



ISTA Research Explorer (ISTA REx)

Create a new entry



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1 What is ISTA REx?

ISTA Research Explorer (ISTA REx, <https://research-explorer.ista.ac.at>) is the institutional repository presenting the scholarly output of the Institute (ISTA). It contains all publications (journal articles, conference papers, book chapters, research data, thesis, ...) affiliated to ISTA. Where possible, an Open Access version is included, otherwise the metadata (according to publisher regulations) is available. Additionally, REx also offers the full publication record of all professors before they joined the Institute.

Moreover, Research Explorer shows the awarded grants which you can link to your publication. Therefore, it shows not only the research achievement of the Institute over the years but also the scientific output of every approved grant. Furthermore, several different citation formats of the entries can be downloaded and easily reused for personal citation management or publication lists.

ISTA scientist commitment

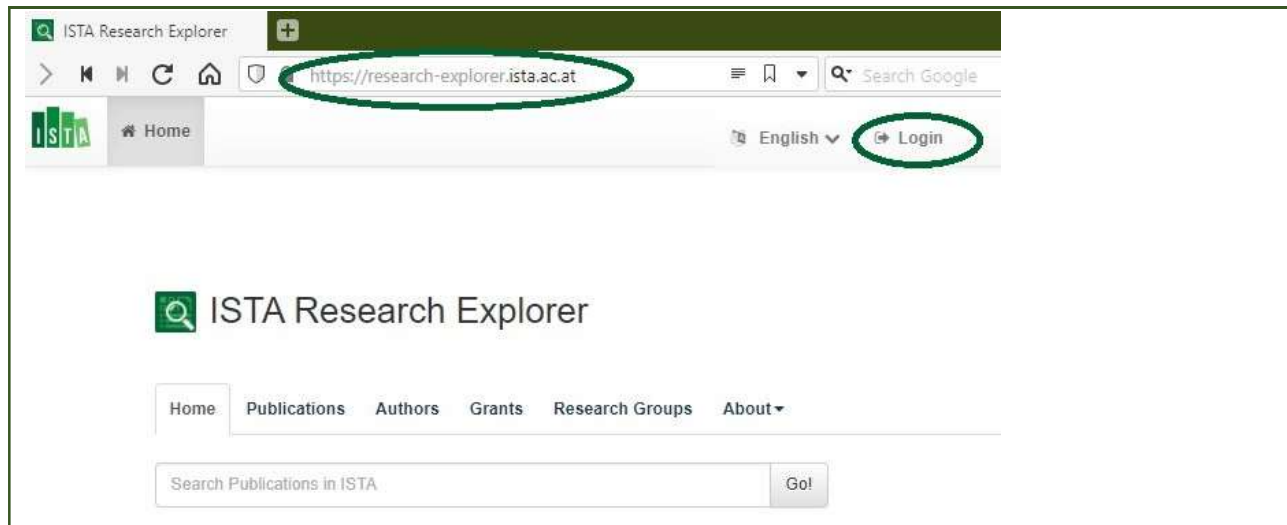
Authors at ISTA are requested to enter their publications into the ISTA Research Explorer by themselves not later than two weeks after acceptance of the paper. This helps to keep ISTA REx up to date, since scientists have the most reliable overview of their own publications.

There is no reason to worry about creating wrong or double entries. The library team keeps track of new items and corrects them on a weekly basis. Precise and flawless entries support external visibility and help generate complete publication lists for researchers and for reports on ISTA.



2 Add a new publication

Go to ISTA REx and click on “Login” in the right upper corner:



Use SSO (your ISTA username and password) to login and open “My Dashboard”. Click on the button “+add new Publication”.

Now you have several options how to add your publications:

Add New Publication

Option 1:

Enter a publication ID to import

DOI


Option 2:

Select a type and fill out the form

Book	Thesis	Translation
Book (Editor)	Encyclopedia Article	Translation (Section)
Book Chapter	Journal Article	Technical Report
Book Review	Special Issue	Working Paper
Conference Abstract	Newspaper Article	Other Publication
Conference (Editor)	Patent	Research Data
Conference Poster	Preprint	
Conference Paper	Report	

Option 3:

Drop your Open Access fulltext here


Drop Open Access fulltext (PDF)
here and we'll do the rest.

Option 4:

Paste your BibTex record here

Please paste only one record at a time



For all these import options apply that the created entry will be queued for moderation by the Library team and made public by them within 5 working days.

2.1 Option 1: Publication ID resolve

The simplest way of adding a publication is to resolve a unique ID like DOI, PMID, arXiv ID or Inspire ID. Just select the correct ID and click on Enter/Go! and the entry is created and listed for Moderation by the Library team. If you want to enrich the entry, you can open it by clicking on “Edit”, but this is not required.

Add New Publication

Imported 1 record(s) from crossref

- Single-Shot Readout of Hole Spins in Ge
- [Edit](#)

2.2 Option 2: Template

Choose the correct template for your new entry out of the list:

Option 2:
Select a type and fill out the form

Book	Thesis	Translation
Book (Editor)	Encyclopedia Article	Translation (Section)
Book Chapter	Journal Article	Technical Report
Book Review	Special Issue	Working Paper
Conference Abstract	Newspaper Article	Other Publication
Conference (Editor)	Patent	Research Data
Conference Poster	Preprint	Research Data Reference
Conference Paper	Report	Scientific Software

Add all mandatory information (marked *) and save the entry. If you'd like to have more details on how to fill out the template got o chapter 3 or see our separate user guides on e.g. Thesis.



2.3 Option 3: Fulltext import

Choose this import option for Open Access articles or preprints already saved as .pdf. Just drag and drop your PDF-file and most fields are resolved automatically.

Option 3:
Drop your Open Access fulltext here

Read and confirm the ISTA Deposit Policy as well as the ISTA Terms of Use for REX and submit the file.

2.4 Option 4: BibTex import

Copy the BibTex code and paste it into the template (one record at a time!).

Option 4:
Paste your BibTex record here

Confirm with “Import”.



3 Publication details

As stated above, absolutely necessary are the mandatory fields marked with *. If you want to add further details, open the entry. Let's use a journal article as example:

Journal Article

✓ Save

✗ Cancel

Details

Publication Type

Journal Article

Title *

e.g. The implications of eBook Publishing

Author *

First Name

Doris

Last Name

Ernst

☐ extern ☒

+

-

Department

Library

+

-

DOI

e.g. 10.4119/xyz/2695161

Journal Title *

e.g. Nature Genetics

ISSN / ISBN

-- Select --

e.g. select (e)ISBN or (e)ISSN and enter it here

+

-

Series Title

e.g. Handbuch der eBook-Veröffentlichung

+

-

Publisher

e.g. Elsevier

Volume / Issue / Page(s)

Volume

e.g. 3

Issue

e.g. 5

-- Select --

e.g. 12 or 20 - 25

Publishing Year *

e.g. 2015

☐ Published while not employed at ISTA

Publishing Month

e.g. 04

Publishing Day

e.g. 21

Grant

Start typing, or use (arrow down) to choose a Grant from the list.

+

-

Status / Language

Status

-- Select --

Language

English

+

-

Enter the title of the article (English orthography - lower case letters except first letters and proper nouns) and check the authors. The logged-in user is automatically entered as author but can be deleted (by clicking -) or moved in the back (if it's not the first author) simply by drag and drop. Add other authors by clicking "+" and check if they are ISTA affiliated by clicking on the symbol next to "extern". If there are problems with finding the affiliation please write a mail to repository.manager@ista.ac.at. This can occur if there are special characters in the name or if the user is a scientific intern for example.



Publications done before joining ISTA can be entered voluntarily. Please be sure that for these you click the checkbox “published while not employed at ISTA”.

Fill in all available information. Watch out for the dropdown menus like ISSN/ISBN, Page Range/Article Number and Status (epub ahead of print, preprint, published, ...). If there are fundings acknowledged in the publication, search for the title or the project number in the field “Grant”. If you have multiple grants add new lines by clicking the “+”.

Conference proceedings are very similar. They have this additional section about the conference:

Conference Details

Conference	<input type="text" value="e.g. 3rd Conference on Nano-Physics"/>	
Conference Location	<input type="text" value="e.g. Berlin"/>	
Conference Date	Conference Start <input type="text" value="YYYY-MM-DD"/>	Conference End <input type="text" value="YYYY-MM-DD"/>

In the section “Additional Information”, we add the abstract (if it is allowed by the publisher). If you acknowledged an ISTA Scientific Service Unit (SSU) please select it within the list. If your paper is peer reviewed click on “quality controlled”.

Additional Information

Article Processing Charge	<input type="text" value="No"/>
Open Access Version	<input type="text" value="None"/>
Abstract	<div>Language <input type="text" value="English"/></div> <div>Abstract Text (you can use Markdown for styling)</div>
Keywords	<input type="text" value="Keywords (multiple entries separated by semicolon, e.g. Keyword1; Keyword2; Keyword3)"/>
Thematic Area	<input type="text" value="-- Select Thematic Area --"/>
Comments	<input type="text" value="Enter some comments for reviewer / admin"/>
Acknowledged SSUs	<input type="text" value="Start typing, or use (arrow down) to choose an SSU from the list"/>
Acknowledgement	<input type="text" value="Thanks to..."/>
Peer Review	<input type="checkbox"/> Popular Science <input checked="" type="checkbox"/> Quality Controlled
External Identifier	<input type="text" value="-- Select --"/> <input type="text" value="Select an identifier and enter it here (simple numbers only, no parts of URL)"/>



If your publication is not Open Access and it is allowed by the publisher, you can link a preprint version to your publication. Add the fulltext URL within the section “Links” and click on Open Access:

Links

Link to IST record

Fulltext URL ☒ Open Access

If the earlier version is already included in ISTA REx, you can use “Link to ISTA record” and add the linking here:

Links

Link to IST record

Fulltext URL

Link and relation to external material

External material is

Description and other details about linked source

Now you have to select which kind of link it is – most often earlier/later version, software or research data:

Links

Link to IST record

Finally, the creation of the new entry with only bibliographical information is completed. Please save your entry by clicking “Save”. If you are interrupted and want to finish your registration later, you can save the entry as a draft and come back to it later (you’ll find the draft in your dashboard marked as “private”. If you confirm the entry with “Save” it is registered in the repository but not yet visible publicly. After a review by the library team within 5 working days, the publication will be public.



4 File Upload

If your publication is Open Access or you are allowed to share a preprint/submitted version of it, then go to the section “Upload” and drag/drop your .pdf file into the yellow field:

Upload

Upload Main File and Supplementary Material (max. 10GB per file)

Drop files here to upload ... or click!

If the upload is successful, you'll get the following screen:

Upload

Upload Main File and Supplementary Material (max. 10GB per file)

Drop files here to upload ... or click!

	2016_CurrentOpinion_Mattel.pdf			
Access Level:	Upload Date:	User:	Relation:	
open_access	2019-01-14T09:04:56Z	dernst	main_file	

Next, you have to choose the fitting Dewey Decimal Classification (DDC) from the drop down menu. If you want to enter multiple DDCs you can add further lines by clicking “+”. Please read and confirm the ISTA Deposit Policy and select the same CC license that you have chosen in your publication:

Copyright and Licenses

DDC

URN

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5 Add a file to an existing record

Open ISTA Research Explorer and search for the item you want to update. Open it and click on “edit this record” in the sidebar:

CUGC for pontocerebellar hypoplasia type 9 and spastic paraplegia-63

A. Marsh, G. Novarino, P. Lockhart, R. Leventer, European Journal of Human Genetics (2018).

Download **No fulltext has been uploaded. References only!**

DOI **10.1038/s41431-018-0231-2**
Journal Article | Published

Details

Author

Marsh, Ashley P ; **Novarino, Gaia**^{IST Austria} ; Lockhart, Paul L ; Leventer, Richard J

Department

Novarino Group

Abstract

Clinical Utility Gene Card. 1. Name of Disease (Synonyms): Pontocerebellar hypoplasia type 9 (PCH9) and spastic paraplegia-63 (SPG63). 2. OMIM# of the Disease: 615809 and 615686. 3. Name of the Analysed Genes or DNA/Chromosome Segments: AMPD2 at 1p13.3. 4. OMIM# of the Gene(s): 102771.

Publishing Year

2018

Date Published

2018-08-08

Journal Title

European Journal of Human Genetics

Acknowledgement

FP7 (Grant Agreement Number 261469)

IST-REx-ID

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☐ Mark/Unmark publication

Editing Options

☒ **Edit this record**

Export

☒ Marked Publications

☒ Open Data IST Research Explorer

Search this title in

Google Scholar

Now scroll down to the section “Upload” and continue identically as described in chapter 4. Save your changes. You can only edit your own publications.

Be aware: The publication will be sent to the library team for moderation. Only after their check, the entry will be public again!

6 Check your entry

You know your scientific work best – please check your entry! If you have any questions don’t hesitate to contact the library team via repository.manager@ista.ac.at.

Please let us know if you need any support:

ISTA Library Team

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