

Using the Publications System

The publications system is an on-line database of all staff publications within the School. The system is web-based, so that publications data can be stored, viewed and updated via a web browser. Staff publications that are entered into the database can be viewed or searched online via the Publications webpages on the School website or directly from each staff members' own School webpage.

Adding/Editing a Journal Article

To add a journal article, click the "Add Journal Article" link on the left of the page.

Journal Details

In this initial screen you can choose the journal in which the article appears. The system maintains a single set of data for each journal that is contributed to by faculty staff, therefore it is imperative that this information is correct, and is not duplicated.

To begin, check the list under the heading "Select the journal in which the article appears" for the journal that the article appears in. Select the desired journal, and click the "Next" button under the list to continue.

If the journal is not listed, enter the journals details in the boxes provided, and click the "Next" button directly beneath.

Please ensure that this data is correct, and please provide as many details about the journal as possible. Also, please do not use abbreviations when entered the journal or publisher name.

Journal Details

Select the journal in which the article appears:

Anglo-American Law Review

Next >>

If the journal is not in the list above, please enter its details here:

Journal Name:

Publisher Name:

ISSN Number:

Next >>

Article Information

This page shows a list of all articles in this journal that have been contributed to by faculty staff. To update the details of one of these articles, select it from the list and click the "Next" button directly under the list.

If the article does not appear in the list, enter the details of the article in the boxes provided. Note that the only information that is required here is the name of the article. If a date is not provided then the article is considered to be unpublished. Adding an abstract and a list of keywords will allow the article to be found more easily by searches.

Note that articles published in more than one journal are considered separate publications, and should be entered as such.

Editing Article in Anglo-American Law Review

Article Information

Select an article from the list to edit/update:

Physician Assisted Suicide: A Second View from Mid-Atlantic

Next >>

If article not in list above, enter details here:

Article Name:

Year of Publication:

Page/Vol Reference:

Abstract:

Keywords:

Next >>

Author Information

The final step is to add the list of authors of the article, and to review the articles details. All faculty staff contributors must be added from the staff list. Do this by selecting their names from the list under the heading "Add authors from Law Faculty Staff list", and then clicking the "Add" button. Note that names can be removed from the list of article authors by clicking the "Remove" button next to their name.

Add all the faculty staff authors in this way. If the article was also contributed to by non-faculty staff, enter their names in the box marked "Authors not on law faculty staff list". Names should be entered separated by commas. Once the names have been entered into this box, click the "update" button next to the box to submit these changes to the system.

You can also edit the articles information from this page. Make whatever changes you require in the boxes provided, and click the "Update" button in this section once the changes are complete.

Editing "Physician Assisted Suicide: A Second View from Mid-Atlantic" in Anglo-American Law Review

Authors

List of authors of this article:

Mason, J. Kenyon

Add Authors from Law Faculty staff list:

Amkhan, Adnan

Authors not on Law Faculty Staff List:

D W Meyers

Edit articles details:

Article Name:

Year of Publication:

Page/Vol Reference:

Abstract:

Keywords:

Adding/Editing a Book

To add a book click the "Add Book Contribution" link on the left of the page.

Book Details

The first task is to select the book to edit. Find the book you wish to edit in the list under "Select the book to edit". Once you have selected the book, click the "Edit Book Details" button.

If the book is not in the list, you can enter its details in the box provided. Once you have entered the new books details, click the "Next" button.

Note that the year of publication should be the **first** year in which the book was published. This information should not be specific to other revisions or editions of the book, unless this new edition represents a significantly different publication.

Note also that, wherever possible, the ISBN number provided should be of the **latest** revision of the book. The ISBN number provides a means to link the database directly to online purchase systems, and to library catalogues, so it is very desirable that this information be provided.

Adding abstracts and keywords will enhance the usefulness of the database, and aid searches in finding the book.

Finally, if the book is a monograph, or the book authors are the sole contributors (i.e. not editors of a collection of contributed chapters) then the last box should be ticked.

Adding Authors/Reviewing Details

From this page you can edit or update the list of authors and review/update the books information.

All authors/editors of the book who are faculty staff members should be added from the "Law Faculty Staff List". Select each name from the list, and click the "Add" button. Note that you can also remove names from the author list by clicking the "Remove" button next to their name.

Add any non-law faculty staff editors/authors in the box marked "Authors not on Law Faculty Staff List", and click update when complete. You should separate names in this section with commas.

If you need to change or update the books details, make the changes in the box provided and click the "Update" button when complete.

Note that leaving the publication year blank will result in the system assuming the book is currently unpublished.

Adding/Editing a Book Contribution

To add or edit a contribution you have made to a book (i.e. an article/section/chapter) click the "Add Book Contribution" link on the left of the page.

Book Details

Select, from the list of books, the book in which your contribution was published. If the book does not appear in this list, first follow the steps shown above to add the book to the system. Once you have selected (or added) the book, click the "Contributions" button.

Contribution Information

The system will now show you a list of all faculty staff contributions to this book. If you wish to make changes to the contributions details, select the contributions name from the list and click the "Next" button immediately below the list.

If your contribution does not appear in the list, add its details in the boxes provided and click the "Next" button immediately beneath these boxes.

Book Details

Select the book to edit:

A History of Private Law in Scotland

Contributions >>

Edit Book Details >>

If the book is not in the list above, please enter its details here:

Book Title:

Publisher Name:

ISBN Number:

Year of Publication:

Abstract:

Keywords:

Tick here if the books authors are sole contributors, or book is monograph

Next >>

Editing "Conveyancing"

Book Authors

List of authors of this book:

Gretton, George

Reid, Kenneth

Add Authors from Law Faculty staff list:

Amkhan, Adnan

Authors not on Law Faculty Staff List:

Edit Details

Book Title:

Publisher Name:

ISBN Number:

Year of Publication:

Abstract:

Keywords:

Contributions >>

Editing Contribution in A History of Private Law in Scotland

Contribution Information

Select a contribution from the list to edit/update:

Leases in Scotland: Four historical portraits

Next >>

If the contribution is not in list above, enter details here:

Title:

Page/Vol Reference:

Abstract:

Keywords:

Next >>

Adding Authors/Reviewing Details

From this page you can edit or update the list of authors and review/update the contributions information.

All authors/editors of the contribution who are faculty staff members should be added from the "Law Faculty Staff List". Select each name from the list, and click the "Add" button. Note that you can also remove names from the author list by clicking the "Remove" button next to their name.

Add any non-law faculty staff editors/authors in the box marked "Authors not on Law Faculty Staff List", and click update when complete. You should separate names in this section with commas.

If you need to change or update the contributions details, make the changes in the box provided and click the "Update" button when complete.

Editing "Leases in Scotland: Four historical portraits" in A History of Private Law in Scotland

Contribution Authors

List of authors of this contribution:

Hogg, Martin

Add Authors from Law Faculty staff list:

Amkhan, Adnan

Authors not on Law Faculty Staff List:

Edit Details

Title:

Page/Vol Reference:

Abstract:

Keywords:

Adding/Editing a Conference Paper

To add or edit a paper you have given at a conference, click the "Add/Edit Conference Paper" link on the left of the page.

Conference Details

To add a paper, you must first pick the conference, or enter its details. Pick the conference from the list provided (note that the conference name is followed by the year it took place) and click the "Next" button immediately below the list. Or, if the conference is not in the list, enter its details in the boxes provided and click the "Next" button immediately below these boxes. Note that you must enter the location of the conference in the "Other Details" box.

Conference Details

Select the Conference in which the paper was given:

Splat (1970)

If the conference is not in the list above, please enter its details here:

Conference Name:

Year:

Other Details:

Add/Edit Paper Information

To edit a previously entered paper, select it from the list of papers given at this conference and click the next button immediately below the list. To add a paper to the conference, enter it's details in the boxes provided and click the "Next" button immediately below these boxes.

Editing Paper from Splat

Paper Information

Select a Paper from the list to edit/update:

An insiders view

If article not in list above, enter details here:

Name of Paper:

Abstract:

Edit Details/Add Authors

From this page you can edit or update the list of authors and review/update the papers information.

All authors/editors of the paper who are faculty staff members should be added from the "Law Faculty Staff List". Select each name from the list, and click the "Add" button. Note that you can also remove names from the author list by clicking the "Remove" button next to their name.

Editing "An insiders view" given at Splat

Authors

List of authors of this article:

Agius, Christine

Add Authors from Law Faculty staff list:

Agius, Christine

Authors not on Law Faculty Staff List:

Edit Papers details:

Article Name:

Abstract:

Keywords:

Add any non-law faculty staff editors/authors in the box marked "Authors not on Law Faculty Staff List", and click update when complete. You should separate names in this section with commas.

If you need to change or update the papers details, make the changes in the box provided and click the "Update" button when complete.

Additional Note:

A recent addition is that books, book contributions and journal articles can be marked for RAE consideration. If you wish your publication to be part of the RAE process, tick the box marked "Tick here if this book should be considered for RAE submission".