

CHE ~ GUIDE TO ROS (Research Output System) ALL RESEARCH STAFF AND PhD STUDENTS AT UNSW

<https://ros.unsw.edu.au/login.html>

<http://www.library.unsw.edu.au/servicesfor/academic/ros.html>

What is ROS:

- ROS is a research information management system which is used to collect data, impact measurements, including H-indexes, citation counts and altmetrics and is managed through UNSW Library.
- The Associate Dean Research collates information captured through HERDC to assess research staff activities and research income. It is therefore important to ensure all your publications are captured in ROS or they will not be officially recognised by Central, Faculty and therefore the School.

What happens next:

- All staff and PhD students have a profile automatically created in ROS.

What ROS does for you:

- ROS automatically finds publications (usually every 2 weeks) from a range of online databases, eg Scopus, Web of Science, PubMed and others.
- It is important to ensure your "search settings" are accurate to ensure all of your publications are captured during the ROS import process.
- Alternatively a colleague may have entered your details as a co-author of new publication(s).

What you need to do:

- Bookmark the ROS login page: <https://ros.unsw.edu.au/login.html>
- As an individual you are responsible for managing your publications information and must take action to ensure your publications are included as this counts towards your research activities and reputation.
- You will receive automated notifications from UNSW Library advising that publications have been imported to ROS on your behalf with instructions on what to do.
Please action these instructions without delay.
- Become familiar with your ROS "Home page". There is a variety of information to assist you, as an example you can export all your publications to excel or word which is useful for grant proposals and updating CV's and there is a "co-authorships at UNSW" chart.
- Confirm these publications are yours by checking those listed in the "Pending" tab. You must claim or reject them. Even if you are not the primary author you still need to complete this function, students are included.
- If any of your publications are not listed, you can add them manually.
- When you claim your publications they are automatically nominated to the HERDC collection tab. Sandra Twomey, the School's ROS delegate will then undertake the process of accepting your publications for HERDC.
- Sandra may contact you requesting assistance and further information regarding your publications, please respond to her requests as soon as possible.

Who can help?:

- Sandra Twomey - ROS delegate –
stwomey@unsw.edu.au
9385 4316
- Engineering Outreach Librarian
Jonathan Valentine
j.valentine@unsw.edu.au
9385 1039

Online and PDF Guides Help:

A full list of guides can be found in the "Help" tab on the top ribbon when you login to ROS. Read the following to help you get started:

- ROS – online guide
- ROS – quick start guide
- HERDC guidance for researchers

Sign into ROS and you will see the home page:

The screenshot shows the ROS home page for Prof Robert C Brooks. The page is divided into several sections:

- Workspace, Inbox and Account Settings:** Located at the top right of the page.
- Notice of pending publications:** A yellow banner at the top left stating "Robert C Brooks has 7 pending authored publications. Please review Robert C Brooks's pending authored publications and claim or reject each of these publications as appropriate."
- My Summary:** A section displaying the user's academic profile, including "Prof Robert C Brooks", "Science", "Publications: 100", "Co-authors at UNSW: 52", "Publication years: 1995 - 2013", and "h-index: 27 (Scopus)".
- My Publications:** A table listing various publication types such as Journal articles, Conference Papers, Books, etc., with columns for Author, Editor, and Translator.
- Publication History:** A bar chart titled "Publications per year" showing the number of publications from 1995 to 2010.
- My Data Sources:** A section listing online data sources currently searched for, including arXiv, DBLP, PubMed, RePEc, Scopus, and Web of Science.
- My Search Settings:** A section showing default search terms, name variants, addresses, start date, keywords, and journals.
- Co-Authorships:** A circular chord diagram showing co-authorships at UNSW, with a legend listing authors and their counts: Russell Bonduriansky (9), Luc Bussiere (10), Matthew Hall (10), John Hunt (21), Anna Lindholm (7), Alexei Maklakov (8), Felix Zajitschek (9), and Susanne Zajitschek (8).