Publications List Preparation
for Senior Promotions cases.

General
The mandatory requirement to produce the publications list using UCL’s Research Publications Service (RPS) was introduced in 2007 following feedback from the Promotion Committee members. This is to be included in the candidate’s promotions submission as a separate document and uploaded as part of the web-based application.

Note: IoE staff do not currently have access to UCL’s Research Publication’s Database and should submit a Word document as per the guidance below.

This should be a full list of publications and/or a full list of equivalent academic/professional output (in circumstances where publication is not the prime or only measure of academic standing for example conference papers). Do NOT include items that are “in progress” as these cannot be assessed by the School/Promotion Committees. You may include items submitted for publication but they will not necessarily support your case as impact will be unknown.

In preparing your Publications List allow for assessment by an inter-disciplinary team and therefore avoid using abbreviations without explanation and in some instances explain significance of placing in author order etc. Please ensure you produce a list of all your publications in alphabetical order by type (e.g. book, book chapters, conference papers, journal articles, patents etc.) using minimum Arial font size 11, single line spacing and include dates and page numbers. The contents for each type should be in chronological order with most recent first.

Note: Please note that candidates will be asked to resubmit their publication list if it is not presented within these guidelines.

UCL’s RPS, is used to store details of publications for all staff at UCL and has many functions as well as being used to produce lists of publications. All UCL employees or UCL Honoraries may access the database to add publications (including those published before joining UCL) and produce a list to print out. You will require your UCL user ID and password. The following instructions will produce a list of all your publications which have been added to the database, presented in alphabetical order by type (e.g. articles, books, reviews). Once downloaded, you will be able to edit the list in Microsoft Word if required. It is recommended that you clarify your input (First/last author, editor etc.)

1. Go to the RPS page at https://rps.ucl.ac.uk Log in using your UCL user ID and password.

2. Click on the “My Publications” link to review the list of publications in RPS. Details of publications can be entered in two ways:
a) Staff in medical and science based subjects can maintain personal search settings which will harvest their publications details from the likes of PubMed, Web of Science, arXiv and DBLP. Details of this process can be found here: http://www.ucl.ac.uk/isd/services/research-it/help/faqs/rps-faqs (Look under - Search settings for harvesting publication details)

b) Publications can also be entered manually by using the links on your RPS homepage once you have logged in.

3. To obtain a printable list of all your publications (including UCL, non-UCL and forthcoming publications) copy the link below into your browser’s address line, replacing UPI with your UCL UPI (e.g. APINK12). The results will be grouped by publication type.

http://research-reports.ucl.ac.uk/RPSDATA.SVC/pubs/UPI?orderby=type

e.g. http://research-reports.ucl.ac.uk/RPSDATA.SVC/pubs/APINK12?orderby=type

Print off a copy of the publications list, using the link above, to include with your promotion application. You must use this link to ensure your publications are presented in the correct order (i.e. by type).

4. You may also edit the list () by saving it as a word document (from the “File” menu item , pick ‘Save As’, change ‘Save as type’ from Web Page to Word Doc). Or you can copy and paste the text into a Word Doc. You can then upload the list when making your online promotions submission.

Please note that the produced publication list may not appear to be complete for a number of reasons:

- Publication records marked as ‘Invisible’ within RPS will not appear in the web page. Also note that co-authored publications may be marked as ‘Invisible’ by another UCL user and these too will not display on the web page.
- Publications which are not marked as ‘Published’ and/or do not have a publication date will not appear within the lists by default. However, adding &includeinpress=y to the above URL will display forthcoming publications.
- Publications may also not appear if the data hasn't been entered appropriately in certain fields or if certain key fields of information, such as publication date, are missing.

In all cases it is recommended that the data is corrected at source within RPS. It is also recommended that you allow time to identify all issues with the output otherwise the changes may have to be made by editing the MS Word document in point 4.

To find out more information about RPS and how to effectively maintain your publications information please visit the following web page:
How to use RPS

You will find general information about RPS, along with links to user guides, FAQs and online training. For further help and guidance with RPS please email:

rps-support@ucl.ac.uk

Any other queries regarding your promotions application should be made to the [HR Advisory Services Team](mailto:hr.advisory.services@ucl.ac.uk).