





## Manage your account

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# 1 What is ISTA REx?

**ISTA Research Explorer** (ISTA REx, <u>https://research-explorer.ista.ac.at</u>) 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, ISTA 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**

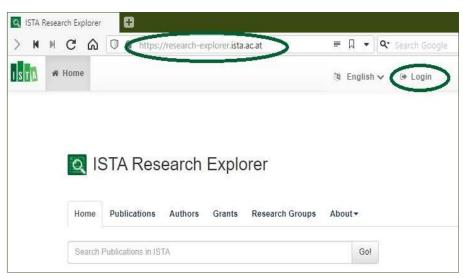
Authors at ISTA are responsible to enter their publications into the ISTA Research Explorer themselves not later than two weeks after acceptance of the paper. This helps to keep ISTA REx up to date, since scientists have the most reliable overview of their own publications.

There is no reason to worry about creating wrong or double entries. The library team keeps track of new items and enriches 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 User Account

Every ISTA employee (except interns/visiting professors/academic visitors/...) has automatically a personal account. Go to ISTA REx and click on "Login" in the right upper corner:



Use SSO (your ISTA username and password) to login.

## 2.1 Name/Display name

Please open the tab "My Dashboard" to see your user information. The name is synchronized with ICP. If you want to change the way your name is displayed (leaving out or adding your middle name, only add the first letter of your middle name,...), click on the pen symbol.





Within your user profile, you can add the desired way of your name in the fields "First Name" and "Last Name":

Alias	0 3
	enter alias name
ArXiv ID	example_s_1
Author Claim	your.adress@ist.ac.at (if registered
GitHub	enter gitub username
Google Scholar Profile	abC4zOMIZZZj&hI
INSPIRE ID	INSPIRE-12345678
ORCID ID	0000-0002-2354-0195
Researcher ID	A-A12C-2018
Scopus Author ID	1234567899
First Name	add preferred name
Last Name	add preferred name
ด	✓ Save × Cancel

## 2.1.1 Citation

If you decide to have your name displayed differently (see option 2.1) and you want your citations adapted to this, please inform the library about it. This option has to be activated by administrators – a short mail to <u>repository.manager@ista.ac.at</u> is sufficient.

#### 2.1.2 Name change

In general, the name is synched with ICP, so as soon as your name change is public in ICP, the next day it should be visible in REx as well. Please contact the library team if any issues come up (repository.manager@ista.ac.at).

## 2.2 Author identifier

Within your user profile in REx, you can also add different author identifier (on a voluntary basis). We strongly recommend to use and add your **ORCID iD**. Identifiers are immediately displayed in your profile after saving.

## 2.3 User photo

If your photo is displayed in ISTA REx is depending on your ICP settings. Go to ICP Self Service/edit your profile and within "Basic data" there are options for showing your



picture. Only if you have ticked the box for "show on website", the photo will also appear in ISTA REx. It is not (yet) possible to have the photo only in one application – either in both (website and REx) or in none.

Exception: If you have already left ISTA and are listed as Alumni, no picture will be shown.

### 2.4 Grant display

Beneath "My Dashboard" is also an overview of all your publications, your grants and your favorite publications:



If you don't want your grants to be listed here, please write a short mail to repository.manager@ista.ac.at.

## **3 Favorite publications**

You have the possibility to highlight your most important publications in ISTA REx. Login and go to "My Publication list" to see all your publications:



If you want to mark a publication as favorite, open it and just click the tickbox "Favorite/Unfavorite publication" (above the edit options on the right):



lournal Article   Pu	iblished   English	
Scopus indexed		
Details Files	Favorite/Unfavo	rite publication
Author	Hurtig, Fredrik; Burgers, Thomas C.Q.; Cezanne, Alice; Jiang, Xiuyun; Mol, Frank N.; Traparić, Jovan; Pulschen, Andre Arashiro; Nierhaus, Tim;	Editing Options
	Tarrason-Risa, Gabriel; Harker-Kirschneck, Lena; Löwe, Jan; Šarić,	Edit this record

Now go back to "My Dashboard" and there is an additional tab where all your favorite publications are listed. If you want to remove an item from the list, just remove the check on the tickbox.

This function is useful for embedding just a selection of publications, for example on the Research Group webpage. The Communications team provides further support on this topic.

## 4 Create and export your publication list

Login to ISTA REx and click on "My Publication List":



Use the filters on the right to create your selection and choose the desired export or embed option.



#### Filters and Search Terms

- × extern<>1
- × type=journal\_article
- × year="2022"
- × oa="1"

#### Search

Search	Go!

#### Filter Publications

~	Indexed in	
<	Research Group	

#### Display / Sort

~	Hits per page: 20
~	Sort
	Publishing Year 🛧 🗸
	Date Updated 🛧 🗸
	Date Published 🛧 🗸
	Title 🛧 🗸
	First Author 🛧 🔸
	Publication Type 🛧 🕹
	Publ./ Series/ Journal 🛧 🕹
~	Citation Style
	AMA
	ISTA Annual Report
	MLA
	IEEE
	Default
	APA
	Chicago

#### Export / Embed

Export as		
C RTF (e.g. Word, Office)		
🖻 BibTeX (e.g. Citavi)		
C RIS		
C JSON		
C YAML		
C DOI only		
Embed		
€js		
<div class="publ"><script td="" typ<=""><td>6</td></tr><tr><td>⊕ iframe</td><td></td></tr><tr><td><iframe id="publFrame" name</td><td>6</td></tr><tr><td colspan=2>⊛link</td></tr><tr><td><a href="https://research-exp</td><td>R</td></tr><tr><td></td><td>Bib TeX (e.g. Citavi)   RIS   JSON   YAML   DOI only   Embed   Ø js   <div class="publ"><script typ</td>   Ø iframe      Ø link</td></tr></tbody></table></script></div>		

Please let us know if you need any support!

ISTA Library Team

repository.manager@ista.ac.at