was received from a prestigious organization or event!

☑ Sometimes you may not be the direct recipient of the prize – say you lead a team of students to compete and their (and your) hard work has finally paid off. You as a supervisor should take credits too!

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5.4 Press / Media

The overall workflow for inputting news coverage manually is:

| Provide basic information | → | Provide media contribution or coverage details | → | Set visibility | → | Submit for approval |

Inputting press/media coverage on your own is straightforward. We will highlight here the section on media coverage. For example, a prize that you have won may be reported by a local newspaper, an international magazine, a TV program, and a radio interview. All these can be grouped under the same news item.

You may add more people who are also related to this coverage. If you add a colleague, (s)he will be notified about this (if (s)he has configured to receive email alerts for this content type).