

Entering Publications in Wissenschaftsmanagement-System (WiMS) of the University Medical Center Mainz

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Overview

- 1. What is Wissenschaftsmanagement-System (WiMS)?
- 2. How can I access WiMS?
- 3. How do I request access to WiMS?
- 4. How do I use the WiMS search tool?
- 5. What do I have to consider when entering publications?
 - 5.1 Entry of Publications via Import (LOM)
 - 5.2 Entry of Publications via Manual Input
 - 5.3 Special Cases: Shared Authorship
- 6. Important Information



What is WiMS?

- Database for the recording of research parameters and student registration for the practical year
- Purpose: Visibility of our scientists and of UM, performance-oriented allocation of funds (LOM), control tool for departmental/institutional management, Kerndatensatz Forschung, RLP research database, reporting
- In use at Faculty 04: University Medical Center since 2007
- Technical Implementation:

Dr. Torsten Panholzer, Institute of Medical Biostatistics, Epidemiology und Informatics (IMBEI)



How can I access WiMS?

- wims.imbei.uni-mainz.de
- <u>www.um-mainz.de</u> (Homepage of the Department of Research & Teaching)



How can I access WiMS?

- wims.imbei.uni-mainz.de
- Homepage of the Department of Research & Teaching: www.um-mainz.de





How do I request access rights to WiMS?

Each department/institute director has access to WiMS

or

 They may grant you rights to enter data for your department/institute in WiMS





Enter the

How do I use the WiMS search tool?

1. Search for projects or publications from UMC-Mainz researchers

Wissenschaftsmanagement-System

Specify the	Suche	author's name
period of	Nachname Vorname	
publication	Begriff	
	Jahr von bis	the title of the
	Umfang 💿 alles 🔿 nur Projekte 🔿 nur Publikationen	publication/project
If desired, filter	P Suchen	
Projekte" (projects only) or nur Publikationen" (publications only)	 Tips: You may search using a partial title Umlaute (ä, ö, ü) are often replaced (→ e.g. "ü" with "u Place an asterisk after the first letter of the first name () a g. Nachagene (leat name) "Mueller ") (are area (first name) 	e" or "u")

 $(\rightarrow e.g. Nachname (last name) "Mueller," Vorname (first name) "F*")$



How do I use the WiMS search tool?

2. Department/Institute Overview

Wissenschaftsmanagement-System

	Suche		
	Nachname	Vorname	
	Begriff		
Salaat tha	Jahr von	bis bis	
department/	Umfang	ullet alles $igcap$ nur Projekte $igcap$ nur Publikationen	
institute from the			P Suchen
EINNCHLUNG IISL			
	Übersicht		
	Einrichtung	alle / Forschungsbericht	~
	Jahr	2017 🗘	
~			
Select a year			Anzeigen



- Step 1: Publication Entry Log in to WiMS and select "Publikation eingeben" (on the right)
- Step 2: Search

Enter the author's name or the title of the publication your are searching for. Select the year of publication.

Step 3: Import

Search results will be displayed.

Under each record there will be a link to the entry in Web of Science

→ verify that the publication has been assigned to the correct department/institute

Select (checkmark) the publications to be imported.

Select the dropdown menu "Autoren zuordnen" (on the bottom to the right) and assign the authors to their respective department/institute. Do so for all authors, including those from other departments/institutes.

Note: Publications with an inactive checkmark have already been imported.



Step 1: Entering a Publication

]G n	UNIVERSITĀTS medizin.	Suche Abmelden Studierende Hilfe Kontakt Info	Select "Publikation eingeben"
	Wissenschaftsmanagement-System	Projekt eingeben Publikation eingeben	
	Suche	Aktivität eingeben	
	Nachanna Vienana	Fremde Dissertation eingeben	
	vonane	Daten zum Research Report eingeben	
	Begriff	Fachbereichstatistik	
	New New York	Einrichtungsstatistik	
		Bewertete Journale	
	Umfang 💿 alles 🔿 nur Projekte 🔿 nur Publikationen	Weitere Informationen	
		Passwort ändern	
	P Suchen		
		Publikation verwalten	
	Übersicht		
	The data area with the second solution of the	7	
	Linrichtung alle / Forschungsbericht		
	Jahr 2017 🛟		
	Anzeigen		10



Step 2: Search

- Enter the author's name or the title of the publication your are searching for.
- Select the year of publication.

]G	UNIVERSITĀTS medizin.	Suche Abmelden Studierende Kontakt Info
	Wissenschaftsmanagement-System	Projekt eingeben Publikation eingeben Vortrag eingeben
	Publikation suchen (mit Bewertung)	Aktivität eingeben
	Suche nach Publikationen in Web of Science® Name eines Autors Initialen	Fremde Dissertation eingeben Daten zum Research Report eingeben
	Titel	Fachbereichstatistik
	Jahr 2017 🗘 🔑 Suchen 🗶 Felder leeren	Einrichtungsstatistik Bewertete Journale
	zur manuellen Publikationseingabe (ohne Bewertung)	Weitere Informationen Passwort ändern
		Publikation verwalten

Advantage (compared to manual input): impact factor assigned to publication.



Step 3: Importing a publication

Wissenschaftsmanagement-System

Publikati	on zuordnen	
Bitte ordn Einrichtun	en Sie den Autoren, die Mitglieder des Fachbereichs sind, ihre hiesigen Igen zu. Beachten Sie die Hilfe.	
Autoren	Thiramanas Raweewan Li Mengyi Jiang Shuai Landfester Katharina Mailaender Volker	
Einrichtur	ng Hautklinik und Poliklinik 💙 🕇 zuordnen	
Titel	Cellular Uptake of siRNA-Loaded Nanocarriers to Knockdown PD-L1: Strategies to Improve T-cell Functions	
Quelle	CELLS. 2020; 9(9)	
	Datensatz in Web of Science®	
Ordnen Si	e die Publikation dem entsprechenden Zentrum zu:	
🗌 Bioma	aterials, Tissues and Cells in Science (BiomaTiCS)	
Forsch	hungszentrum für Immuntherapie (FZI)	
Forsch	hungszentrum Translationale Neurowissenschaften (FTN)	
U Zentro	um für translationale vaskuläre Biologie (CTVB)	
Fügen Sie Universitä	ggf. der Publikation noch klinisch orientierte Schwerpunkte der Itsmedizin Mainz hinzu:	
🗌 Unive	rsitäres Centrum für Tumorerkrankungen Mainz (UCT Mainz)	
	← Zurück zur Suche	n

 Verify in Web of Science that the author is assigned to the correct department/ institute (see publication footnote in WoS)



- Select the author
- By clicking "zuordnen," the author will be assigned to the selected department/institute
- If applicable, check the box(es) for the appropriate
- "Zentrum"



1.

Click "Importieren" to import the publication



How to enter publications manually



Select "zur manuellen Publikationseingabe (ohne Bewertung)" and follow the directions given.

Caution: The impact factor cannot be entered manually and will not be assigned.



Special Case I: Shared Authorship

Import publications with more than one first or senior author from Web of Science and assign them to the appropriate department/institute. Report such publications to the Department of Research and Teaching via e-mail (forschung.um@uni-mainz.de) by **30 April** of the year following publication. Include a scanned copy / PDF of the original article showing the shared authorship. Shared first and senior authorship(s) will then be added to your imported entry by the Department of Research and Teaching.



Special Case II: Corresponding Author

Publications with a corresponding author who is not also the first or senior author of that publication must be reported to the Department of Research and Teaching via e-mail (forschung.um@uni-mainz.de) by **30 April** of the year following publication. Include a scanned copy / PDF of the original article showing the corresponding authorship. The shared authorship will then be added to your imported entry by the Department of Research and Teaching.



Important Information

- Only articles and reviews that have been imported from the Web of Science core collection are LOM-relevant, as only these kinds of publications are assigned an Impact Factor, which is the basis of LOM distribution.
- Departments/Institutes will receive credit only for publications by authors whose affiliation has been entered in WoS.
- The Department of Research and Teaching does not have the jurisdiction to manage discrepancies between the date of electronic pre-publication and the actual date of publication.
- To be counted towards LOM allocation, publications must be imported into WiMS and shared authorships must be reported by this year's deadline: 30 April 2024.
- Further information and support can be found under the "Hilfe" tab in WiMS.





Thank you for your attention!

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