User Guide – Add Publications
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**About this User Guide**

This manual describes the basics of how to add a publication to the IST Austria publication database IST PubList, which is mandatory for all IST Austria scientists.

If you’d like to learn more about the general use of PubList, please read the User Guide – Search and Find.

**About IST PubList**

IST PubList ([ist.ac.at/publist](https://ist.ac.at/publist)) is a bibliographic database listing all publications affiliated to IST Austria. It contains descriptions of articles, conference proceedings, book chapters etc.

In addition to the whole scientific output of IST Austria, PubList also gathers publications of professors before they joined IST Austria.

PubList provides the possibility to search for publications of researchers and research groups affiliated to IST Austria. It shows the research achievement of the institute over the years and helps to track the specific results of research activities. Furthermore the citation of publications can be downloaded and reused easily for personal citation management.

**Link to Publications**

Although PubList doesn’t contain the publications themselves you will find a link to the content in each entry. To access unlicensed publications PubList also cites the free version of the publication if one is available at a repository like PubRep or arXiv.

**Data Management**

The library team puts a lot of effort into the support of PubList. However, scientists have a more reliable overview of their own publications. So every scientist working at IST Austria should add information about her/his paper to the publication database themselves not later than two weeks after acceptance of the paper. For publication of a paper, the affiliation “IST Austria” should be used in address. The library team reviews and corrects the entries if needed as soon as possible. Precise and flawless entries support external visibility and help to generate complete publication lists for both researchers and for reports on IST Austria.
IST Austria requires that scientists enter their publications into PubList themselves. This helps to keep PubList up to date since only scientists have a reliable overview of their own publications. Especially in case of new publications the library team is reliant on the help of scientist to keep PubList up to date. For that reason scientists at IST Austria have to add their publications to PubList after acceptance as soon as possible. There is no reason to worry about creating wrong entries, the library team keeps track of new entries and corrects them regularly. To do so please follow the steps below:

**Login**

- Login at the front page at [ist.ac.at/publist](http://ist.ac.at/publist).
- By clicking the login button you will be forwarded to the admin-interface, which is slightly different to the simple user-interface.
- The PubList-login assumes that you at you already authenticated to the IST Austria single-sign-on “Kerberos”.

![PubList interface](image)
Add a publication

• Chose “Work” from the main menu, go to “Add a Work”.

Select a type of publication

• A list of different publication types shows up on the right side of the page.
• Select the one most fitting. (It’s probably going to be a “Journal Article” or “Conference Paper” as most entries in PubList are, but other ones like “Review Articles” or “Books” are possible as well.) Depending on which type you chose, a different form will appear.
Make an Entry

- By choosing e.g. “Journal Article” an empty form appears with the fields needed for journal articles. Different fields show up when choosing “Conference Paper” etc.

- Please fill out as much as possible:

- In case of Journal articles you need to enter at least Author(s) and Title and Journal Title, Volume, Issue and DOI if known. Further information is most welcome.

- For any conference papers please fill in at least Author(s), Title, Conference Title, Dates, Conference Location and DOI if available.

- The correct syntax of the entries is described in help texts above the input boxes.
• If the publication was created under an IST Austria affiliation it’s very important to mark this as such: Please enter in the box named “Affiliation” the term “IST Austria”.

• After saving the entry by pressing the button “Save changes” no more changes are possible. If you would like to edit the entry please contact the library at library@ist.ac.at.

• Please consider: Your entry will not be visible immediately by searching your profile. The IST Austria library team is going to review your entry within a few days.