How to add a new publication to your RSS profile

1. To add a new publication or research output to your RSS profile, please login at the following link with your usual TCD network user name and password:

   https://tcdlocalportal.tcd.ie/pls/webapps/cerif.cerif_launcher.main

2. To add a publication click on the ‘Your publications and research’ button

   Here you will see a list of any publications you have already entered

   To add a new publication, click on the green plus icon at the top of the page

3. Select the type of research publication or research output you wish to enter.

4. Click on Next step in the top right hand corner of your screen

5. On next screen, fill in all the details of the publication you have –

   Mandatory fields are: Title and year of publication

   It is important to remember that, for your publications to be included in the College Calendar, and for TCD research metrics, either page numbers or a valid URL must be present on the publication details.

   If your publication has been accepted but you do not have page numbers, depositing it in TARA will give you a valid URL. We’ll show you how to do this at a later stage.

6. Once you have entered all of the relevant information, please click on the ‘Next’ button.

   From now on you can navigate through the pages by clicking ‘Next’ – or you can select the tabs relevant to your publications from the navigation tabs at the top of the screen.

7. Associating themes to publications:

   From the screen available under the ‘Themes’ tab, you can affiliate your publication to a TCD strategic theme by ticking one of the boxes. Multiple themes can be selected. This will cause your paper to appear on the Themes webpages under Themes publications.

8. When you are finished, click on ‘Next step’

9. Associating Keywords to publications:

   From the screen available under the ‘Keywords’ tab, you can affiliate your publication to a keyword by ticking one of the boxes. The list of keywords provided are from the
National Research Prioritisation Exercise and allow you to affiliate your publication to the NRPE research areas. Again, you can select one or more tick-boxes.

10. When you are finished, click on ‘Next step’

11. Adding sponsors or funders to publications:
From the screen available under the ‘SPONSORS’ tab, you can affiliate your publication to a sponsor or funder by ticking one of the boxes. Enter the grant number in the box on the right hand side.

When you are finished, click on ‘Next step’

12. Adding identifiers to publications:
From the screen available under the ‘IDENTIFIERS’ tab, you can affiliate your publication to an identifier by ticking one of the boxes. Identifiers are various types of web links and you may select from: ARK, DOI, Handle, PURL, URL or URN. Or you can select ‘Other’.

To ensure that identifiers link correctly, please add the complete link including any prefix e.g. in the case of a Digital Object Identifier enter: http://dx.doi.org/ before the DOI number.

13. Adding languages to publications:
From the screen available under the ‘LANGUAGES’ tab, you can associate one or more languages with the publication by ticking one of the boxes. The default is English, but you can change this or add additional languages if your publication is multilingual.

14. Adding sources to publications:
If your research output derives from any primary sources, you can add them at the screen available under the ‘SOURCES’ tab. SOURCES are of particular relevance to datasets as research outputs.

15. Adding related IDs to publications:

From the screen available under the ‘RELATED IDS’ tab, you can associate one or more RELATED IDS with the publication by ticking one of the boxes. Related IDs allows you to include in your description the relationships your research output has with (for example) its other versions. It also allows you to include other dependencies. Related IDs are of particular relevance to datasets, but may be useful for other research outputs also.

16. Sharing your publications:

On the screen available under the SHARE tab, you can share your publication record with other TCD researchers using the Research Support System. The point of sharing your records is that this record will appear on the RSS publications of the authors you share with. You should SHARE your publication with all of your TCD co-authors. You may also share with people not affiliated to TCD who may have profiles in TCD’s RSS.
When you are finished, click on ‘Next step’

17. Making your publications available on Open Access via TARA:
On the next screen (or on the screen available via the TARA tab) you can upload your publications to TARA, Trinity’s Open Access Repository – and comply with TCD’s Open Access Publications Policy. Click on the ‘Upload Publication to Trinity’s Open Access Repository’ and follow the on-screen instructions. Please have the final version of your paper after peer review – the Accepted Manuscript – ready to upload when you are prompted and agree to the deposit license. A librarian will check the publisher’s copyright policies prior to making the paper available on open access.