

Using My UQ eSpace to Manage Your Publications: Guide for Researchers

UQ eSpace is the single authoritative source for all University of Queensland research outputs and data collections. It is important to keep UQ eSpace up to date with a complete list of your publications. Data from UQ eSpace feeds into the following systems:

- Excellence in Research for Australia (ERA)
- School and Institute-based performance frameworks
- UQ Researchers
- Australian National Data Service
- Strategic initiatives: Bibliometrics, impact and collaboration reports
- Academic Portfolio (Form A) and the Workloads Tool

Login to UQ eSpace (<http://espace.library.uq.edu.au/>) using your **staff UQ username** (e.g. uqzzarm1) and **password**. You will be directed to My UQ eSpace to manage your publications.

Work in sequence, as required, through the following tabs to review your publication listings, claim and report corrections, upload files and add missing publications to your author profile:

My Research

Possibly My Research?

Add Missing Publication

1. My Research

This lists all publications already linked to your publication profile. Select the **Fix/Upload a file** button to the right of each record to:

- remove a publication from your profile
- report a duplicate or correction, or request publication re-classification
- upload an open access file or publication evidence

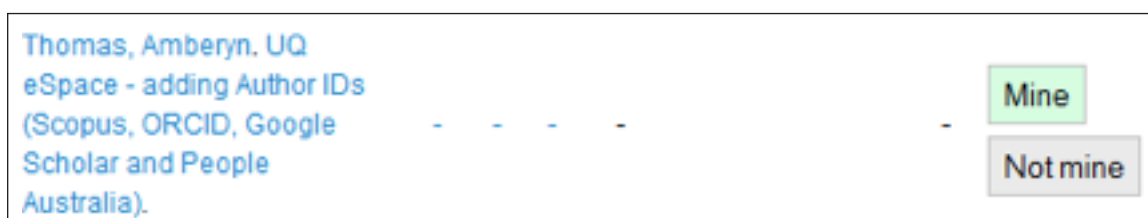


If your publication list is up to date and complete, there is no need to proceed further.

2. Possibly My Research?

This lists publications that may be yours. Click on the green **Mine** button to the right of each record to:

- claim a publication
- report a duplicate or correction
- upload an open access file or publication evidence



Hide publications that do not belong to you via the grey **Not mine** button underneath the claim button.

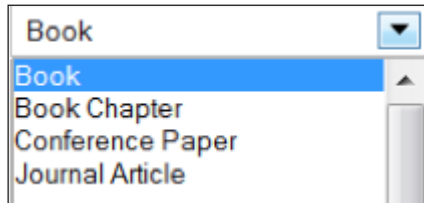
Show hidden records by selecting the **Show Hidden Records** box above the publication list.



3. Add Missing Publication

Click on this tab to manually add missing publications, then:

- select the relevant type of record from the list of options on the **Add Missing Publication** page;



- complete the fields on the form as required;
- upload a file as required; then
- click on the **Submit for approval** button to deposit the record

Please note the following:

- Fields marked with an asterisk are mandatory
- To link to your author ID enter your UQ username (e.g. uqzzarm1) into the **Author ID** field and click on the result
- Enter title then click anywhere outside the field to generate a title match search of UQ eSpace, Web of Science and Scopus
- If there is a publication match in either Web of Science or Scopus, select the **Add** button to import the record and auto-link it to your publication profile in eSpace. In this case you will not need to add any additional information.



- Click on the **Check publisher's open access policy** link to check Sherpa/Romeo for publisher full-text archiving permissions, if you intend to upload an open access copy of your publication



- All records and files submitted are checked and verified by the eSpace publications processing team

Questions/Contacts

Please contact the Unit Publication Officer (UPO) affiliated with your School or Unit if you need further assistance. Click [here](#) for a list of registered UPOs (you may need to log in to access this list).

To contact eSpace, email espace@library.uq.edu.au