

Review of 2005 Research Data in CALLISTA

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Purpose

The purpose of the 2005 data review is to prepare data for migration into the RUBRIC repository in the short term future. The research data needs to be reviewed and cleaned up at the source (CALLISTA) and prior to migration. This is because currently any changes made to the data after it has been migrated to the repository cannot flow fed back to Callista. Quality and consistency of data in the two systems is paramount. The repository data should be a true reflection of our Research system data.

Data

In the first instance this process will focus on 2005 data only. This currently constitutes 2069 records. This data has been targeted as potential pre-population content for the repository for its move to Production. However, when RQF data has been identified by the Research Office our focus will move to that.

Process

The process is to access Callista and work through the 2005 records individually. These records have been identified in an excel spreadsheet which can be referred as a means of accessing the record details, e.g. by their PES Record number.

- The 'publication details' screen is the primary screen that you will work within.
- The citation details for each record are to be reviewed and amended where necessary.
 - However, for University of Newcastle authors, author name details should not be changed as they are considered to be correct. PES is linked to the Concept HR system and draws these details from that source. It is therefore not envisaged that UoN staff names will need to be amended.
 - Additional author names (external to Newcastle) can be reviewed, e.g. spelling, inclusion of all authors, etc – however these details should not be changed as this needs to occur in a different module of the Callista system. Instead any corrections that need to be made should be referred on with an annotation in the spreadsheet.
 - Information on the affiliation of non-Newcastle author's is not required for the repository and does not need to be reviewed for our purposes.
- Changes made in CALLISTA should relate directly to bibliographic checking:
 - the full **citation** details of the research output (journal article, book, book chapter, conference paper, musical score, etc...)

- the ISBN or ISSN numbers or other relevant identifiers appropriate to the output
 - Publisher, and place of publication (where relevant to the format)
 - Etc
- All amendments made in CALLISTA should be annotated on the excel spreadsheet. This information will be provided back to Research.
 - No changes should be made on reported categories (that is HERDC publication categories, RFCD codes, etc) in CALLISTA. If you find these to be incorrect they can be noted in the spreadsheet next to the corresponding record.
 - Records in CALLISTA must not be accessed for any other purpose than those stated in the above process.
 - Extreme care must be taken to ensure that no records are deleted (this is a live working system) or amended inappropriately – as there is no ‘undo’ button.

Access to CALLISTA

Access records via URL: <https://callista.newcastle.edu.au/research/>

Login with your University numberplate and password. The screen below will display.



1. Select **BROWSE** from the menu

The following BROWSE menu will display

BROWSE MENU		CALLISTA RESEARCH	
MAIN MENU		AWARD TYPE	
REPORT MENU		DEGREE	
ACTIVE EMAIL		DISCLOSURE	
CONSULTANCY RECORD		EXTERNAL	
ETHICS APPLICATIONS		FORM BUTTON	
FUNDING SCHEMES		FUNDING BODIES	
GRANT APPLICATIONS		INDUSTRY PARTNER	
INTELLECTUAL PROPERTY		KEY WORD	
POSTGRADUATE APPLICANT		ORGANISATIONAL UNIT	
RESEARCH OUTPUT RECORD		PES USER	
RESEARCH STAFF			
RHD APPLICATIONS			
RHD CANDIDATURE			
SCHOLARSHIP APPLICATIONS			
SPEED LINKS			
SUB CONTRACT RECORD			
USER OPTIONS			

2. Select **RESEARCH OUTPUT RECORD**

The following screen will display

FIND PUBLICATION RECORD	
<i>Find a publication record. Character fields are not case sensitive.</i>	
Reference Type:	<input type="text" value="Select Reference Type"/> ▾
Internal Reference:	<input type="text"/>
Main Author:	<input type="text"/>
Any Author:	<input type="text"/>
Org. Unit:	<input type="text"/> ... <input type="button" value="Clear"/>
Category Type:	<input type="text"/>
Publication Year:	<input type="text" value="Select Publication Year"/> ▾
Title:	<input type="text"/>
Citation Details:	<input type="text"/>
<input type="button" value="OK"/> <input type="button" value="Reset"/> <input type="button" value="Menu"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/>	

3. Records can be viewed by entering the PES record number into the '**Internal Reference**' entry box – **without the 'P' prefix**.

Click **OK**, and the record will be listed beneath the 'find publications record' screen.

REFERENCE	YEAR	CATEGORY	TYPE	MAIN AUTHOR	TITLE	DEPARTMENT
P142429	2005	C1		Smith, David E	Monitoring the quality of medical news reporting: Early experience with media doctor	School of Medicine and Public Health

[\(1\) Record](#)

4. Click on the **PES record number** to access the Publication Details screen

The following 'PUBLICATION DETAILS' screen will display

The example below is for a journal article record. However the 'Publication Details' screen is the primary screen that you will work with in CALLISTA.

PUBLICATION DETAILS	
Status:	Valid
Type:	Journal Article
Internal Reference:	142429
Last Update:	8/12/2005 17:22:13
Organisational Unit:	School of Medicine and Public Health
JOURNAL ARTICLE DETAILS	
Collection Year:	2005
Publication Year:	2005
Title:	Monitoring the quality of medical news reporting: Early experience with media doctor
Publication Category:	Refereed Article in a Scholarly Journal (C1)
Funding Source:	Not Known
Journal Name:	Medical Journal of Australia
Place Published:	Sydney
Publisher:	Australasian Medical Pub. Co
No Volume Specified:	No
Volume:	183
Annual Issue:	No
Issue:	4
Page Numbers:	190-193
ISSN:	0025-729X
Research Report Only:	

Working with the Data

Bibliographic Verification

Tasks

1. Work with the research data within the University's research system
2. Review the publications information for each entry in the system (2005)
3. Verify bibliographic information using publisher's websites, library databases and the web.
4. Amend the bibliographic information for those fields (only) of interest to the repository, as documented in the process instructions
5. Annotate publications spreadsheet to identify changes
6. Save the entry with the changes as amended
7. Refer problems, issues or anomalies to the RUBRIC Project Manager or nominated person

Work tools

1. Excel spreadsheet
2. CALLISTA research system
3. Web
4. Library databases

Getting Started

You will need:

1. Spreadsheet for 2005 Research data
2. Access to Callista (login required)
3. Access to the web

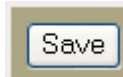
Steps

1. From the spreadsheet - enter the PES record number (no 'P' prefix letter required) into the 'Internal Reference' entry box within PES. Click OK
2. The record details will display at the bottom of the entry box. Click on the record number to access the full publication details.
3. Review the citation details (etc) by verifying the citation.
 - 3.1 For journal articles – begin with UlrichWeb. The ISSN, place of publication and publisher are listed here, with a link through to the journal website. If the journal is not included in UlrichWeb, check Google/NEWCAT, etc.
 - 3.2 If the output is not a journal article (or if there is no journal web site) use Library databases (*see Verification tools*) and other relevant sites (*see Web Links*) to confirm the citation and other required details as outlined in the section entitled *Process*.

4. Check the Publisher/Journal web site to see if there is a link available at the article level for the output. If there is add the URL to the spreadsheet.
 - o These links are required for the repository at a later date. (These links do not need to be publisher's DOI's for this part of the process, publisher URL'S are fine if they are available).
 - o The repository will ultimately require Publisher DOI's – however these will be sourced by repository staff after the data has been migrated to the repository.
 - o This information should not be added into the Research system.
5. Make any required changes in the CALLISTA record by clicking the EDIT button.



6. Amend the record and save the entry with the changes by clicking the SAVE button.



6. Annotate the spread sheet to indicated that the record has been checked.
 - o Note details of any changes made with brief details only, e.g. incorrect ISBN, incorrect title, incorrect publisher, etc.
 - o Indicate if a record has been checked even if no changes have been made.

Trouble Shooting and Problem Solving

Refer any problems on.

Example for the Review Process

Verification Checking

Journal article publications : verify source details :

- Journal title (no abbreviations)
- Vol
- Issue
- Page Numbers. preference : x-x
- ISSN / ISBN
- Publisher

The information below is required for the spreadsheet and the repository – and is not to be recorded in the research system:

- URL for the Publisher's site – at the article level (1st preference)
 - to the journal title level (2nd preference)
 - to the main publisher website URL if no journal title site (3rd preference)

Sources for Verification - some examples

Journal articles

- Publisher's websites (1st preference)
- Aggregator's websites (2nd preference)
- UlrichWeb for : ISSN, place of publication, publisher, link to publisher site

Patents

- Patents Database – via EiCompendex Web, SciFinder Scholar or ESPACenet

Conference Proceedings

- Newcat
- ISI Proceedings
- Proceedings Database (Firstsearch)
- Ulrichts
- Kinetica

Book / Book Chapter

- Newcat
- Bonus
- Wordcat
- Global Books in Print
- Kinetica
- Google

Access to Library Databases

You will have direct access to the Library databases whilst searching on campus. If you need to access a database that has a password associated with it you can contact the Information Desk staff for the details on ext. 15851.

Web Links

It is suggested that the following links may be useful to bookmark:

Library Databases

<http://www.newcastle.edu.au/service/library/database/index.html>

Newcat

<http://library.newcastle.edu.au/>

ECU Bookshop – Publisher’s Websites : directory

<http://www.ecu.edu.au/fas/bookshop/publisher.html>

University of Melbourne – Selected Publisher’s websites

<http://dozer.infodiv.unimelb.edu.au/subjectresources/subject/143/all/publishers.html>

Global Books in Print

<http://0-www.globalbooksinprint.com.library.newcastle.edu.au/GlobalBooksInPrint/>

Bowker’s Publisher’s Homepages (books)

<http://0-www.publishershomepages.com.library.newcastle.edu.au/php/>

Ulrichs (serial titles and profiles)

<http://www.newcastle.edu.au/service/library/database/ulrich.html>

Ei Compendex - Patents

http://0-www.engineeringvillage2.org.library.newcastle.edu.au/controller/servlet/Controller?EISESSION=1_83b1b1115b2015351404ses4&CID=quickSearch&database=49153

Finding Patents Online (info)

<http://www.newcastle.edu.au/service/library/ereference/patents.html>

Firstsearch

Proceedings Database – Index of Conference Publications (password required)

<http://0-firstsearch.oclc.org.library.newcastle.edu.au/>

ISI Proceedings

<http://www.newcastle.edu.au/service/library/database/isiproceed.html>

Publisher's Websites and Aggregators Website

When adding links to the spreadsheet for the article level URLs, publisher's website URLs are required.

What is the difference between a Publisher and an Aggregator?

Publishers own and produce the journal titles and books that are published by their company. Details of their publications can be found on their websites as well as within the databases provided by Aggregators.

Aggregators purchase the content of the journals (etc) from the publishers and add build value by making the content available in databases. They build services around these databases and sell access and services to Libraries and organisations. Services include discoverability, alerting, searching, etc. Aggregators choose the content that they want from publishers to make available in the databases and services that they build.

Publishers

Blackwells, Wiley, Elsevier, Academic Press, etc

Aggregators

Ovid, Proquest, Informit, etc

DOI's

What is a DOI?

A **digital object identifier** (or **DOI**) is a standard for persistently identifying a piece of intellectual property on a digital network and associating it with related data, the metadata, in a structured extensible way. This standardization is similar to PURL. A typical use of a DOI is to give a scientific paper or article a unique identifying number that can be used by anyone to locate details of the paper, and possibly an electronic copy. Unlike the URL system used on the Internet for web pages, the DOI does not change over time, even if the article is relocated (provided the DOI resolution system is updated when the change of location is made).

Source : http://en.wikipedia.org/wiki/Digital_object_identifier

Note : It is ultimately the Publisher's DOI that will be utilised in the repository, rather than the aggregators.